

Community Vaccine Provider (CVPs) COVID-19 Vaccine Order Form

Including Indigenous Providers, Long-Term Care (LTC) and Assisted Living (AL) Facilities



- Only authorized CVPs can order COVID-19 Vaccines.
- Order Vaccine at least 5 business days prior to requested pick up date.
- **Orders will only be available for pick up once they have been approved.**
- Vaccine will be distributed based on available products and supply.

Site:	Are immunizations being provided by site staff? Y N
Order Date:	ImmsBC Supply Location (name):
Address:	
Contact Person:	E-mail:
Phone Number:	Ext: Fax Number:
Requested Pick up Date:	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
	<u>MONOVALENT</u> SPIKEVAX™ (Moderna) 6m – 4y (inclusive): 0.25mL (25mcg)		
	<u>BIVALENT</u> SPIKEVAX™ (Moderna) 6 months to 11 years: 0.25mL (25 mcg) OR 12+y: 0.5mL (50 mcg)		
	<u>BIVALENT</u> COMIRNATY® (Pfizer) 5-11y: 0.2mL (10 mcg)		
	<u>BIVALENT</u> COMIRNATY® (Pfizer) 12+y: 0.3mL (30 mcg)		
Product recommendations differ by age and health status; review the Covid-19 Vaccine Eligibility page before ordering to ensure the correct product selection.		Approved by:	
		Date:	

- Submit completed form by email to PublicHealthVaccineManagement@islandhealth.ca**
- Ensure all immunizations are appropriately documented, in ImmsBC and any other site-specific location(s).
 - Report cold chain incidents by following the [COVID-19 Cold Chain Incident Reporting Process for CVPs \(including LTC and CHS\)](#).
 - Complete Clinic Tally where required ([paper clinic tally](#) or for those with access, the [online tally](#)).

Local Health Unit: print form → complete at time of vaccine pick up → send original with CVP → retain a copy.

Date Cooler Packed:	Time Cooler Packed:	Fridge Temp:			
Date/Time Removed from Freezer (Thawed)	Vaccine Product	Lot Number	Vials Sent	Doses Sent	Previous Transport Time
Filled By:			Picked up By:		
Once removed from freezer and placed in vaccine fridge SPIKEVAX™ (Moderna) vials must be used within 30 days COMIRNATY® (Pfizer) vials must be used within 10 weeks				ImmsBC Complete:	

Transportation

- Bring hard-sided cooler with ice packs and insulating material (e.g.: gel packs, bubble wrap, packing paper) when picking up vaccine.
- A temperature monitoring device should be used during transport whenever possible, and **must** be used when vaccine will be stored in cooler for 4+ hours.
- [Pack and store](#) vaccine according to [BCCDC standards](#).
- Refer to [BCCDC Guidelines](#), for SPIKEVAX™ (Moderna) duration of transport times.
- If vaccine is transported to another site, complete table below.
- Store this form with vaccine (in fridge) to ensure temperature monitoring and transport documentation is accessible.
- Use or discard remaining doses/vials as per BCCDC guidelines outlined under Storage and Handling of the [Biological Products](#) pages.

Transportation – Record cooler temp at end of each transport leg and when transferring vaccine								
Transport to/from	Date	Depart Time	Arrival Time	Current Temp	Min Temp	Max Temp	Reset Min/Max	Duration of Transport
Previous Transport Time	(from pick up 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:
Vaccine Transported By:					Total Duration of Transport			H: M:

Monitoring

When storing vaccine in a cooler:

- Check temperature 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.
- If temperature reaches +6 °C to +7°C, add or replace ice packs and keep cooler lid closed, monitoring temperature closely.
- If Covid-19 vaccine is exposed above +8°C, this is considered room temperature, and exposure time must be subtracted from the total allowable time at room temperature:
 - Record date and time vaccine was last known to be within +2°C to +8°C on Vial Label.
 - Dilute/use within time frame established by manufacturer.
 - Quarantine and report as a cold chain if temperatures is above +24°C.

Monitoring Vaccine in Cooler					
Time	Current Temp.	Min Temp.	Max Temp.	Reset Min/Max	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	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	
				<input type="checkbox"/> Yes	

When storing in a vaccine fridge:

- Store vaccine between +2°C and +8°C, in the original packaging to protect from light.
- Twice daily (start and end of workday), record the temperatures (current, min and max) on the [BCCDC Refrigerator Temperature Form](#). Store temperature log with vaccine fridge, and retain logs for 3 years. After recording temperatures, reset min/max thermometer.