

HOW TO DEFROST A FREEZER USING VERICOR TRANSPORT COOLERS

Maintaining a frost-free freezer is essential for ensuring the integrity of stored vaccines. This guide provides step-by-step instructions to safely defrost your freezer using a VeriCor cooler while ensuring vaccines remain protected. Contact TempCheck@phila.gov to borrow a cooler.

Beginning the defrost process the day you receive the cooler is recommended.

The cooler will arrive in range with the digital data logger (DDL) powered on. You should begin the defrost process as soon as the cooler is received and it should be completed within 24 hours.



If you cannot start the defrost immediately, follow these steps:

1. Email TempCheck@phila.gov with what date you will perform the defrost.
2. Stop the cooler **DDL** and store the probe wire, glycol bottle, and cooler panels in the freezer until ready to begin.
3. You may need to download the **DDL** data to restart it, but you do not need to email us that data if no vaccine was inside the cooler.
4. When ready to perform the defrost, reassemble the cooler and follow the checklist below.

Storage Unit Defrost Checklist

IMPORTANT:

- Do not perform defrosting over the weekend or when no one is on-site during business hours.
- Vaccine cannot remain in cooler more than 24 hours.

Before Defrosting:

Ensure the backup cooler is on and within the required temperature range (**below 5°F / -15°C**).

Transfer all frozen vaccines to the backup cooler and close it.

Download the **DDL** attached to the freezer you are defrosting.

Email the temperature data to TempCheck@phila.gov, letting us know the defrost process has started.

Unplug the freezer and **leave the freezer door open**.

Place towels beneath the unit to absorb water.

After the Ice Has Melted:

Clean up any remaining water.

Plug the freezer in and wait at least **1 hour** for it to return to the appropriate temperature range.

Turn the **DDL** back on and confirm the temperature is in range (**≤ 5°F / -15°C**).

Return vaccines to the unit.

Download the **DDL** attached to the cooler and email TempCheck@phila.gov, letting us know the defrost process has ended.

Keep the cooler and **DDL** together for pickup.