

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.

For any troubleshooting support please contact the myCAvax Help Desk.

Call: 1-833-502-1245

Email: myCAvax.HD@cdph.ca.gov

Last Updated on August 15, 2024



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For any troubleshooting support please contact the myCAvax Help Desk.

Call: 1-833-502-1245

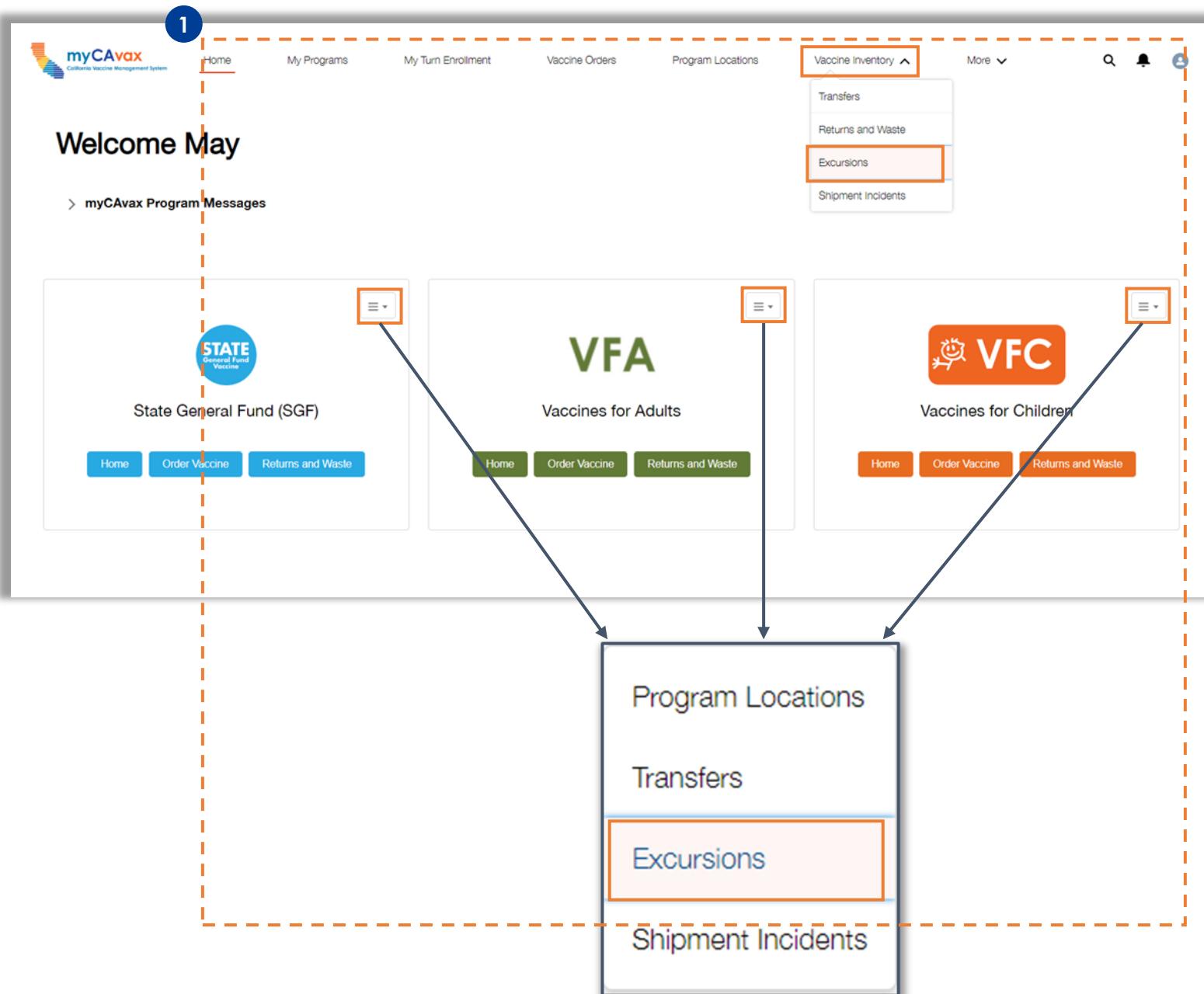
Email: myCAvax.HD@cdph.ca.gov

Last Updated on August 15, 2024



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

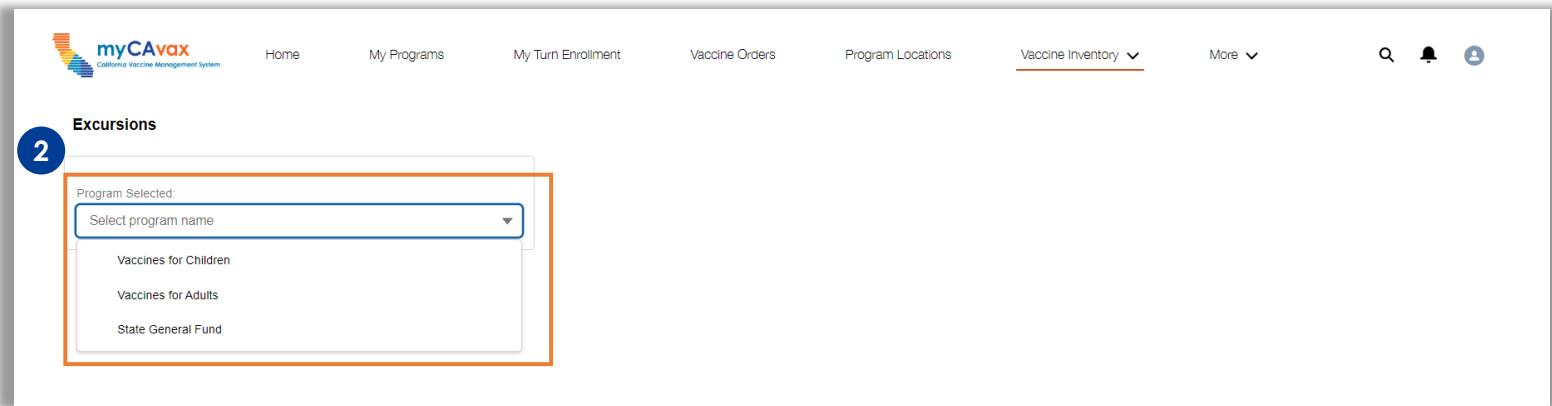
1. Select the 'Excursions' option from the 'Vaccine Inventory' dropdown on the navigation bar. Alternatively, select the 'Excursions' from the program tile dropdowns to navigate to the respective program's Excursions page.





