

Recording Temperature Excursions



Target Audience

Providers LHD CDPH



Purpose & Overview

This job aid provides an overview of reporting an Excursion event. A provider must report an Excursion when vaccine doses are exposed to temperatures outside the recommended range.



Contents

Part	Page Number
1.	Logging an Excursion Event Pages 2–17
2.	Contacting Manufacturers for Vaccine Stability Determination Pages 18–20
3.	Viewing and Editing an Excursion Event Page 21–22
4.	Submitting a Draft Excursion Pages 23–25
5.	Additional Specifications: Logging an Excursion Event (Outbreak) Page 26



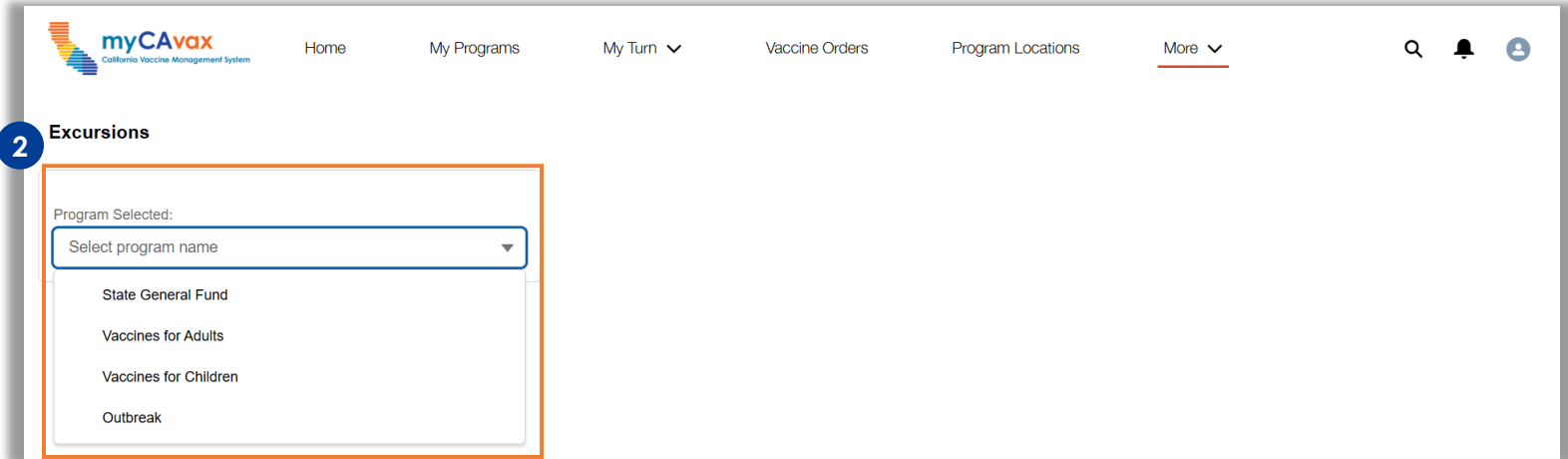
Part One: Logging an Excursion Event (1 of 16)

1. Select the 'Excursions' option from the 'Vaccine Inventory' dropdown on the navigation bar. Alternatively, select the 'Excursions' from the program file dropdowns to navigate to the respective program's Excursions page.

The screenshot shows the myCAvax interface with a navigation bar at the top. A blue circle with the number '1' is positioned above the 'Vaccine Inventory' dropdown menu. The dropdown menu is open, showing options: Transfers, Returns and Waste, Excursions (highlighted with an orange box), and Shipment Incidents. Below the navigation bar, there are three program cards: State General Fund (SGF), Vaccines for Adults (VFA), and Vaccines for Children (VFC). Each card has a dropdown menu icon in the top right corner. Arrows point from these dropdown icons to a larger dropdown menu at the bottom of the page. This larger dropdown menu is also open, showing options: Program Locations, Transfers, Excursions (highlighted with an orange box), and Shipment Incidents. A dashed orange line outlines the main content area of the interface.

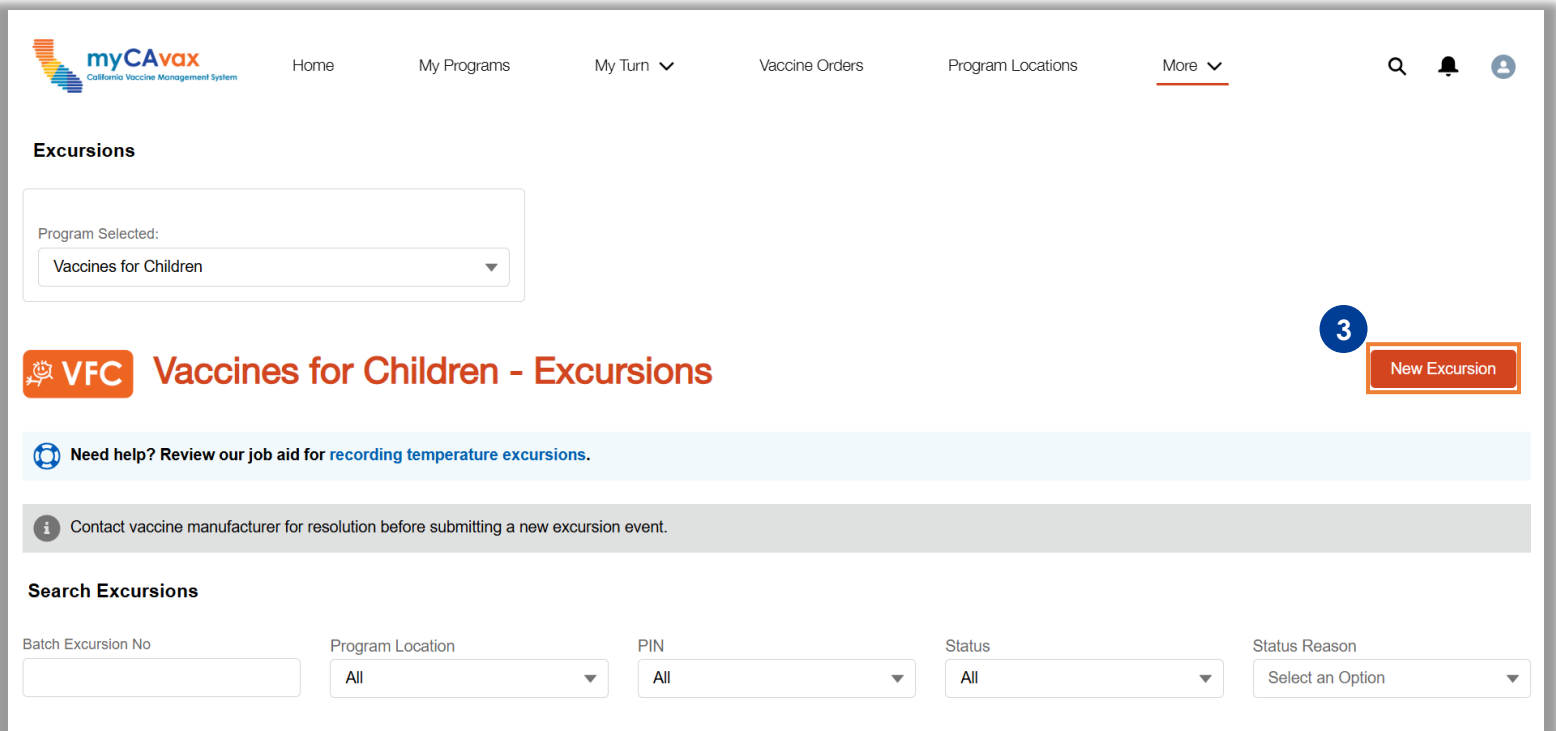
Part One: Logging an Excursion Event (2 of 16)

