

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



Submit order form by e-mail to: [PublicHealthVaccineManagement@islandhealth.ca](mailto: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	<b>COVID-19 Vaccines</b> Review <a href="#">COVID-19 Vaccine Eligibility prior to ordering products.</a>	Public Health Vaccine Management Use Only	
		# Doses	# Vials
	BIVALENT SPIKEVAX™ (Moderna) 12+y: 0.5mL (50 mcg)		
	** Exceptional Circumstance Only ** BIVALENT COMIRNATY® (Pfizer) 12+y: 0.3mL (30 mcg)		
<b>Product recommendations differ by age and health status; review the <a href="#">Covid-19 Vaccine Eligibility</a> page before ordering to ensure the correct product selection.</b>		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:		
<b>Once pre-drawn into syringes</b> SPIKEVAX™ (Moderna) must be used within <b>24 hours of first vial puncture</b> COMIRNATY® (Pfizer) vaccines must be administered within <b>12 hours once punctured/diluted</b>				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 \(Including LTC and CHS\)](#).