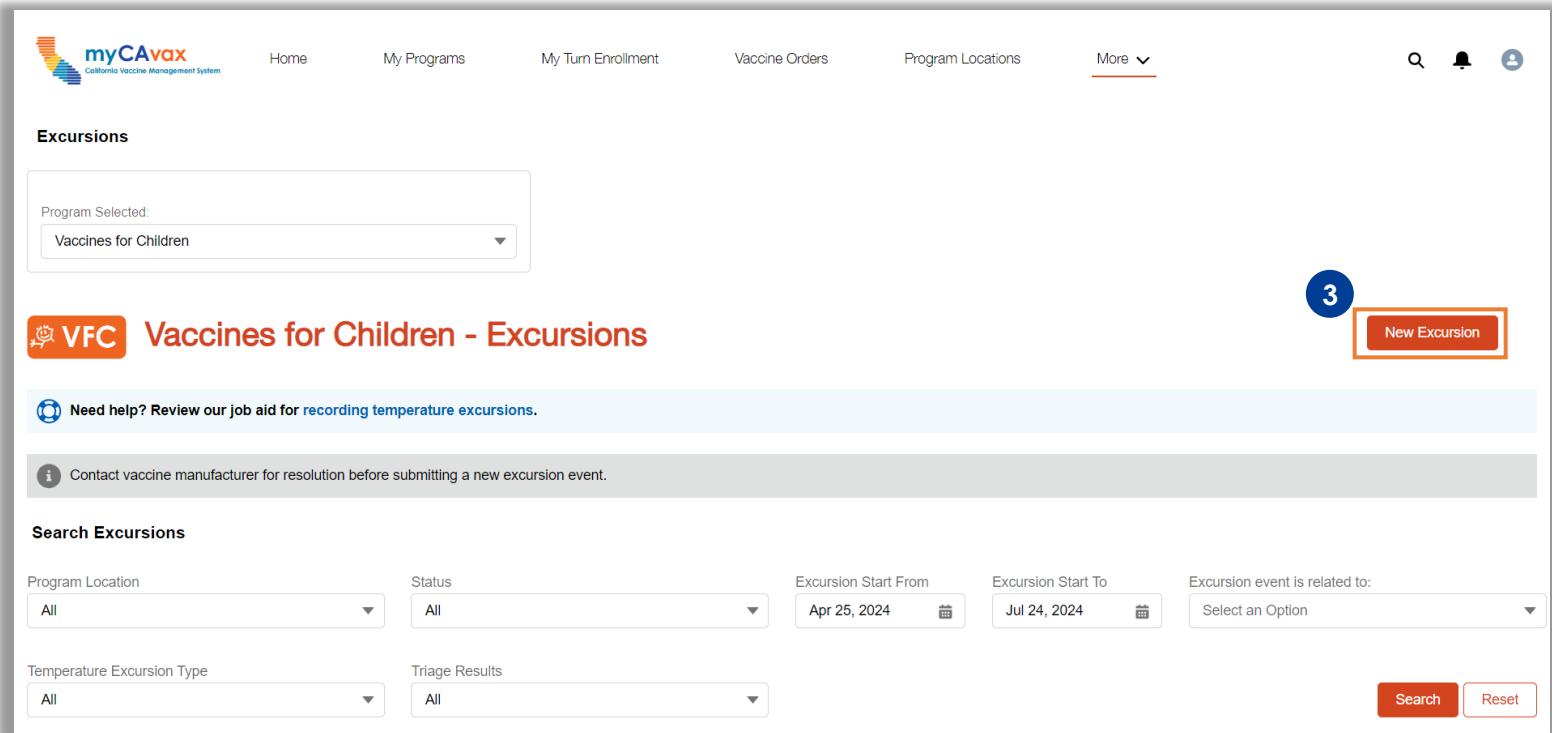
Part One: Logging an Excursion Event (2 of 10)

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



The screenshot shows the 'Excursions' page of the myCAvax system. At the top, there is a navigation bar with links for Home, My Programs, My Turn Enrollment, Vaccine Orders, Program Locations, Vaccine Inventory (which is currently selected), and More. Below the navigation bar, the page title 'Excursions' is displayed. A blue circle with the number '2' is positioned to the left of the 'Program Selected' dropdown. The dropdown menu is open, showing three options: 'Vaccines for Children', 'Vaccines for Adults', and 'State General Fund'. The 'Vaccines for Children' option is highlighted with a blue border. The entire dropdown menu is enclosed in an orange rectangular box.

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



The screenshot shows the 'Excursions' page for the 'Vaccines for Children' program. At the top, there is a navigation bar with links for Home, My Programs, My Turn Enrollment, Vaccine Orders, Program Locations, and More. Below the navigation bar, the page title 'Excursions' is displayed. A blue circle with the number '3' is positioned to the right of the 'New Excursion' button. The 'New Excursion' button is highlighted with an orange rectangular box. The page content includes a 'VFC Vaccines for Children - Excursions' section with a 'New Excursion' button. There are also informational messages: 'Need help? Review our job aid for recording temperature excursions.' and 'Contact vaccine manufacturer for resolution before submitting a new excursion event.' Below this, there is a 'Search Excursions' section with various filters: 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), and Triage Results (All). There are also 'Search' and 'Reset' buttons.

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

5

* Contact

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:

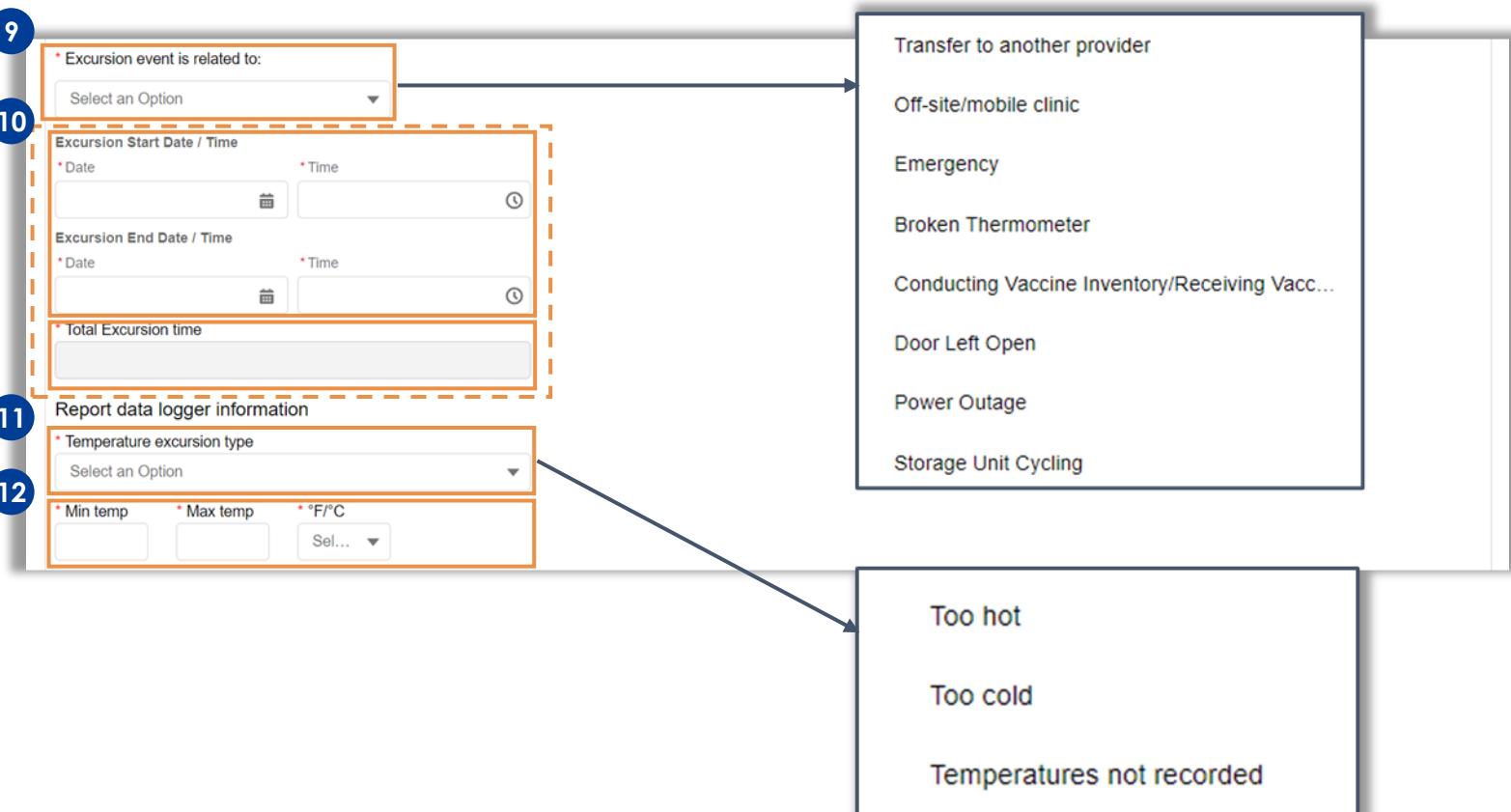
Note: You can search for storage units in the 'Affected vaccines stored in' field by their name or brand.

