

Step #	Description	Visual
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1 Open the Cool Green Cell Shipper



2 Remove the paperwork on the top
Place the carton seal and return label to one side.



3 Remove the top polyurethane lid, pink diffuser and the ice packs



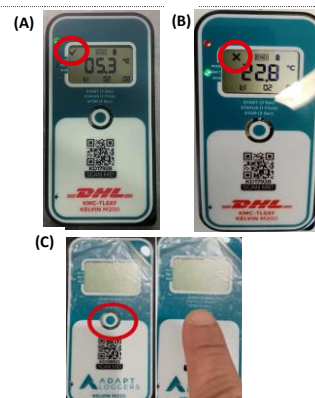
4 Remove the Inner Product Carton from the Cool Green Cell. This contains your vaccines, and one **TrackIT** device.



5 Open the inner product carton. On the inside wall of the carton you will see the TrackIT device.
Remove the TrackIT device and proceed to step 6.



6 Look at the TrackIT LCD screen:
(A) A tick mark "✓" means the shipment remained within the temperature range. Proceed to Step 7.
(B) A cross mark "X" means there may have been a temperature excursion during the transit. Please immediately take a photo of the TrackIT screen showing the "X" mark.
» Take the Inner Product Carton to the refrigerator and place in the refrigerator with a note indicating that the vaccines are quarantined and "NOT" for use until clearance is given by NIP Logistics Team.
» Email the photos along with shipment details to NIP Logistics Team covid-19.logistics@health.govt.nz or call 0800 335 778.
(C) If the **LCD is blank**, press the button once and the screen will light up.
Please place the TrackIT device into the Cool Green Cell and proceed to Step 9.



7 Place the TrackIT device into the Cool Green Cell for return to DHL



8 Take the Inner Product Carton to your refrigerator, remove your vaccines and place them immediately into the refrigerator

9 Return all removed ice packs and Polyurethane lid into the Cool Green Cell box



10 If the courier driver is still waiting, RESEAL the box with the carton seal and attach the return label, then handover the Cool Green Cell.

11 If the courier has gone, close the cool green cell with the carton seal and apply the return label. Put the package aside for the next NZ Post courier to pick up. If you need the space cleared, please go to the website below and enter ticket number and your details and submit to arrange pickup.
<https://www.nzpost.co.nz/tools/bookpickup/address>

