

Facility COVID-19 Vaccine Order Form

Long-Term Care (LTC), Assisted Living (AL) and Independent Living (IL) Facilities



Island Health

- 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 & supply.
- We will **NOT** backfill orders.

Site Name:		Site Immunizer	Retail Pharmacy
Order Date:		ImmsBC Supply Location:	
Address:			
Contact Person:		E-mail:	
Phone Number:		Fax Number:	
Immunizer:		Requested Health Unit for pick up:	
Requested Date for pick up:		Proposed Clinic Date:	
Long-Term Care Residents:		Assisted Living Residents:	Independent Living Residents:

Doses Requested	COVID-19 Vaccines (2025-2026)	Public Health Vaccine Management Use Only		
		Product (Brand)	Number of Doses	Presentation (MDV / PFS)
	LTC / AL / IL Residents			
	LTC / AL / IL Staff			
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:

Submit completed form by email to PublicHealthVaccineManagement@islandhealth.ca

- Ensure all immunizations are appropriately documented, in ImmsBC & any other site-specific location(s).
- Report cold chain incidents by following the guidelines under [Maintaining Vaccine Stability](#).
- Complete a [Clinic Tally](#) for each clinic day using the PDF Facility COVID-19 Clinic Tally Form.

Note:

- Order doses for the number of LTC & AL residents. Order doses for staff & IL residents who confirm they will be vaccinated on site.
- A facility must submit all vaccine orders, including those that contract pharmacists to administer vaccines.
- Once all immunization clinics have been completed. Contract pharmacies may take remaining doses for in pharmacy use. Transport of any vaccines require proper packing & storing as per [BCCDC Quick Reference Guide](#). (Partial vials at the end of a clinic day can be taken for use by a pharmacy provided the vaccine meets BCCDC usability standards)

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

Date Picked up:		Time Picked up:	Fridge Temp:
Vaccine Product	Lot Number	MFG. Expiry or Thaw Discard Date	Doses Sent
Filled By:		Picked up By:	ImmsBC Complete:

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Transportation when moving vaccine

- Appropriately sized hard-sided cooler, insulating material: gel packs (preconditioned to +2°C to +8°C), bubble wrap, packing paper & frozen ice packs. A temperature monitoring device should be used during transport whenever possible & **must** be used when vaccine will be stored in cooler for 4+ hours.
- [Pack & store](#) vaccine according to [BCCDC standards](#). Refer to [BCCDC Guidelines](#), for SPIKEVAX™ (Moderna) duration of transport times
- Store this form with vaccine (in fridge) to ensure temperature monitoring & transport documentation is accessible

Use this section for Vaccine Transportation – Record cooler temp at end of each transport leg & 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:
From To							<input type="checkbox"/> Yes	H: M:
Vaccine Transported By:					Total Duration of Transport			H: M:

Monitoring - When storing vaccine in a cooler:

- Check & document temperature every 1-2 hours & each time the cooler is opened. Temperature will gradually rise, minimize frequency of opening. If temperature reaches +6 °C to +7°C, add or replace ice packs & keep lid closed, monitor temperature closely
- If Covid-19 vaccine is exposed above +8°C this is considered room temperature, & exposure time must be subtracted from the total allowable time at room temperature:
 - Record date & time vaccine was last known to be within +2°C to +8°C on Vial Label
 - Use within time frame established by manufacturer
 - Quarantine & report as a cold chain incident 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	

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