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.





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

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

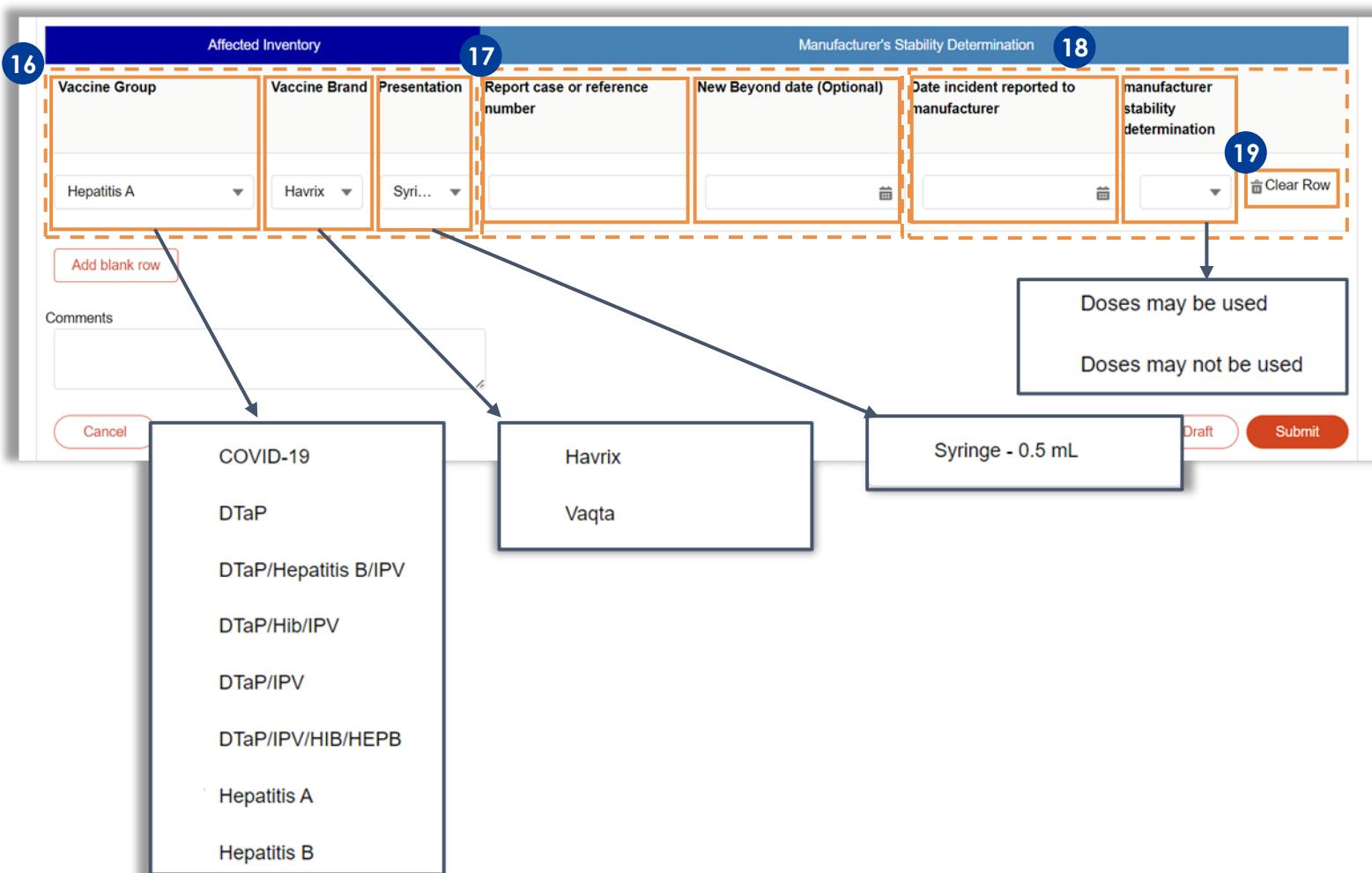
Temperature Data.pdf

 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.



16

17

18

19

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

Clear Row

Add blank row

Comments

Dates

Doses may be used

Doses may not be used

Cancel

Draft

Submit

COVID-19

DTaP

DTaP/Hepatitis B/IPV

DTaP/Hib/IPV

DTaP/IPV

DTaP/IPV/HIB/HEPB

Hepatitis A

Hepatitis B

Havrix

Vaqta

Syringe - 0.5 mL



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.

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...			
20 Add blank row					
21 Comments					
22 Cancel Save Draft Submit					

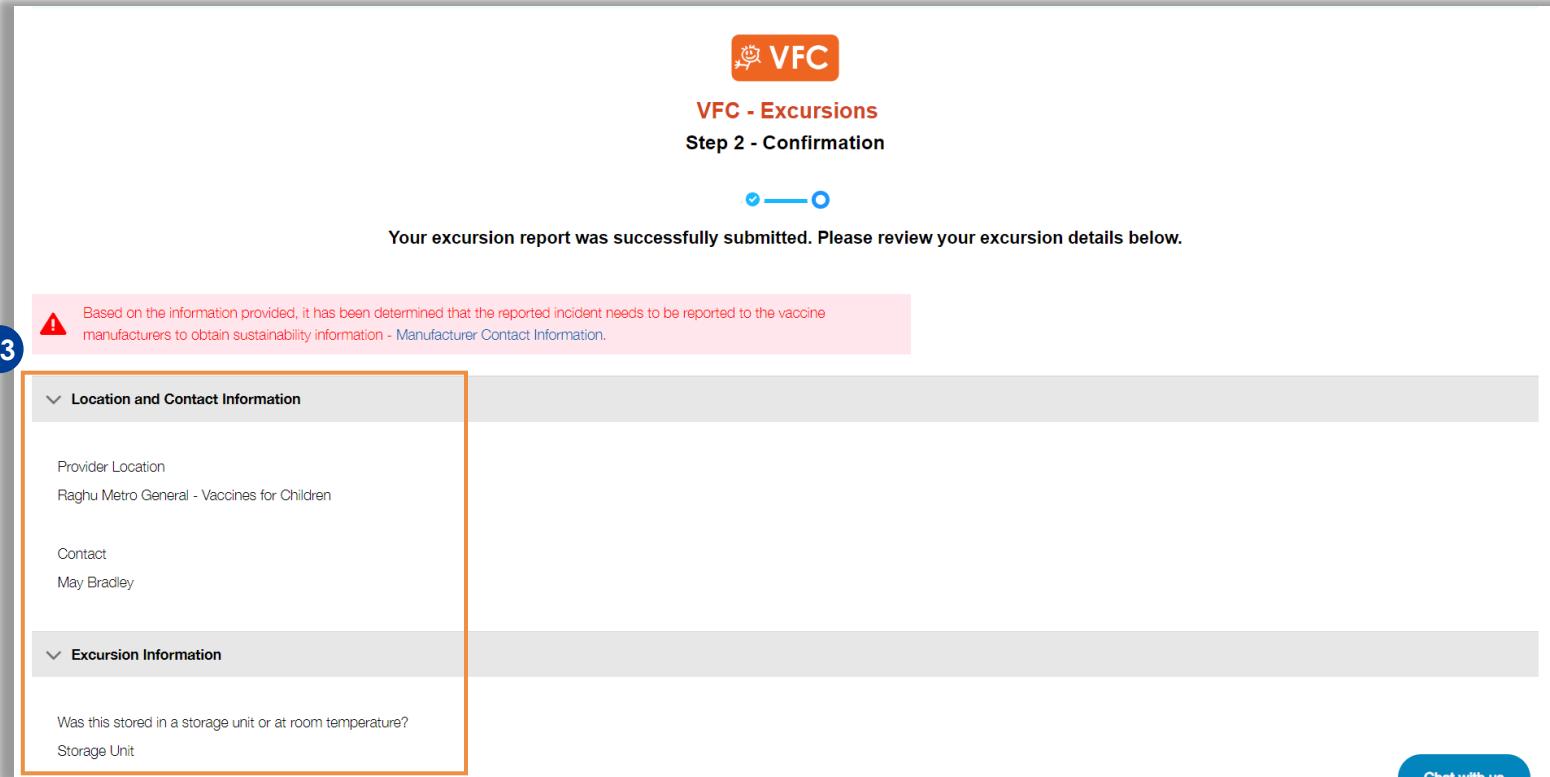
Note: Click the 'Save Draft' button to save the Excursion as a draft. You must complete all mandatory fields before saving the Excursion as a draft.



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

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

23



VFC

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

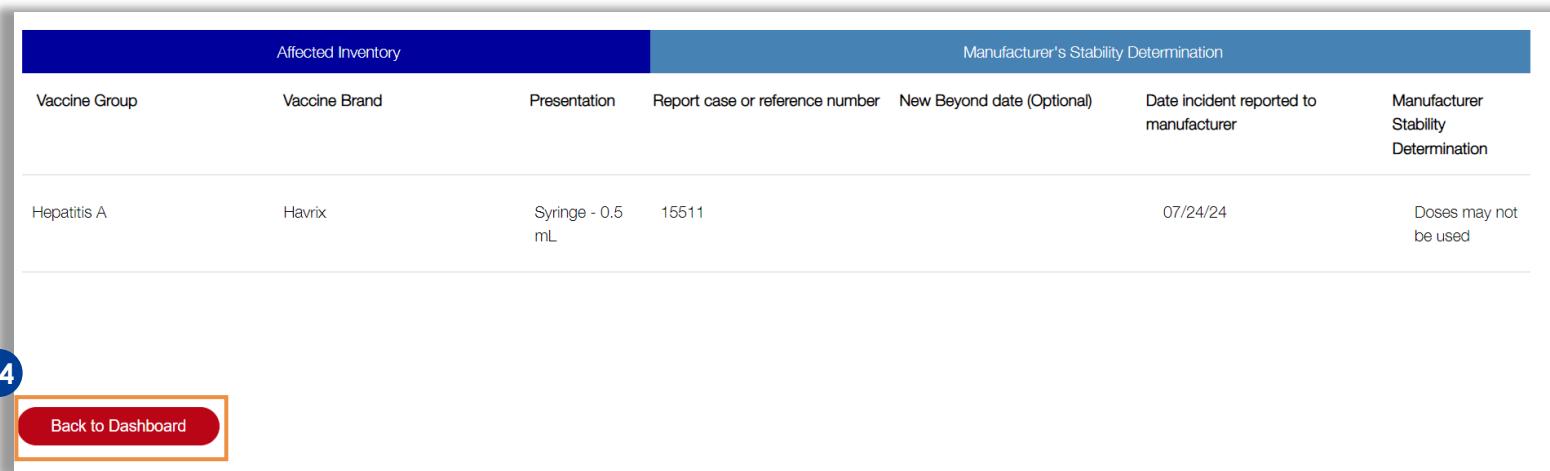
Contact
May Bradley

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.

24



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	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 4)

