# **Guide to Submit Temperature Logs**

#### Temperature logs should be uploaded:

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

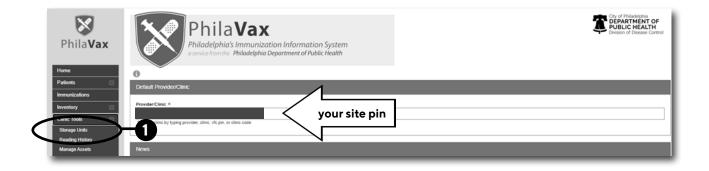
## Failure to submit temperature logs timely can result in suspension.

### Temperature logs must be submitted two ways:

- Upload .CSV (Excel) files to PhilaVax and
- Email .CSV and LTD files to <a href="mailto:TempCheck@phila.gov">TempCheck@phila.gov</a>.

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**.

Storage Units 🚯				
PU0537 PEDS REFRIGERAT	OR DC RICC O	Status/Type Active/Refrigerator	<b>2</b> –(	Log - Log Temp Upload CTM
Next Reading:	Last Reading:			Log Temp Manual
Due Before 11/09/23, 2:12 PM 9D 6H	Submitted On 10/30/23, 5:22 PM Timeframe 20D 30M 09/20/23, 1:42 PM - 10/10/23, 2:12 PM		Temp Status PASS Excursions 0 Failures 0	View Readings View Storage Unit

Philadelphia Department of Public Health - Division of Disease Control - Immunization Program - Routine Immunizations 1101 Market St. Floor 12, Philadelphia, PA, 19107 | **vaccines.phila.gov** | **DPHproviderhelp@phila.gov** | **November 2023** 



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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.

Upload Temperature Reading 🚯	$\frown$
Storage Units R DC RICC OFFICE (Refrigerator)	PU0537 DDL PEDS REFRIGERATOR SN#7862910111 (DDL)
Selectore CTM file from your computer and relead it below. Choose File 7862996312023 (1).csv	

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

Upload Temperature Reading  Unit Status Locade Loca	pland Temperature Deading			
Active Control	pload Temperature Reading 🚯			Can el Upload
	orage Units / DC RICC OFFICE (Refrigerator)	REFRIGERATOR SN#7862910111		
lict the CTM file from your computer and upload to below. See had prepositioned vaccee in a unit with on 6/24. Spoke with Sharen B. who addition between the second balance between			Storage Unit Edit Storage Unit	06/25/21, 10:06 AM - V.O Temperature Site had prepositioned vaccine in a unit without a DDL on 6/24. Spoke with Sharon B. who said this was a mistake. The staff on site have been spoken t

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

				5
Pending Temperature Reading	g - 10/10/23, 2:12 PM	(CTM)		Cartel Contem
Storage Units /	OR DC RICC OFFICE (records	Success The Temperature Reading is ready for preview. × Active REFRIGERATOR SN#7862910111 (DDL)	Next Reading 07/07/22, 5:61 AM = CVERDUE	Clinic Notes Expand + Add
ALERT: This reading is not available u	until 'Confirm' is selected. Please review the	data below and click 'Confirm' to complete the upload process.	Storage Unit Edit Storage Unit	06/25/21, 10:06 AM - V.O Temperature Site had prepositioned vaccine in a unit without a DDL on 6/24. Spoke with Sharon B, who said this was a mistake. The staff on site have been spoken t
Summary			Temperature Readings	04/28/21, 4:33 PM - M.N Temperature
ile Name 1862996313 Started 9-20-2023. Finished 10-10-2023	CTM Interval 6M	MiniMax Temp 37.0°F / 46.6°F	Log Temperature	temps for order sent yesterday, couldnt get to recon til today, should be good to go.
1).csv			Associated Thermometer	
otal Timeframe stal Duration: 20D 30M	Excursions 0	Failures	Edit Thermometer	02/17/21, 4:58 PM - M.N Temperature
rom: 09/20/23, 1:42 PM o: 10/10/23, 2:12 PM	-	0	Calibrate Thermometer	Don't approve order until she confirms her logtag software is setup to download the CSV file. Third times the charm. Data logger wasn't recording temp

- 6. Email both files (.CSV and LTD) to TempCheck@phila.gov.
  - \*\* You must email both files to <u>TempCheck@phila.gov</u> for your temperature logs to be considered submitted.



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