

**Donor Human Milk Depots**

**Annual Assessment** to ensure compliance with the operation and safety protocols, as well as continued interest in maintaining the depot

A donor human milk depot is an agency contracted with an accredited milk bank to receive and store donor milk that is then transported to the milk bank for processing. The partnering milk bank is responsible for ensuring the screening, processing, distribution, and safety of the milk received from each depot.

Name of Milk Drop/Depot: \_\_\_\_\_

Name of representative(s) responsible at the Drop/Depot \_\_\_\_\_

**Documentation:**

HMBANA Standard	Notes	Initials
Documentation of confidentiality of records		
Documentation of any issues/problems arising and actions taken in running the depot ( e.g. equipment failure or thawing of milk) and submit documentation with annual assessment to affiliated milk bank		

One or more representatives are identified at each depot institution (e.g. hospital, office or business) who are responsible for:

HMBANA Standard	Notes	Initials
Monitoring freezer temperatures, recording each donation, transferring milk to the affiliated milk bank, and ensuring compliance with any additional depot protocols	Name	
Communicating staff changes to the partnering milk bank and ensuring new depot staff have access to protocols and training from the milk bank staff	Name	
Developing an emergency plan for when the freezer is non-operational	Name	
Maintaining freezer and thermometers according to milk bank agreement	Name	
Communicating any exception to the affiliated milk bank within 24 hours	Name	

Acceptance of milk donations from unapproved donors must have prior approval from the affiliated milk bank.

**Equipment and Procedures:**

<b>HMBANA Standard</b>	<b>Notes</b>	<b>Initials</b>
Each freezer has at least one thermometer that is checked and recorded daily with exception of weekends or holidays when staff are not present		
Temperature exceptions are reported to partnering milk bank, remedied, and may require relocation of milk in the interim		
Milk is stored in dedicated freezers that maintain milk in a frozen state. Freezer temperature is held at no higher than -18° C (0° F). Brief fluctuations in temperatures secondary to opening doors or self-defrosting cycles are acceptable. Temperatures colder than -18° C are acceptable		
In the case of a distribution center also functioning as a depot, heat-processed milk and raw milk are ideally stored in separate freezers; however, if this is not possible, they are at least physically segregated and clearly labeled within the freezer		
Freezers intended for storing human milk are used only for that purpose		
Freezers are locked or in a secured area		
Freezer manuals are accessible		
Thermometer manuals are accessible		
Cup of ice with a coin on top is inside freezer		
Cleaning schedule of freezer (external)		
Schedule for defrosting and cleaning of freezer		

**Records**

The donor human milk depot maintains records in a secure location and provides these records to the milk bank upon request.

These records include:

<b>HMBANA Standard</b>	<b>Notes</b>	<b>Initials</b>
Log of all milk donations, including: (kept in secure location) <ul style="list-style-type: none"> <li>o Two identifiers (e.g. donor’s name, donor ID number)</li> <li>o Date milk is received</li> <li>o Name of staff/volunteer accepting the deposit</li> </ul>		

Log of milk transferred from depot to affiliated milk bank including: o Date of donor milk transfer o Donor identification differentiating each deposit o Name of staff/volunteer sending milk		
Other information as deemed appropriate by the affiliated milk bank, such as tracking number, volume transferred, or method of transfer		
Freezer temperature logs		
Exception records: documentation of any problems/issues and actions taken.		
All depot records are maintained for one year, after which they may be discarded or surrendered to the affiliated milk bank		

The affiliated milk bank is responsible for providing operation and safety guidance to the depot in accordance with current HMBANA Standards. Depots are held to these Standards, and depots report compliance (or not) via annual written or verbal account to their affiliated milk bank.

**Plan of Action:**

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**Date of Assessment** \_\_\_\_\_ **Circle One:** In-Person Virtual Phone Self-Reported

**Signature of OhioHealth Mothers' Milk Bank Representative** \_\_\_\_\_

**Signature of Milk Drop/Depot Representative** \_\_\_\_\_

*Provide a copy of above document for Milk Drop/Depot to retain for their records.*