

# 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.



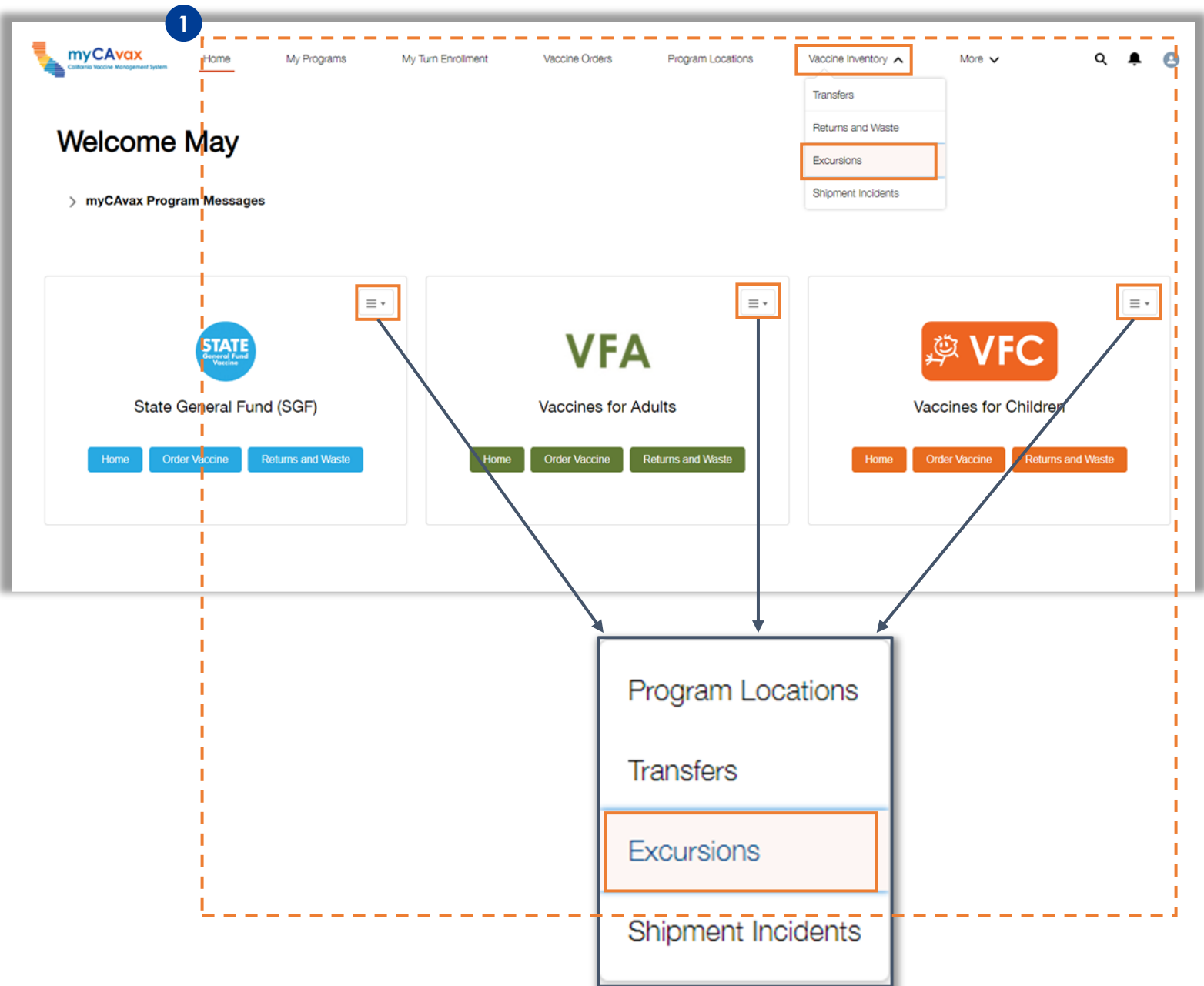
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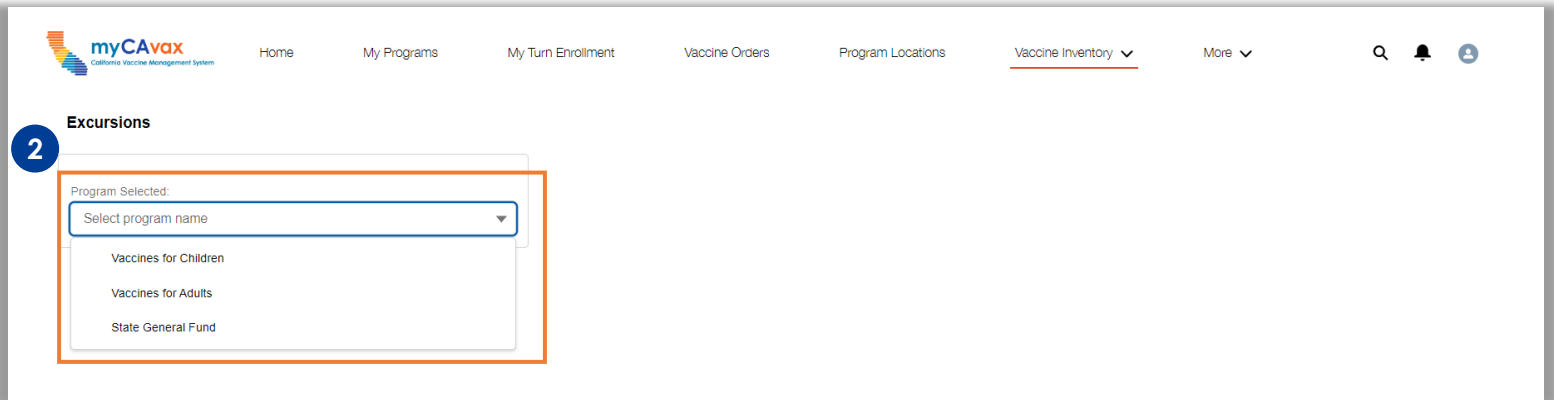
## Part One: Logging an Excursion Event (1 of 10)

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.



