

Report Temperature Excursion Worksheet



Complete this worksheet to gather the necessary information then contact the manufacturer to determine if vaccines may be used.

Recommended Temperature Ranges

Vaccine Product	Refrigerator	Freezer	ULT Freezer
All Pfizer products	2°C to 8°C (36°F to 46°F)	Do not freeze	-90°C to -60°C (-130°F and -76°F)
All Moderna products	2°C to 8°C (36°F to 46°F)	-50°C to -15°C (-58°F to 5°F)	Do not store in ULT
Novavax	2°C to 8°C (36°F to 46°F)	Do not freeze	Do not store in ULT

Step 1: Record the temperature excursion details.

Refer to your data logger's temperature data file to determine if there are multiple excursions.

Select vaccine: ☐ Moderna Spikevax 12Y+ ☐ Novavax 12Y+ ☐ Pfizer Comirnaty 12Y+

Affected vaccines stored in: ☐ refrigerator ☐ freezer ☐ ULT ☐ transport container

Check if related to:

☐ transfer to another provider ☐ off-site/mobile clinic ☐ emergency transport ☐ other

Excursion start date: _____ **Excursion end date:** _____

Temperatures out of range: ☐ too cold ☐ too warm **Warmest or coldest temperature:** _____

Total duration of excursion: _____ (hrs./mins.)

Identify possible cause: _____

Were affected vaccines involved in a previous temperature excursion? ☐ No ☐ Yes, date: _____

Step 2: Record manufacturer's stability determination.

- Contact the vaccine manufacturer using phone information below.
- Request a case number/reference number for your call and document the number provided.
- Request stability letters or electronic reports from manufacturers; keep for your records for 3 years.
- Document the manufacturer's resolution on this form.

Note: These are different contact numbers for excursions after delivery versus excursions in transit.

Manufacturer	Phone	Doses Administered?	Stability Determination	Case or Reference #
Moderna	866-663-3762 Online	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> May use <input type="checkbox"/> May not use	
Novavax	844-NOVAVAX Online	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> May use <input type="checkbox"/> May not use	
Pfizer-BioNTech	(800) 438-1985 Online	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> May use <input type="checkbox"/> May not use	

Step 3: Finish processing the vaccines.

If manufacturer determines vaccines are okay to use:

- Remove "Do Not Use Vaccines" sign and alert your supervisor. Vaccines are okay to administer.

If manufacturer determines vaccines may not be viable and are NOT okay to use:

- Report nonviable doses in myCAvax and dispose of them following practice protocols.

Step 4: Report the temperature excursion.

Login to the myCAvax provider system. Click Vaccine Inventory to report the excursion.

☐ Data logger summary report (or section showing excursions) ☐ Vaccine Transport Log ☐ Temperature Log

Questions?

Contact the Provider Call Center at **(833) 502-1245** or refer to the [COVID-19 Provider Operations Manual](#) for step-by-step guidance.