2. Select the relevant program from the 'Program Selected' dropdown on the 'Excursions' page.



The screenshot shows the myCAVax interface. The navigation bar includes Home, My Programs, My Turn, Vaccine Orders, Program Locations, and More. The 'Excursions' page is active. A dropdown menu for 'Program Selected' is open, showing options: State General Fund, Vaccines for Adults, Vaccines for Children, and Outbreak. A blue circle with the number '2' is overlaid on the dropdown menu.

3. Click the 'New Excursion' button to log a new Excursion.




The screenshot shows the myCAVax interface. The navigation bar is the same as in the previous screenshot. The 'Excursions' page is active. The 'Program Selected' dropdown menu is now set to 'Vaccines for Children'. A blue circle with the number '3' is overlaid on the 'New Excursion' button, which is highlighted in orange. Below the dropdown menu, there is a section titled 'VFC Vaccines for Children - Excursions'. A blue banner with a question mark icon says 'Need help? Review our job aid for recording temperature excursions.' Below that, a grey banner with an information icon says 'Contact vaccine manufacturer for resolution before submitting a new excursion event.' At the bottom, there is a 'Search Excursions' section with input fields for Batch Excursion No, Program Location (set to All), PIN (set to All), Status (set to All), and Status Reason (set to Select an Option).

Note: When a time-sensitive product is exposed to temperatures outside of the recommended range, report the Excursion event in the myCAVax system. Contact the vaccine manufacturer for guidance on if the vaccine is still viable.



Part One: Logging an Excursion Event (3 of 16)

4. Search for the Program Location where the Excursion occurred in the 'Program Location' field on the 'Step 1 - Select Account and Enter Inventory Information' page and select it from the search results.
5. Enter the name of the contact in the 'Contact' field.
6. Indicate whether there were vaccines involved in the Excursion.
7. Indicate whether the vaccine was stored in a storage unit.
8. Select the applicable storage unit by selecting the appropriate checkboxes in the 'Select the storage unit(s) involved' field.



VFC - Excursions

Step 1 - Select Account and Enter Inventory Information

● — ● — ●

Location and Contact Information

4 * Program Location

Orange River - Vaccines for Children

5 * Contact

Hermione Bradley

Excursion Information

6 * Were there vaccines involved in this excursion?

Yes

No

7 * Was a storage unit involved? ⓘ

Yes

No

8 * Storage unit(s) involved (select all that apply):

SC-42995 (Brand: Frezzer123 | Type: Refrigerator | Thermometer Model: Medi Freeze | Thermometer Serial #: 82357)

SC-42996 (Brand: Thermovalue | Type: Freezer | Thermometer Model: Medi Freeze | Thermometer Serial #: 82357)

Other, not listed

Note: No further action is required if there were no vaccines and storage unit involved in the Excursion.

Note: If a storage unit is involved but no vaccines are affected, the excursion will be documented.



Part One: Logging an Excursion Event (4 of 16)

If the 'Other, not listed' checkbox is selected in the 'Storage unit(s) involved' list, the 'Required Information for 'Other' Storage Unit' section will open to capture additional storage unit details.

- a. Select the type of storage unit from the 'Select Storage Unit Type' list.
- b. Enter the capacity of the storage unit in the 'Approx. Storage Capacity cu. ft' field.
- c. Select the type of storage unit from the 'Type' dropdown.
- d. Select the relevant option from the 'Unit Grade' dropdown.
- e. Select the relevant option from the 'Unit Priority' list.

Required Information for 'Other' storage unit

List the brand/model/type of storage unit to be used for storing vaccines at this location.

* Select Storage Unit Type

- Refrigerator
- Freezer
- Ultra Cold Freezer

* Approx. Storage Capacity cu. ft

10,000

* Type

Compact/Under-the-Counter

* Unit Grade

Household

* Unit Priority

- Primary
- Backup
- Mobile Unit
- No longer in use

* Storage Unit Brand

Coolvacci

* Storage Unit Model

Coolvacci23

Enter the thermometer details for your location's storage unit

* Thermometer Type

Other

* Specify Other Thermometer Type

* Thermometer Model

Tempread

* Thermometer Serial Number

Tempread23

...eter been calibrated?