## Part One: Logging an Excursion Event (2 of 10)

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



myCAvax  
California Vaccine Management System

Home My Programs My Turn Enrollment Vaccine Orders Program Locations Vaccine Inventory More

**Excursions**

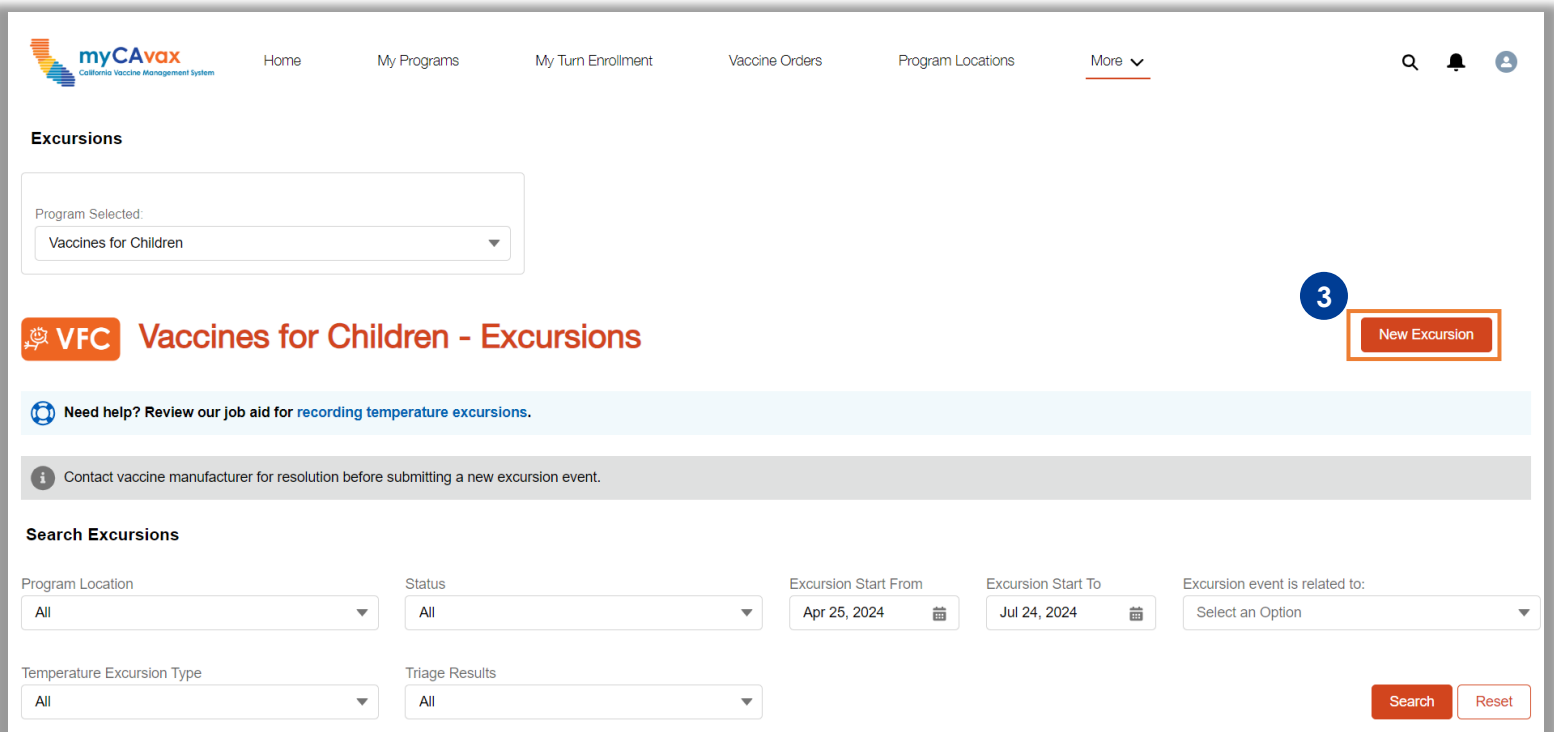
2

Program Selected:

Select program name

- Vaccines for Children
- Vaccines for Adults
- State General Fund

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



myCAvax  
California Vaccine Management System

Home My Programs My Turn Enrollment Vaccine Orders Program Locations More

**Excursions**

Program Selected:

Vaccines for Children

**VFC Vaccines for Children - Excursions**

**3** 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**

Program Location: All Status: All Excursion Start From: Apr 25, 2024 Excursion Start To: Jul 24, 2024 Excursion event is related to: Select an Option

Temperature Excursion Type: All Triage Results: All


Search Reset

**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 10)

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. If the vaccine was stored in a storage unit, search for the storage unit in the 'Affected vaccine stored in:' field and select it from the search results.



**VFC - Excursions**

Step 1 - Select Account and Enter Inventory Information

● — ●

4

Location and Contact Information

\* Program Location

Q Search by Name or myCAVaxId

5

Contact

Q Enter Search Key

6

Excursion Information

\* Were there vaccines involved in this excursion?

☒ Yes

☐ No

7

\* Was this stored in a storage unit or no storage unit involved? ⓘ

☒ Storage Unit

☐ No Storage Unit Involved

8

\* Affected vaccine stored in:

Q Storage Unit

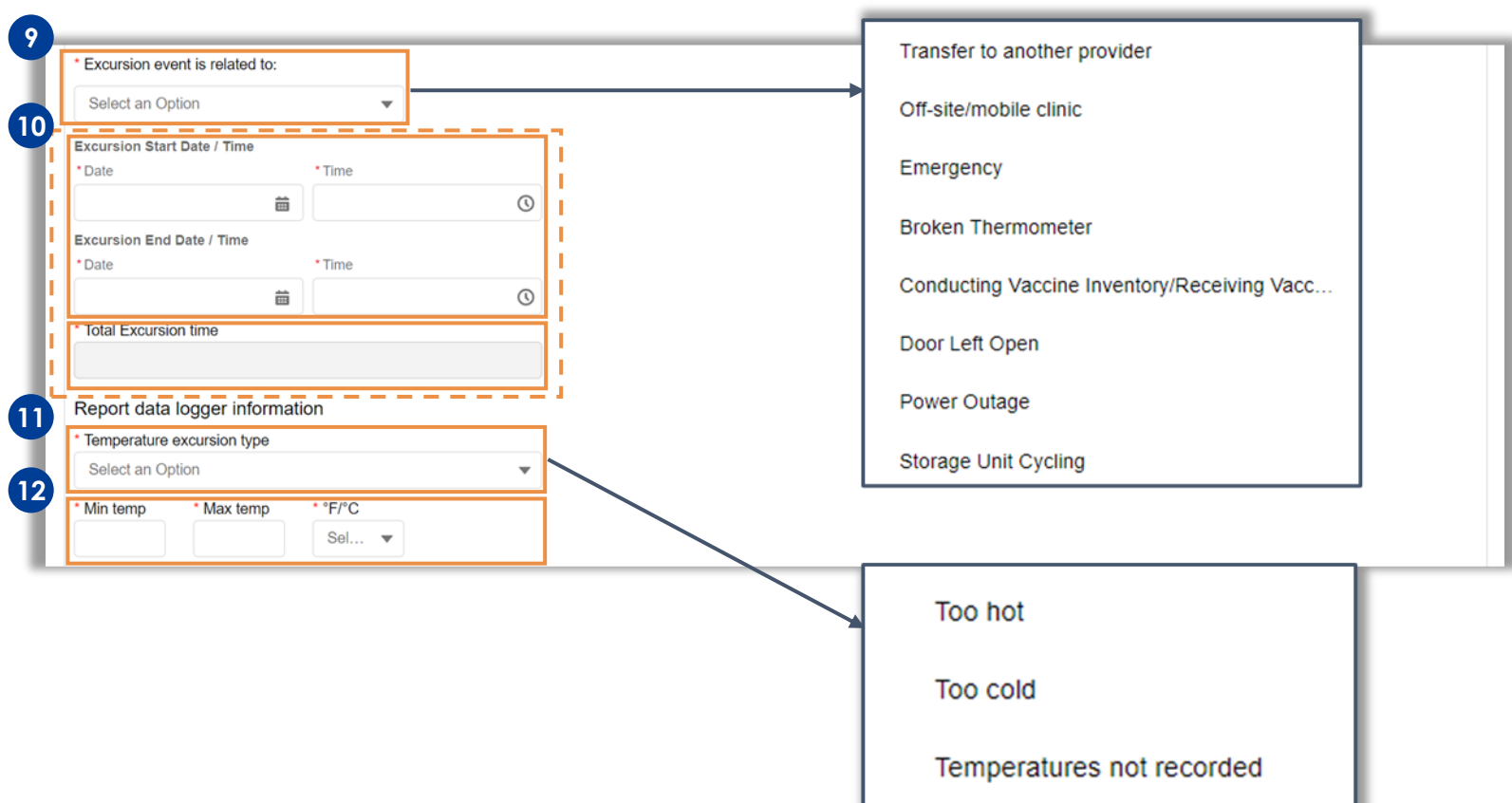
**Note:** You can search for storage units in the 'Affected vaccines stored in' field by their name or brand.

