



Practice/Clinic name: _____

Vaccine Inventory Control Plan

- At the time you order vaccine, you should have a 30-45 day supply in inventory.
- Maintain inventory to meet your needs - while not stockpiling vaccine. Not having enough vaccine increases the risk of missed opportunities while stockpiling vaccine increases the risk of wasting vaccine due to expiration or if there is a storage incident.
- Account for special any special circumstances (kindergarten round-up, special clinic etc.,) resulting in an increased need for vaccine
- Do a physical count of your vaccine inventory before each time you order vaccine.
- Rotate your stock every time you do an inventory so that the vaccine closest to expiration is used first every time .
- Notify your Local Health Jurisdiction Immunization Coordinator of doses that will expire within 3 months if you expect to not use them.

A physical count of our inventory is conducted: _____

Other practice/clinic specific inventory procedures: _____

Local Health Jurisdiction Immunization Coordinator Contact:

Primary: <u>Marianne Patnode</u>	<u>(509) 249-6509</u>
Name	Phone
Backup: <u>Sheryl Di Pietro</u>	<u>(509) 249-6517</u>
Name	Phone

Every provider enrolled in the state childhood vaccine program is required to have a written procedure for inventory control of state-supplied vaccine. Completing and keeping this template readily available to clinic staff meets this requirement.

