

# Guide to Submit Temperature Logs

## Temperature logs should be uploaded:

- Every 28 days.
- Every time an order is placed.
- If the DDL alarms.

## Failure to submit temperature logs timely can result in suspension.

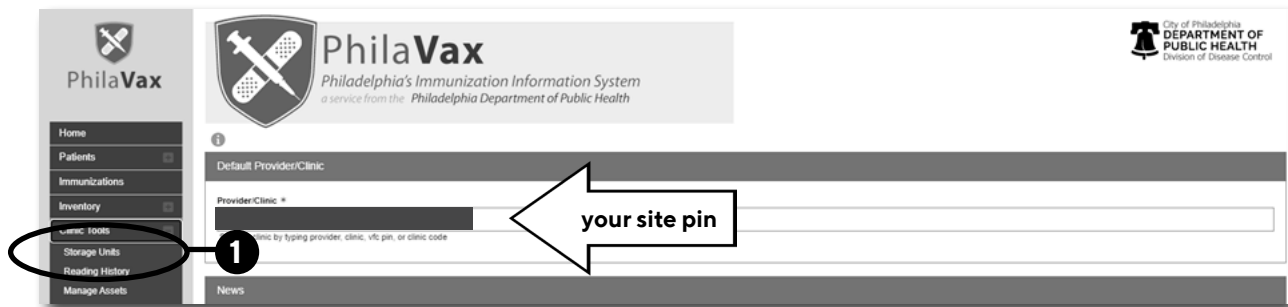
## Temperature logs must be submitted two ways:

- Upload .CSV (Excel) files to PhilaVax and
- Email .CSV and LTD files to [TempCheck@phila.gov](mailto:TempCheck@phila.gov).

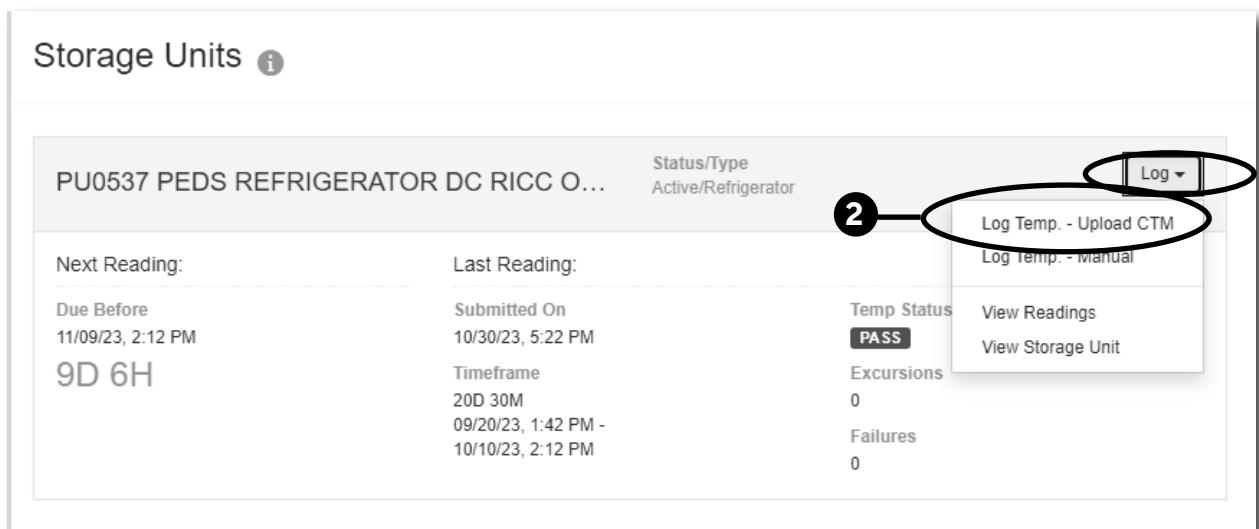
Temperature logs uploaded to PhilaVax (.CSV Excel files) are used for the timely approval of your vaccine orders.

Temperature logs sent to TempCheck (LogTag files) are reviewed for excursions or indications of unit failure.

1. Type in your site pin on PhilaVax home screen under **Default Provider/Clinic**. Select **Clinic Tools**, then **Storage Units** from the left-hand navigation plane.

