



Softbox Unpackaging

1. Position Medium ULT shipper in a suitable place for unpacking, close to where the vials will be stored. Before opening the shipper, ensure the area in which you are working has proper ventilation. The use of dry ice in confined spaces (small rooms or walk-in coolers) and/or poorly ventilated areas can result in depletion of oxygen resulting in asphyxiation. Exposed skin should be protected from contact with dry ice. Insulated gloves must be worn when removing anything from the shipper. Eye protection is recommended (for example, safety glasses). Depending on the amount of vaccine ordered, the Softbox shipping container can weigh up to 35kgs.*



2. Carefully cut tape securing shipper top flaps. Do not cut through flaps beneath.



3. Open three of the shipper top flaps. Fold them back for full access.

Note: Take caution when opening the thermal shipping containers. On the Softbox lid, you'll notice one flap of the thermal shipping container is permanently affixed to the lid. Do not pull this flap.



*Depending on the amount of vaccine ordered, the Softbox Medium Shipper total weight is subject to change for each market based on the amount of product in the shipper.



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- 4. Review the shipment documentation, which can potentially include the brochure, prescribing sheet, etc.



- 5. Temperature within each shipper is monitored by one of two temperature monitors. Press and hold the red stop button on the Controlant Monitor* for 5 seconds to record the end of the shipment.

Note: Do not remove the Controlant monitor* from the foam lid or container because it must be returned with the thermal shipping container after use.

Note: In cases where the thermal shipping container contains a Sensitech TempTale Ultra Temperature Monitor*, press and hold the Stop button for 1-3 seconds. **Sites are responsible for continuing to monitor the product storage conditions.**



Controlant



Sensitech

*The logger within each box may vary slightly based on select markets. An additional version of the Controlant temperature monitoring device, the Controlant SAGA logger, may be available.



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- 6. Open hinged shipper lid. Fold the lid to the side of the shipper to allow easy access within.



- 7. Lift the Dry Ice Pod out of the shipper using the blue handles. Do not open the Dry Ice Pod. Place the Dry Ice Pod out of the way. Once the Dry Ice Pod is removed, you will be able to access the payload carton. The payload carton holds a freezer case (white plastic box) which contains 10-pack cartons.

Note: If using the thermal shipping container as temporary storage, both the area around the Payload Carton and Divider as well as the Dry Ice Pod will need to be filled when replenishing the dry ice.





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8. Open the two top flaps of the Payload Carton. There may be a thin layer of dry ice on top of the flaps, this should be brushed to one side whilst wearing insulated gloves.



9. Carefully remove the 10-pack cartons from the payload carton. Immediately store vial cartons in an ultra-low temperature (ULT) freezer. Remember, do not open the vial cartons until you are ready to remove vials for thawing or use.



Depending on the order quantity of product, the packaging may contain either a freezer case (white plastic box) or blue foil bag which contains 10-pack cartons.

10. If an ULT Freezer is not available, the thermal shipping container may be used as temporary storage. If using the thermal shipping container as temporary storage, it must be opened, inspected, and replenished within 24 hours of receipt. Refer to the [Dry Ice Replenishment Section](#) of this procedure for further details on using the thermal shipping container as temporary storage.

Note: If using the thermal shipper as temporary storage, please proceed to the next slide.

If not using the thermal shipper as temporary storage, please skip to **step #22** (Last section of the Dry Ice Replenishment section).



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11. Place back in the payload carton and close the two top flaps.



Depending on the order quantity of product, the packaging may contain either a freezer case (white plastic box) or blue foil bag which contains 10-pack cartons.

12. Using the blue handles lower the Dry Ice Pod into the top of the shipper. Ensure the Dry Ice Pod sits below the top of the shipper.



13. Close the hinged lid of the shipper. Follow instructions for closing the box that holds the product cartons, placing the dry ice pod and sealing the thermal shipping container closed as specified in the [Dry Ice Replenishment Section](#).





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14. If your payload carton holds a freezer case (white plastic box), please carefully remove the freezer case containing the vial cartons. Then, remove the cartons from the freezer case. Please note that the freezer case (white plastic box) is not a storage option and does not provide cold-chain protection.



15. Alternatively, If your payload carton holds a blue foil bag, please carefully remove the bag containing the vial cartons. Then, remove the cartons from the blue foil bag. There may be a mini protective tray which holds the 10-pack cartons. Please note that blue foil bag is not a storage option and does not provide cold-chain protection.



Top-down view of cartons inside the blue foil bag.



Closed blue foil bag