

Storage & Handling

Submit Temperature Logs Guide

When to Upload to PhilaVax:

- Routine data
 - Due every 28 days
- Placing a vaccine order
 - Same day as the order

When to Email TempCheck:

- Clinic does not use a PDPH-issued DDL
- New storage unit approval
- When requested by PDPH

When to Upload and Email:

- Vaccine goes out of range
 - Temperature excursion

Failure to submit temperature logs timely can result in suspension.

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.

Follow these steps to upload your temperature logs to PhilaVax.

1. Type in your site pin on [PhilaVax](#) home screen under **Default Provider/Clinic**.
2. Select **Clinic Tools**, then **Storage Units** from the left-hand navigation plane.
3. Click the **Log** button for the unit you will be uploading files.
 - a. Click **Log Temp – Upload CTM** from the dropdown menu.

The screenshot shows the PhilaVax web application interface. On the left is a blue navigation sidebar with a list of menu items: Home, Patients, Immunizations, Inventory, Clinic Tools, Storage Units, Reading History, Manage Assets, and Enrollments. A circled '2' points to the 'Clinic Tools' and 'Storage Units' items. The main content area is titled 'Storage Units' and displays a table with columns for 'P' (Pin), 'Status/Type', and 'Active/Refrigerator'. Below the table, there are sections for 'Next Reading' (Due Before: 11/09/23, 2:12 PM; 9D 6H), 'Last Reading' (Submitted On: 10/30/23, 5:22 PM; Timeframe: 20D 30M; 09/20/23, 1:42 PM - 10/10/23, 2:12 PM), and 'Temp Status' (PASS). A dropdown menu is open next to a 'Log' button, showing options: 'Log Temp. - Upload CTM' (highlighted with a circled '3'), 'Log Temp. - Manual', 'View Readings', and 'View Storage Unit'. A circled '3a' points to the 'Log Temp. - Upload CTM' option.

- 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 ?

Storage Units / P

Thermometer (Type)
P
SN#7862910111 (DDL)

Select the CTM file from your computer and upload it below.

Choose File

786299631....-2023 (1).csv

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

Upload Temperature Reading ?

Cancel

Upload

Storage Units / PU

Thermometer (Type) P DDL PEDS REFRIGERATOR SN# (DDL)	Unit Status Active	Next Reading 07/07/22, 8:01 AM - OVERDUE
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Select the CTM file from your computer and upload it below.

Choose File

786299631....-2023 (1).csv

Storage Unit

Edit Storage Unit

Temperature Readings

Clinic Notes

Sort

06/25/21, 10:06 AM - V.O Temperature

Expand

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

Pending Temperature Reading - 10/10/23, 2:12 PM (CTM) ?

Cancel

Confirm

✓ Success The Temperature Reading is ready for preview.

Storage Units / P

P DDL PEDS REFRIGERATOR SN# (DDL)	Active	Next Reading 07/07/22, 8:01 AM - OVERDUE
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ALERT: This reading is not available until 'Confirm' is selected. Please review the data below and click 'Confirm' to complete the upload process.

Summary

File Name 786 Started 9-20-2023, Finished 10-10-2023 (1).csv	CTM Interval 6M	Min/Max Temp 37.0°F / 46.6°F
Total Timeframe Total Duration: 20D 30M From: 09/20/23, 1:42 PM To: 10/10/23, 2:12 PM	Excursions 0	Failures 0

Storage Unit

Edit Storage Unit

Temperature Readings

Log Temperature

Associated Thermometer

Edit Thermometer

Calibrate Thermometer

Clinic Notes

Sort

06/25/21, 10:06 AM - V.O Temperature

Expand

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Error Messages

PEDS FREEZER ?

Status/Type
Active/Freezer

Log ▾

Next Reading:

Due Before
07/17/26, 4:35 PM
18D 4H

Last Reading:

Submitted On
06/17/26, 4:44 PM
Timeframe
29D 5H 6M
05/19/26, 11:29 AM -
06/17/26, 4:35 PM

Temp Status (CTM)

FAIL

Out of Range
60 (6H)
Excursions
1 (6H)

Errors:

- The uploaded file cannot be processed. Please verify that the file format is correct.

If you see any error messages when uploading your temperature readings, email the files to tempcheck@phila.gov and indicate the type of message you received.