



# COVID-19 Vaccine Order Form for Community Vaccine Providers (CVPs)

[Including Long-Term Care (LTC) Facilities]

Complete all fields in vaccine provider section. Email completed form to [covidvaccineinventory@islandhealth.ca](mailto:covidvaccineinventory@islandhealth.ca)  
Allow at least 1 week (5 business days) to fill your order. Vaccine will be distributed based on available products and supply.  
**\*\*Only CVPs that have been pre-approved by Public Health can order COVID-19 vaccines\*\***

## Community Vaccine Provider

Site Name:		Address:	
Date:	Contact Person:	E-mail:	
Phone Number:	Ext:	Fax Number:	
Date Immunizations Planned:	Time:	Name of Person Picking-up Vaccine:	
Number of Doses Requested: Moderna (0.25ml)		Moderna (0.5ml)	Pfizer (0.3ml)
Number of Doses Currently on Hand:		Date Doses Removed from Freezer:	

## Regional BPM Use Only

Approved By:		Date:	
Vaccine Brand	Number of Doses	Number of Vials	Lot Number (if known)

CVP to Pick Up     Island Health Transport to Deliver    Pick up Location: \_\_\_\_\_  
 Pick up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Notes: \_\_\_\_\_

## Public Health/Acute Care Pharmacy Use – Print form. Complete at time of vaccine pick-up and retain a copy

Date	Time	Fridge Temp	Date/Time Removed from Freezer*	Lot Number(s)	Vials Sent	Doses Sent	Total Previous Transport Time

Vaccines Filled by (print name): \_\_\_\_\_ \*Moderna SPIKEVAX®: vials must be used within 30 days and Pfizer COMIRNATY\* vials must be used within 31 days of being placed in vaccine fridge/removal from freezer

## Transport – Record temp for each cooler at end of transport (when transferring vaccine from cooler to fridge)

Date of Cooler Packing/Pick Up	Time of cooler Packing/Pick Up	Duration of Transport	Time of Arrival	Current Temp	Min Temp	Max Temp

Vaccine Transported By (print name): \_\_\_\_\_

### Please note:

- Bring a hard-sided cooler with frozen ice packs, gel/water packs when picking up vaccine. Temperature monitoring device (ie – datalogger or min/max thermometer) should be used during transport whenever possible. [Pack and store](#) vaccine according to [BCCDC standards](#).
- Store vaccine in refrigerator between +2° and +8°C, in the original packaging to protect from light
- For more information about COVID-19 vaccine eligibility, vaccine products and intended use, please see the [BCCDC Immunization Manual](#)
- Report cold chain incidents by following the [COVID-19 Cold Chain Incident Reporting Process for CVPs \(including LTC and CHS\)](#)

# Monitoring Vaccines

Date: \_\_\_\_\_ Site: \_\_\_\_\_

Vaccine Product: \_\_\_\_\_

When transporting pre-drawn syringes Island Health immunizers should follow the [guidance for transport of pre-drawn COVID-19 mRNA vaccine](#)

When storing vaccine in a vaccine fridge:

- Each day, record the temperatures (current, minimum and maximum) on the [BCCDC refrigerator temperature log](#). Store temperature log near vaccine fridge
- **Once temperatures are recorded, reset min/max thermometer**

When storing vaccine in a cooler: every 1-2 hours and each time the cooler is opened, record the temperatures below. Cooler temperature will gradually rise. Minimize frequency of cooler opening. When temperature reaches +6.5 to +7°C, replace cool and ice packs and keep cooler closed until temperature drops.

If vaccine is exposed to temperatures above +8°C, it is considered room temperature. Record date and time vaccine was last known to be within 2°C to 8°C on Vial Label: Placed at Room Temp. Vaccine must be:

- a) Diluted/used within timeframe established by manufacturer **OR** b) quarantined and reported as a cold chain

Monitoring Vaccine at Clinic					
Time	Current Temp.	Min Temp.	Max Temp.	Reset Min/Max	Nurse Name (print)
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	

At end of each clinic complete [online clinic tally](#) to document doses administered at clinic and any doses remaining at end of clinic. Note: long-term care affiliate sites may fax paper clinic tally to local health unit.

## Transportation

COVID-19 vaccine is fragile and repeated transportation of vaccine should be avoided. Once placed at +2°C to +8°C COVID-19 mRNA vaccines may be transported for a maximum total of 12 cumulative hours. If vaccine is transferred to another site complete table below. **Store this form with vaccine (in fridge) to ensure temperature monitoring and transport documentation is easily accessible. Remaining doses should be used at next scheduled clinic.**

Note: Public Health is not routinely accepting COVID-19 vaccine transfers from CVPs

Remaining Doses at End of Clinic – Number of Unopened Vials _____								
Transport to/from	Date	Depart Time	Arrival Time	Current Temp	Min Temp	Max Temp	Reset Min/Max	Duration of Transport
Previous Transport Time (from 'Health Unit Use' section)								H: M:
From Health Unit to Site							<input type="checkbox"/> Yes	H: M:
							<input type="checkbox"/> Yes	H: M:
							<input type="checkbox"/> Yes	H: M:
						<b>Total Duration of Transport</b>		H: M: