

New York State Department of Health AIDS Institute
HIV/AIDS EDUCATION & PREVENTION MATERIALS ORDER FORM SUPPLEMENT
Expanded Syringe Access Demonstration Program (ESAP) materials

Instructions for Ordering Bulk Materials within New York State:

1. Please circle only one quantity per item.
2. Please complete the address label on the next page. Be sure to print clearly. ALL orders must include a street address. Bulk orders will not be delivered to post office boxes.
3. **FAX** orders to: **(518) 465-0432**. Or, **mail** orders to: **New York State Department of Health, Distribution Center, 21 Simmons Lane, Albany, NY 12204**.

Title	Language	Code #	Quantity (Circle one)		
Required ESAP Safety Insert – ESAP (Expanded Syringe Access Demonstration Program) providers are required by New York State Public Health Law to distribute a copy of this flier with each sale of syringes to customers/clients. (Flier) English – 2/08; Spanish – 4/01. www.nyhealth.gov/publications/9359.pdf	English	9359	100	300	600
	Spanish	9360	100	300	600
Be Aware, Don't Share – Urges injecting drug users to quit or to get new needles and syringes through ESAP to reduce the risk of becoming infected with HIV, hepatitis B, or hepatitis C. (Wallet card) English – 10/07; Spanish – 12/07. www.nyhealth.gov/publications/9405.pdf	English	9405	50	100	200
	Spanish	9406	50	100	200
Be Aware, Don't Share – This 11" x 17" poster is a companion piece to the brochure of the same name promoting risk reduction through ESAP. (Poster) English – 7/08; Spanish – 7/08.	English	9420	5	10	25
	Spanish	9421	5	10	25
How to Safely Dispose of Household Sharps – Provides persons using needles, syringes and/or lancets (sharps) at home with information about safe storage and disposal of used sharps. (Brochure) English – 12/07; Spanish – 12/07. www.nyhealth.gov/publications/0909.pdf	English	0909	50	100	200
	Spanish	0941	50	100	200
What Does YOUR Needle Look Like? – Displays photos showing how needle points quickly become worn after being used more than once. It urges readers to use new needles and syringes every time and lists contact information for ESAP and syringe exchange programs. (Brochure) English – 4/07; Spanish – 4/07.	English	9508	50	100	200
	Spanish	9509	50	100	200
Overview of the New York State Expanded Syringe Access Demonstration Program (ESAP) – Providers learn how ESAP works and where to find ESAP registered pharmacists. (Video) Length – 20 minutes.	English	9370	1	3	5
A Step-by-Step Guide for Your Pharmacy – Provides pharmacists with an easy-to-use reference guide for the implementing ESAP. The guide can be used to train staff in the key elements of ESAP and provides information about helpful resources. (Pamphlet) 4/08. www.health.state.ny.us/diseases/aids/harm_reduction/needles_syringes/esap/guidelines/pharmacies/index.htm	English	9457	1	5	10
A Guide for Pharmacists and Staff in ESAP-Registered Pharmacies – Companion reference card to <i>A Step-by-Step Guide for Your Pharmacy</i> (Laminated card) . 2/08.	English	9469	1	5	10

List of Registered ESAP Providers – This registry lists ESAP-registered providers in all counties in New York State and boroughs in New York City: www.nyhealth.gov/diseases/aids/harm_reduction/needles_syringes/esap/provdirect.htm.

List of Sharps Disposal Sites – This lists all the facilities — such as hospitals and nursing homes — that are required to dispose of used needles and syringes. The list also includes ESAP-registered pharmacies, health clinics, community-based organizations, public transportation facilities, housing projects, police stations, and other venues that have disposal “kiosks” for used sharps: www.nyhealth.gov/diseases/aids/harm_reduction/needles_syringes/sharps/directory_sharpscollection.htm.

Delivery

- Please allow four (4) to six (6) weeks for delivery.
- Orders may not be picked up at the Distribution Center.
- Bulk orders cannot be delivered to post office boxes. Please be sure to include a street address on the mailing label on page 1.
- A packing slip will be included with all materials shipped. Materials ordered that are temporarily out of stock will be noted on the packing slip. Please note that out-of-stock materials will not be back-ordered. You are asked to please re-submit your order in four (4) to six (6) weeks.

Instructions for OUT-of-STATE Orders

- Single, sample copies of any of the HIV/AIDS educational materials on this form are available free of charge. Please submit requests for sample copies using this order form by fax: (518) 473-8814; email: HIVPUBS@health.state.ny.us; or phone: (518) 474-9866.
- Bulk orders from individuals or organizations outside of New York State will be honored based on availability of the item(s) requested.
- A minimum fee to cover production, shipping, and handling costs will be charged for out-of-state orders.
- Please complete the order form and mail to: Health Education Services, P.O. Box 7126, Albany, NY 12224 or fax to: (518) 439-7022. **Please note that this is the ordering address for OUT-OF-STATE requests for bulk orders ONLY.**

ADDRESS LABEL:

(Complete and return to NYSDOH Distribution Center – fax or mailing address on page 1)

NAME		
ORGANIZATION (if applicable)		
STREET		
CITY	STATE	ZIP

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