

Appendix 5.2 - Forecasting Vaccine Requirements

1. Establish monthly inventory levels for each vaccine product. Review how much vaccine is ordered or administered every month. Using the Kanban method, determine the stock levels by multiplying the monthly usage by an excess of 10%.
 - a. For example: If 100 doses of MMRV vaccine are administered monthly, keep 110 vaccines in stock.
2. Maintain no more than a one-month supply of vaccines in immunization clinic/practice refrigerators.
3. Order twice a month. Replenish stock to reach predetermined monthly inventory levels according to Kanban method. Ordering in excess of recommended levels would require a comment on the order form.
 - a. For example: If stock is down to 80 doses of MMRV vaccine, order 30 doses to reach inventory level of 110.
4. Monitor levels closely for all vaccine products according to the Kanban method and update yearly or more frequently as required.
 - a. Review inventory levels, anticipated monthly usage, and quantity of vaccines ordered.
 - b. Anticipate peak periods for specific product use (e.g. school entry or influenza season).
 - c. Order vaccines for high risk individuals and communicable disease follow-up as needed only.