**Note:** No further action is required if there were no vaccines stored involved in the Excursion.



## Part One: Logging an Excursion Event (4 of 10)

9. Select the relevant option from the 'Excursion event is related to:' dropdown. It displays options based on the option selected in step 7.
10. 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.
11. Select the excursion type from the 'Temperature excursion type' field.
12. Indicate the minimum and maximum temperature over the excursion period in Fahrenheit or Celsius in the 'Min temp' and 'Max temp' fields. If you select the 'Temperatures not recorded' option in step 11, these fields are greyed-out.



The screenshot shows the 'Excursion event logging' form in the myCAVax system. The form is divided into several sections, with numbered callouts indicating the steps for logging an excursion event:

- 9:** Points to the 'Excursion event is related to:' dropdown menu. A list of options is shown in a separate box: Transfer to another provider, Off-site/mobile clinic, Emergency, Broken Thermometer, Conducting Vaccine Inventory/Receiving Vacc..., Door Left Open, Power Outage, and Storage Unit Cycling.
- 10:** Points to the 'Excursion Start Date / Time' and 'Excursion End Date / Time' fields. These fields include date and time pickers. Below them is the 'Total Excursion time' field, which is automatically calculated.
- 11:** Points to the 'Temperature excursion type' dropdown menu. A list of options is shown in a separate box: Too hot, Too cold, and Temperatures not recorded.
- 12:** Points to the 'Min temp' and 'Max temp' fields, which are used to enter the minimum and maximum temperatures over the excursion period. A unit selector (F/C) is also present.



## Part One: Logging an Excursion Event (5 of 10)

13. Indicate if the affected vaccines were involved in a previous Excursion. If you select the 'Yes' option, you must indicate the previous Excursion in the 'Previous Excursion' field.
14. Indicate if doses of the affected vaccine were administered to patients.
15. Click the 'Upload Files' button to submit temperature data from the past 90 days. Read the message above the button to understand the file restrictions.

13

\* Were affected vaccines involved in previous temperature excursions?

☐ Yes

☐ No

14

\* Were doses administered to patients?

☐ Yes

☐ No

15

Please submit 90 days of temperature data from your written temp logs and data logger reports. Ensure that the excursion is included in the log. **We currently only accept .csv, .xlsx, .pdf, .png, & .jpg files totaling up to 3MB in size.** If your file size is too large or you have any questions, please contact the Provider Call Center.

Or drop files

Previous Excursion

File Name

**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 Excursions.

**Note:** You will be unable to properly submit your Excursion report if your file size exceeds 3 MB. In that case, upload a reduced file under 3 MB to submit the report (in step 15) and upload the larger file(s) post-submission. Refer to the [Uploading Temperature Data Reports](#) section to learn more about uploading additional documents after submission.



## Part One: Logging an Excursion Event (6 of 10)

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 and proceed to step 16.

Upload Files Or drop files

File Name

Temperature Data.pdf


 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](#).

- Do not contact the manufacturer and proceed to step 21.

Upload Files Or drop files

File Name

Temperature Data.pdf

 Based on the information provided, no further action is needed at this time and you may continue vaccination services. Click Submit to document the excursion.





## Part One: Logging an Excursion Event (7 of 10)

- If temperatures were not recorded, label the vaccines as 'Do not use' and set them aside. Complete step 16 and submit the Excursion.

