EOQ and ROQ Guide

**EOQ**
Economic Order Quantity is your vaccine ordering schedule

**ROQ**
Recommended Order Quantity is the amount of vaccines you should order based on your EOQ plus safety stock

**Order Quantity**
Amount of vaccine you are actually ordering. This may be different from your ROQ

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Economic Order Quantity (EOQ)

EOQ is the information you see on your order page. This includes your order frequency, timing, and schedule. You should always keep your PIN and EOQ information easily accessible.

| PIN: 151010 | Instructions: AT FRONT |
| Order Date: 03/16/2018 | Order Status: In Progress |
| Submitter: SASHA DELEON (SASHA2) | |
| Comments: | |

**Inventory Last Submitted:** 03/16/2018

**Vaccine Administered Report Last Submitted:** 03/16/2018

**Last Order Submitted:** 03/11/2018 02:33:58 PM

**Order Set:** --select--

**Order Frequency:** Every Two Months  Order Timing: 1st to 15th

**Order Schedule:** February, April, June, August, October, December

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Remember:

- No matter when you are scheduled to order, you may place an order if you are in danger of running out of vaccine. When placing an order outside your order frequency, order enough vaccine to get you to your next scheduled ordering time.
- EOQ does not apply to seasonal influenza vaccines or vaccines with limited availability. Influenza vaccine can be ordered as needed.
- Always check your ordering schedule, and post your order schedule somewhere you will remember.
- If you are ordering outside your EOQ, make sure to comment in your order with a reason.
- The Holiday Shipping Schedule runs November through January and will prevent vaccine orders from being delivered on certain dates. Your facility may need to order outside your Economic Order Quantity schedule during this time in order to ensure adequate stock through the vaccine delivery hold dates.

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**Recommended Order Quantity (ROQ)**

ROQ is the recommended amount of vaccine doses your facility should order based on your EOQ (how frequently you order and during which months). ROQ is a guide and does not factor in seasonality or any other reasons for increased need. Always remember, do NOT run out of vaccine. Order based on your facility’s needs.

**How to Manually Calculate Your ROQ**

Your ROQ is your order frequency plus one month of safety stock (use the below multiplication key).

<table>
<thead>
<tr>
<th>Start with</th>
<th>Order frequency</th>
<th>1 month safety stock</th>
<th>Order frequency and safety stock total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finish with</td>
<td>Order frequency and safety stock total</td>
<td>Doses used last month</td>
<td>Current physical inventory</td>
</tr>
</tbody>
</table>

- If you order every month, multiply doses used last month by 2
- If you order every 2 months, multiply doses used last month by 3
- If you order every 3 months, multiply doses used last month by 4
- If you order every 6 months, multiply doses used last month by 7

**Example: Calculating ROQ for a provider ordering every 2 months**

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Vaccine Name</th>
<th>Funding Source</th>
<th>Doses Used Last Month</th>
<th>Physical Inventory</th>
<th>Recommended Quantity</th>
<th>Order Quantity</th>
</tr>
</thead>
</table>
| Hib (PRP-T) | ACTHIB | SPLIT | 13 | 3 = 39 - 28 | = 11 ➞ 20 | 10 ! | Always round UP to next package size
| HPV9 | GARDASIL 9 | SPLIT | 8 | 3 = 24 - 63 | = -39 ➞ 0 | 40 ! |
| IPV | IPOL | SPLIT | 13 | 3 = 39 - 3 | = 36 ➞ 40 | 40 ✓ |
| meningococcal MCV4P | Menactra | SPLIT | 29 | 3 = 87 - 37 | = 50 ➞ 50 | 50 ✓ |

Order based on need. Add a comment if an order is above ROQ.
Adding a Comment to your Order
If you are ordering more than the ROQ for a vaccine, you should always add a comment. This saves time in processing your vaccine order. You should add a comment next to each vaccine you are ordering outside of the ROQ.

Remember:
- Multiply your vaccine order by one additional month from your order schedule to calculate safety stock. Try to always maintain a 30 day safety stock.
- Always round UP to the next package size.
- Order based on need. If the recommended order quantity is less than what you know you need, order the amount you know you need.
- Put a comment in the order if you are ordering more than what is recommended.
- The Holiday Shipping Schedule runs November through January and will prevent vaccine orders from being delivered on certain dates. In addition to holiday shipping schedules, vaccine orders may not be delivered because of weather delays. It is important to ensure adequate stock is being ordered.