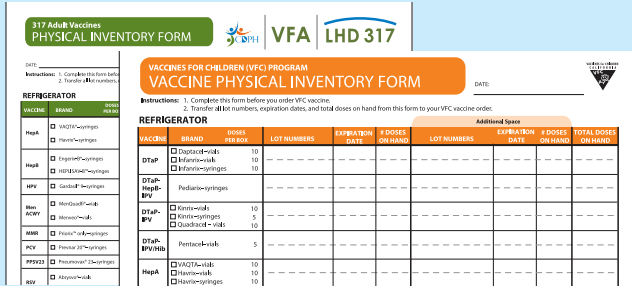


## 1. Print the Vaccine Inventory Form.

### Using an electronic system?

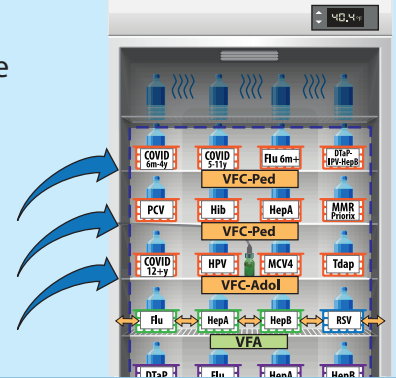
Print a copy of the current inventory report.



The form is titled "VACCINES FOR CHILDREN (VFC) PROGRAM VACCINE PHYSICAL INVENTORY FORM". It includes a header with "317 Adult Vaccines PHYSICAL INVENTORY FORM", "VFA", and "LHD 317". The form is divided into sections for "REFRIGERATOR" and "ADDITIONAL SPACE". The "REFRIGERATOR" section has columns for "VACCINE", "BRAND", "DOSES ON HAND", "LOT NUMBERS", "EXPIRATION DATE", "# DOSES ON HAND", and "TOTAL DOSES ON HAND". It lists various vaccines like DTaP, Hib, IPV, PCV13, RV, HepA, HepB, MCV4, MenB, and Tdap. The "ADDITIONAL SPACE" section is for extra information.

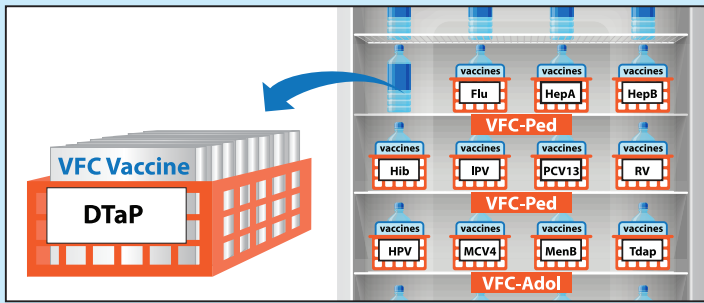
## 2. Determine Which Vaccines You Will Count.

- Count VFC and VFA vaccines separately.
- Remember to include only public vaccine supply in your inventory.
- Refer to the storage unit setup guide for details (IMM-963 on EZIZ).



## 3. Remove All Doses for the First 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."



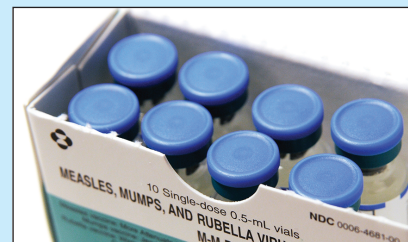
## 5. Record Vaccine Information on the Inventory Form.

- 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	09/26/24		
	<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.



### 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.

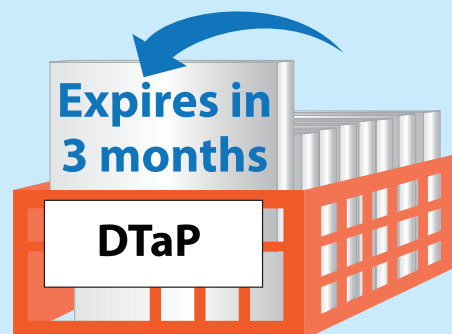
VACCINE	BRAND	DOSES/BOX	LOT NUMBERS	EXPIRATION DATE	# DOSES ON HAND	TOTAL DOSES ON HAND
DTaP	<input checked="" type="checkbox"/> DAPTACEL vials	10	C3356AA	09/24/24	25	61
	<input type="checkbox"/> Infanrix vials	10				
	<input type="checkbox"/> Infanrix syringes	10	C3695KF	03/17/24	36	

### 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.

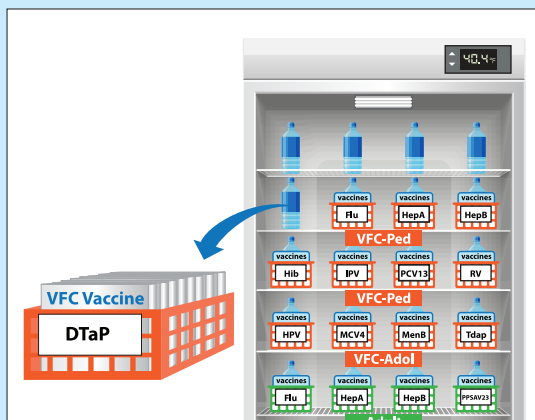
- Move vaccines with the earliest expiration dates in front to ensure older vaccines are used first.
- Position vaccines 2-3 inches away from unit walls and floor.
- Do not return expired vaccines and diluents to the storage unit.



### 11. Repeat for All Vaccines, One 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 inventory form doesn't match your current inventory report, research and correct any differences.



### 12. Identify Expired or Soon-To-Expire Vaccine.

Remember:

- Remove expired vaccine and report doses in myCAvax. Dispose of following practice protocols.
- Vaccines that will expire within six months and are unlikely to be used should be transferred to another active provider in the same vaccination program (e.g., VFC, VFA or SGF) provider. Call the program contact or your field representative first.

VFC Call Center: (877) 243-8832

VFA/LHD 317: (833) 502-1245

SGF Flu: Contact your LHD.