

# Storage and Handling Reporting Guides

## Download and Submit Your DDL Temperature Files

**Prevent vaccine wastage and delays in your vaccine orders by submitting your digital data logger's (DDL) files regularly.** Use this reporting guide to help you download and submit your DDL temperature files to our Storage and Handling team.

### When should you download and submit your DDL files?

**Every 28 days** (see fig. 1) or whenever there is an **out-of-range temperature**, indicated by an X in the upper left-hand corner of the DDL display (see fig. 2).

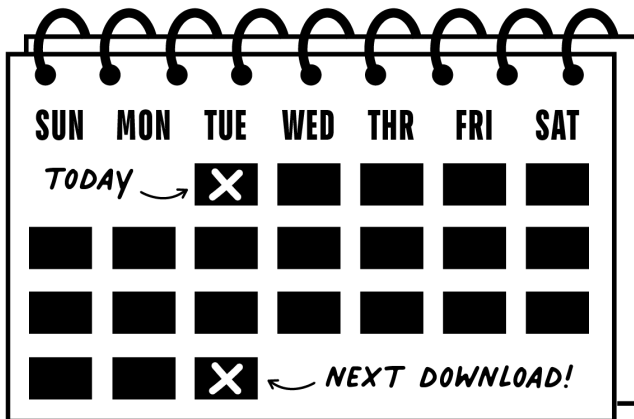


fig. 1

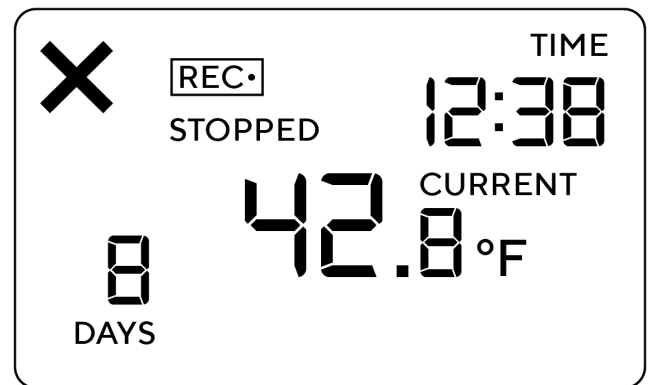


fig. 2

### Ready to download your DDL files?

Follow these two steps to easily download and submit your DDL's temperature file to the Philadelphia Immunization Program! These two steps helps prevent delays in processing your order and ensure vaccines administered are viable.



#### Step one

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



#### Step two

Email the **yellow .LTD files** to **TempCheck@phila.gov**.

Questions? Need help troubleshooting? Please contact our Storage and Handling team at [tempcheck@phila.gov](mailto:tempcheck@phila.gov) or **215-685-6777**. You can also access our Uploading Temperature Logs guide by scanning the QR code!

**Please note: Providers that do not submit temperature data on time will be suspended from ordering vaccine until PDPH receives data that shows that vaccine is continuously stored at appropriate temperatures.**

