



BC Harm Reduction Strategy and Services (HRSS) Committee Primary, Secondary and One-off Distribution Site Policy

Purpose

The purpose of this document is to define distribution sites that receive publicly funded safer sex and drug use supplies, to provide guidance on establishing these sites, and to explain the process to be completed in order for a distribution site or one-off event to receive supplies.

Primary/Secondary Distribution Sites

Definitions

- **Primary distribution site** - a site such as a Health Unit that orders supplies directly from BCCDC and receives those supplies directly from the central distributor
- **Secondary distribution site** – a site that receives or picks up supplies from a primary distribution site (as defined above)

Decision to designate a primary distribution site is made by:

- Health-Authority (HA) HRSS Representative in collaboration with BCCDC Harm Reduction lead(s)

Decision to designate a secondary distribution site is made by:

- Primary distribution site manager in consultation with the HA HRSS Representative
 - Note: it is important that HRSS reps and BCCDC know where supplies are going in order to send out important/time sensitive information/alerts and for tracking supply distribution

Primary/secondary site designation criteria

	Primary distribution site	Secondary distribution site
Independency: decisional factor	Can operate independently because : <ul style="list-style-type: none"> • proved accountability • trained staff • ensuring ongoing compliance with policies/best practices of the Regional Health Authority and of the Harm Reduction Strategies and Services Committee 	Cannot operate independently because: Primary site needs <ul style="list-style-type: none"> • Regular contact/follow up with secondary distribution site • To verify accountability and training of staff
Quantity of supply	Large supply quantity for each requisition * : <ul style="list-style-type: none"> • shipping cost is justified 	Small supply quantity for each requisition: <ul style="list-style-type: none"> • shipping cost is not justified
Remoteness	Remote access : <ul style="list-style-type: none"> • Regular pick-up trip to primary distribution site is not economically (time/distance) justifiable/feasible 	Close to a primary distribution site <ul style="list-style-type: none"> • Regular pick-up trip to primary distribution site is feasible • Other types supplies sent/picked up from primary site • Increase in shipping cost is not justified

* Please see the notes on minimum order size on the Harm Reduction Program: Supplies Requisition Form located on the web at www.bccdc.ca under harm reduction.



Duties of primary site (with regards to secondary site)

- Performs due diligence before authorizing secondary site, and initiates processes to ensure ongoing compliance with policies/best practices of the HRSS Committee and of the Regional Health Authority where they operate
- Forwards/updates secondary site contact information to BCCDC - biologicals@bccdc.ca
- Keeps close contact, aligns strategies, and trains secondary site staff
- Communicates/trains secondary site regarding change in Harm Reduction policies and new products
- Regularly reviews annual usage with secondary site
- Receive requisitions from secondary site in a timely manner to enable inclusion of quantity in 3 monthly primary site requisitions
- Beginning January 1, 2011, mail secondary distribution requisition and one-off event requisitions (where supplies were provided by the primary site) to BCCDC on a quarterly basis i.e. first week of January, April, July and October.
 - Mail to Fay Low, BC CDC Pharmacy, 655 West 12th Avenue, Vancouver, V5Z 4R4

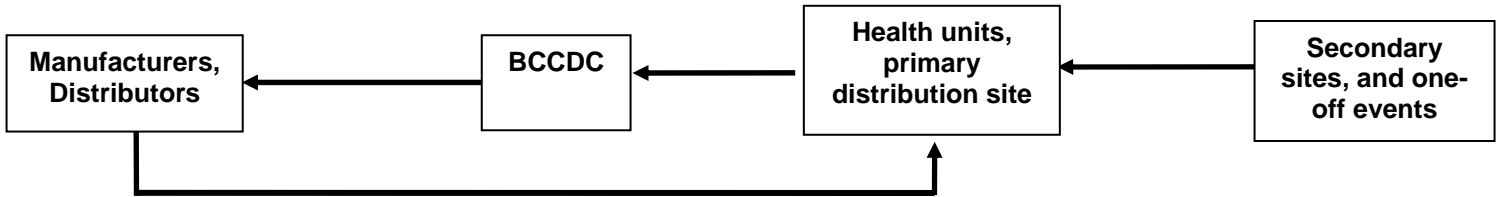
Duties of secondary site

- Complies with Harm Reduction policies and aligns strategy with primary site and Regional Health Authority
- Informs primary site about supply needs in a timely manner
- Completes the **SECONDARY DISTRIBUTION SITE SUPPLY REQUISITION FORM** and gives to primary site
- Stores supplies appropriately, manages inventory
- Ongoing supply quality assurance processes in place (i.e., checks condition and expiration dates of supplies)