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

Temperature Excursion Type	Triage Results	Search	Reset
All	All		

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

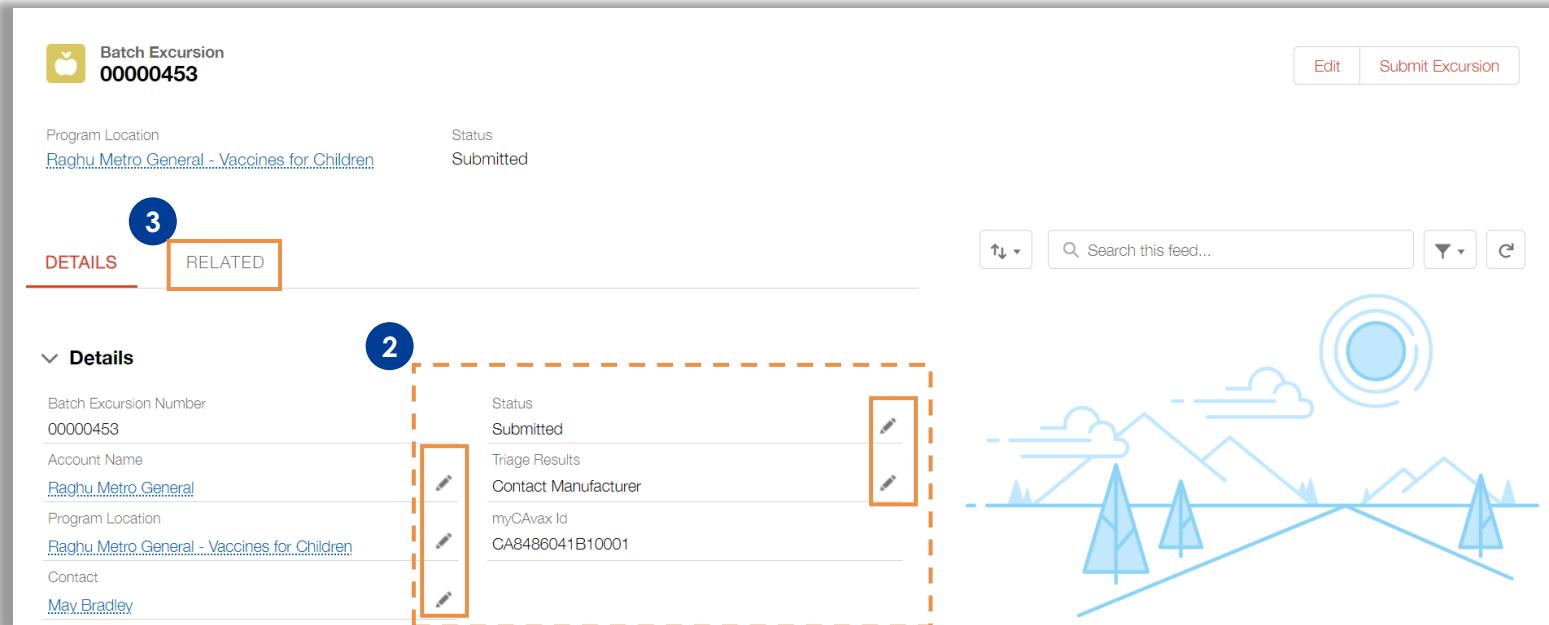
 **Excursions**

1	Batch Excur...	Program Lo...	Status	Triage Results	Excursion e...	Temperature...	Excursion S...	Excursion E...	Created Date
1	00000453	Raghu Metro Ge...	Submitted	Contact Manufact...	Power Outage	Too hot	07-17-2024, 1:57 ...	07-24-2024, 1:57 ...	Chat with us
2	00000449	Raghu Metro Ge...	Draft	Contact Manufact...	Emergency	Too hot	07-21-2024, 1:02 ...	07-24-2024, 1:02 ...	07-24-2024



Part Three: Viewing and Editing an Excursion Event (2 of 4)

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



Batch Excursion
00000453

Program Location: Raghu Metro General - Vaccines for Children

Status: Submitted

DETAILS **RELATED**

Details

Batch Excursion Number: 00000453

Account Name: Raghu Metro General

Program Location: Raghu Metro General - Vaccines for Children

Contact: May Bradley

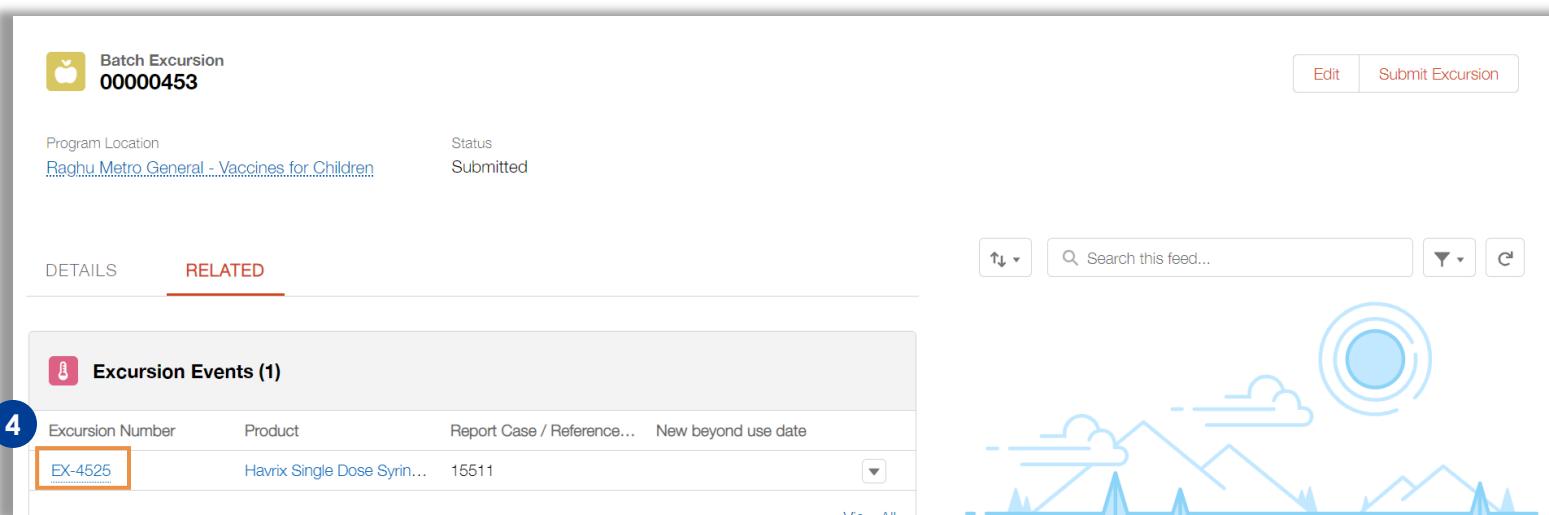
RELATED

Status: Submitted

Triage Results: Contact Manufacturer

Contact Manufacturer: myCAvax Id: CA8486041B10001

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



Batch Excursion
00000453

Program Location: Raghu Metro General - Vaccines for Children

Status: Submitted

DETAILS **RELATED**

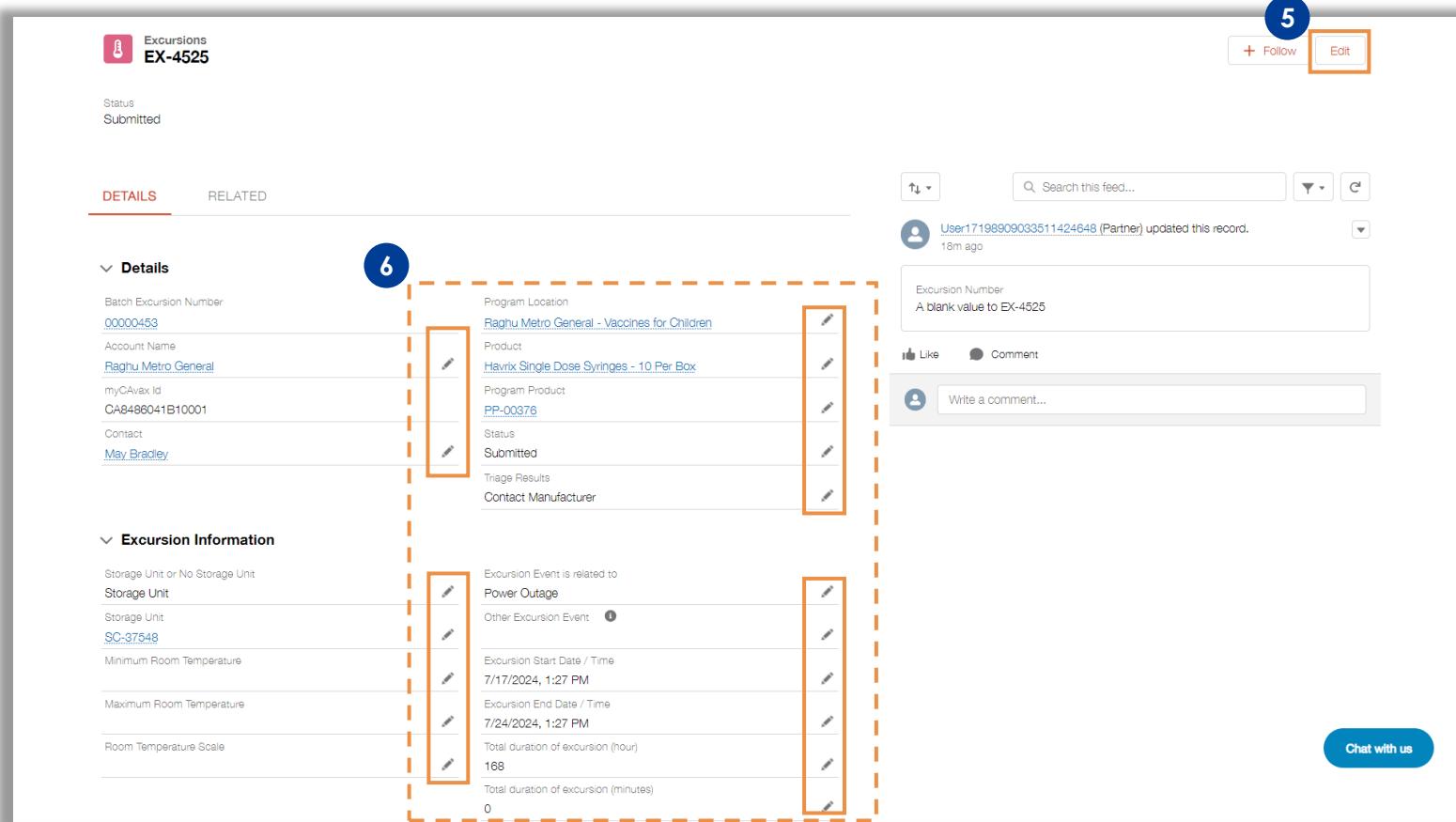
Excursion Events (1)

