

Milk Bank Collection Sites Procedure (Sample, Depot may edit as necessary)

I. PURPOSE

To establish and maintain a collection facility for The Milk Bank (TMB) and ensure the safe handling, storage and transport of donated human milk.

II. SCOPE

This policy applies to all employees and volunteers of _____.

III. DEFINITIONS

Milk Depot: a site of TMB premises that collects, holds, and ships raw donor human milk from approved TMB donor mothers.

IV. PROCEDURES

1. The Milk Bank will provide the following to collection site:
 - i. Freezer with lock and freezer thermometer
 - ii. Donor packets if requested;
 - iii. Milk Drop-off Logs which may be photocopied; and
 - iv. Temperature logs which may be photocopied.
2. The Milk Collection Site will:
 - i. Place the freezer in a secure location with an uninterruptible power source.
 - ii. Lock the freezer when it is unattended.
 - iii. Maintain the freezer's temperature not higher than -20 Centigrade or -4 Fahrenheit.
 - iv. Notify TMB if the temperature in the freezer rises above -5 Centigrade or 23 Fahrenheit.
 - v. Check the freezer temperature daily and record the observed temperatures on the log provided by TMB.
 - vi. Notify TMB of any variation in temperature in the freezer that does not respond to a thermostat adjustment.
 - vii. Fax or mail completed temperature logs to TMB when completed.
 - viii. Clean and defrost the freezer as needed to maintain proper temperature.
 - ix. Log in all milk that you put in the freezer.
 - x. Put each mom's milk in a Ziploc bag (or bags for larger donations) with the name, donor number and date of drop off on each Ziploc bag. TMB will provide the bags. Additional bags can be ordered by contacting TMB.
 - xi. Require both the person releasing the donor human milk and the person picking up the donor human milk to sign and date the log.
 - xii. Ship milk to TMB using containers and postage provided.
 - xiii. Find a local supplier of dry ice to use for shipping milk to the TMB and ship milk with dry ice at TMB's expense.
 - xiv. Contact TMB to arrange milk pickup when the freezer is 75 percent or more full, or the milk is more than six months past the pumping date.
 - xv. Send a completed drop-off log with each shipment or fax it to TMB at 317-536-1676. Ensure that you mark on the log the milk that you are sending.
 - xvi. Ship only one mom's milk per shipping box.
 - xvii. Include a copy of the log with each shipment.

xviii. Make sure that TMB has a current email address so we can confirm receipt of each shipment.

3. Procedure for accepting donated milk:

- i. Any mother who has a TMB ID number may drop off her milk. The ID number indicates she has been screened by TMB staff.
- ii. Direct the mother to complete the Milk Drop Off Log.
- iii. Each mother's donation should be kept in a plastic bag, secured so that no milk containers fall out of the bag and her name and donor # should be written in permanent marker on the outside of the bag.
- iv. Each mother's containers should be labeled with the date the milk was pumped and name ID#. If not, place a card with her name and ID# inside the bag.
- v. Refer donor mother questions to TMB.