	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
	<i>Document Name:</i>	GP BAI-22
Packaging, Storage And Delivery Of Finished Products		Rev. No. : 03 February 08, 2021 Page: 1/2

1.0 Objectives

- To guide laboratory staff in the proper way of packaging and storing finished products after labeling.

2.0 Scope

- This procedure covers the process of packaging and storing of all products produced that passed National Quality Testing Lab.

3.0 Definition of Terms


- Refrigeration Temperature refers to the temperature inside the refrigerator which should be between 4°C to 8°C.
- Packaging material refers to cartons or made-to-order plastic vaccine containers
- Cold storage refers to outsourced refrigeration facility.

4.0 Records

- R-BAI-82Vaccine Release Transmittal File
- R-VLD-09 BVBPL Production Report File

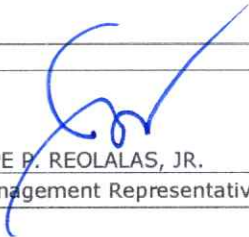
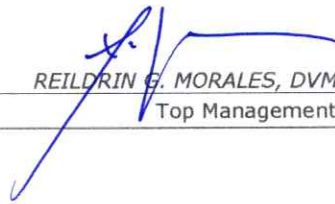
5.0 References

- EDVLD-04 Manual of ASEAN Standards for Animal Vaccines

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6.0 Process Flow

FLOW	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">Labeled vials or bottles are packed accordingly</div> <div style="text-align: center; margin-top: 10px;">↓</div>	Specialist	<ul style="list-style-type: none"> Labeled vaccine vials are packed in plastic containers (50 vials/pack) Lot No. and expiry date of vaccine is indicated in the label of the plastic container Storage temperature is also indicated in the packaging label Labeled vaccine bottles are packed in cartons (12 bottles x 500 ml./pack) Cartons are labeled accordingly (lot no., expiry date, and storage temp.)
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Packages/cartons are counted and recorded</div> <div style="text-align: center; margin-top: 10px;">↓</div>	Specialist	<ul style="list-style-type: none"> Record number of packages/vials in production sheet
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Stored at 4°C to 8°C</div> <div style="text-align: center; margin-top: 10px;">↓</div>	Specialist/ Lab. Technician	<ul style="list-style-type: none"> A refrigerator is designated for keeping packed vaccines
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">Vaccine transmittal is prepared for vaccines to be picked-up by staff from the dispensary unit</div>	Dispensing Unit	<ul style="list-style-type: none"> GF-VLD-42 Vaccine Release Transmittal Form Packages should be kept cold while in transit to the dispensary unit/out-sourced cold storage First-in-First-out system is also followed in the storage

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