

# COVID-19 Pfizer Vaccine

## Procurement of Dry Ice (Routine) – Federal



### Procedure for requesting dry ice from the National Operations Centre (NOC):

1. Health Authorities must submit orders to NOC email, [PHAC.vaccine.NOC-CNO.vaccin.ASPC@canada.ca](mailto:PHAC.vaccine.NOC-CNO.vaccin.ASPC@canada.ca). Dry ice orders must be submitted **at least 96 hours prior to the desired time of reception**. Orders must be submitted to the NOC before 16:00 Eastern Standard Time (EST).
2. Orders should include the following details:

Serial	Qty (Kg)	Requested Time Group	Vendor (TBC)	Delivery Address	Delivery POC	Phone	Email

3. Upon receipt, P/Ts must confirm receipt of shipment in good order and in accordance with the contract. NOC confirmation email is [PHAC.vaccine.NOC-CNO.vaccin.ASPC@canada.ca](mailto:PHAC.vaccine.NOC-CNO.vaccin.ASPC@canada.ca). Include the following information in confirmation:

Purchase Order Number	Goods received in good order and according to the contract	Qty of Dry Ice Received	POU Address	Date of Receipt	Time of Receipt

4. Copy in [IBCOC\\_Operations@phsa.ca](mailto:IBCOC_Operations@phsa.ca) on communications with the NOC regarding dry ice orders.

If necessary, a provincial account is available to place [rush orders](#) for dry ice **ONLY** for COVID vaccine storage.

Any questions or requests for revision of this document should be sent to [IBCOC\\_Operations@phsa.ca](mailto:IBCOC_Operations@phsa.ca)

### List of Amendments

Date	Section	Description	Author