Excursion Number	Product	Report Case / Reference...	New beyond use date
EX-4525	Havrix Single Dose Syrin...	15511	



Part Three: Viewing and Editing an Excursion Event (3 of 4)

5. Click the 'Edit' button to update information about the Excursion event.
6. Alternatively, click the 'Pencil ' icon to edit a particular field.



Excursions
EX-4525

Status
Submitted

DETAILS RELATED

Details

Batch Excursion Number
00000453

Account Name
Raghu Metro General

myCAvax Id
CA8486041B10001

Contact
May Bradley

Excursion Information

Storage Unit or No Storage Unit
Storage Unit

Storage Unit
SC-37548

Minimum Room Temperature

Maximum Room Temperature

Room Temperature Scale

Program Location
Raghu Metro General - Vaccines for Children

Product
Havrix Single Dose Syringes - 10 Per Box

Program Product
PP-00376

Status
Submitted

Triage Results
Contact Manufacturer

Excursion Event is related to
Power Outage

Other Excursion Event 

Excursion Start Date / Time
7/17/2024, 1:27 PM

Excursion End Date / Time
7/24/2024, 1:27 PM

Total duration of excursion (hour)
168

Total duration of excursion (minutes)
0

Follow  Edit 

5

User17198909033511424648 (Partner) updated this record.
18m ago

Search this feed...   

Like  Comment 

Write a comment... 

Chat with us 



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

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

* Date * Time

Excursion End Date / Time

* Date * Time

Total duration of excursion (hour)

72

* Total duration of excursion (minutes)

0

Report data logger information

* Temperature Excursion type

Too hot

7

Cancel



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 All ✓ Draft Submitted

Excursion Start From: Apr 25, 2024 Calendar

Excursion Start To: Jul 24, 2024 Calendar

Excursion event is related to: Select an Option

Temperature Excursion Type: All

1 2

Search Reset



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

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

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

Temperature Excursion Type Triage Results

Temperature Excursion Type	Triage Results	Search	Reset
All	All 		

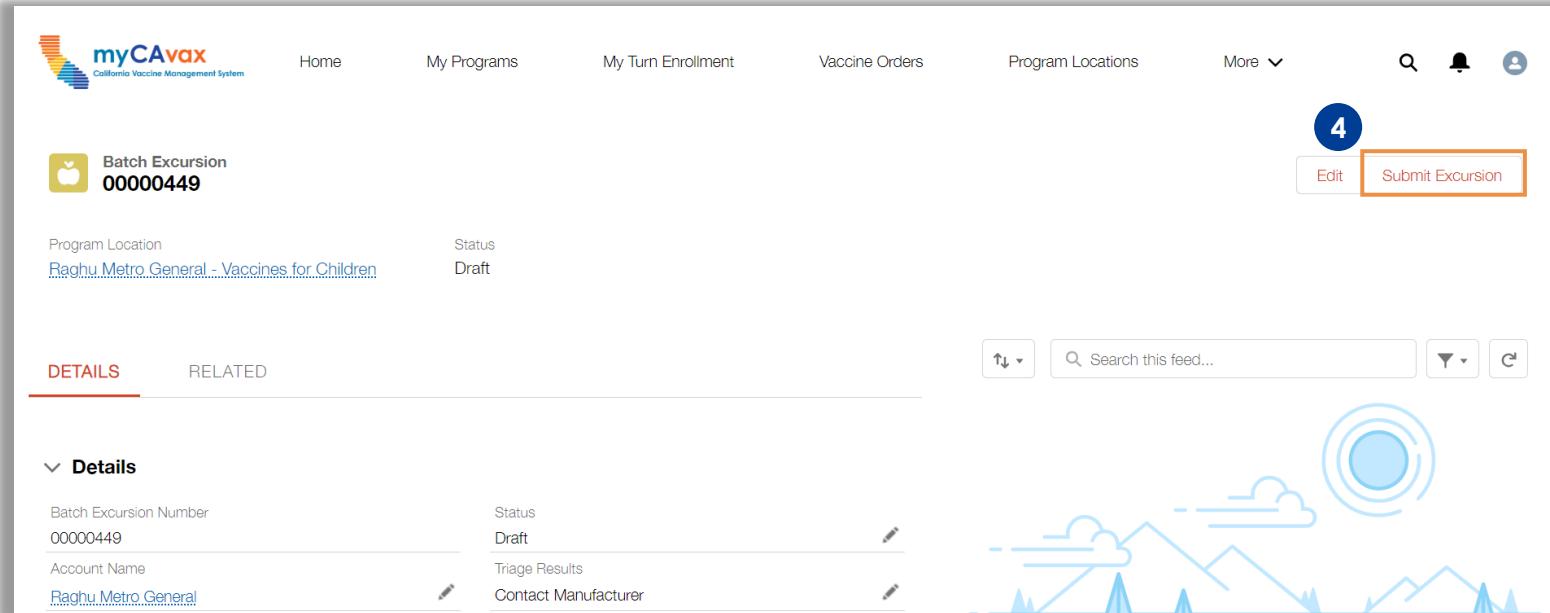
The Excursions list view only show events that started within the last 90 days. To refine your search, use the search filters above.

 **Excursions**

	Batch Excursion...	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

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.