Upload Files


Or drop files

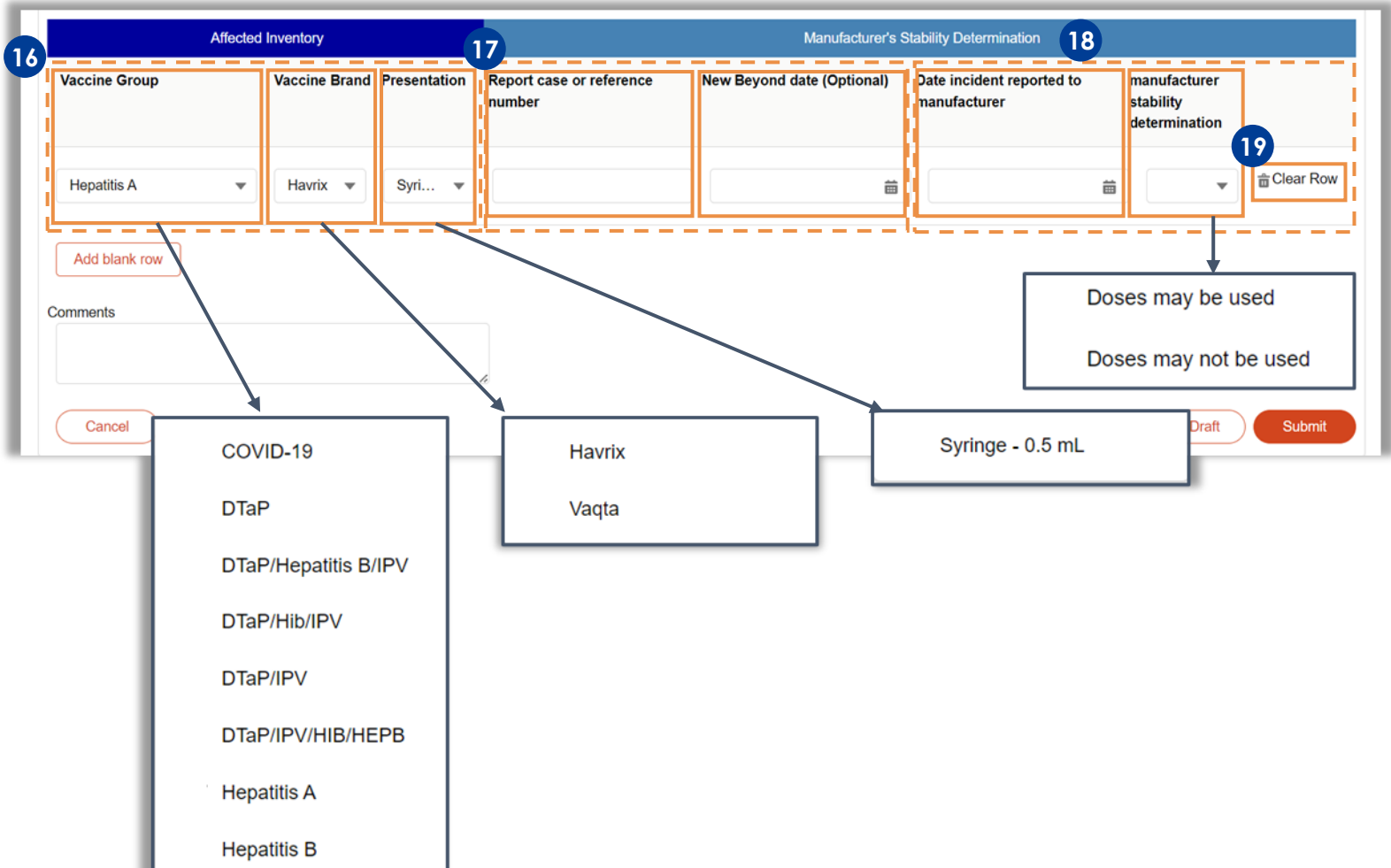
File Name
<div><div></div>Temperature Data.pdf</div>

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 (8 of 10)

16. Select the vaccine's group, brand, and presentation from the 'Vaccine Group,' 'Vaccine Brand,' and 'Presentation' dropdowns. The 'Vaccine Brand' and 'Presentation' dropdowns display options based on the vaccine group selected.
17. Enter the relevant information in the 'Report case or reference number' and 'New Beyond date (Optional)' fields.
18. Enter the relevant date in the 'Date incident reported to manufacturer' field and select whether the doses may or may not be used from the 'manufacturer stability determination' dropdown.
19. Click the 'Trash  ' icon to clear a row.



The screenshot displays the myCAvax interface for logging an excursion event. The interface is divided into two main sections: 'Affected Inventory' and 'Manufacturer's Stability Determination'.

**Affected Inventory Section:**

- Vaccine Group (16):** A dropdown menu is open, showing a list of vaccine groups including COVID-19, DTaP, DTaP/Hepatitis B/IPV, DTaP/Hib/IPV, DTaP/IPV, DTaP/IPV/HIB/HEPB, Hepatitis A, and Hepatitis B.
- Vaccine Brand (17):** A dropdown menu showing 'Havrix' and 'Vaqua'.
- Presentation (17):** A dropdown menu showing 'Syringe - 0.5 mL'.
- Report case or reference number (17):** A text input field.
- New Beyond date (Optional) (17):** A date input field.
- Date incident reported to manufacturer (18):** A date input field.
- manufacturer stability determination (18):** A dropdown menu with two options: 'Doses may be used' and 'Doses may not be used'.
- Clear Row (19):** A button with a trash icon to clear the row.

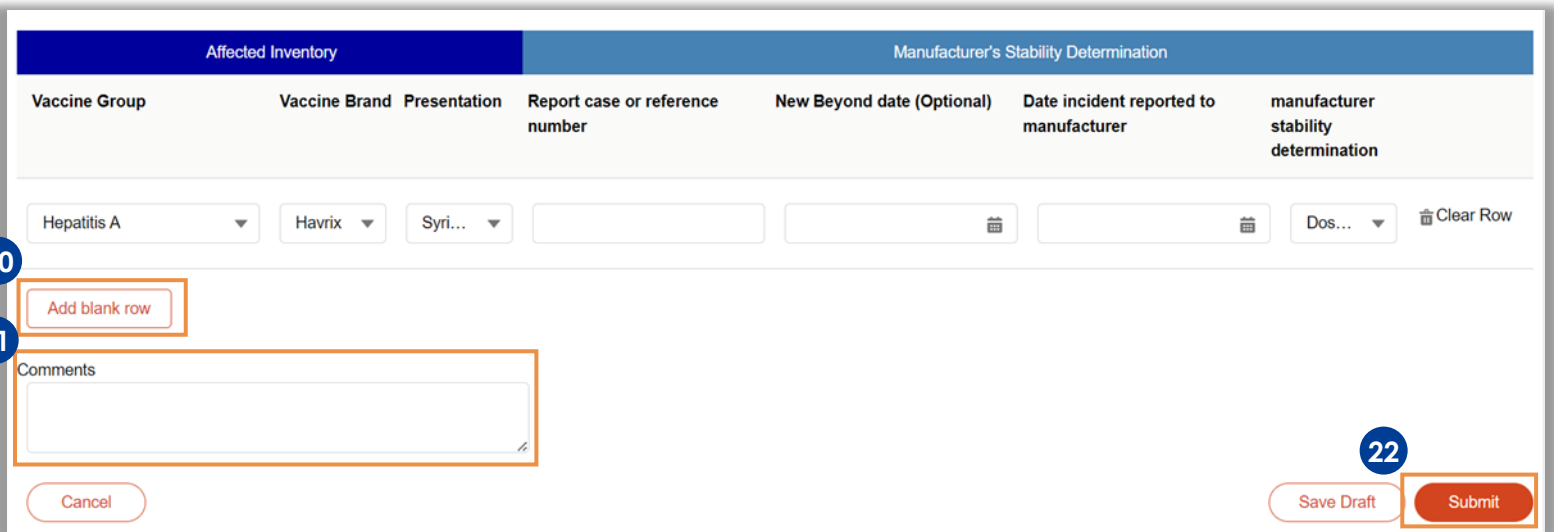
**Manufacturer's Stability Determination Section:**

- Comments:** A text input field.
- Buttons:** 'Add blank row', 'Cancel', 'Draft', and 'Submit'.



## Part One: Logging an Excursion Event (9 of 10)

20. Click the 'Add blank row' button to insert another row.
21. Add any comments, if needed, in the 'Comments' field.
22. Click the 'Submit' button to proceed.



