

Downloading Your DDL Files?

Follow these **two easy steps** to submit your Digital Data Logger (DDL) files

Step One

Upload the DDL **green .CSV files** to Clinic Tools on PhilaVax

1



Step Two

Email both the **green .CSV files** and **yellow .LTD files** to TempCheck@phila.gov

2



Following these two steps **helps prevent delays in processing your order** and **helps providers monitor vaccine temperatures**. Together we can protect patients by ensuring vaccines administered are viable. Providers that do not follow these steps will be suspended from ordering vaccine until PDPH receives the DDL files, documenting that vaccines were stored correctly.

If you received an error message when uploading your .CSV files into Clinic Tools, please email the file to TempCheck@phila.gov

Thank you for all that you do to protect Philadelphians from vaccine-preventable diseases!

Questions? Need help troubleshooting?

For assistance with **Clinic Tools** on PhilaVax please contact:

215-685-6872

DPHProviderHelp@phila.gov

If you received an error message or need assistance with your **Digital Data Logger** please contact:

215-685-6777

TempCheck@phila.gov