Required Information Needed by Primary Site to Establish a Secondary Site

CLIENT Name	
HSDA	
Street-Address	
Street-City	
Street-Postal Code	
Mailing-Address	
Mailing-City	
Mailing-Postal Code	
Operating Hours	
Contact Person	
Contact2	
Phone	
Phone2	
Fax	
Email	
Email2	

Harm Reduction Supplies: Distribution Process Algorithm



Manufacturers, Distributors	BCCDC	Heath unit, Primary distribution site
<p>9) Receives Purchase Orders (POs) by fax 10) Processes POs Thursday AM/PM 11) Ships products to health units/primary site or authorized sites Thursday PM and Friday AM</p>	<p>4) Receives requisition by fax 5) Processes requisition once a week, on Wednesday 6) Send Purchase Orders to central distributor 7) Receives and pays invoices 8) Controls price and quantity</p> <p>19) Investigates any concerns re supply quality. Informs sites and distributors re concerns and initiates recalls etc.</p>	<p>1) Evaluates quantity needed for next 3 months* (including needs of secondary sites and one-off event it provides for) 2) Completes harm reduction supply requisition form (including secondary sites and one-off event needs) contacts BC CDC for advice as necessary 3) Faxes Harm Reduction Program Supply requisition form to BC CDC. CUT OFF TIME is Tuesday 04:00 PM PST Mail secondary distribution/one-off event requisition forms to BC CDC on a quarterly basis (Jan/Apr/Jul/Oct) for information only.</p> <p>12) Receives shipments from central distributor Thursday/Friday 13) Controls quantity against requisition (contacts BC CDC in case of discrepancy) 14) Stores supplies according to the expiration dates (Next Expired First Out) 15) Distributes to secondary sites and other customers when needed 16) Keeps a log of quantities used by secondary sites and one-off events 17) Checks regularly stock and expiration dates 18) Informs BCCDC of any concerns re supply quality</p>

HARM REDUCTION PROGRAM: SECONDARY DISTRIBUTION SITE SUPPLY REQUISITION FORM

Please give completed order form to your Primary distribution site

For sites previously authorized by Health Authority Harm Reduction representative or Primary Site.

Primary distribution site name: _____ Contact person: _____

Email: _____ Tel#: _____ Fax#: _____

Secondary Site Name:	
Date Submitted:	Requested date of pick up:
Site Operating Hours:	
Address, City & Postcode:	
Contact Person:	Phone:
Fax:	E-mail:
Alternate Contact:	
Alternate Phone / E mail:	

	Unit Of Issue	Quantity Ordered
Lubricated Condoms	(144/Box)	Boxes
Non-Lubricated Condoms	(144/Box)	Boxes
Assorted Coloured Condoms	(144/Box)	Boxes
Female Condoms	Individual	Each
Aqua Lube (3 ml per packet):	(144/Bag)	Bags
Syringes with needle attached (1/2 cc insulin syringe & needle)	(100/Box)	Boxes
Syringes with needle attached (1 cc insulin syringe & needle)	(100/Box)	Boxes
Syringes without needles: 3 cc	(100/Box)	Boxes
Syringes without needles: 5 cc	(100/Box)	Boxes
Needle, disposable 18g x 1 1/2"	(100/Box)	Boxes
Needle, disposable 22g x 1"	(100/Box)	Boxes
Needle, disposable 22g x 1 1/2"	(100/Box)	Boxes
Needle, disposable 25g x 5/8"	(100/Box)	Boxes
Needle, disposable 25g x 1"	(100/Box)	Boxes
Needle, disposable 26g x 1/2"	(100/Box)	Boxes
Needle, disposable 27g x 1/2"	(100/Box)	Boxes
Water Vials - 3 ml	(1000/Case)	Cases
Alcohol Swabs	(200/Box)	Boxes
Disposable Cookers (Stericups)	(1000/Box)	Boxes
Ascorbic Acid 100mg sachets	(1000/Box)	Boxes
Tourniquet	(100/Box)	Boxes
Wooden Push Sticks	(100/Bag)	Bags
Plastic mouth piece Vinyl Tubing 1/4" x 3/8"	(100 feet/roll)	Rolls
Plastic mouth piece Vinyl Tubing 5/16" x 7/16"	(100 feet/roll)	Rolls
Plastic mouth piece Vinyl Tubing 3/8" x 1/2"	(100 feet/roll)	Rolls
Cutter	Individual	Each
Screens 5 screens per envelope	(200 env/Bag)	Bags