The screenshot shows the 'Log Excursion' form in the myCAVax system. The form is divided into two main sections: 'Affected Inventory' and 'Manufacturer's Stability Determination'. The 'Affected Inventory' section includes fields for Vaccine Group, Vaccine Brand, Presentation, Report case or reference number, New Beyond date (Optional), Date incident reported to manufacturer, and manufacturer stability determination. The 'Manufacturer's Stability Determination' section includes a 'Comments' field. The form also features an 'Add blank row' button, a 'Cancel' button, a 'Save Draft' button, and a 'Submit' button. Numbered callouts 20, 21, and 22 are placed over the 'Add blank row' button, the 'Comments' field, and the 'Submit' button, respectively.


Affected Inventory			Manufacturer's Stability Determination			
Vaccine Group	Vaccine Brand	Presentation	Report case or reference number	New Beyond date (Optional)	Date incident reported to manufacturer	manufacturer stability determination
Hepatitis A	Havrix	Syri...				Dos...
<div>20 Add blank row</div> <div>21 Comments</div> <div>22 Submit</div>						


**Note:** Click the 'Save Draft' button to save the Excursion as a draft. You must complete all mandatory fields before saving the Excursion as a draft.




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

23. Review the details of the Excursion on the 'Step 2 - Confirmation' page.

  
**VFC - Excursions**  
**Step 2 - Confirmation**



Your excursion report was successfully submitted. Please review your excursion details below.

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

▼ **Location and Contact Information**

Provider Location  
Raghu Metro General - Vaccines for Children

Contact  
May Bradley

▼ **Excursion Information**

Was this stored in a storage unit or at room temperature?  
Storage Unit

24. Scroll down to the bottom and click the 'Back to Dashboard' button to return to the 'Vaccines for Children - Excursions' page.

Affected Inventory			Manufacturer's Stability Determination			
Vaccine Group	Vaccine Brand	Presentation	Report case or reference number	New Beyond date (Optional)	Date incident reported to manufacturer	Manufacturer Stability Determination
Hepatitis A	Havrix	Syringe - 0.5 mL	15511		07/24/24	Doses may not be used

Back to Dashboard



## 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	<a href="https://www.gskusmedicalaffairs.com/stability-calculator.html">https://www.gskusmedicalaffairs.com/stability-calculator.html</a>
Pfizer	<a href="https://www.pfizermedicalinformation.com/en-us/stability-calculator">https://www.pfizermedicalinformation.com/en-us/stability-calculator</a>
Sanofi Pasteur	<a href="https://www.sanofimedicalinformation.com/s/stability-calculator?language=en_US&amp;CN=US">https://www.sanofimedicalinformation.com/s/stability-calculator?language=en_US&amp;CN=US</a>
Merck	<a href="https://www.merckmedicalportal.com/s/temperature-stability-calculator">https://www.merckmedicalportal.com/s/temperature-stability-calculator</a>
Moderna	<a href="https://tools.modernamedinfo.com/en-US/excursion/introduction-landing-page">https://tools.modernamedinfo.com/en-US/excursion/introduction-landing-page</a>





## Part Three: Viewing and Editing an Excursion Event (1 of 4)

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


**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**

Program Location  
 All

Status  
 All

Excursion Start From  
 Apr 25, 2024

Excursion Start To  
 Jul 24, 2024

Excursion event is related to:  
 Select an Option


Temperature Excursion Type  
 All

Triage Results  
 All

Search

Reset

The Excursions list view only show events that started within the last 90 days. To refine your search, use the search filters above.


**Excursions**


	Batch Excursion Number	Program Location	Status	Triage Results	Excursion Event	Temperature	Excursion Start	Excursion End	Created Date
1	<a href="#">00000453</a>	Raghu Metro Ge...	Submitted	Contact Manufact...	Power Outage	Too hot	07-17-2024, 1:57 ...	07-24-2024, 1:57 ...	
2	<a href="#">00000449</a>	Raghu Metro Ge...	Draft	Contact Manufact...	Emergency	Too hot	07-21-2024, 1:02 ...	07-24-2024, 1:02 ...	07-24-2024

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**Note:** If a Program Location has more than one draft Excursion, the oldest ones will be marked as 'Cancelled' with a status reason of 'Other' and other reason as 'Data Cleanup.'






2. Review the fields under the 'Details' tab and click the 'Pencil 
3. Click the 'Related' tab to view the Excursion events in that batch.

- Click the 'Excursion Number' hyperlink to open the Excursion record.

16



- Click the 'Edit' button to update information about the Excursion event.
- Alternatively, click the 'Pencil 

17



## Part Three: Viewing and Editing an Excursion Event (4 of 4)

7. Click the 'Save' button to save the changes.

▼ **Excursion Information**

Storage Unit or No Storage Unit

Storage Unit ▼

View all dependencies

Storage Unit

SC-37549 X

Minimum Room Temperature

Maximum Room Temperature

\* Room Temperature Scale

--None-- ▼

Excursion Event is related to

Power Outage ▼

View all dependencies

Other Excursion Event ⓘ

Excursion Start Date / Time

\* Date7/21/2024 📅

\* Time12:32 AM ⌚

Excursion End Date / Time ↶

\* Date7/24/2024 📅

\* Time1:15 AM ⌚

Total duration of excursion (hour)

72

\* Total duration of excursion (minutes)

0

▼ **Report data logger information**

\* Temperature Excursion type

Too hot

Cancel

Save

7

Excursions in prev temp Excursion



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

1. Select the 'Draft' option from the 'Status' dropdown on the 'Vaccines for Children - Excursions' page.
2. Click the 'Search' button to filter the draft Excursions.

**Excursions**

Program Selected:  
Vaccines for Children

**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**

Program Location  
All

Status  
Draft

Excursion Start From  
Apr 25, 2024

Excursion Start To  
Jul 24, 2024

Excursion event is related to:  
Select an Option

Temperature Excursion Type  
All

All

✓ Draft

Submitted


Search

Reset





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

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


**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**

Program Location

All

Status

All

Excursion Start From

Apr 25, 2024

Excursion Start To

Jul 24, 2024

Excursion event is related to:

Select an Option

Temperature Excursion Type

All


Triage Results

All

Search

Reset

The Excursions list view only show events that started within the last 90 days. To refine your search, use the search filters above.


