How to Do a Physical Inventory

1. **Print a 317 Physical Inventory Form.**
   (If your practice uses an immunization registry, also print a copy of the current inventory report.)

2. **Determine which vaccine is 317 vaccine.**
   Separate and clearly label 317, VFC, and privately purchased stock. Many practices keep vaccines on different shelves to avoid mixing inventory.

3. **Remove all doses of the first vaccine.**
   Then close the refrigerator door.

4. **Group the vaccine by lot numbers.**
   Be sure to look at the lot number on every box of vaccine.

5. **Enter vaccine information on the 317 Physical Inventory Form.**
   (Do not enter private vaccine inventory.)

   - Write a check next to the brand and packaging.
   - Write the first lot number of that vaccine and its expiration date; if any vaccine has expired or will expire within three months, tell your VFC rep.
   - Count all doses of that lot number and write the total in the number of doses on hand space; be sure to count all doses in all opened boxes.
   - Do the same for each lot number of that vaccine.
   - Add the number of doses on hand for all the lot numbers of that vaccine and write it in the Total Doses on Hand column.

6. **Put the vaccine back**
   in order of expiration date with short-dated vaccine in front.

7. **Repeat for all 317 vaccines.**
   When you have finished, make sure that all vaccine has been returned to the refrigerator and freezer and that their doors are closed.

   Registry users: if the number of doses on the current inventory report is different than the number you wrote on the 317 Physical Inventory Form, you’ll need to figure out why.

www.eziz.org