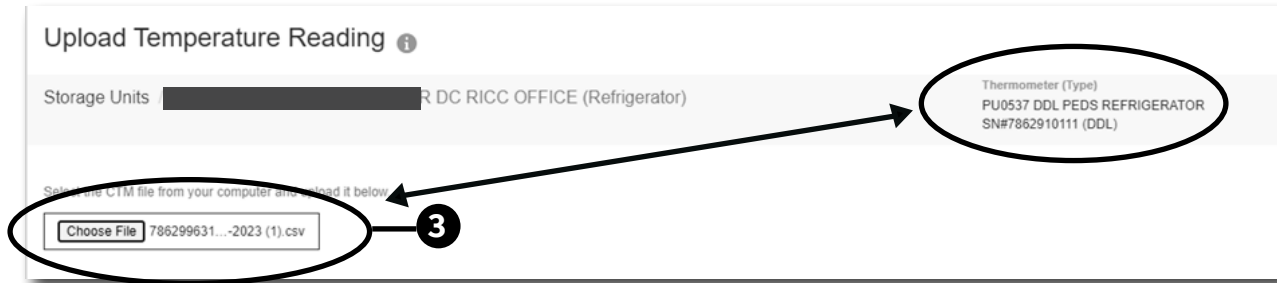


2. Click the **Log** button for the unit you will be uploading files, then click **Log Temp – CTM**.

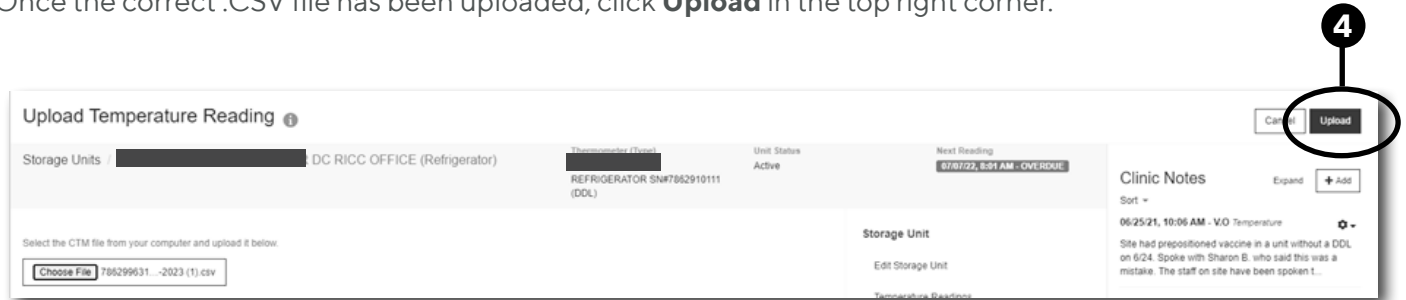


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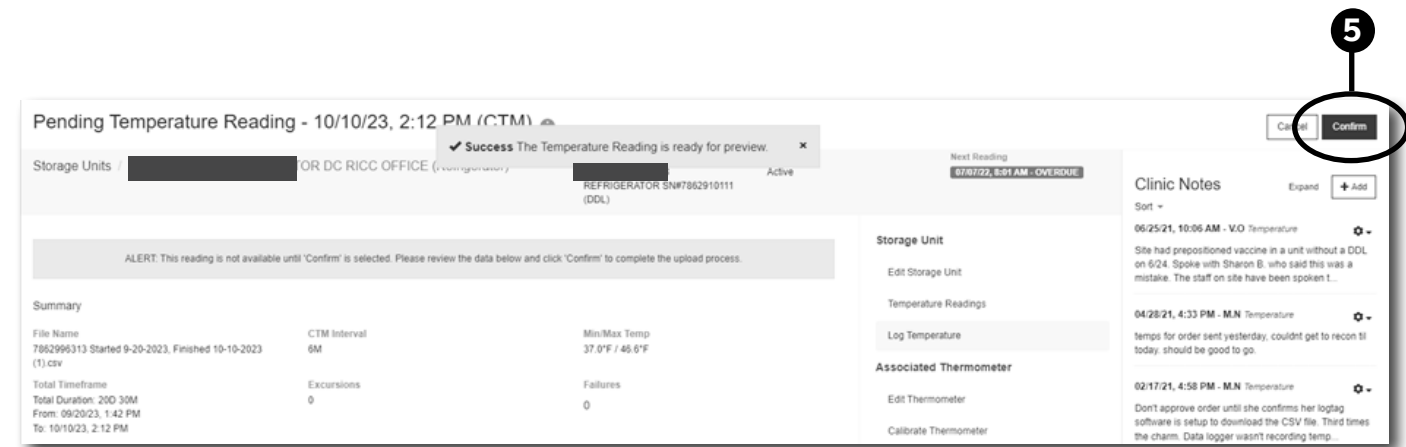
3. Click **Choose File** to select the file from your computer. The files must be in .CSV (excel file format).  
*\*The serial number listed in PhilaVax should match the serial number on the .CSV file name.*



4. Once the correct .CSV file has been uploaded, click **Upload** in the top right corner.



5. In the next screen, click **Confirm** in the top right corner to complete the upload process.



6. Email both files (.CSV and LTD) to [TempCheck@phila.gov](mailto:TempCheck@phila.gov).  
*\*\* You must email both files to [TempCheck@phila.gov](mailto:TempCheck@phila.gov) for your temperature logs to be considered submitted.*