**Excursions**

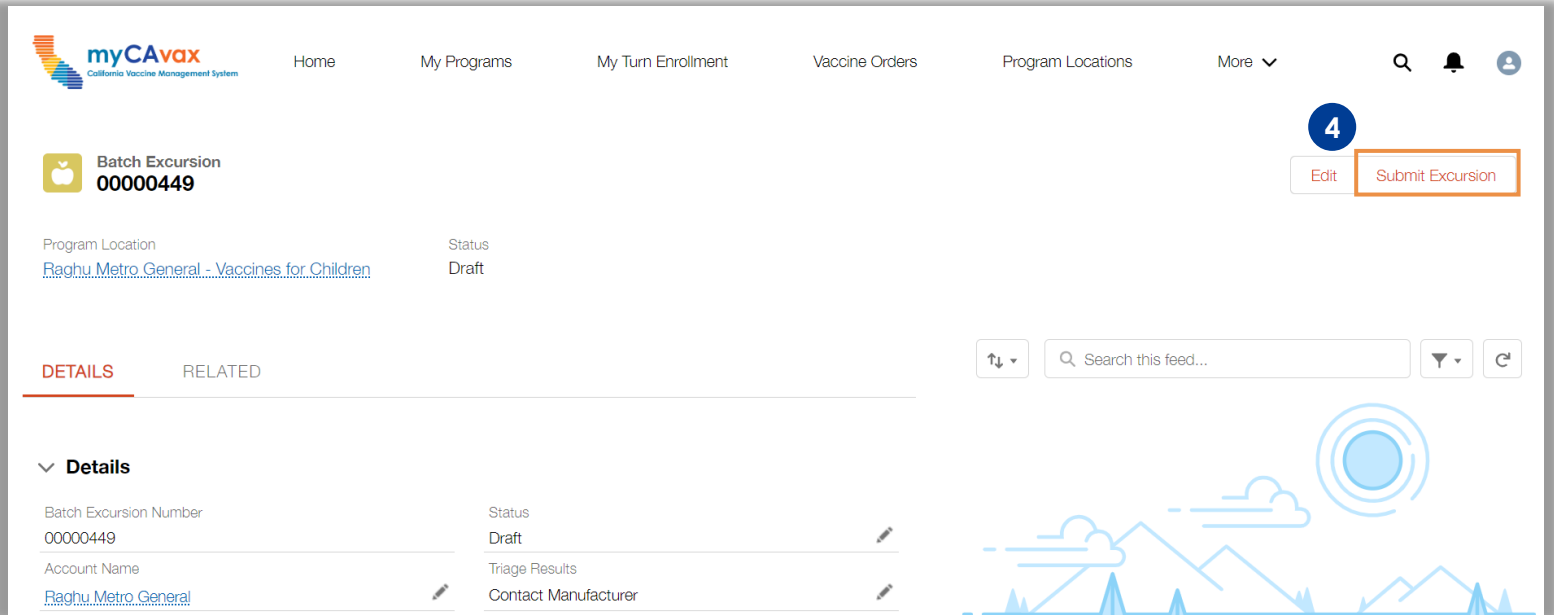
	Batch Excursi...	Program Locat...	Status	Triage Results	Excursion eve...	Temperature E...	Excursion Star...	Excursion End...	Created Date
3	00000453	Raghu Metro Gener...	Submitted	Contact Manufacturer	Power Outage	Too hot	07-17-2024, 1:57 AM	07-24-2024, 1:57 AM	07-24-2024
2	00000449	Raghu Metro Gener...	Draft	Contact Manufacturer	Emergency	Too hot	07-21-2024, 1:02 PM	07-24-2024, 1:02 PM	07-24-2024

**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)

- Click the 'Submit Excursion' button to navigate to the 'Step 1 - Select Account and Enter Inventory Information' page.



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Batch Excursion  
00000449

Program Location: [Raghu Metro General - Vaccines for Children](#) Status: Draft

DETAILS RELATED

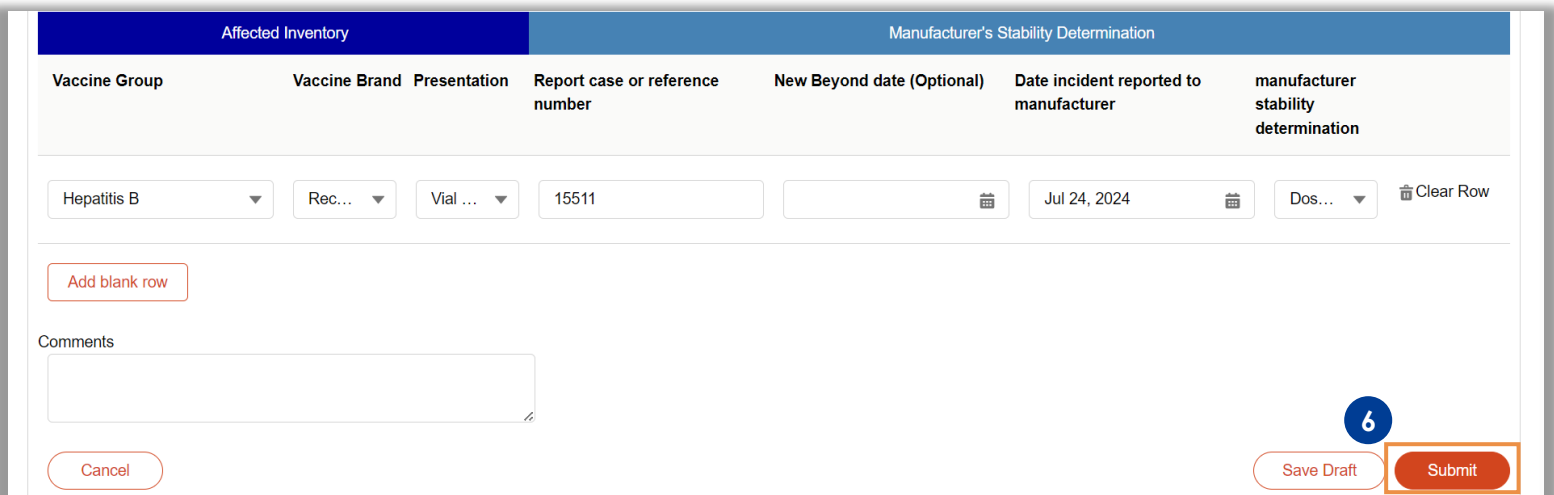
Details

Batch Excursion Number: 00000449 Status: Draft

Account Name: [Raghu Metro General](#) Triage Results: Contact Manufacturer

Submit Excursion

- Review the Excursion and add additional vaccines to the Excursion by following steps 15–17 of the [Logging an Excursion Event](#) section.
- Click the 'Submit' button to submit the draft Excursion.



Affected Inventory			Manufacturer's Stability Determination			
Vaccine Group	Vaccine Brand	Presentation	Report case or reference number	New Beyond date (Optional)	Date incident reported to manufacturer	manufacturer stability determination
Hepatitis B	Rec...	Vial ...	15511		Jul 24, 2024	Dos...

Add blank row

Comments

Cancel Save Draft Submit


**Note:** An Excursion can be saved as a draft when mandatory fields are incomplete, allowing users to enter partial information and complete it later.




