

# Storage & Handling Excursion Response Form

Did your site’s vaccine storage unit go out of the acceptable temperature range\*? If so, please fill out the **Excursion Response Form**. Follow the steps below to document the temperature range the vaccines experienced, determine if the vaccines can still be used, and report your finding.

**You must submit this completed form within 48 hours of the excursion. Please email a completed digital copy of this form to [tempcheck@phila.gov](mailto:tempcheck@phila.gov) OR fax a copy to 215-238-6948.**

## 1. Your Practice’s Information

Clinic Name	Site PIN #	Vaccine Coordinator Name	Phone Number
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## 2. The Incident

Date	Unit Type <b>Refrigerator</b> <b>Freezer</b>	Unit Location (if you have more than one)
Cause of incident <b>Power Outage</b> <b>Mechanical Failure (Unit Failure)</b> <b>Unexplained</b> <b>Other:</b> _____		

## 3. Temperature Excursion

**\*Acceptable Temperature Range**  
Scan the QR code or visit our [website](#) to learn more about the acceptable temperature ranges for vaccine storage units.



**Duration**  
How long was the unit’s temperature outside the acceptable range?

Hours
Minutes

**Temperature Range**  
What was the highest or lowest temperature, outside the acceptable range? (*indicate whether Celsius or Fahrenheit*)

Highest (Celsius or Fahrenheit)
Lowest (Celsius or Fahrenheit)

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## 4. Affected Vaccine

The next step is to determine if the vaccine affected by the excursion is still viable. Follow the steps below and fill out the vaccine information in the inventory section along with the manufacturer’s instructions. If you have any questions, please email us at [tempcheck@phila.gov](mailto:tempcheck@phila.gov).

- 1. Take inventory of affected doses.**
- 4. Ask for a case number.**
- 2. Call the vaccine manufacturers.** *(Manufacturer information is listed on the following page)*
- 5. Write down the case number, their instructions, and whether the vaccines are viable or wasted.**
- 3. Give them information on the doses affected by the out-of-range temperature.**

Inventory					Manufacturer’s Instructions		
Vaccine	NDC#	Lot #	Exp Date	# of Doses	Instructions	Ok to use?	Case #

# Storage & Handling

## Excursion Response Form

### Manufacturer Contact Information

Manufacturer	Website / Email	Phone #	Products
U.S. Centers for Disease Control & Prevention (CDC)	<a href="http://www.cdc.gov/ncezid/dsr">www.cdc.gov/ncezid/dsr</a>	404-639-3670	Distributor for diphtheria antitoxin, VIG, smallpox vaccine
GlaxoSmithKline (GSK)	<a href="http://www.gskvaccines.com">www.gskvaccines.com</a>	866-475-8222	Infanrix, Kinrix, Pediarix, Havrix, Engerix-B, Twinrix, Hiberix, Cervarix, Fluarix, FluLaval, Rotarix, Boostrix, Menveo
Grifolts (Mass Biological Labs)	<a href="http://www.umassmed.edu/massbiologics/">www.umassmed.edu/massbiologics/</a>	617-474-3220	IGIM, TD, TT
MedImmune, Inc	<a href="http://www.medimmune.com">www.medimmune.com</a>	877-633-4411	FluMist
Merck & Co., Inc.	<a href="http://www.merckvaccines.com">www.merckvaccines.com</a>	800-637-2590	PedvaxHIB, Comvax, Vaqta, Recombivax-HB, Gardasil, M-M-R II, ProQuad, Afluria, Pneumovax 23, RotaTeq, Varivax, Zostavax, Td
Biotest Pharmaceuticals	<a href="http://www.biotestpharma.com">www.biotestpharma.com</a>	800-458-4244	HBIG
Pfizer (Wyeth Vaccines)	<a href="http://www.pfizerpro.com">www.pfizerpro.com</a> <a href="mailto:CVGovernment@Pfizer.com">CVGovernment@Pfizer.com</a>	800-438-1985 (option 3)	Prenar 13, COVID-19 Vaccine
Sanofi Pasteur	<a href="http://www.vaccineshoppe.com">www.vaccineshoppe.com</a>	800-822-2463	Daptacel, Tripedia, Pentacel, ActHIB, Fluzone, Menomune, Menactra, IPOL, Imovax, Decavac, Tenivac, Adacel, Typhim Vi, YF-Vax, Quadracel
Seqirus Vaccines	<a href="http://www.seqirus-us.com">www.seqirus-us.com</a>	1-855-358-8966	Fluvirin, Flucelvax, Afluria
Talecris Biotherapeutics	<a href="http://www.grifols.com">www.grifols.com</a>	800-520-2807	HBIG, IGIM, RIG, TIG
Moderna	<a href="http://tools.modernamedinfo.com/excursion/excursions@modernatx.com">tools.modernamedinfo.com/excursion/excursions@modernatx.com</a>	1-866-663-3762	COVID-19 Vaccine
Janssen	<a href="http://www.vaxcheck.jnj">www.vaxcheck.jnj</a> <a href="mailto:jscovidtempexcursion@its.jnj.com">jscovidtempexcursion@its.jnj.com</a>	1-800-565-4008	COVID-19 Vaccine