

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



- Submit order form by e-mail to: PublicHealthVaccineManagement@islandhealth.ca.
- Allow at least 2 business days prior to planned immunization date for fulfilment.
- Vaccine will be distributed based on available products and supply.
- **We will NOT backfill orders.**

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

# of Doses Requested	COVID-19 Vaccines Review COVID-19 Vaccine Eligibility prior to ordering products	Public Health Vaccine Management Use Only	
		# Doses	# Vials
	SPIKEVAX™ KP.2 (Moderna) 6 months to 11 years: 0.25mL (25 mcg) OR 12+ years: 0.5mL (50mcg)		
	COMIRNATY® KP.2 (Pfizer) 12+ years: 0.3mL (30 mcg)		
Once thawed, store in vaccine fridge SPIKEVAX™ (Moderna) must be used within 50 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:	

Health Unit Use Only: BPM print form → complete at time of vaccine pick up → send original with nurse → retain a copy.					
Date Cooler Packed:		Time Cooler Packed:		Fridge Temp:	
Vaccine Product	Lot Number	MFG. Expiry or Thaw Discard Date	Vials Sent	Doses Sent	Previous Transport Time
Filled By:		Picked up By:		ImmsBC Complete:	

Please Note:

- Whenever possible, plan to immunize several clients on the same day to minimize vaccine wastage.
- Bring an appropriately sized hard sided cooler with insulating materials (gel packs preconditioned in fridge at +2°C to +8°C, bubble wrap or packing paper) and frozen ice packs 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.
- CHS Immunizer(s) to document vaccinations in ImmsBC and complete a tally under the CHS tab of the [Online Clinic Tally](#) upon conclusion of clinic.
- Follow Vaccine Management guidelines section of the Island Health Website under [COVID-19 and Influenza Vaccine Information for Community Vaccine Providers](#)