

How to Do a Physical Inventory

1 Print VFC vaccine inventory form from the CIR.

Vaccine Type	Brand	Manufacturer	Vaccine Lot/ Exp. Date	Unit Presentation	VFC Inventory
DTaP	DAPTACEL	Sanofi Pasteur	<input type="text"/>	SDV; 10-Pack	<input type="text"/>
			<input type="text"/>		<input type="text"/>
			<input type="text"/>		<input type="text"/>
DTaP	Infanrix	GlaxoSmithKline	<input type="text"/>	SDV; 10-Pack	<input type="text"/>
			<input type="text"/>		<input type="text"/>
			<input type="text"/>		<input type="text"/>

2 Identify VFC vaccine.

Include only your VFC stock. Do not include your privately-purchased vaccines in this 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 only VFC vaccine information on the VFC inventory form.

- In the appropriate space, indicate the doses on hand for each vaccine lot number.
- Do the same for each lot number of each vaccine.
- If you have vaccine that has expired, please notify the NYC VFC program at 347-396-2405.
- If you have vaccine that will expire within 6 months *and that you will not be able to use within that time*, notify the NYC VFC program.

6 Put the vaccine back.

Ensure that vaccine with shortest expiration dates are in front.

7 Repeat for all VFC vaccines.

When you have finished, make sure that all vaccine has been returned to the refrigerator and freezer and that all doors are closed.

8 Enter inventory results.

Transfer inventory results from the paper to the online inventory form.

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