



## How to Process a Temperature Excursion

When a LogTag or other approved temperature monitoring device displays an alarm notification or the current temperature is not within the appropriate range, complete the steps outlined below. Refrigerated vaccines have an appropriate range of 36- 46° F. Frozen Vaccines have an appropriate range of -58-+5°F.

1. Take immediate steps to **store the vaccine at the appropriate temperature range.**
  - Examples: close the door left ajar; restore power; use your emergency plan and [Vaccine Transport Methods](#) to transport the vaccine to a back-up storage unit, etc.
  - Keep the monitor WITH THE VACCINE AT ALL TIMES during transport and in the back-up storage unit.
2. **Download the graph** for review once the temperature is within the appropriate range.
3. **Mark the vaccines as “Do Not Use”** until vaccine viability is determined and finalized.
4. **Print your reconciliation page** from VacTrAK for a complete list of vaccines, lot numbers and expiration dates OR conduct a physical inventory of the vaccines that experienced the temperature excursion.
5. Determine if any of the vaccine has experienced a **previous temperature excursion.**
  - The manufacturer will ask for previous temperature excursion data and case numbers.
6. **Fill out the [temperature excursion report.](#)**
  - The LogTag “Report” tab on the downloaded graph provides you with the maximum or minimum temperature reached during the excursion and the total time above or below range. See [LogTag daily use](#) instructions for guidance on retrieving data and contact information for troubleshooting.
7. **Contact each vaccine manufacturer.**
  - Contact information is located on the temperature excursion report.
  - Report the vaccine that was affected, the maximum and/or minimum temperature reached, and the total time above or below range.
8. **Pull any non-viable vaccine** from the storage unit and process a return.
  - Review the VacTrAK vaccine ordering and management system (VOMS) [resources](#) for more information on how to conduct a correct reconciliation and return in VacTrAK.
9. **Label viable vaccines** as having experienced an excursion. In the event a future excursion occurs, this information will be needed.
  - If a manufacturer gives a new expiration date for the vaccine, clearly mark that on the packaging as well and rotate stock accordingly.
10. **Email the temperature excursion report** to the Alaska Immunization Program at [immune@alaska.gov](mailto:immune@alaska.gov) once you have completed the process. Include in the subject line: facility PIN, facility name, and "VFC temperature excursion report" to ensure appropriate processing.

### Alaska Immunization Helpline Contact

Anchorage: 907-269-8088 | Toll Free: 888-430-4321 | Email: [immune@alaska.gov](mailto:immune@alaska.gov)