Primary distribution site collects forms and Mails to BCCDC quarterly (Jan/Apr/Jul/Oct) Fay Low, BC CDC Pharmacy, 655 West 12th Avenue, Vancouver, V5Z 4R4



One Off Event(s) – Ordering Safer Sex Products

The British Columbia Centre for Disease Control (BCCDC), with oversight of the Harm Reduction Strategies and Services (HRSS) committee provides condoms and lubricant without charge to an authorized community or public health organization in BC. New sites may request regular or temporary approval for condom and lubricant distribution.

Sites seeking temporary approval e.g. festivals and other events, must request approval through the Health Authority (HA) Primary Distribution Site Manager or HA HRSS Representative. In some cases, sponsorship decisions are made in collaboration with the BCCDC Harm Reduction Lead. The temporary site will receive supplies through existing primary and secondary sites where possible; the HA contact will facilitate connections between existing and temporary sites.

Sponsorship

Events where < 100 boxes of male condoms **OR** < 50 bags of female condoms in total are requested; decisions to sponsor and provide supplies are made by:

- Primary distribution site manager and/or HA HRSS Representative

Events where > 100 boxes of male condoms **OR** > 50 bags of female condoms in total are requested; decisions to sponsor and provide supplies are made by:

- HA HRSS Representative and BCCDC Harm Reduction Lead

Duties of one-off event organizers

- Comply with HRSS policies and aligns strategy with primary site
- Informs provider site of supply needs **at least 8 weeks before the event**
- Store supplies appropriately, manages inventory
- Have supply quality assurance process in place (i.e., to check condition and expiration date of supplies)
- Accurately forecasts usage and need
- Return surplus quantity to same provider site, report exact # supplies distributed

Duties of sponsoring site

Performs due diligence before sponsoring. Assess:

- Ability of event staff to comply with HRSS policies and best practices
- Forecasted usage/need
- Forwards contact information of one-off event to BCCDC with the replenishment requisition, checks “one-off event”
- Assess true need for supplies and if necessary controls usage during event (if quantity being distributed is significant above forecasted amount)
- Ensures that surplus supplies from event are returned to provider site
- Documents usage, successes and challenges for future events and reports learning’s to HA Harm Reduction contact

Order form for one-off events

The “One-off event Request Form” (see over) must be completed and faxed to the Health Authority contact for approval. Once site/event approved supplies will shipped either directly to the requesting agency or picked up from the primary site with no delivery charge as agreed.

To ensure timely delivery, this request must be completed 8 weeks prior to the event.

One-off Event Harm Reduction Supply Request Form

(To be completed by non-governmental agency requesting one off supplies from a health authority)

Sponsoring Health-Unit/Primary distribution site name: _____

Contact person: _____ Email: _____

Tel# : _____ Fax# : _____

Note: Where your site is not the event organizer, please include a letter authorizing your agency to distribute condoms and lubricant at the event described below. This letter must be received prior to shipping of supplies.

Event Details

• Name and type of event : _____

Contact person: _____ Email: _____

Position: _____ Phone: _____

Address: _____ Fax: _____

• Sponsoring agency and partners: _____

• Location of the event: _____

• Date of Event: ___/___/_____ Length of event: _____ day(s)

• Will the event include overnight camping ? (Y/N) _____

• Expected number of event attendees: _____

• Please describe event attendees (age groups, etc.): _____

• Non-profit event For profit event

How do you plan to distribute education messages on proper condom and lubricant use and disposal?

How do you plan to distribute condoms and lubricant?

In most cases, supplies will be limited to a maximum order of 5,000 (35 boxes @ 144/box) insertive (male) condoms; 1,000 (10 bags @ 100/bag) receptive (female) condoms and 5,000 (5 boxes@1,152/box) packages of lubricant. Condoms are to be distributed free of cost, only for individual distribution and only for this event.

• Number of condoms requested: _____ male _____ female

• Packages of lubricant requested: _____ individual packages

How will you ensure condom and lubricant materials are removed from the area around the event site:

To avoid wastage, you must inform the Health Authority contact of any undistributed supplies and return them to your primary contact. **A report of how many supplies were distributed and returned to the primary site will be required.**

Name of HA Approver: _____

Signature of HA Approver: _____

Please fax or email this form to your health authority harm reduction contact