

VDH Transporting Vaccines Guide

October 2026

This document will walk you step by step on how to transport state-supplied vaccines using a standard hard sided cooler. If your office has a qualified packout please follow the appropriate guidance: [TempArmour Assembly Guide](#)

Request Approval:

Obtain clear permission from the Immunization Program that your request to transfer the vaccines was approved.

- The request should be emailed to AHS.VDHImmunizationProgram@vermont.gov with the following information; the pin of the transferring office, the pin of the receiving office, which vaccines, and how many are being transferred.

Assemble Cooler:

Use the [Packing Vaccines for Transport during Emergencies](#) for more details on how to pack the cooler.

- Obtain a hard-sided or Styrofoam cooler. You can use the one the vaccines come in from the manufacturer.
- Condition the frozen water bottles – you need enough to fully over the bottom and top layers. To condition the water bottle put them in the sink with lukewarm water. The bottle is ready when the ice can freely move inside the bottle.
- Add cardboard and then bubble wrap on top of the bottles on the bottom
- Set up [LogTag](#) and hit the start button
- Now, add additional bubble wrap, cardboard and conditioned water bottles so they are in reverse order from the bottom. Shut the cooler lid and wait until the LogTag is reading in range, between 2°-8°C. By starting closer to 2°C, your vaccines will stay in range during transport for longer. If you start closer to 8°C, the less time you have.



Add Vaccine & Start the Transfer:



Once the LogTag is reading in range, add the vaccine between the two layers of bubble wrap with the LogTag, protected from direct contact with anything cold. **Note the time** the vaccines were added and start your [Hourly Vaccine Temperature Log](#).



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802-863-7200



After Delivery:

- **Note the time the** vaccines were put in the receiving offices approved vaccine unit.
- Bring transfer supplies back with you – you should always keep your own cooler, water bottles, insulating materials and LogTag.
- Return and [download LogTag temperature data](#), review data within noted times from when you added and took out the vaccine.
 - a. If any out-of-range readings in the data, please send data with noted time stamps to Immunization Program so that we can assess vaccine viability with the vaccine manufacturers.
 - b. If no out-of-range readings, no need to send the data but do let us know transfer was successful and then we'll let the receiving office know they can begin using those vaccines right away if you haven't.
- If this is a one-way or permanent transfer in that the receiving office will be using the vaccines – you should then [login to VIMS to transfer the doses](#) out of your inventory and into theirs.