

Facility Overdose Response Box (FORB) Program: REFILL SUPPLY ORDER FORM

This form is only intended for primary sites already registered with the FORB program. If you are a registered satellite site, please connect with your primary site directly to obtain supplies. ***These staff supplies are not to be used by health authority staff and should only be distributed to registered satellite sites.***

E-mail form to naloxone@bccdc.ca or fax to 604-707-2516

For queries, follow-ups or changes to orders E-mail naloxone@bccdc.ca

Please allow **10 working days for delivery**. Plan ahead to avoid shortages at your site.

Ensure form is complete to avoid delays in order processing.



INVENTORY COUNT (NUMBER OF FORB KITS/BOXES ON SITE): _____	Please indicate if this order is URGENT
	There has been a recent site or contact change

Full Site Name: _____

Site ID #: _____	Date Submitted: _____
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Primary Contact Name: _____	Delivery Days: _____
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Shipping Address (<i>street number, street name, street type, direction, unit, floor, city, postal code</i>): _____	Delivery Times: _____
	Email: _____
	Phone Number: _____

Special Delivery Instructions: _____

***** Please advise the BCCDC by email at naloxone@bccdc.ca if you require additional facility response boxes (clear box 10 dose or 20 dose) or 3 dose outreach kits (blue cases) *****

Product	Contents	Unit Issued	Quantity Ordered	
Naloxone In Original Packaging (Sleeve of naloxone ampoules to refill 10 dose and 20 dose FORB clear boxes)	Naloxone, 0.4 mg/ml, 1 mL ampoules in a sleeve (Ampoule breakers are not included in original packaging)	1 sleeve = 10 ampoules	_____ Sleeves	
Naloxone Replacement Bottle (To refill the blue 3 dose FORB kits)	3 x Naloxone, 0.4 mg/mL, 1 mL ampoule 1 x Amber medication bottle with label with naloxone expiry label 3 x Plastic ampoule breakers	1 bottle	_____ Bottle	
Products	Contents	Available Quantity	Quantity Ordered	
Loose Supplies (To refill the 10 dose, 20 dose clear boxes, blue 3 dose FORB kits or for hands on training purposes)	Vanish Point® 3 mL syringe	100 200 300		
	Plastic ampoule breakers	100 200 300		
	Non-latex gloves (50 pairs)	50 100 150		
	Individual breathing mask (Available for FORB box/kit refills ONLY, and are not for training purposes)			_____ Mask(s)
	Water ampoules, 1 mL (for training only)		100 200 300	

General Notes about Supplies

- To receive FORB supplies or refills, sites must be registered with the FORB program. To learn more, visit <https://towardtheheart.com/forb>
- The FORB kits and boxes are intended to be re-filled, please do not distribute these supplies or discard used kits/boxes after use
- Any changes to the supply catalogue will be posted on towardtheheart.com
- Use older supplies first. Remember: First In, First Out (FIFO)
- Naloxone has an expiry of ~2 years. Please check inventory periodically.
- When a lot is due to expire, the BCCDC will send out an expiry communication along with information on how to replace the contents of your kits and boxes via email. Updates will also be posted to www.towardtheheart.com.
- [Naloxone FAQ](#)
- Reminder: Individuals looking for a personal Take Home Naloxone kit can be directed to the Toward the Heart site finder: <https://towardtheheart.com/site-finder>
- Please note that if you are only ordering loose supplies, a printed copy of the [FORB Naloxone Administration Admin Form](#) (included in FORB kits and boxes) will not be provided. Sites must complete this form after administering naloxone from a FORB and email it to naloxone@bccdc.ca.
- **Receiving Supplies and Questions:** Please check your order upon receipt. 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 take home naloxone supplies, please e-mail naloxone@bccdc.ca

BCCDC Weekly Processing

- Please fill in all site information fields in full as well as indicating on the form any changes to contact information to avoid delays in order processing (*alternatively e-mail: naloxone@bccdc.ca with the [update site information form](#) for any site updates*).
- Orders are processed every Thursday for timely processing, we recommend submitting your order by Wednesday end-of-day. All orders received after the cut-off time of 11:59 pm on Wednesday will be processed the following week and delivery will be delayed.
- The supplies will be packaged at the BCCDC pharmacy. **Delivery time is expected to be 10 working days from the Thursday processing date.**
- To avoid disruption of services, plan ahead and place an order before you run out of stock.
- If you'd like to add additional kits or boxes to your site's inventory, please email the FORB initial Supply Order form to naloxone@bccdc.ca.

How Much to Order

- We suggest that sites order as and when needed to avoid a surplus of stock that may go unused or expire.
- For sites responding to a high number of drug poisonings, such as Overdose Prevention Sites, we recommend monitoring inventory closely and planning ahead to avoid shortages.
- Naloxone ampoules and loose supplies should be ordered to replace the contents of the 10 dose and 20 dose boxes
- For training we recommend ordering 1 syringe, 1 water ampoule, and 1 ampoule breaker per person
- Replacement bottles should be ordered to refill the contents of the blue 3 dose kits. For each 3 dose kit being refilled, please order: **1 replacement bottle**. Please be sure to order additional loose supplies as needed.
- The 10 and 20 dose boxes contain [FORB instruction cards](#). However, this is not provided with the 3 dose kits, [here](#) is a print ready resource should your site require it.
- **BCCDC May Contact You If:**
 - Your order is unusually large or small
 - Your site consistently orders kits or boxes rather than replacement supplies
 - Your order requests fall outside the FORB program scope (e.g. requests for supplies to distribute to individuals. Please refer to the [THN program information](#))