	<b>BUREAU OF ANIMAL INDUSTRY</b>	
	<b>GENERAL PROCEDURES</b>	
	<i>Document Name:</i> <b>Packaging, Storage And Delivery  Of Finished Products</b>	GP BAI-22 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

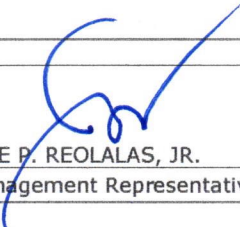
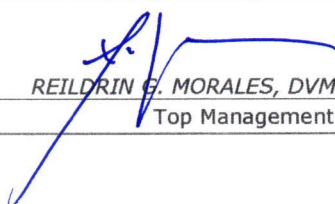
### 5.0 References

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

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