HOW TO DO A PHYSICAL INVENTORY

EZIZ.ORG

PRINT THE VFC "VACCINE PHYSICAL-INVENTORY FORM."

Using an electronic system?
Print a copy of the current inventory report.

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.)

REMOVE ALL DOSES FOR THE FIRST VFC VACCINE.
Then close the storage unit door.

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.”

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.

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

• For details and examples, refer to the Provider Operations Manual on EZIZ.org.
7. 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.

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.

   A. Move vaccines with the earliest expiration dates in front to ensure older vaccines are used first.
   B. Position vaccines 2-3 inches away from unit walls and floor.
   C. 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.

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

Remember:
- Expired vaccines must be reported on 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.