

# VACCINE ACCOUNTABILITY SHEET

PRIOR PICK-UP DATE: \_\_\_\_\_

DISTRICT OFFICE CODE \_\_\_\_\_

PROVIDER CODE \_\_\_\_\_

VACCINE	Last Inv. Total	Total Dose Usage	Outdated/ Wasted/Rtned (# Doses/Lot #)	Present Inv.	Expiration Date	Doses Distributed	District Health Office Use Only	New Inventory Balance
							Vaccine Lot #	
PCV-7								
DTaP								
DTaP-Hep B-IPV								
Tdap								
Td								
MMR								
Hib								
eIPV								
Hep A (Pediatric)								
Hep B (Pediatric)								
Varicella								
MMRV								
MCV4								
Rotavirus								
HPV								
PPV-23								

## Temperature Logs

Are temperatures in range for?

Fridge: Yes No Freezer: Yes No

Temperature Log Dates: \_\_\_\_\_ to \_\_\_\_\_

DO Staff Initials: \_\_\_\_\_

If temperatures are out of range please contact the Immunization Program immediately before distributing vaccine.

CURRENT PICK-UP DATE: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Vaccine Released To: \_\_\_\_\_

## INSTRUCTIONS:

When picking up State-Supplied Vaccines an **Insulated Container is REQUIRED**.

### Provider Office Will Supply:

1. Total Dose Usage
2. Outdated/Wasted/Returned (# Doses/Lot #)
3. Present Inventory
4. Expiration Date(s) of all vaccines on hand
5. A tally of vaccine usage by age group  
(Vaccine Usage Tally Sheet – Reverse Side)

### District Office Will Supply:

1. District Office and Provider Codes
2. Number of Doses Distributed
3. Vaccine Lot #
4. New Inventory Balance
5. Last Inventory Balance and Prior Pick-Up Date  
on a new Vaccine Accountability Sheet

## IMPORTANT VACCINE INFORMATION:

- **Rotate inventory.** Vaccines that outdate first need to be used first.
- Please assure **proper storage and handling** of all vaccines.  
Refrigerator (2 – 8 C) or (35 – 46 F) Freezer (5 F or colder) or (-15 C or colder)
- **Return viable vaccine** for redistribution at least 2 months prior to the expiration date.
- **Return expired or spoiled vaccine** to VDH.
- **Do not swap State-supplied vaccine with other practices or with your own private supply.**
- **Always** call the Immunization Program if you suspect vaccine has been compromised. 1-800-464-4343

# VACCINE USAGE TALLY SHEET

## INSTRUCTIONS:

For each dose given to a child, mark off a number in the appropriate age group. **When one block is complete, use a second Vaccine Usage Tally Sheet.**

	< 1 Year	1 Year	2 Years	3 – 4 Years	5 Years	6 – 9 Years	10 – 14 Years	15 – 18 Years	Usage	O/W/R	
PCV-7	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	PCV-7 LICENSED THROUGH AGE 5					
DTaP	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	DTaP LICENSED THROUGH AGE 6; Use Tdap for age ≥ 10 – 18 And Td when necessary for age 7-9				
DTaP- HEP B- IPV	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	DTaP-Hep B-eIPV LICENSED THROUGH AGE 6				
Tdap	Tdap licensing: Boostrix (GSK) age 10 – 18, Adacel (sanofi) age 11 - 64					1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24			
Td	Td is licensed for age 7 and older					1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24			
MMR	DO NOT ADMINISTER BEFORE FIRST BIRTHDAY	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24			
Hib	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	Hib LICENSED THROUGH AGE 5					
eIPV	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24			
Hep A (Pedi)	DO NOT ADMINISTER BEFORE FIRST BIRTHDAY	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24			
Hep B (Pedi)	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24			
Varicella	DO NOT ADMINISTER BEFORE FIRST BIRTHDAY	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24			
MMRV	DO NOT ADMINISTER BEFORE FIRST BIRTHDAY	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	MMRV IS LICENSED THROUGH AGE 12			
MCV4	STATE-SUPPLIED MCV4 IS AVAILABLE <u>ONLY FOR</u> <u>VFC ELIGIBLE PATIENTS ONCE AT AGE 11, 12, OR 15 YEARS OLD,</u> <u>AND FOR ALL VFC AND NON-VFC COLLEGE FRESHMAN LIVING IN DORMITORIES</u>						1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24			
Rotavirus	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	ROTAVIRUS IS LICENSED FOR AGES 6 – 32 WEEKS ONLY									
HPV	STATE-SUPPLIED HPV VACCINE IS AVAILABLE <u>ONLY FOR VFC ELIGIBLE GIRLS 9 through 18 YEARS OLD</u>					1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24			
PPV-23	PPV-23 IS NOT LICENSED BEFORE AGE 2	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24	1 5 9 13 17 21 2 6 10 14 18 22 3 7 11 15 19 23 4 8 12 16 20 24			



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