

**HARM REDUCTION PROGRAM : SUPPLY REQUISITION FORM**

Please fax requisition forms to:  
If you have questions, please call:

<b>CDPACS @ (604) 707-2516</b>
Camille Drexl @ (604) 707-2517
<b>Please order enough for 3 MONTH Supply or meet the Minimum Order Quantity (refer to Page 2)</b>



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

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

<p align="center"><b>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.</b></p>	<p><i>Please allow up to 2 weeks delivery.</i></p>
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Products	Description	Notes	Unit Of Issue	Quantity Ordered
<b>Safer Sex</b>				
Male Condoms	Lubricated		(1440/Box)	<b>Boxes</b>
Male Condoms	Non-Lubricated	<b>ORDER MULTIPLES OF 5</b>	(144/Box)	<b>Boxes</b>
Male Condoms	Flavoured		(144/Box)	<b>Boxes</b>
Female (Insertive) Condoms		<b>Call us if request &lt; 100 (ea)</b>	(100/Bag)	<b>Bags</b>
Aqua Lube	3 mL per packet	144/bag, 8 bags/box	(1,152/Box)	<b>Boxes</b>
<b>General Safer Use</b>				
Alcohol Swabs		20 boxes/case	(200 swabs/box)	<b>Boxes</b>
Water Vials	3 mL		(1000/Case)	<b>Cases</b>
<b>Safer Injection</b>				
Syringes with needle attached	1 cc insulin syringe & needle	5 boxes/case	(100/Box)	<b>Boxes</b>
Syringes with needle attached	1/2 cc insulin syringe & needle		(100/Box)	<b>Boxes</b>
Ascorbic Acid	100 mg sachets		(1000/Box)	<b>Boxes</b>
Disposable Cookers (Stericups)	Multicolour (with filter)		(1000/Box)	<b>Boxes</b>
Tourniquet			(100/Box)	<b>Boxes</b>
Syringe without needles	3 cc		(200/Box)	<b>Boxes</b>
Syringes without needles	5 cc		(125/Box)	<b>Boxes</b>
Needle, disposable	18g x 1 1/2"		(100/Box)	<b>Boxes</b>
Needle, disposable	22g x 1"		(100/Box)	<b>Boxes</b>
Needle, disposable	22g x 1 1/2"		(100/Box)	<b>Boxes</b>
Needle, disposable	25g x 5/8"		(100/Box)	<b>Boxes</b>
Needle, disposable	25g x 1"		(100/Box)	<b>Boxes</b>
Needle, disposable	26g x 1/2"		(100/Box)	<b>Boxes</b>
Needle, disposable	27g x 1/2"		(100/Box)	<b>Boxes</b>
Sharps collector - 1 quart	1L		(60/Box)	<b>Boxes</b>
Sharps collector - Mini	500mL - holds <10 needles		(100/Box)	<b>Boxes</b>
<b>Safer Inhalation</b>				
Cutter for vinyl tubing			(each)	<b>Each</b>
Plastic mouth piece - Vinyl Tubing	1/4" x 3/8" - small diameter		(100 feet/roll)	<b>Rolls</b>
Plastic mouth piece - Vinyl Tubing	5/16" x 7/16" - medium diameter		(100 feet/roll)	<b>Rolls</b>
Plastic mouth piece - Vinyl Tubing	3/8" x 1/2" - large diameter		(100 feet/roll)	<b>Rolls</b>
Screens		10 brass screens/envelope	(200 env/Bag)	<b>Bags</b>
Wooden push sticks			(144/Bag)	<b>Bags</b>

## 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:

<b>Fraser Health:</b>	<b>Erin Gibson</b> Erin.Gibson@fraserhealth.ca	Tel: 604-362-2811
<b>Interior Health:</b>	<b>Jessica Bridgeman</b> Harmreduction.coordinator@interiorhealth.ca <b>Kate Fish</b> Harmreduction.coordinator@interiorhealth.ca	Tel: 250-320-5710 Tel: 250.320.5710
<b>Northern Health:</b>	<b>Reanne Sanford</b> Reanne.Sanford@northernhealth.ca	Tel: 250-991-7571
<b>Vancouver Coastal Health:</b>	<b>Sara Young</b> Sara.Young@vch.ca	Tel: 604-714-3771 ext: 2321
<b>Vancouver Island Health:</b>	<b>Griffin Russell</b> Griffin.Russell@viha.ca	Tel: 250-739-5777 ext: 53065

### General Notes about Supplies

- Any changes to supplies will be posted on [towardtheheart.com](http://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](http://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**.