

COVID-19 Vaccine Order Request Form

Hastings Prince Edward Public Health
179 North Park St.
Belleville, ON K8P 4P1

Please complete and return this form by fax at
 613-966-8145 or email to VPDCalendar@hpeph.ca

For questions or clarification, call 613-966-5500 ext. 222
 or 1-800-267-2803 ext. 222

To receive COVID-19 vaccine, your office must be an approved COVID-19 Vaccine Site (email interest to VPDCalendar@hpeph.ca) and the following criteria must be met (check boxes and submit each time you request a new vaccine order):

- ☐ You have reviewed and completed HPEPH's [Vaccine Readiness Checklist](#).
- ☐ Providers at your site have obtained a COVaxON ID and completed COVaxON **training via OntarioMD**
 Your site is able to complete all data entry into the COVaxON system within 24 hours
- ☐ Your site will provide a copy of your last 2 weeks of temperature logs **24-48 hours prior** to your scheduled pick up time. **Please note that the vaccine **must** be stored in a fridge that has passed inspection by Public Health.*
- ☐ You acknowledge that **mRNA vaccine** will be picked up from Public Health and kept at the appropriate temperature prior to administration. mRNA vaccine should only be transported once. Thawed unpunctured vials are fridge stable for 30 days.
- ☐ You agree to complete the [Check Market Survey](#) after every clinic for INVENTORY purposes

Facility Name: _____ **Phone:** _____ **Ext:** _____

Date of Clinic: _____ **Number of Appointments Booked:** _____

Contact: _____ **Date:** _____

Vaccine	# Doses on hand	# Doses requested
*Moderna Spikevax COVID-19 Vaccine Monovalent XBB.1.5 6 months – 4 yrs 5-dose vial		
*Moderna Spikevax COVID-19 Vaccine Monovalent XBB.1.5 5 years+ 5-dose vial		
*Pfizer COVID-19 Vaccine Monovalent XBB.1.5 6 months – 4 years 10 dose vial		
*Pfizer COVID-19 Vaccine Monovalent XBB.1.5 5 – 11 years 6 dose vial		
*Pfizer COVID-19 Vaccine Monovalent XBB.1.5 12+ years 6 dose vial		

***May be used as a booster dose or for primary series**

Orders must be submitted three business days prior to pick up. *Please Note: Public Health will no longer be distributing supplies with your vaccine order.**

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Created Sept 27, 2023 Version 10