Household

Commercial

Purpose-built (Pharmacy/Laboratory Grade)

Compact/Under-the-Counter

Stand Alone

Combination

Auto Dispensing Doorless Unit



Part One: Logging an Excursion Event (5 of 16)

- f. Enter the information on the 'Storage Unit Brand' and 'Storage Unit Model' field.
- g. Select the type of thermometer from the 'Thermometer Type' dropdown. If 'Other' is selected, specify the type in the 'Specify Other Thermometer Type' field.
- h. Enter the information on the 'Thermometer Model' and 'Thermometer Serial Number' field.
- i. Select 'Yes' or 'No' from the 'Has your thermometer been calibrated?' dropdown.

Required Information for 'Other' storage unit

- * Select Storage Unit Type
 - Refrigerator
 - Freezer
 - Ultra Cold Freezer
- * Approx. Storage Capacity cu. ft
- * Type
- * Unit Grade
- * Unit Priority
 - Primary
 - Backup
 - Mobile Unit
 - No longer in use

f List the brand/model/type of storage unit to be used for storing vaccines at this location.

- * Storage Unit Brand
- * Storage Unit Model

g Enter the thermometer details for your location's storage unit

- * Thermometer Type
- * Specify Other Thermometer Type

h

- * Thermometer Model
- * Thermometer Serial Number

i

- * Has your thermometer been calibrated?

- Digital data logger
- Networked Continuous Temperature Monitoring system
- Min-Max Thermometer
- Other



Part One: Logging an Excursion Event (6 of 16)

9. Select the relevant option from the 'Excursion event is related to' dropdown.
10. Select the excursion type from the 'Temperature excursion type' field.
11. Click the 'Next' button to proceed to 'Step 2 – Enter Data Logger' page.

Location and Contact Information

* Program Location

* Contact

Excursion Information

* Were there vaccines involved in this excursion?
 Yes
 No

* Was a storage unit involved?
 Yes
 No

* Storage unit(s) involved (select all that apply):
 SC-42995 (Brand: Frezzer123 | Type: Refrigerator | Thermometer Model: Medi Freeze | Thermometer Serial #: 82357)
 SC-42996 (Brand: Thermovalue | Type: Freezer | Thermometer Model: Medi Freeze | Thermometer Serial #: 82357)
 Other, not listed

9. **Excursion event is related to:**

10. **Temperature excursion type**

Off-site/mobile clinic

Emergency

Broken Thermometer

Conducting Vaccine Inventory/Receiving Vaccines

Door Left Open

Power Outage

Storage Unit Cycling

Too hot

Too cold

Temperatures not recorded

11.



Part One: Logging an Excursion Event (7 of 16)

When vaccines involved in the excursion and no storage unit is selected, the options in the 'Excursion event is related to' field will differ.

Excursion Information

* Were there vaccines involved in this excursion?
 Yes
 No

* Was a storage unit involved? ⓘ
 Yes
 No

* Excursion event is related to:
 Select an Option
 Discovered by CDPH staff
 Vaccines left out at room temperature
 Refrigerated vaccine transport issue
 Frozen vaccine transport issue
 Vaccine transport (temperatures not monitored)
 Other

Save as Draft Next

When 'Vaccines left out at room temperature' option is selected in the 'Excursion event is related to' field, the 'What was the room temperature?' and '°F/°C?' fields will appear.

* Were there vaccines involved in this excursion?
 Yes
 No

* Was a storage unit involved? ⓘ
 Yes
 No

* Excursion event is related to:
 Vaccines left out at room temperature

What was the room temperature? °F/°C?
 36.00 F

Temperature excursion type
 Too hot



Part One: Logging an Excursion Event (8 of 16)

Selecting the 'Refrigerated vaccine transport issue,' 'Frozen vaccine transport issue,' or 'Vaccine transport (temperatures not monitored)' option will display the following fields: 'Description of transfer,' 'What type of packing material was used?,' and 'Where was the probe inside the transport container?' fields.

* Excursion event is related to:
 Refrigerated vaccine transport issue

* Description of transfer (Describe how were vaccines packaged for transport: what materials were used, and in what order were they placed inside of the transport container)?
 Packed in a sealed box

* What type of packing material was used? Select all that apply:

Available	Chosen
Frozen water bottles	Cooler
Frozen cold packs	
Dry ice	
Insulating material (e...)	
Data logger	
Other	
None of the above	

* Where was the probe inside of the transport container?
 The probe was placed in the center of the transport container, surrounded by the vaccine packages, to accurately monitor the internal

Note: 'Please Specify Other' field appears when 'Other' option is chosen in the 'What type of packing material was used?' picklist.



Part One: Logging an Excursion Event (9 of 16)

12. Enter the start and end dates and time of the Excursion in the 'Date' and 'Time' fields. The value in the 'Total Excursion Time' field is calculated automatically.
13. Indicate the minimum and maximum temperature over the excursion period in Fahrenheit or Celsius in the 'Minimum Temperature' and 'Maximum Temperature' fields.
14. Enter the response in the 'Corrective actions taken' field.

VFC - Excursions
Step 2 - Enter Data Logger

● - ○ - ●

Enter Data Logger Information

Use this table to document the out-of-range (OOR) temperatures, actions taken, and the total time temperatures went outside of the recommended storage range based on your data logger report. Only enter excursions not previously reported. To report multiple excursion temperature details for a single storage unit, duplicate the row and update the excursion temperature ranges.

Name: SC-42995/Brand: Freezer123/Type: Refrigerated Storage Capacity

Excursion Details									
Excursion Start Date	Excursion Start Time	Excursion End Date	Excursion End Time	Total Excursion Time	Minimum Temperature	Maximum Temperature	°F/°C?	Corrective actions taken	
4/8/2025	11:14 AM	4/12/2025	11:14 AM	96 hours 0 minutes	32.00	38.00	C	Not used the vaccines	

Buttons: Add Blank Row, Duplicate Row, Clear Row

Before clicking 'Next', verify information. Once you move past this page, you will not be able to make further changes to the times and temperatures listed.

