GATHER NECESSARY INFORMATION

- Temperature Logs or Transport Logs AND data logger reports for the reported excursion(s)
- Info about the storage unit(s) used during the reported excursion (if not listed under your account)
- Info for the temperature monitoring device (if not listed under your account)
- Inventory of vaccines in the unit(s) during the excursion

LOG IN TO YOUR MyVFCvaccines ACCOUNT on EZIZ.org

Click the ‘Report/View Excursion’ button
Then, choose ‘Start New Report’

PROVIDE INFORMATION ABOUT THE EXCURSION

Report how and when the excursion was discovered.

Select the affected unit(s). Choose ‘Other’ if the unit is not listed.

Select the data logger associated with the unit.

Vaccine Storage Excursion Report

1.) Name of person reporting:

2.) How was temperature excursion discovered?
   - Discovered by provider staff (Reporting)
   - Discovered by the VFC Program (Reporting)

3.) Date and time of discovery:

   mm/dd/yyyy
The system will display the brand and location/unit ID of the storage units on file for your site. If the unit involved in the excursion is not listed under your account, select ‘Other’ and enter the information.

If no vaccine storage unit was involved, e.g., vaccine left out at room temperature, temperature excursion during transport, choose ‘This is a vaccine handling incident.’

Hover your mouse over the orange ‘i’ for the definition of a vaccine handling incident.

Enter information about the temperatures, dates, times, and actions taken.

Use your downloaded data logger report for the ‘date and time out of range temperature occurred’ and ‘total time out of range’ information.

- Enter the total time out of range as HH:MM (total hours out of range: total minutes out of range). For example, enter “00:15” for 15 minutes, and “21:30” for 21 hours and 30 minutes.
- Enter the exact date and time of the excursion, based on the data logger report.
- If you do not have a data logger report, enter the date and time the out of range temperature was documented on the temperature log.

Complete one line for each excursion, even if your minimum and maximum temperatures are both out of range.

Verify your info before you click ‘Next.’ Info entered cannot be changed.

RESULTS & INSTRUCTIONS

Based on the information you reported, you will be instructed to

- Continue vaccination services. There is no need to contact VFC. No further action is required.

OR

- Proceed with the report AND contact the manufacturer.

VACCINE STORAGE EXCURSION REPORT

If you proceed with the report, you will need to

- Provide more details about the temperature excursion
- Attach temperature logs and data logger reports
- Confirm which vaccine brands were in the unit when the excursion occurred

The vaccine brands you reported on your last vaccine order will automatically display. Check the boxes for those still in your inventory. Use the ‘add more’ link to add brands not listed.
• Print information about the Excursion Report, especially if you need to step away from the computer to contact vaccine manufacturers
• Contact the vaccine manufacturers and document the stability determination they provide: do NOT use vaccines if vaccines are okay to use and the new expiration date provided
• Document the case number provided by the vaccine manufacturers and that person’s name

If your temperature logs were not uploaded, fax them to the VFC Program as soon as possible to expedite review of your submitted report and to prevent delaying your vaccine order. Write your PIN and SHOTS report # on the fax.

VIEWING VACCINE STORAGE EXCERSSION REPORTS

Vaccine Storage Excursion reports which required follow up with a vaccine manufacturer may be viewed using the ‘Report/View Excursions’ button on the MyVFCvaccines homepage.

- Reports are grouped based on status:
  - Incomplete: report started, but not finished
  - Re-opened: VFC opened a previously-submitted report and requires additional action by the provider
  - Completed: report submitted to VFC

Supervisor Review: When the temperature log is complete and the supervisor is ready to review and sign it, a summary of all the documented excursions may be viewed and printed using the ‘View Temperature Excursion History’ link.
Troubleshooting tips when you're using the SHOTS system

Staff & Equipment

- A Report ID is created when you move from the ‘Staff & Equipment’ page to the ‘Times & Temperatures’ page. Only move forward if you have an excursion to report. Do not “test” the system.
- If more than one vaccine storage unit experienced a temperature excursion, such as during a power outage, select all the units. Do not submit multiple reports.
- If the wrong unit was selected, simply uncheck the box to deselect it.

Times & Temperatures

- If the wrong unit is showing, use the ‘Back’ button to return to the ‘Staff & Equipment’ page, and un-select the incorrect unit.
- Do not report in-range temperatures to SHOTS. SHOTS is unable to triage excursions if the out of range temperature that occurred is not reported.
- Check the box above the table to report if there were no vaccines in the storage unit when the excursion occurred.
- Excursion information cannot be changed once you click ‘Next’ and reach the ‘Results & Instructions’ page. Make sure your information is accurate before advancing.
- Document every excursion in SHOTS.

Description & Logs

- Submit temperature files for the past 30 days, including the timeframe in which the temperature excursion occurred. Note: If the excursion was discovered by the VFC Program, submit the temperature files for the past 90 days.
- Include handwritten VFC temperature logs and downloaded data logger reports.
- You may attach Excel and PDF files to your report.

Inventory

- Report all the vaccine brands that were exposed to the excursion in SHOTS.
- If you forgot to include a brand, contact VFC Customer Service to reopen the report and to add the additional brand.

Manufacturer Results

- If you are directed to contact vaccine manufacturers, follow their guidance whether vaccines can or cannot be used. If your excursion information was reported accurately, you do not need to wait for additional guidance from the VFC Program.
- Vaccine manufacturers are unable to provide stability information if you do not provide accurate information. Report precise information, including the minimum and maximum temperature the vaccines were exposed to.
- The storage unit’s warmest and coldest temperatures since your last processed vaccine order will display. If vaccines in the unit were exposed to previous temperature excursions, report these to the manufacturers as well.

SHOTS System

- As you move through the SHOTS system, your information is saved when you click ‘Next.’
- If you are unable to complete the report in one sitting, you may access saved info by choosing the ‘Report/View Excursion’ button on the homepage, then choosing the incident ID in the incomplete reports section.
- If you are unsure whether an excursion was reported, use the ‘View Temperature Excursion History’ link in the ‘Report/View Excursions’ section of MyVFCvccines.org to view a summary of all submitted excursion reports.
- Report only temperature excursions that affect federally-purchased vaccines. Do not report temperature excursions for units storing only privately-purchased vaccines.