## Part Five: Uploading Temperature Data Reports (1 of 4)


After submitting an Excursion event, you may upload temperature log files larger than 3 MB and / or in additional formats as needed.

1. Click the 'Batch Excursion Number' hyperlink on the 'Vaccines for Children - 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**

Program Location  
 All

Status  
 All

Excursion Start From  
 Apr 25, 2024

Excursion Start To  
 Jul 24, 2024

Excursion event is related to:  
 Select an Option


Temperature Excursion Type  
 All

Triage Results  
 All

Search

Reset

The Excursions list view only show events that started within the last 90 days. To refine your search, use the search filters above.

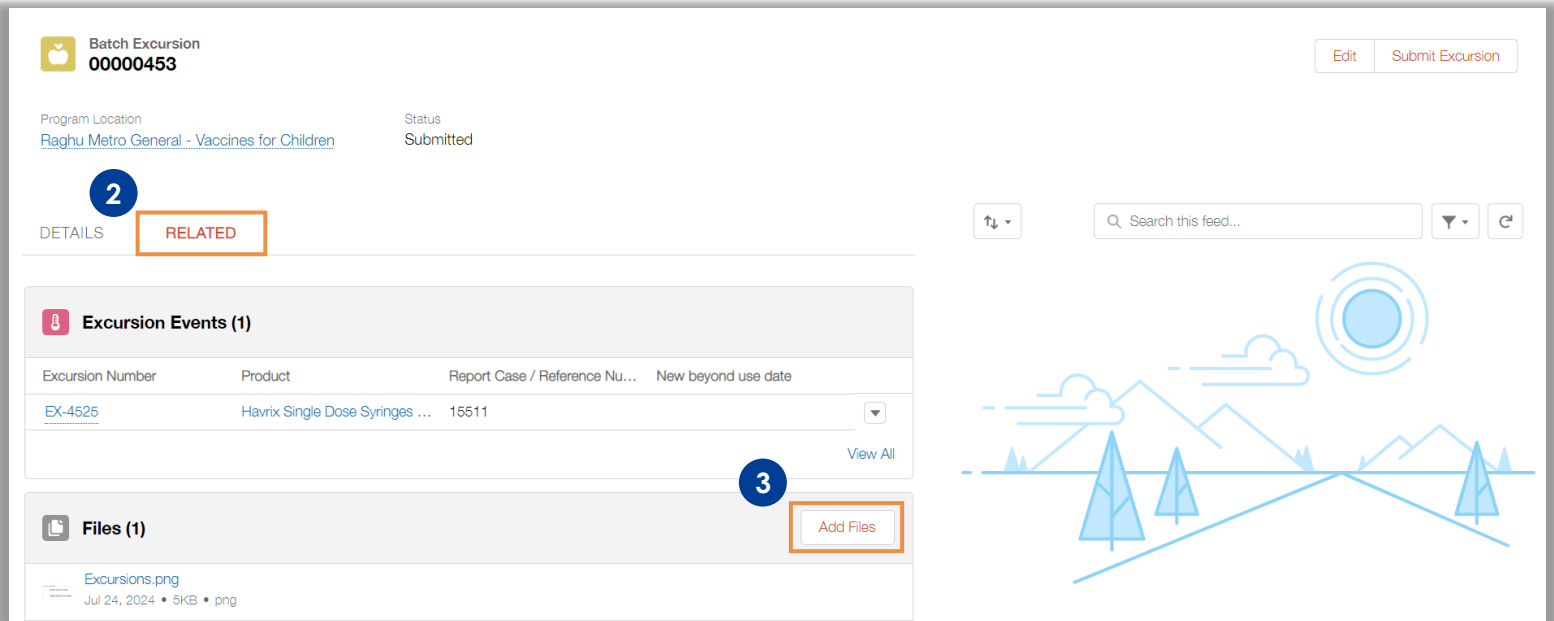

**Excursions**

	Batch Excursion Number	Program Location	Status	Triage Results	Excursion event	Temperature	Excursion Start	Excursion End	Created Date
1	<a href="#">00000453</a>	Raghu Metro Ge...	Submitted	Contact Manufact...	Power Outage	Too hot	07-17-2024, 1:57 ...	07-24-2024, 1:57 ...	
2	<a href="#">00000449</a>	Raghu Metro Ge...	Draft	Contact Manufact...	Emergency	Too hot	07-21-2024, 1:02 ...	07-24-2024, 1:02 ...	07-24-2024

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## Part Five: Uploading Temperature Data Reports (2 of 4)

- Click the 'Related' tab on the Excursion record.
- Click the 'Add Files' button on the 'Files' section.



**Batch Excursion**  
00000453

Program Location: [Raghu Metro General - Vaccines for Children](#) | Status: Submitted

