Tally Sheet

Instructions: Place a copy of this sheet on the door of the refrigerator or freezer in which you store vaccine. Record the week (by date or week number). Write the name of the vaccine and indicate the storage location of each vaccine in the refrigerator (R) or freezer (F). Record a tick mark for each dose of vaccine you remove from the storage unit (i.e., for each dose that is administered, wasted, spoiled, expired, or transferred). At the end of the week, add the tick marks for each vaccine and update the appropriate stock record. Remove the completed tally sheets from the door and store in a file for future reference. Place a new copy of the tally sheet on the storage unit door.

Week: _____

Storage Location (R or F) *	Vaccine Name	Doses Administered (Total)	Doses Wasted	Doses Expired **	Doses Spoiled **	Doses Trans-ferred (Viable) ***	Total
		( )					
		( )					
		( )					
		( )					
		( )					
		( )					
		( )					
		( )					
		( )					
		( )					
		( )					
		( )					
		( )					
		( )					

* R = refrigerator;
F = freezer.

** Some of these nonviable doses should be returned to the state health department immunization program.

*** Viable vaccine doses transferred to the state health department immunization program or another facility.

Some state or local health department immunization programs have developed their own tally sheets for vaccine providers. Contact program staff for information. If tally sheets are not available from the state or local health department immunization program, this tally sheet may be used.