

HARM REDUCTION PROGRAM : SUPPLY REQUISITION FORM

FAX orders to HR @ (604) 707-2516
 Queries - email outreach@towardtheheart.com
Orders must meet Minimum Order Quantity
 (refer to Page 2)



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

Receiving Site: _____	Date Submitted: _____
Contact Name: _____	Delivery Days: _____
Shipping Address: _____	Delivery Times: _____
_____	_____
Postal Code: _____	Email: _____
Phone Number: _____	Fax Number: _____
_____	_____

<p align="center">This form is only for RECEIVING sites authorized by Health Authority representatives. If you are not an authorized site, please contact your Health Authority representative as shown on Page 2.</p>	<p align="center"><i>Please allow up to 2 weeks delivery.</i></p>
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Products	Description	Notes	Unit Of Issue	Quantity Ordered
Safer Sex				
Male Condoms	Lubricated		(1440/Box)	Boxes
Male Condoms	Non-Lubricated	ORDER MULTIPLES OF 5	(144/Box)	Boxes
Male Condoms	Flavoured		(144/Box)	Boxes
Female (Insertive) Condoms		Call us if request < 100 (ea)	(100/Bag)	Bags
Aqua Lube	3 mL per packet	144/bag, 8 bags/box	(1,152/Box)	Boxes
General Safer Use				
Alcohol Swabs		20 boxes/case	(200 swabs/box)	Boxes
Water Vials	3 mL		(1000/Case)	Cases
Safer Injection				
Syringes with needle attached	1 cc insulin syringe & needle	5 boxes/case	(100/Box)	Boxes
Syringes with needle attached	1/2 cc insulin syringe & needle		(100/Box)	Boxes
Ascorbic Acid	100 mg sachets		(1000/Box)	Boxes
Disposable Cookers (Stericups)	Multicolour (with filter)		(1000/Box)	Boxes
Tourniquet			(100/Box)	Boxes
Syringe without needles	3 cc		(200/Box)	Boxes
Syringes without needles	5 cc		(125/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
Sharps collector - 1 quart	1L		(60/Box)	Boxes
Sharps collector - Mini	500mL - holds <10 needles		(100/Box)	Boxes
Safer Inhalation				
Cutter for vinyl tubing			(each)	Each
Plastic mouth piece - Vinyl Tubing	1/4" x 3/8" - small diameter		(100 feet/roll)	Rolls
Plastic mouth piece - Vinyl Tubing	5/16" x 7/16" - medium diameter		(100 feet/roll)	Rolls
Plastic mouth piece - Vinyl Tubing	3/8" x 1/2" - large diameter		(100 feet/roll)	Rolls
Screens		10 brass screens/envelope	(200 env/Bag)	Bags
Wooden push sticks			(144/Bag)	Bags

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 below:

Fraser Health:	Erin Gibson Erin.Gibson@fraserhealth.ca	Tel: 604-362-2811
Interior Health:	Jessica Bridgeman Harmreduction.coordinator@interiorhealth.ca	Tel: 250-320-5710
	Kate Fish Harmreduction.coordinator@interiorhealth.ca	Tel: 250.320.5710
Northern Health:	Reanne Sanford Reanne.Sanford@northernhealth.ca	Tel: 250.991.7571
Vancouver Coastal Health:	Kimberly Murphy kimberly.murphy@vch.ca	Tel: 604.675.3980 ext 20351
Vancouver Island Health:	Griffin Russell Griffin.Russell@viha.ca	Tel: 250-739-5777 ext 53065
	Tracey Thompson Tracey.Thompson@viha.ca	Tel: 250.519.3431

General Notes about Supplies

- Any changes to supplies will be posted on towardtheheart.com and made to the Supply Requisition Form
- When possible, supplies are provided in accordance with the Best Practice Recommendations for Canadian Harm Reduction Programs, which can be viewed at: www.bccdc.ca/prevention/HarmReduction/CdnBestPractices.htm
- Use older supplies first. Remember: **First In, First Out (FIFO)**

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 Tuesday AM**, so please submit your order by the end of the day on Monday. All orders received after Monday will be processed the following week **and delivery will be delayed**.
- Please ensure your Health Authority rep is informed of changes to contact information to avoid the requisition form from not being processed.

Minimum Order Size

- 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)
10 boxes assorted flavored male condoms	(144 per box)		1 case of water vials	(1000 per case)
5 boxes non-lubricated male condoms	(144 per box)		8 boxes of male condoms	(1000 per box)
2 boxes lubricated male condoms	(1000 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.

Notice of Volume Increase

- Programmatic changes at an authorized receiving site that would increase supply orders by more than 30% compared to the previous year must be communicated to the appropriate health authority representative at least 6 months before the changes take effect,
- Failure to notify the health authority in time threatens the financial stability of the BC HR Supply Distribution Program and may result in inequitable distribution to other regions
- For this reason, large increases in supply orders that have not been communicated in advance may be refused by BCCDC and/or the health authorities. This will be dealt with on a case by case basis and we strive to be as equitable as possible.

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 - 2517** or email **outreach@towardtheheart.com**.