Batch Excursion
00000449

Program Location: Raghu Metro General - Vaccines for Children

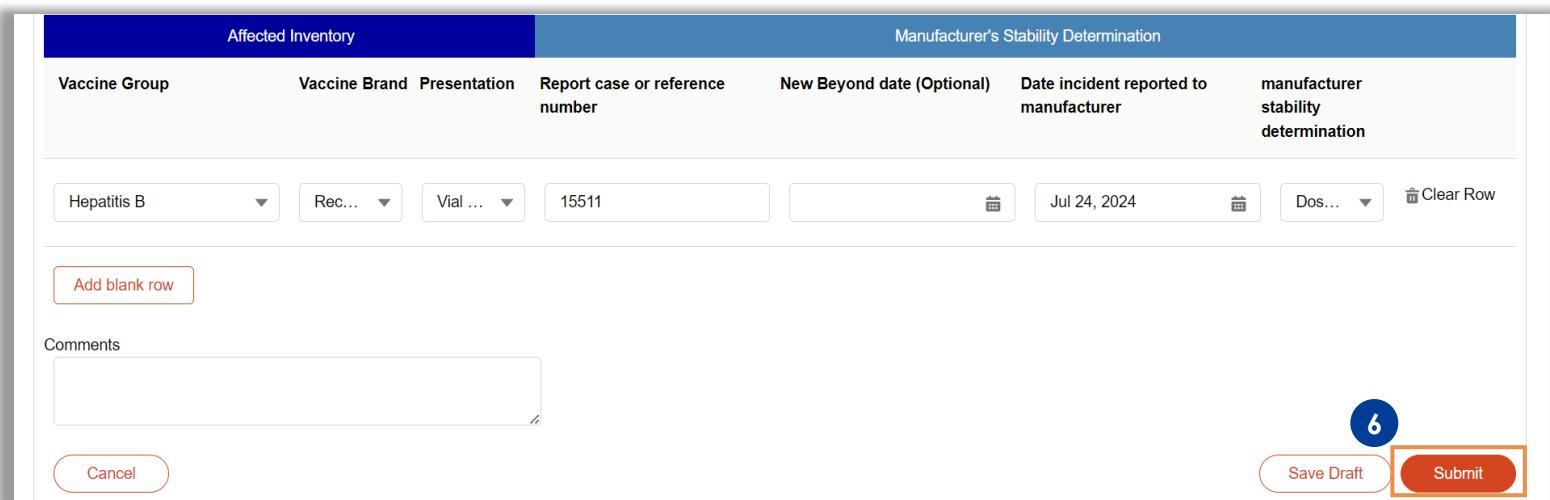
Status: Draft

DETAILS RELATED

Details

Batch Excursion Number 00000449	Status Draft
Account Name Raghu Metro General	Triage Results Contact Manufacturer

- 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 <input type="text"/>						
<input type="button" value="Cancel"/> <input type="button" value="Save Draft"/> <input style="background-color: orange; color: white; border-radius: 10px; padding: 5px; margin-left: 10px;" type="button" value="Submit"/>						



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

Temperature Excursion Type Triage Results

Temperature Excursion Type	Triage Results	Search	Reset
All	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.

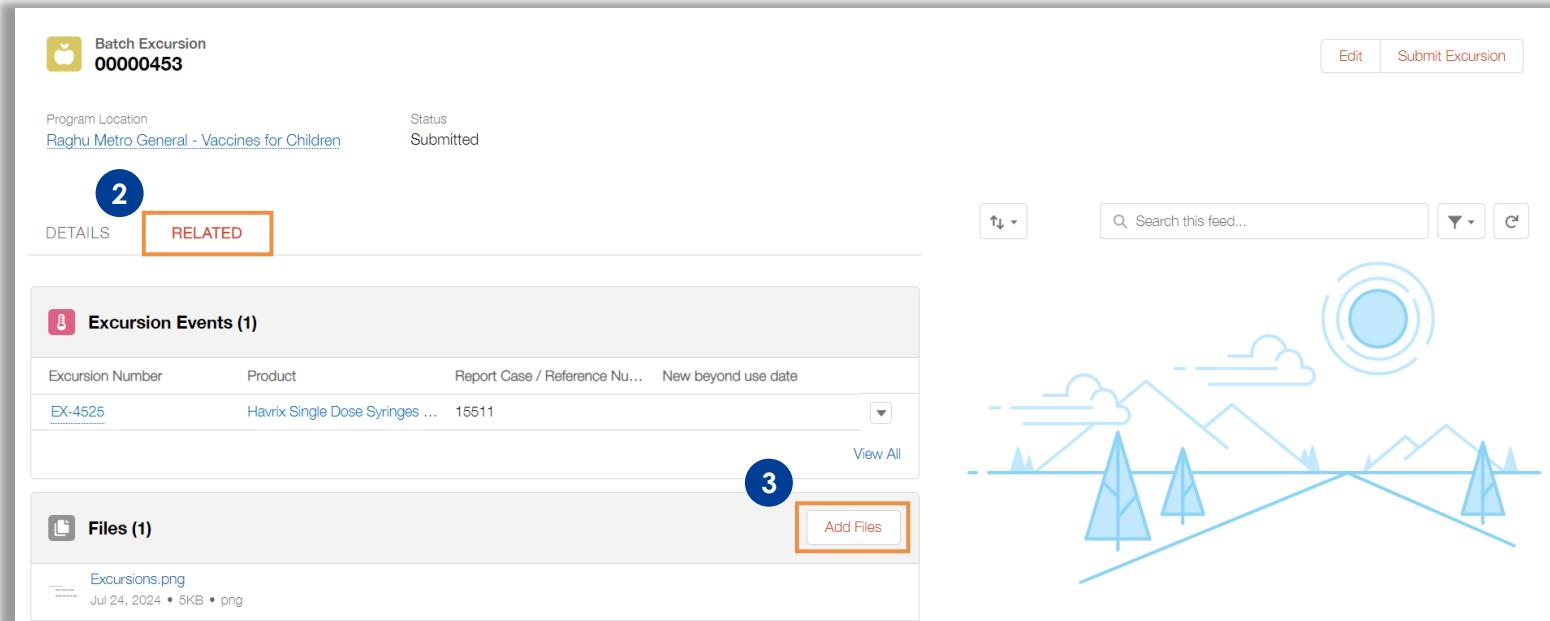
 **Excursions**

Batch Excursion	Program Location	Status	Triage Results	Excursion event	Temperature	Excursion Start	Excursion End	Created Date
1 00000453	Raghu Metro Ge...	Submitted	Contact Manufact...	Power Outage	Too hot	07-17-2024, 1:57 ...	07-24-2024, 1:57 ...	Chat with us
2 00000449	Raghu Metro Ge...	Draft	Contact Manufact...	Emergency	Too hot	07-21-2024, 1:02 ...	07-24-2024, 1:02 ...	07-24-2024



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

2. Click the 'Related' tab on the Excursion record.
3. 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

3 Excursion Events (1)

Excursion Number	Product	Report Case / Reference Nu...	New beyond use date
EX-4525	Havrix Single Dose Syringes ...	15511	

