Tally Sheet

Instructions: Place a copy of this sheet on the door of the refrigerator and freezer units in which you store vaccines. Record the week (by date or week number). Write the names of the vaccines/diluents and indicate the storage location of each vaccine/diluent in the refrigerator (R) or freezer (F). Record a tick mark for each dose of vaccine/diluent you remove from a storage unit (i.e., for each dose that is administered, wasted, unusable, expired, or transferred). At the end of the week, add the tick marks for each vaccine/diluent and update the appropriate stock record. Remove the completed tally sheet from each storage unit 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 or Diluent Name	Doses Administered	Doses Wasted	Doses Expired **	Doses Unusable	Doses Transferred (Viable) ***	Total

* R = Refrigerator
F = Freezer

** Some non-viable doses (VFC vaccines or other vaccines purchased with public funds) may need to be returned to your state or local health department immunization program.

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

Some state or local health department immunization programs have developed their own tally sheets for immunization providers. Contact program staff for information. If tally sheets are not available from your state or local health department immunization program or an Immunization Information System (IIS), this tally sheet may be used.