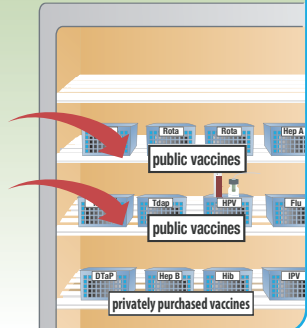# How to Do a Physical Inventory

NYC Health

1 Review your public inventory in the Vaccine Inventory Management (VIM/COVID) section of the Online Registry.
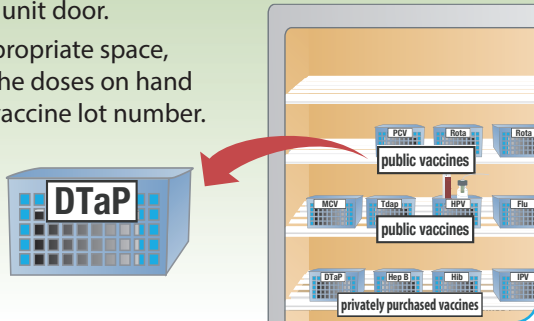
Vaccine Type	Brand/Mfr.	Lot/ Exp. Date	Presentation	CIR Expected Inventory	On-Hand Inventory	Difference
DTap	Infanrix/ SmithKline	CAZA5/ MM/DD/YY	0.5ml SYR;10-Pack	40		
DTap-IPV	Kinrix/ SmithKline	A73C4/ MM/DD/YY	0.5ml SYR;10-Pack	60		

2 Identify vaccine.

Include only your public 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 manage your private vaccine inventory.

3 Remove all doses of the first vaccine.

Close the unit door.

In the appropriate space, indicate the doses on hand for each vaccine lot number.

4 Group vaccines by lot numbers.

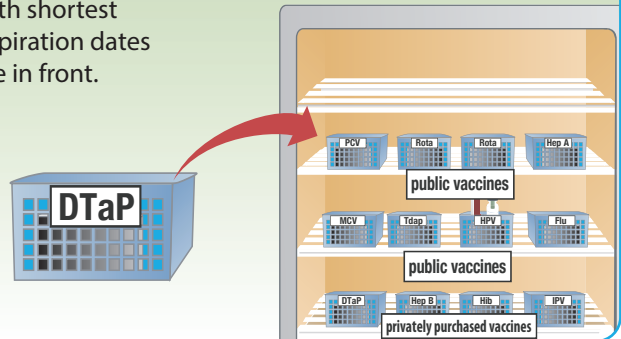Be sure to look at the lot number on every vaccine box.

5 Enter public inventory in the VIM/COVID section of the Online Registry.

- If you have vaccines that have expired, label them as expired and do not use them.
  - Report expired vaccines in the VIM/COVID screen as returns/wastage. For VFC vaccines, you will receive a return label via email. Print the return label and ship the nonviable vaccines back to the CDC's vaccine distributor.
- If you have vaccines that will expire within six months and you will not be able to use them by then, notify the NYC Health Department at nycimmunize@health.nyc.gov or 347-396-2404.
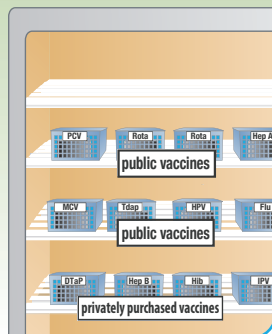
6 Put the vaccines back.

Ensure that vaccines with shortest expiration dates are in front.

7 Repeat for all vaccines.

When you finish, return all vaccines to the refrigerator or freezer and close all doors.

8 Enter inventory results.

Enter inventory results in the public inventory or COVID ordering section of 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/ MM/DD/YY	0.5ml SYR;10-Pack	40	40	0
DTap-IPV	Kinrix/ SmithKline	A73C4/ MM/DD/YY	0.5ml SYR;10-Pack	60	50	10