

HOW TO DO A PHYSICAL INVENTORY

EZIZ.ORG

1

PRINT THE VFC "VACCINE PHYSICAL-INVENTORY FORM."

Using an electronic system?

Print a copy of the current inventory report.

VACCINES FOR CHILDREN (VFC) PROGRAM
VACCINE PHYSICAL-INVENTORY FORM

DATE: _____

Instructions: 1. Complete this form before you order VFC vaccine.
2. Transfer all lot numbers, expiration dates, and total doses on hand from this form to your VFC vaccine order.

REFRIGERATOR

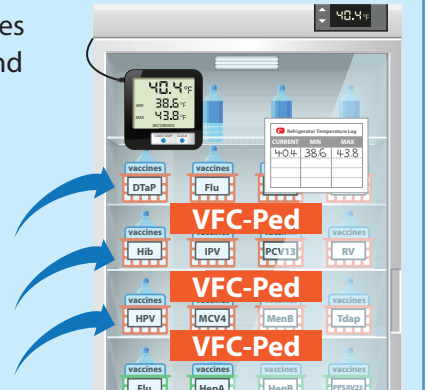
VACCINE	BRAND	DOSES PER BOX	LOT NUMBERS	EXPIRATION DATE	# DOSES ON HAND	LOT NUMBERS	EXPIRATION DATE	# DOSES ON HAND	TOTAL DOSES ON HAND
DTaP	<input type="checkbox"/> Daptacel-vials	10							
	<input type="checkbox"/> Infanrix-vials	10							
DTaP-HepB-IPV	<input type="checkbox"/> Pediarix-syringes	10							
	<input type="checkbox"/> Kinrix-vials	10							
DTaP-IPV	<input type="checkbox"/> Kinrix-syringes	5							
	<input type="checkbox"/> Quadracel-vials	10							
DTaP-IPV/Hib	<input type="checkbox"/> Pentacel-vials	5							
	<input type="checkbox"/> VAQTA-vials	10							

2

DETERMINE WHICH VACCINES ARE VFC VACCINES.

- Private and VFC vaccines should be separated and clearly labeled.
- Do not count private vaccines.

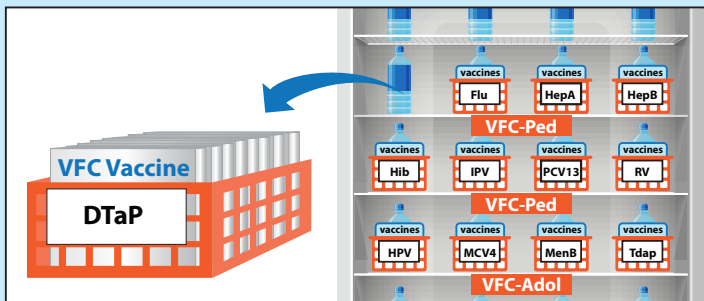
(To learn best practices, review the EZIZ lesson, *Storing Vaccines*.)



3

REMOVE ALL DOSES FOR THE FIRST VFC VACCINE.

Then close the storage unit door.



4

GROUP VACCINES BY LOT NUMBERS.

- Look at lot numbers on every box.
- Place expired vaccines and diluents in a bag or container marked "DO NOT USE."



5

RECORD VACCINE INFORMATION ON THE INVENTORY FORM.

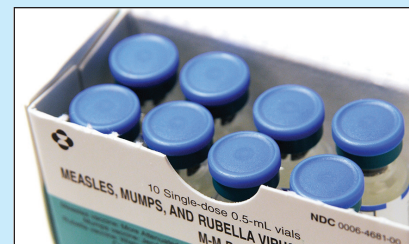
- Record a check next to the correct brand and packaging.
- Record the first lot number and expiration date.
- Note any vaccines that will expire within six months.

VACCINE	BRAND	DOSES/BOX	LOT NUMBERS	EXPIRATION DATE	# DOSES ON HAND	TOTAL DOSES ON HAND
DTaP	<input checked="" type="checkbox"/> DAPTACEL vials	10	C3356AA	09/26/21	25	
	<input type="checkbox"/> Infanrix vials	10				
	<input type="checkbox"/> Infanrix syringes	10				

6

COUNT ALL DOSES OF THAT LOT NUMBER—INCLUDING OPENED BOXES.

- For details and examples, refer to the *Provider Operations Manual* on EZIZ.org.



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RECORD THE COUNT IN THE “# DOSES ON HAND.”

- Repeat for each group of lot numbers for the first vaccine.
- Total the “# Doses On Hand” for all the lot numbers of that vaccine and record the doses in the “Total Doses on Hand” column.

VACCINE	BRAND	DOSES/ BOX	LOT NUMBERS	EXPIRATION DATE	# DOSES ON HAND	TOTAL DOSES ON HAND
DTaP	<input checked="" type="checkbox"/> DAPTACEL vials	10	C3356AA	09/24/21	25	61
	<input type="checkbox"/> Infanrix vials	10				
	<input type="checkbox"/> Infanrix syringes	10	C3695 KF	03/17/21	36	

8

Repeat steps 5-7 for each group of lot numbers for the same vaccine.

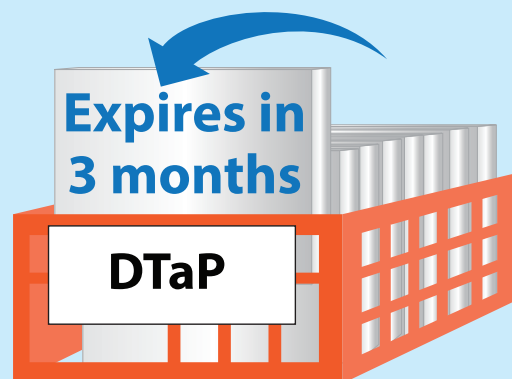
9

Add the “# Doses On Hand” for all the lot numbers of that vaccine and record the number in the “Total Doses on Hand” column.

10

PUT VACCINES BACK IN ORDER OF EXPIRATION DATES.

- Move vaccines with the earliest expiration dates in front to ensure older vaccines are used first.
- Position vaccines 2-3 inches away from unit walls and floor.
- Do not return expired vaccines and diluents to the storage unit.

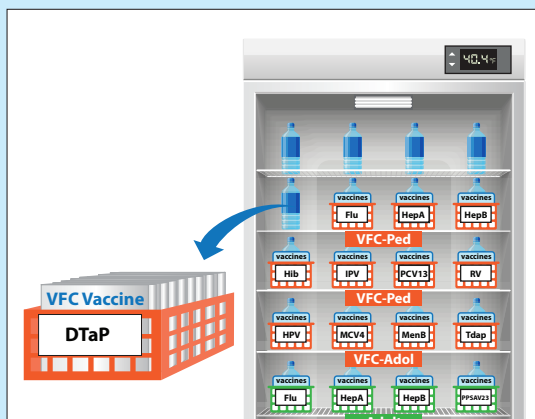


11

REPEAT FOR ALL VFC VACCINES—ONE VACCINE BRAND AT A TIME.

Make sure all vaccines have been returned and storage unit doors are shut.

Using an electronic system? If the number of doses recorded on the completed VFC inventory form doesn't match your current inventory report, research and correct any differences.



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CONTACT THE VFC CALL CENTER TO ADDRESS ANY EXPIRED OR SOON TO EXPIRE VACCINES.

Remember:

- Expired vaccines must be reported on [MyVFCVaccines.org](https://myvfcvaccines.org).
- Vaccines that will expire within six months and are unlikely to be used should be transferred to another VFC provider. Contact the VFC Call Center (1-877-243-8832) or your Field Representative first.