How to Do a Physical Inventory

1. Print VFC Vaccine Inventory Management (VIM) public inventory section from the Online Registry.

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Brand/Mfr.</th>
<th>Lot/Exp. Date</th>
<th>Presentation</th>
<th>CIR Expected Inventory</th>
<th>On-Hand Inventory</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP</td>
<td>Infanrix/Vivrix®</td>
<td>CAZ2A/E/8/2018</td>
<td>0.5 mL/IM, 10/Pack</td>
<td>40</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>DtaP-IPV</td>
<td>Kelen/Vivrix®</td>
<td>K70C/02/20/2019</td>
<td>0.5 mL/IM, 10/Pack</td>
<td>62</td>
<td></td>
<td>-2</td>
</tr>
</tbody>
</table>

2. Identify VFC vaccine.
- Include only your VFC stock.
- Do not include your privately purchased vaccines in this inventory.

There is a separate section in the Online Registry VIM screen where you can enter private vaccine inventory.

3. Remove all doses of the first vaccine.
- Close the refrigerator door.
- In the appropriate space, indicate the doses on hand for each vaccine lot number.

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

5. Enter only VFC vaccine information in the public inventory section of VIM.
- If you have vaccines that expired, please report them in VIM as returns/wastage.
- If you have vaccines that will expire within six months and you will not be able to use them by then, notify the NYC VFC program at 347-396-2404.

6. Put the vaccines back.
- Ensure that vaccines with shortest expiration dates are in front.

7. Repeat for all VFC vaccines.
- When you finish, make sure that all vaccines were returned to the refrigerator and freezer, and that all doors are closed.

8. Enter inventory results.
- Transfer inventory results from the paper to the public inventory section of VIM in the Online Registry.
- If the on-hand doses differ from the Citywide Immunization Registry (CIR) expected doses, adjust inventory accordingly and place vaccine order.

<table>
<thead>
<tr>
<th>Vaccine Type</th>
<th>Brand/Mfr.</th>
<th>Lot/Exp. Date</th>
<th>Presentation</th>
<th>CIR Expected Inventory</th>
<th>On-Hand Inventory</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP</td>
<td>Infanrix/Vivrix®</td>
<td>CAZ2A/E/8/2018</td>
<td>0.5 mL/IM, 10/Pack</td>
<td>40</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>DtaP-IPV</td>
<td>Kelen/Vivrix®</td>
<td>K70C/02/20/2019</td>
<td>0.5 mL/IM, 10/Pack</td>
<td>62</td>
<td></td>
<td>-2</td>
</tr>
</tbody>
</table>