Buttons: Back, Save as Draft, Next


Note: An error message appears under the 'Excursion Start Date' field when a future date is selected.

Note: An error message appears under the 'Excursion End Date' field when the end date is earlier than the start date.

Note: An error message appears under the 'Maximum Temperature' field when the minimum temperature is greater than the maximum temperature.



Part One: Logging an Excursion Event (10 of 16)

- Click the 'Trash 
 button to remove the values entered for the Excursion details.
- Click the 'Add Blank Row' button to insert another row. Click the 'Duplicate Row' button to replicate the Excursion details.
- Click the 'Next' button.

The screenshot shows the 'Excursion Details' form. Callout 15 points to the 'Add Blank Row' and 'Duplicate Row' buttons. Callout 16 points to the 'Clear Row' button. Callout 17 points to the 'Next' button. The form contains a table with the following data:

Excursion Start Date	Excursion Start Time	Excursion End Date	Excursion End Time	Total Excursion Time	Minimum Temperature	Maximum Temperature	°F/°C?	Corrective actions taken
4/8/2025	11:14 AM	4/12/2025	11:14 AM	96 hours 0 minutes	32.00	38.00	C	Not used the vaccines

Below the table are buttons for 'Add Blank Row' and 'Duplicate Row'. At the bottom of the form are buttons for 'Back', 'Save as Draft', and 'Next'. A warning message states: 'Before clicking 'Next', verify information. Once you move past this page, you will not be able to make further changes to the times and temperatures listed.'

- Click the 'Continue' button on the 'Confirm Information' pop-up window to proceed to 'Step 3 – Report Affected Inventory' page.

The screenshot shows the 'Excursion Details' form with a 'Confirm Information' pop-up window. Callout 18 points to the 'Continue' button in the pop-up. The pop-up contains the following text:

Confirm Information

Please verify your information before proceeding. Once you click 'Continue', the entered times and temperatures cannot be modified.


Buttons: Cancel, Continue



Part One: Logging an Excursion Event (11 of 16)

If the 'Temperatures Not Recorded,' 'Vaccine Transport (temperatures not monitored),' or 'Temperatures Not Recorded (Data logger file available)' option is selected in the 'Excursion event is related to' field (Step 9), the fields in the 'Excursion Details' section vary.

- Enter the last log and first log pre-excursion dates and time in the relevant 'Date' and 'Time' fields. The value in the 'Total Excursion Time' field is calculated automatically.
- Indicate the last pre-excursion and first post-excursion temperature over the excursion period in Fahrenheit or Celsius in the relevant fields.
- Enter the response in the 'Corrective actions taken' field.



VFC - Excursions
Step 2 - Enter Data Logger

☑ - ○ - ○ - ○

Enter Data Logger Information

Use this table to document the out-of-range (OOR) temperatures, actions taken, and the total time temperatures went outside of the recommended storage range based on your data logger report. Only enter excursions not previously reported. To report multiple excursion temperature details for a single storage unit, duplicate the row and update the excursion temperature ranges.

Name: SC-42995/Brand: Frezzer123/Type: Refrigerated Storage Capacity

Excursion Details								
Date of last log pre-excursion	Time of last log pre-excursion	Date of first log post-excursion	Time of first log post-excursion	Total excursion time	Last pre-excursion temp	First post-excursion temp	°F/°C?	Corrective actions taken
4/8/2025	1:31 PM	4/11/2025	1:33 PM	72 hours 2 minutes	38.00	36.00	C	Sealed

[Clear Row](#)

[Add Blank Row](#) [Duplicate Row](#)



Part One: Logging an Excursion Event (12 of 16)

19. On the 'Step 3 – Report Affected Inventory' page. Select the vaccine's group, brand, and presentation from the 'Vaccine Group,' 'Vaccine Brand,' and 'Presentation' dropdowns.
20. Select the checkbox if the affected vaccine was involved in a previous excursion.
21. Choose 'Yes' or 'No' option from the 'Dose Administered?' dropdown to indicate whether the vaccine dose was administered to the patient.
22. Enter the information in the 'Report case or reference number' field.
23. Select the date in the 'New Beyond date (Optional)' and 'Date incident reported to manufacturer' fields and select whether the doses may or may not be used from the 'Manufacturer stability information' dropdown.

Based on the information provided, it has been determined that the reported incident needs to be reported to the vaccine manufacturers to obtain stability information - [Manufacturer Contact Information](#).

Affected Inventory			Manufacturer's Stability Information											
19	Vaccine Group	Vaccine Brand	Presentation	20	Involved in previous excursion?	21	Doses Administered?	22	Report case or reference number	23	New beyond date (Optional)	Date incident reported to manufacturer	Manufacturer stability information	
	Rotavirus	Rotarix	Applicat...	<input type="checkbox"/>	No	SW2123	4/1/2025	4/2/2025	Doses may not b...					


Any vaccines in your provider inventory will show up in the dropdown. If you would like to report a vaccine that does not appear, please use the 'Add blank row' button and enter your vaccine details.

Add vaccine product

Note: A yellow flag with warning banner appears if the 'Involved in previous excursion?' checkbox is selected.



Part One: Logging an Excursion Event (13 of 16)

- 24. Click the 'Trash ' icon to clear a row.
- 25. Click the 'Add blank row' button to insert another row.
- 26. Vaccines from the provider inventory will appear in the 'Add vaccine product' field. Search for and select the product, then click the 'Add Vaccine' button.

⚠️ Based on the information provided, it has been determined that the reported incident needs to be reported to the vaccine manufacturers to obtain stability information - [Manufacturer Contact Information](#).

Affected Inventory					Manufacturer's Stability Information			
Vaccine Group	Vaccine Brand	Presentation	Involved in previous excursion?	Doses Administered?	Report case or reference number	New beyond date (Optional)	Date incident reported to manufacturer	Manufacturer stability information
Rotavirus	Rotarix	Applicat...	<input type="checkbox"/>	No	SW2123	4/1/2025	4/2/2025	Doses may not b...