**2** DETAILS **RELATED**

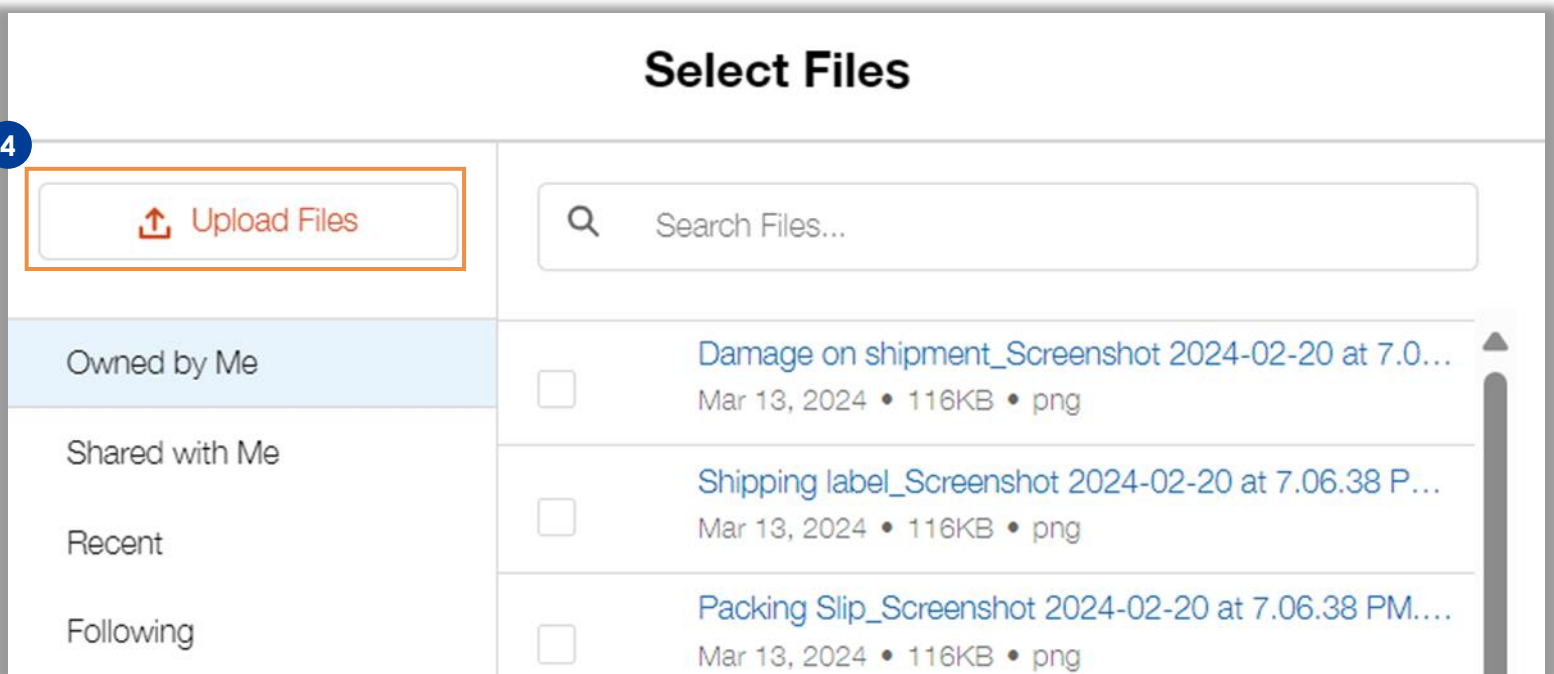
**Excursion Events (1)**

Excursion Number	Product	Report Case / Reference Nu...	New beyond use date
<a href="#">EX-4525</a>	Havrix Single Dose Syringes ...	15511	

**3** **Files (1)** **Add Files**

[Excursions.png](#)  
Jul 24, 2024 • 5KB • png

- Click the 'Upload Files' button on the 'Select Files' pop-up window.



### Select Files

**4** **Upload Files**

Search Files...

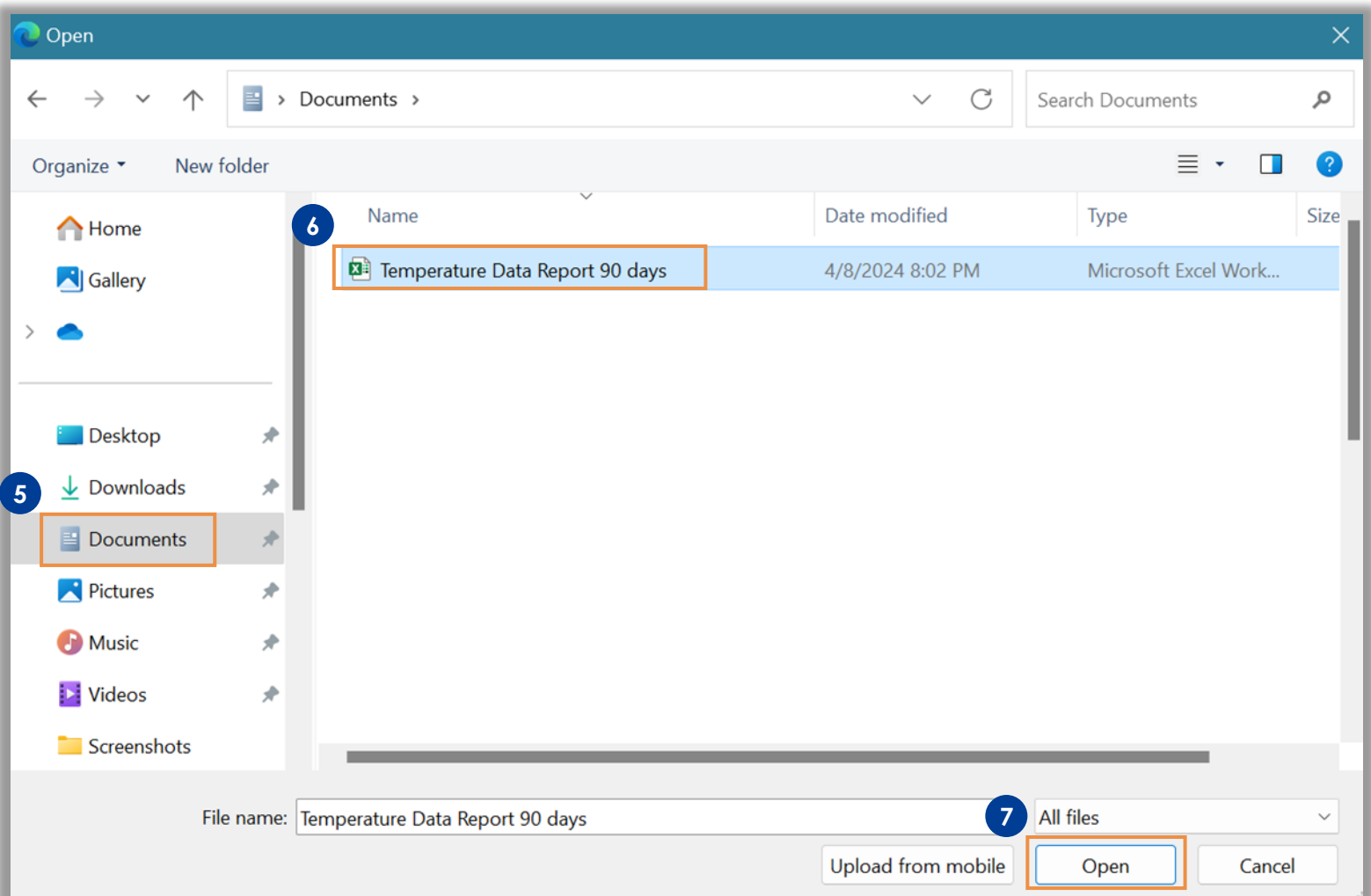
Owned by Me		
	<input type="checkbox"/>	<a href="#">Damage on shipment_Screenshot 2024-02-20 at 7.0...</a> Mar 13, 2024 • 116KB • png
	<input type="checkbox"/>	<a href="#">Shipping label_Screenshot 2024-02-20 at 7.06.38 P...</a> Mar 13, 2024 • 116KB • png
	<input type="checkbox"/>	<a href="#">Packing Slip_Screenshot 2024-02-20 at 7.06.38 PM....</a> Mar 13, 2024 • 116KB • png





## Part Five: Uploading Temperature Data Reports (3 of 4)

5. Select the location of the temperature data report from the side panel on the 'Open' pop-up window.
6. Select the relevant file from the location.
7. Click the 'Open' button to upload the file.





## Part Five: Uploading Temperature Data Reports (4 of 4)

- Click the 'Done' button on the 'Upload Files' pop-up window to complete the upload process.

