

MONTHLY VACCINE ACCOUNTABILITY REPORT INSTRUCTIONS

Each vaccine lot number should be captured on only one line entry.

Column

A. Beginning of Month Inventory

Enter the total number of state-supplied vaccine doses on-hand at the beginning of the month. The beginning inventory should be the same as the previous month's reported ending inventory.

B. Doses Added (Orders Received / Transferred In)

Enter the total number of state-supplied vaccine doses received during the month. Include state-supplied doses received and transferred in during the month.

C. Doses Administered

Enter the total number of state-supplied vaccine doses administered during the month.

D. Doses Expired/Wasted/Spoiled

Enter the total number of state-supplied vaccine doses expired, wasted, or spoiled during the month.

E. Doses Transferred Out

Enter the total number of state-supplied vaccine viable doses transferred out of the health department during the month. Transferred to a private provider or another LHJ.

Prior to transferring doses to another LHJ please contact the state immunization program: 360-236-3478

F. End of Month Inventory (Actual Physical Count)

Enter the total number of state-supplied vaccine doses on-hand at the end of the month. This total should reflect the physical inventory count at the end of the month.

Variance (Columns A + B - C - D - E - F = Variance)

Net Doses Lost or Gained

If entering monthly inventory data directly into the electronic spreadsheet, the variance column will auto-compute.

If entering monthly inventory data by paper, for each lot number entry, add columns A & B, then subtract columns C, D, E, & F to determine the variance. Enter the variance for each vaccine lot number entry

IMPORTANT: Any figure other than zero indicates a variance in accountability. Please explain any doses lost or gained in the variance explanation section on the report.