



# BCCDC SUPPLY PROGRAM UPDATE SITE DETAILS FORM

Please use this form to update registered site contact details or to advise the BCCDC supply program of changes to personnel.

Please E-MAIL [naloxone@bccdc.ca](mailto:naloxone@bccdc.ca) for updates to Take Home Naloxone (THN) program and Facility Overdose Response Box (FORB) program.

Please E-MAIL [harmreduction@bccdc.ca](mailto:harmreduction@bccdc.ca) for updates to the Harm Reduction (HR) Program.

## SITE IDENTIFIER (Required)

Site Name:	
Site Number:	
Site Registered for:	<input type="checkbox"/> Take Home Naloxone <input type="checkbox"/> Facility Overdose Response Box <input type="checkbox"/> Harm Reduction

## UPDATED SITE INFORMATION (Only complete sections that require updating)

### 1. New Site Address

Site Name			
Site Address	Street		
	City		Postal Code
Phone Number		Hours of Operation	

### 2. Updates to Site Access (Please indicate if you would like your site to be publicly listed on the Toward the Heart [site finder tool](#))

- ☐ Yes, public may access site (Select all that apply)
- ☐ Take Home Naloxone ☐ Safer Sex Supplies ☐ Safer Drug Use Supplies
- ☐ No, site services clients only

### 3. New delivery address \*Please note supplies can NOT be shipped to a PO Box, Bag, or home address. Sites must sign for their deliveries.

Name of Site			
Shipping Address	Street		
	City		Postal Code
Phone Number		Delivery Hours	
Special Delivery Instructions (ex. buzzer #)			

## CHANGES TO SITE PERSONNEL INFORMATION (Only complete fields that require updating)

Site Coordinator(s) *\*Note Coordinator 1 is the primary contact for the site; Coordinator 2 will only be contacted if we cannot reach Coordinator 1*

	First Name	Last Name	Phone Number	Email	Changes applicable to these supply programs:
Coordinator 1					<input type="checkbox"/> THN <input type="checkbox"/> FORB <input type="checkbox"/> HR
Coordinator 2					<input type="checkbox"/> THN <input type="checkbox"/> FORB <input type="checkbox"/> HR

## SATELLITE SITE INFORMATION (THN and FORB program only)

**Primary sites** THN/FORB sites that are authorized to order supplies directly from BCCDC.

**Satellite THN/FORB sites** are registered, have a unique site ID number, and order and receive supplies through a primary site.

Satellite Site Name	Satellite Coordinator Names (Please list)	Satellite Site Address	Satellite Site Phone Number	Applicable to:	List Site on <a href="#">Site Finder</a> ? (THN sites only)
	1.			<input type="checkbox"/> THN	<input type="checkbox"/> Yes, the address can be public
	2.			<input type="checkbox"/> FORB	<input type="checkbox"/> Yes, the phone number can be mapped
					<input type="checkbox"/> No, Do Not Map
	1.			<input type="checkbox"/> THN	<input type="checkbox"/> Yes, the address can be public
	2.			<input type="checkbox"/> FORB	<input type="checkbox"/> Yes, the phone number can be mapped
					<input type="checkbox"/> No, Do Not Map
	1.			<input type="checkbox"/> THN	<input type="checkbox"/> Yes, the address can be public
	2.			<input type="checkbox"/> FORB	<input type="checkbox"/> Yes, the phone number can be mapped
					<input type="checkbox"/> No, Do Not Map
	1.			<input type="checkbox"/> THN	<input type="checkbox"/> Yes, the address can be public
	2.			<input type="checkbox"/> FORB	<input type="checkbox"/> Yes, the phone number can be mapped
					<input type="checkbox"/> No, Do Not Map