Any vaccines in your provider inventory will show up in the dropdown. If you would like to report a vaccine that does not appear, please use the 'Add blank row' button and enter your vaccine details.

24 Add blank row

25 Add vaccine product

Add Vaccine

26 Clear Row



Part One: Logging an Excursion Event (14 of 16)

The Triage component displays warning messages based on the type of storage unit that stored the vaccines, the duration of the Excursion, and the temperature of the storage unit.

You may see the following warning messages after entering the information mentioned above.

- Contact the manufacturer to determine vaccine stability.

Name: SC-42995/Brand: Frezzer123/Type: Refrigerated Storage Capacity

Total Excursion Time	Coldest Temp	Warmest Temp	°F/°C?
24 hrs 0 mins	33.00	36.00	C

⚠ Based on the information provided, it has been determined that the reported incident needs to be reported to the vaccine manufacturers to obtain stability information - [Manufacturer Contact Information](#).

- If temperatures were not recorded, label the vaccines as 'Do not use' and set them aside.

Name: SC-42995/Brand: Frezzer123/Type: Refrigerated Storage Capacity

Total Excursion Time	Coldest Temp	Warmest Temp	°F/°C?
24 hrs 0 mins	34.00	36.00	C

⚠ Based on the information provided, do not use the vaccines and label them as 'Do not use'. Continue to store and monitor the vaccines. CDPH will be contacting you regarding next steps.



Part One: Logging an Excursion Event (15 of 16)

27. Click the 'Upload Files' button to submit temperature data from the past 30 days. Read the message above the button to understand the file restrictions.
28. Select the hyperlink to download 'Do Not Use' signage.
29. Enter the response in the 'Incident Summary' field.
30. Click the 'Submit' button.

Please submit 30 days of temperature data from your written data logs and data logger reports. Ensure that the excursion is included in the log. **Maximum file size: 60MB.**
You may enter as many files as needed.

27 Or drop files

File Name

Document.png

28 **'Do Not Use' Signage**
Please click this [link](#) to download a DO NOT USE sign to post on storage unit to quarantine vaccines.

29 * Incident Summary


Date of Incident: April 10, 2025
Program Location: ABC Community Health Clinic
Medical Description:

30



Part One: Logging an Excursion Event (16 of 16)

31. Review the details of the Excursion on the 'Confirmation' page.



VFC - Excursions
Confirmation

Your excursion report was successfully submitted. Please review your excursion details below.
You will be able to revisit this confirmation summary from the excursion landing page by selecting "View Summary".

31

Location and Contact Information
Program Location
 Orange River - Vaccines for Children

Contact
 Hermione Bradley

Excursion Information
Was a Storage Unit Involved?
 Storage Unit

Affected vaccine stored in
 SC.42995/Brand: Frezzer123/Type: Refrigerated Storage Capacity

Excursion Event is related to
 Temperatures not recorded

Temperature excursion type
 Too hot

32. Scroll down to the bottom and click the 'Back to Dashboard' button to return to the Excursions page.

Affected Inventory				Manufacturer's Stability Determination				
Vaccine Group	Vaccine Brand	Presentation	Involved in previous excursion?	Doses Administered?	Report case or reference number	New beyond date	Date incident reported to manufacturer	Manufacturer stability information
Rotavirus	RotaTeq (10 pack)	Applicator - 2.0 mL	No	No	SW2123	04/01/2025	04/02/2025	Doses may not be used

32

Incident Summary
 999999999

[Back to Dashboard](#)
[Chat with us](#)



Part Two: Contacting Manufacturers for Vaccine Stability Determination (1 of 3)

Providers must contact the vaccine manufacturer to determine the stability of vaccines as per the Triage results that display upon entering the Excursion information. The table below lists the contact numbers of manufacturers.

Vaccines for Adults (VFA) / LHD 317 vaccines

Manufacturer	Contact Number
GlaxoSmithKline	1-877-GSK-MI4U; (877) 475-6448
Pfizer	(800) 438-1985 Press: 3
Sanofi Pasteur	(800) 822-2463
Merck	(800) 672-6372 Press: 1, 2, 2
Dynavax	1-84-HEPLISAV; (844) 375-4728
MassBiologics	(888) 825-5249

State General Fund (SGF) vaccines

Manufacturer	Contact Number
GlaxoSmithKline	1-877-GSK-MI4U; (877) 475-6448
Seqirus	(855) 358-8966 Press:1
Sanofi Pasteur	(800) 822-2463
MedImmune (AstraZeneca)	(800) 236-9933



Part Two: Contacting Manufacturers for Vaccine Stability Determination (2 of 3)

Vaccines for Children (VFC) vaccines

Manufacturer	Contact Number
GlaxoSmithKline	1-877-GSK-MI4U; (877) 475-6448
Pfizer	(800) 438-1985 Press: 3
Sanofi Pasteur	(800) 822-2463
Merck	(800) 672-6372 Press: 1, 2, 2
Dynavax	1-84-HEPLISAV; (844) 375-4728
MassBiologics (Grifols)	(888) 825-5249
MedImmune (AstraZeneca)	(800) 236-9933
Moderna	(866) 663-3762
Novavax	(844) 668-2829
Pfizer-BioNTech	(800) 438-1985
Seqirus	(855) 358-8966 Press:1
JYNNEOS	(844) 422-8274



Part Two: Contacting Manufacturers for Vaccine Stability Determination (3 of 3)

Providers may utilize the online vaccine stability calculators to determine whether the vaccine is still viable after an Excursion. The table below lists the links to the online vaccine stability calculators for different manufacturers.

