

Community Health Services (CHS) COVID-19 Vaccine Order Form



Submit order form by e-mail to: PublicHealthVaccineManagement@islandhealth.ca.
 Orders to be placed a minimum of 2 business days prior to planned immunization date.
 Vaccine will be distributed based on available products and supply.

Order Date:	CHS Site (ImmsBC):
Contact Person:	E-mail:
Phone Number:	Ext:
	Fax Number:
Immunization Date:	Name of Person Picking up Vaccine:
Requested Health Unit for pick up:	

# of Doses Requested	COVID-19 Vaccines	Public Health Vaccine Management Use Only	
	Review COVID-19 Vaccine Eligibility prior to ordering products.	# Doses	# Vials
	SPIKEVAX™ XBB.1.5 (Moderna) 6 months to 11 years: 0.25mL (25 mcg) OR 12y+: 0.5mL (50 mcg)		
	**** <i>Exceptional Circumstance Only</i> **** COMIRNATY® XBB.1.5 (Pfizer) 12y+: 0.3mL (30 mcg)		
Once thawed, store in vaccine fridge SPIKEVAX™ (Moderna) must be used within 30 days COMIRNATY® (Pfizer) must be used within 10 weeks		Once vial is punctured, store in fridge SPIKEVAX™ (Moderna) must be used within 24 Hrs COMIRNATY® (Pfizer) must be used within 12 Hrs	
		Approved by:	
		Date:	

Local Health Unit: print form → complete at time of vaccine pick up → send original with Nurse → retain a copy.					
Date	Time	Vaccine Product	Lot Number	Number of Doses	Date / Time of Vaccine Expiry
Filled By:		Picked up By:		ImmsBC Transfer Complete:	

Please Note:

- Whenever possible, plan to immunize several clients on the same day to minimize vaccine wastage.
- Bring hard-sided cooler with ice packs and insulating material (e.g.: gel packs, bubble wrap, packing paper) when picking up vaccine. See Page 8 of the [Vaccine Storage and Handling Guide](#) for cooler packing instructions.
 - If available, cooler should be monitored with a min/max thermometer
- **When transporting pre-drawn syringes** follow the Guidance for Transport of Pre-drawn COVID-19 mRNA Vaccine (June 16, 2023).
- For more information about eligibility, vaccine products and intended use please see the [BCCDC Immunization Manual](#).
- CHS Immunizer(s) to document vaccinations in ImmsBC and complete a tally under the CHS tab of the [Island Health COVID-19 Clinic Tally Form](#) upon conclusion of clinic.
- Report cold chain incidents by following the [COVID-19 Cold Chain Incident Reporting Process for CVPs \(Including LTC and CHS\)](#).