

Ordering Vaccine and Inventory Procedures

A MONTH'S WORTH

Order enough vaccine for a month supply for your practice.

MONTHLY AUDIT

Audit biological products inventory once a month. Check for expired products.

Return expired products to Public Health Biologicals Depot. Please include a list of vaccines, number of doses with lot number and medical centre contact information with the return.

FOR ROUTINE VACCINE REQUESTS

Complete a [Requisition for Publicly Funded Vaccine](#), and submit to the Public Health Biological Depot at the Public Health Services Main Office by fax to (902) 481-5923, or by contacting your local Public Health office. **Allow 3 business days for delivery.**

(Windsor offices please use [Requisition for Publicly Funded Vaccine, Windsor area](#) and Eastern shore area please use [Requisition for Publicly Funded Vaccine, Eastern Shore area](#))

FOR NON-ROUTINE VACCINE REQUESTS (HIGH RISK)

Complete a [Requisition for Publicly Funded Vaccine - Free Issue Request for High Risk Patients](#), and fax to the Biological Depot.

(Windsor offices, please use [Requisition for Publicly Funded Vaccine - Free Issue Request for High Risk Patients, Windsor area](#) and Eastern Shore area please use [Requisition for Publicly Funded Vaccine - Free Issue Request for High Risk Patients - Eastern Shore area](#))

Publicly funded vaccines are provided for individuals at high-risk of vaccine-preventable disease as outlined by The Department of Health and Wellness. Consult the [NS Immunization Manual](#) high risk policy for eligibility requirements.

After hours/weekend requests should be directed to the Medical Officer of Health through Capital Health locating (902) 473-2222.