Manufacturer	Online Vaccine Stability Calculator
GlaxoSmithKline	https://www.gskusmedicalaffairs.com/stability-calculator.html
Pfizer	https://www.pfizermedicalinformation.com/en-us/stability-calculator
Sanofi Pasteur	https://www.sanofimedicalinformation.com/s/stability-calculator?language=en_US&CN=US
Merck	https://www.merckmedicalportal.com/s/temperature-stability-calculator
Moderna	https://tools.modernamedinfo.com/en-US/excursion/introduction-landing-page

Part Three: Viewing and Editing an Excursion Event (1 of 2)

1. Click the 'Batch Excursion Number' hyperlink on the Excursions page to open an Excursion record.

VFC Vaccines for Children - Excursions
New Excursion

Need help? Review our job aid for recording temperature excursions.

Contact vaccine manufacturer for resolution before submitting a new excursion event.

Search Excursions

Batch Excursion No

Program Location

PIN

Status

Status Reason

Excursion event is related to

Submitted Date From

Submitted Date To

Temperature Excursion Type

Triage Results

Unit Type

Manufacturer Resolution

Product

Search
Reset

The Excursions list view will default to display events that started within the last 90 days. To refine your search, use the search filters above. If a row displays a flag, please click on the batch excursion number to access the excursion again.

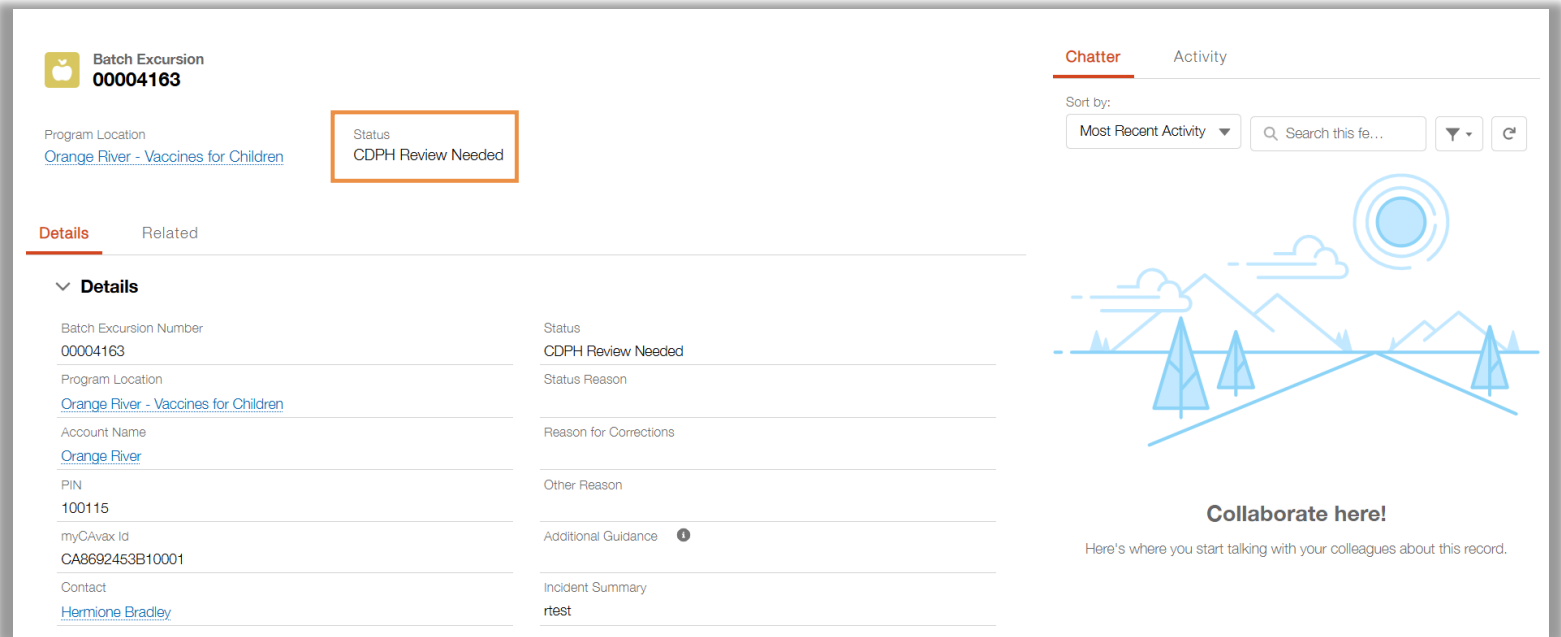
Excursions

	Batch E...	Progra...	PIN	Sub...	Status	Status Reason	Triage ...	Excursi...	Temper...	Numbe...	Confir...
1	00004169	Orange Rive...	100115	04-13-2025	CDPH Review In Progress	Corrections Needed		Off-site/mob...	Too hot	1	View Summ...
1	00004165	Orange Rive...	100115	04-13-2025	CDPH Review In Progress			Broken Ther...	Too hot	1	View Summ...
3	00004163	Orange Rive...	100115	04-13-2025	CDPH Review Needed			Temperature...	Temperature...	1	View Summ...

Note: Batch Excursion is highlighted in yellow, and a flag appears next to the 'Batch Excursion Number' column for excursion records with the status 'CDPH Review In Progress' and status reason is 'Correction Needed.'

Part Three: Viewing and Editing an Excursion Event (2 of 2)

When the status is 'CDPH Review In Progress,' the 'Batch Excursion' page is set to read-only.



The screenshot shows the 'Batch Excursion' page for ID 00004163. The status is 'CDPH Review Needed', which is highlighted with an orange box. The program location is 'Orange River - Vaccines for Children'. The details section includes fields for Batch Excursion Number, Program Location, Account Name, PIN, myCAvax Id, and Contact. The chat area on the right is titled 'Chatter' and 'Activity', with a search bar and a 'Collaborate here!' prompt.

Batch Excursion 00004163	
Program Location	Status
Orange River - Vaccines for Children	CDPH Review Needed
Details	
Batch Excursion Number	Status
00004163	CDPH Review Needed
Program Location	Status Reason
Orange River - Vaccines for Children	
Account Name	Reason for Corrections
Orange River	
PIN	Other Reason
100115	
myCAvax Id	Additional Guidance
CA8692453B10001	
Contact	Incident Summary
Hermione Bradley	rtest

Note: If the status reason is 'Corrections Needed,' the relevant fields in Step 2 and Step 3 become editable based on the selected option in the 'Reason for Corrections' field.

