

HARM REDUCTION PROGRAM : SUPPLY REQUISITION FORM

Please fax requisition forms to: **Pharmacy Services @ (604) 707-2583**



BC Centre for Disease Control
AN AGENCY OF THE PROVINCIAL HEALTH SERVICES AUTHORITY

**Order Enough for 3 MONTH Supply or
try to meet the Minimum Order Quantity (refer to Page 2)**

PRIMARY distribution site: _____	Date Submitted: _____
Contact Name: _____	
Shipping Address: _____	Delivery Days: _____
	Delivery Times: _____
Postal Code: _____	Email: _____
Phone Number: _____	Fax Number: _____

<p>This form is only for PRIMARY distribution sites authorized by Health Authority representative. If you are not an authorized site, please contact your Health Authority representative as shown on Page 2.</p>	<p><i>Please allow max. 2 weeks delivery. Deliveries on Mondays or later</i></p>
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		Unit Of Issue	Quantity Ordered
Lubricated Condoms	ORDER IN MULTIPLES OF 5 BOXES	(144/Box)	Boxes
Non-Lubricated Condoms	ORDER IN MULTIPLES OF 5 BOXES	(144/Box)	Boxes
Assorted Coloured Condoms	ORDER IN MULTIPLES OF 5 BOXES	(144/Box)	Boxes
Female Condoms	if request is less than 100 (ea), please call us	(100/Bag)	Bags
Aqua Lube (3 mL per packet):	144/gross, 8 gross/box	(1,152/Box)	Boxes
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
Alcohol Swabs		(200/Box)	Boxes
Water Vials - 3 mL		(1000/Case)	Cases
Disposable Cookers (Stericups)		(1000/Box)	Boxes
Ascorbic Acid	300 mg sachets	(1000/Box)	Boxes
Tourniquet		(100/Box)	Boxes
Mini sharps collector - 500mL		(100/Box)	Boxes
1 quart sharps collector - 1L		(60/Box)	Boxes
Wooden Push sticks		(100/Bag)	Bags
Cutter		(each)	Each
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

Harm Reduction Supply Ordering at the BCCDC

Health Authority contacts for site authorization

To receive harm reduction supplies, each distribution site must be pre-authorized by the health authority representative. The following are the current contacts;

Fraser health:	Amrit Rai Amrit.Rai@fraserhealth.ca	Tel 604 - 918-7605
Interior Health:	Lori McClenaghan lori.mcclenaghan@interiorhealth.ca	Tel 250 - 549-6315
Northern Health:	Susan Broomsgrove Susan.Broomsgrove@northernhealth.ca	Tel 250 - 565-2636
Vancouver Coastal Health:	Sara Young Sara.Young@vch.ca	Tel 604 - 714-3771 x2321
Vancouver Island Health:	Sheena Campbell Sheena.Campbell@viha.ca	Tel 250 - 519-3417

NEW Single Source Distributor

- In November 2008, (to improve availability and efficiency of shipping) the BCCDC switched to a single source distributor for all harm reduction supplies.
- The distributor has committed to have a minimum of 3 months stock of supplies at all times; therefore the supplies will be available when you need them.
- This will enable you to reduce your stockpiles/safety stock and save storage space.

Changes to Supplies (see supply requisition form for details)

- Following consultation with key stakeholders in the field, disposable cookers, citric acid, tourniquets, sharp containers, and screens are now available. Please see frequently asked questions on harm reduction page of BCCDC website for further information.

BCCDC Weekly Processing

- To order supplies, fill out the attached Harm Reduction Supply Requisition Form and fax it to the number on the form.
- BCCDC will **process requisitions in batches on Thursday AM only**, so we recommended submitting your order by Wednesday afternoon. All orders received after the cutoff time of 10am on Thursday will be processed the following week.
- The distributor will **ship the orders on Monday** or later for remote areas. Delivery time is expected to be up to two weeks.

Minimum Order Size

- Female condoms can now only be ordered in boxes of 100 from the distributor. For smaller quantities, please contact BCCDC directly.
- We recommend that you order in bulk every 3 months or longer to meet the Minimum Order Size; the distributor charges additional handling fees for small orders. For instance, the following orders would be large enough to avoid an additional handling fee:

1 box Aqua Lube – carton	(1,152 per box)	or	20 boxes of 1cc syringes	(100 per box)
5 boxes assorted flavors-scented male condoms	(144 per box)		1 case of water vials	(1000 per case)
5 boxes non-lubricated male condoms	(144 per box)		20 boxes of male condoms	(144 per box)
5 boxes lubricated male condoms	(144 per box)		1 box of Aqua Lube	(1152 per box)
2 bags female condoms	(100 per bag)		10 boxes of alcohol swabs	(200 per box)

- If you failed to meet the Minimum Order Size, BCCDC might not process your order and will fax back the Requisition Form with mention "increase your order". Your requisition might not be processed until the next Thursday and your delivery delayed.

Receiving Supplies and Questions

Please check your order. Ensure that you receive the correct quantity and that the supplies reach you in good condition. If you notice any discrepancy, or have any questions or concerns about the distribution of harm reduction supplies please call **(604) 707 - 2580**.