View All

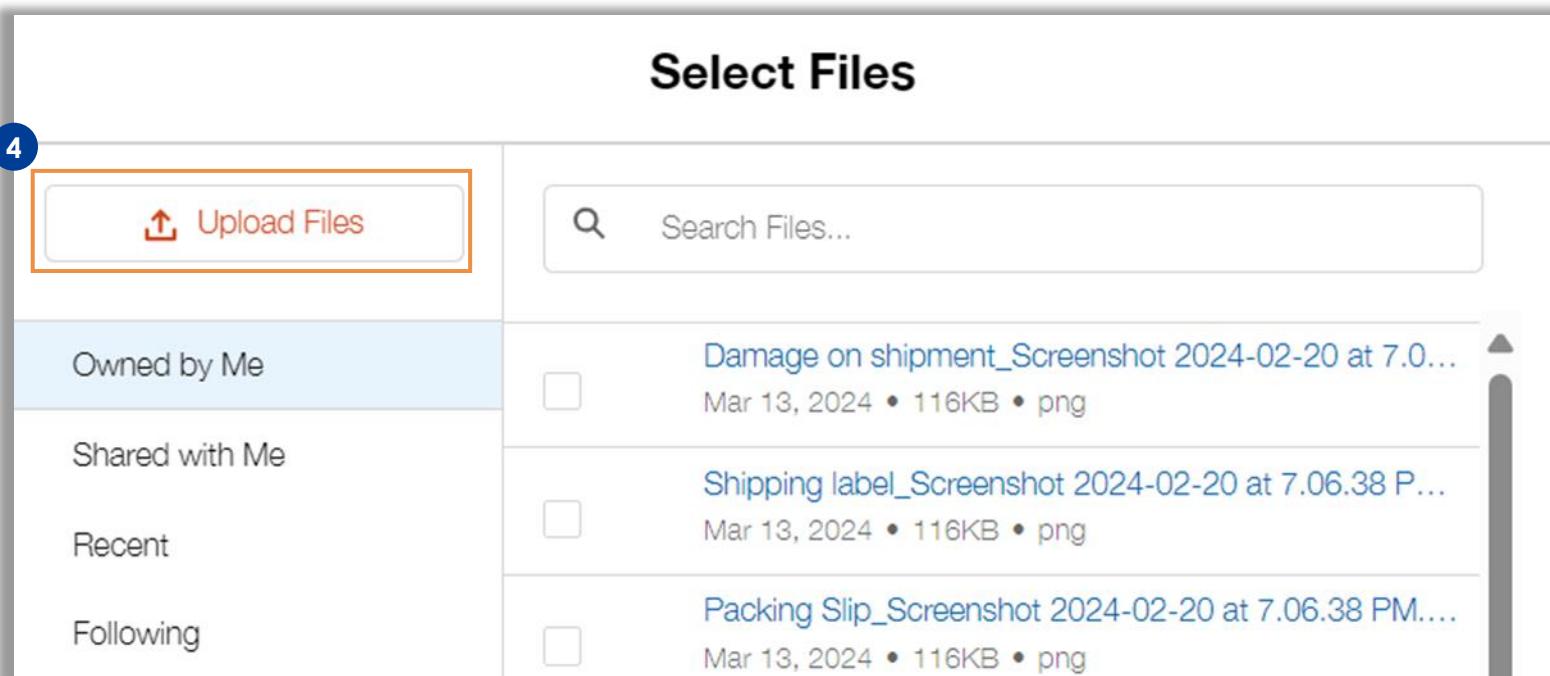
4 Files (1)

Excursions.png
Jul 24, 2024 • 5KB • png

Search this feed...



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



Select Files

4

Upload Files

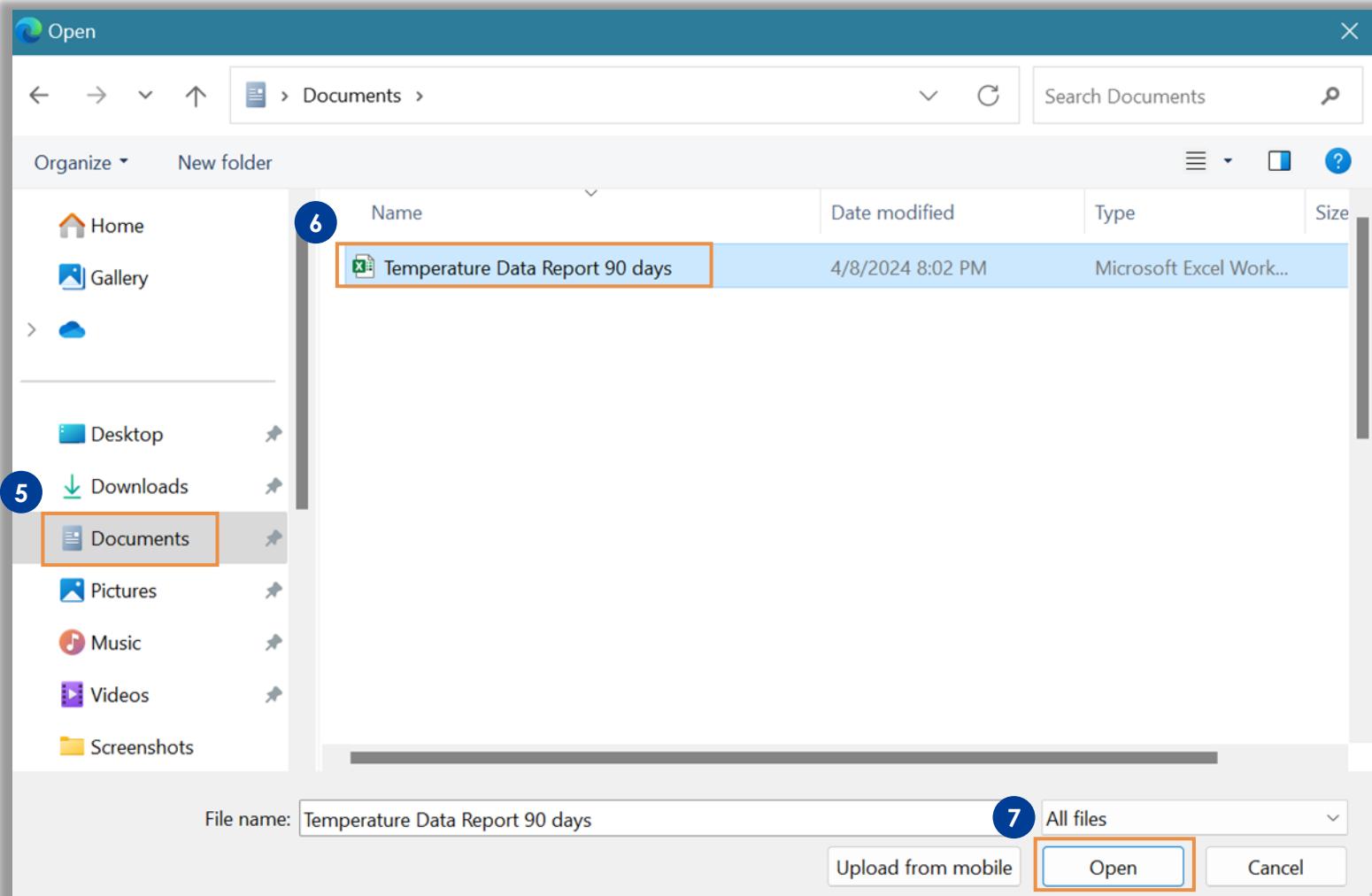
Search Files...

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



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)

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

Upload Files

Temperature Data Report 90 days.xlsx
9 KB

1 of 1 file uploaded

8

Done