Monthly Vaccine Inventory Log

Month and Year _____

Use this log to record your vaccine inventory each month and with each vaccine order to avoid over-ordering. Make sure you:

- Check vaccine expiration dates.
- Rotate your vaccine supply, placing vaccines with the earliest expiration dates in front of other vaccines and always using them first. Mark these packages "use first" to alert staff.
- If the expiration date is listed by month and year, the vaccine expires the last day of the month (e.g., "06/2012" means the vaccine will expire on June 30, 2012).

Vaccine or diluent name	Vaccine manufac-turer[1]	Packaging type[2]	Lot number	National Drug Code (NDC)	Number of doses	Expiration date	Vaccine expires in 3 months[3]	MnVFC vaccine	Private purchase vaccine	Staff initials

[1]Vaccine manufacturer	Code
CSL Biotherapies	CSL
GlaxoSmithKline	SKB
ID Biomedical	IDB
Massachusetts Biologic Labs	MBL
MedImmune, Inc.	MED
Merck & Co., Inc	MSD
Novartis	NOV
Pfizer	PFR
sanofi pasteur Inc	PMC
Wyeth Vaccines	WAL

[2]Packaging type	Code
Single-dose vial	SD
Multidose vial	MD
Manufacturer-filled syringe	MF
Tubes (Rotateq)	T
Nasal sprayer (LAIV)	NS

[3]Vaccine expires in 3 months

If you have excess vaccine or vaccine that will expire within 3 months

1. Determine which vaccines can be used before they expire.
2. Transfer vaccines you won't use to another clinic where they can be used before they expire.
3. If it's MnVFC vaccine or vaccine that will expire within 3 months, call the MnVFC program at 651-201-5522 for guidance. For private purchase vaccine, check your purchase agreement for guidance.

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