

How to Do a Physical Inventory

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

Vaccine Type	Brand/Mfr.	Lot/ Exp. Date	Presentation	CIR Expected Inventory	On-Hand Inventory	Difference
DTaP	Infanrix/SmithKline	CAZA5/8/6/2018	0.5ml SYR;10-Pack	40		
DTaP-IPV	Kinrix/SmithKline	A73C4/3/29/2019	0.5ml SYR;10-Pack	60		

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.

Vaccine Type	Brand/Mfr.	Lot/ Exp. Date	Presentation	CIR Expected Inventory	On-Hand Inventory	Difference
DTaP	Infanrix/SmithKline	CAZA5/8/6/2018	0.5ml SYR;10-Pack	40	40	0
DTaP-IPV	Kinrix/SmithKline	A73C4/3/29/2019	0.5ml SYR;10-Pack	60	50	10