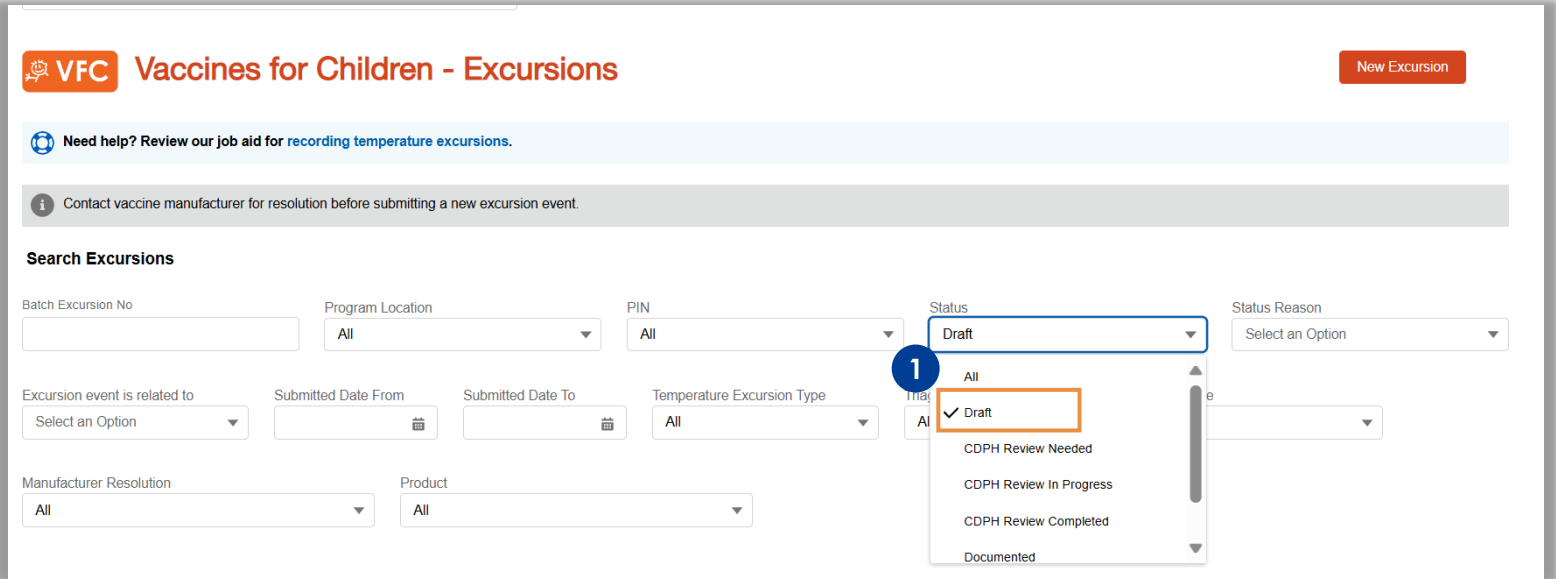
Note: If the status reason is 'Manufacturer Contacted,' the 'Manufacturer Stability Information' section in Step 3 is editable.

Note: A 'Corrections Needed for Excursion' email will be sent when the status is 'CDPH Review In Progress' and the status reason is 'Corrections Needed for Batch Excursion'.

Note: A 'Contact Manufacturer for Excursion' email will be sent when the status is 'CDPH Review In Progress' and the status reason is 'Manufacturer Contacted for Batch Excursion'.

Part Four: Submitting a Draft Excursion (1 of 3)

1. Select the 'Draft' option from the 'Status' dropdown on the Excursions page.



VFC Vaccines for Children - Excursions New Excursion

[Need help? Review our job aid for recording temperature excursions.](#)

Contact vaccine manufacturer for resolution before submitting a new excursion event.

Search Excursions

Batch Excursion No:

Program Location:

PIN:

Status: (Dropdown menu open with options: All, **Draft**, CDPH Review Needed, CDPH Review In Progress, CDPH Review Completed, Documented)

Status Reason:

Excursion event is related to:

Submitted Date From:

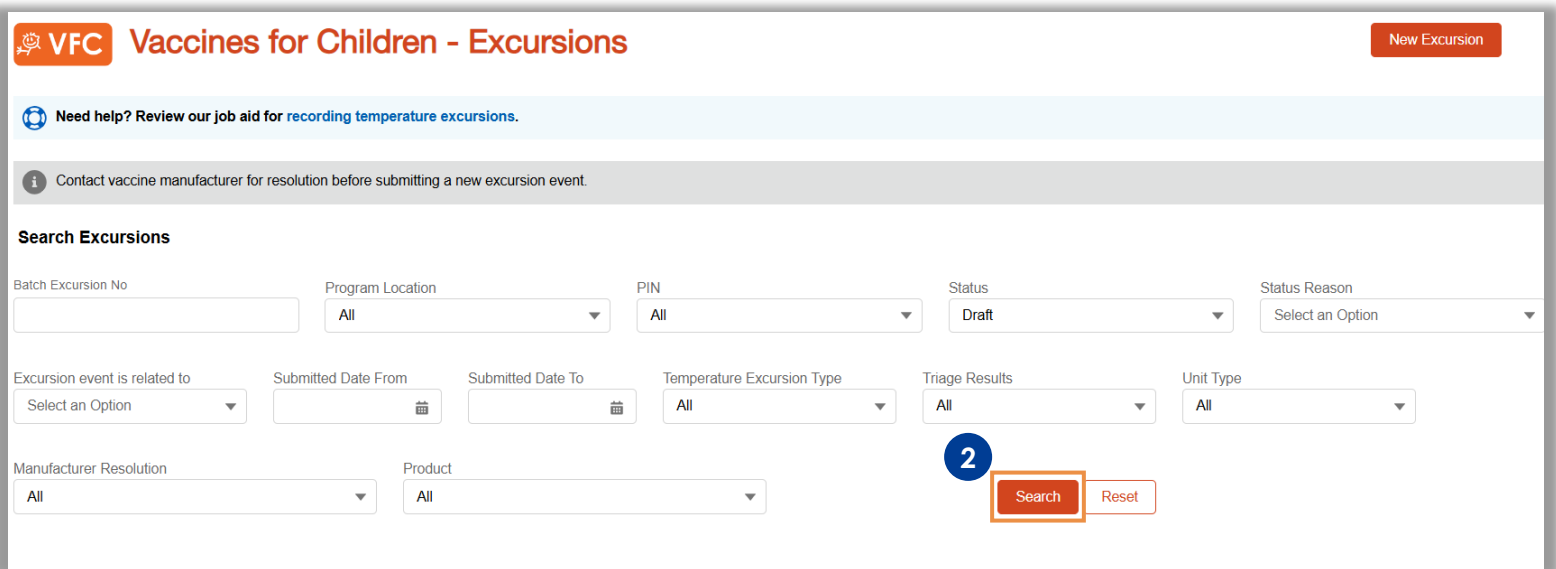
Submitted Date To:

Temperature Excursion Type:

Manufacturer Resolution:

Product:

2. Click the 'Search' button to filter the draft Excursions.



VFC Vaccines for Children - Excursions New Excursion

[Need help? Review our job aid for recording temperature excursions.](#)

Contact vaccine manufacturer for resolution before submitting a new excursion event.

Search Excursions

Batch Excursion No:

Program Location:

PIN:

Status:

Status Reason:

Excursion event is related to:

Submitted Date From:

Submitted Date To:

Temperature Excursion Type:

Triage Results:

Unit Type:

Manufacturer Resolution:

Product:

Search

Part Four: Submitting a Draft Excursion (2 of 3)

- Click the 'Batch Excursion Number' hyperlink to open a draft Excursion.

VFC Vaccines for Children - Excursions
New Excursion

Need help? Review our job aid for recording temperature excursions.

Contact vaccine manufacturer for resolution before submitting a new excursion event.

Search Excursions

Batch Excursion No

Program Location

PIN

Status

Status Reason

Excursion event is related to

Submitted Date From

Submitted Date To

Temperature Excursion Type

Triage Results

Unit Type

Manufacturer Resolution

Product

Search
Reset

The Excursions list view will default to display events that started within the last 90 days. To refine your search, use the search filters above. If a row displays a flag, please click on the batch excursion number to access the excursion again.

Excursions

	Batch Ex...	Program...	PIN	Submitte...	Status	Status Reason	Triage R...	Excursio...	Tempera...	Number ...	Confirm...
1	00004161	Orange River...	100115		Draft	Pending Inventory Reporting		Emergency	Temperatures...	1	


Note: Provider will see a warning banner if an Excursion Draft already exists for that program location.

Note: Providers will not be able to view 'Cancelled' excursion or batch excursion on the 'Excursions' page. If a Program Location has more than one draft excursion, the oldest ones will be marked as 'Cancelled.'

Part Four: Submitting a Draft Excursion (3 of 3)

In 'Draft' status with the Status Reason set to 'Pending Inventory Reporting,' Step 1 and Step 2 pages in the Excursion flow are set to read-only, while 'Step 3 – Report Affected Inventory' page is editable.

- Follow Steps [19 to 30](#) in the 'Logging an Excursion Event' section to fill in all required fields and submit the draft Excursion.



VFC - Excursions
Step 3 - Report Affected Inventory

← - ○ - →

Report Affected Inventory

NOTE: Only report temperature excursions for program vaccines. Please do not report your privately purchased vaccines in myCAvax.

Please report your affected inventory and manufacturer's stability determination below. Contact the manufacturer to determine vaccine stability. If you have not been able to make contact with your manufacturer, you will need to return to this form once you have the necessary information from the manufacturer.

Provided that you have accurately reported details of your excursion to the vaccine manufacturers, and if the vaccine manufacturers have determined that your vaccines are OK to use, your clinic may resume vaccination services. For doses that may not be used, please remove the vaccine from your vaccine storage and log a returns and waste event.

Name: SC-42995/**Brand:** Frezzer123/**Type:** Refrigerated Storage Capacity

Total Excursion Time: Coldest Temp: Warmest Temp: °F/°C?:

! Based on the information provided, it has been determined that the reported incident needs to be reported to the vaccine manufacturers to obtain stability information - [Manufacturer Contact Information](#).

Affected Inventory				Manufacturer's Stability Information				
Vaccine Group	Vaccine Brand	Presentation	Involved in previous excursion?	Doses Administered?	Report case or reference number	New beyond date (Optional)	Date incident reported to manufacturer	Manufacturer stability information
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Chat with us](#)

Note: When the Status is 'Draft' and Status Reason is blank, all fields of the Excursion page are editable.

Note: When uploading temperature data, if the file exceeds the maximum size of 60MB, save your excursion as a draft and contact the Provider Call Center at ProviderCallCenter@cdph.ca.gov or (833) 502-1245 for assistance.



Part Five: Additional Specifications: Logging an Excursion Event (Outbreak)

1. Select the Outbreak Authorization related to the chosen Outbreak Program from the 'Select Authorized Outbreak(Select 1)' field on the 'Outbreak – Excursions' page.

The screenshot shows the 'Outbreak - Excursions' Step 1 form. The 'Select Authorized Outbreak(Select 1)' dropdown menu is highlighted with a red box and a circled '1'. An arrow points from this dropdown to a list of two options: 'OA-Mumps-Sacramento-2025-12-10-0' and 'OA-Measles-Fresno-2025-12-11-0'. The form includes sections for Location and Contact Information, and Excursion Information.

2. Refer to Steps 4–32 in [Part One: Recording a Returns and Waste Event](#) to complete the Outbreak – Excursions.

Note: If only one Outbreak Authorization exists for the selected program, it will be automatically populated in the 'Select Authorized Outbreak(Select 1)' field.