



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Ohio Health Mothers’ Milk Bank Collection Site Protocol
APPLICABILITY:	Laboratory Staff
CONTACT TITLE & DIVISION:	Laboratory Manager
ORIGINAL DATE ADOPTED:	08/23/2022
LATEST EFFECTIVE DATE:	02/17/2026
REVIEW FREQUENCY:	Every two (2) years and as needed
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	400-005-P

A. PURPOSE

The intent of this document is to provide guidance for following the Agreement for Collection, Storage, and Transfer of Lactation Products provided by the OhioHealth Mothers’ Milk Bank.

B. POLICY

This policy applies to Canton City Public Health (CCPH) Laboratory staff. It is guided by the Agreement for the Collection, Storage, and Transfer of Lactation Products (See attachment 400-005-01-A).

C. BACKGROUND

The OhioHealth Mothers’ Milk Bank (OHMMB) screens and approves donors to participate in the donor milk program. They establish off-site collection sites to ensure the safe handling, storage, and transportation of donated milk. An agreement to provide this service was first approved by the Canton City Board of Health in May 2022. This agreement will automatically renew for successive one (1) year terms unless changes are initiated by either Canton City Public Health or the OhioHealth Mothers’ Milk Bank.

D. GLOSSARY OF TERMS

Collection Site-Canton City Public Health (CCPH) is the “Collection Site” in the Agreement’s terminology. Collection Site and Facility is used interchangeably.

Donor-an individual that has been pre-approved to participate in the donor milk program.

Facility- Canton City Public Health is the “Facility” in the Agreement’s terminology. Facility and Collection Site is used interchangeably.

Laboratory (Lab)- for purposes of this Policy, the Laboratory (Lab) referenced is the Laboratory Division of CCPH.

OhioHealth Mothers’ Milk Bank (OHMMB)– Organization that provides pasteurized human milk, under the Human Milk Banking Association of North America, to those infants whose mothers are unable to provide milk to nourish their babies.

E. PROCEDURES & STANDARD OPERATING GUIDELINES

Routine Staff Duties

Daily responsibility for following the Duties of the Facility and Procedures for the Acceptance of Donated Milk, as outlined by the Agreement for the Collection, Storage, and Transfer of Lactation Products (See attachment 400-005-01-A), is assigned to trained designated staff. In staffing shortage situations or other unusual circumstances, and when to meet the terms of the OHMMB agreement, collections may be suspended.



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1. Freezer is in the Lab and temperature will be checked and recorded every morning on business days on forms provided by OHMMB (400-005-03-F)
 - a. When this is not possible (weekends and holidays, for example), a frozen cup of water with a penny on top will be placed in the freezer so that it will be apparent if thawing and refreezing has taken place. This will be recorded on the laboratory temperature log on the next business day.
 - b. The freezer is also monitored with a minimum/maximum thermometer. The minimum and maximum for the weekend and holiday will be recorded on the next business day.
2. Send (fax or email) completed temperature logs (400-005-03-F) to OHMMB at the end of each month.
3. Accepting milk from approved donors will be by appointment only.
 - a. Trained staff will meet with the donor at the City of Canton Public Health Department to ensure milk is labeled with her name, date pumped, and donor number, complete the Donor Communication Form (400-005-05-F), and ensure all the milk is contained in a plastic bag(s).
 - b. Document the date and name of the donor mother on the Milk Collection Site Log (400-005-04-F).
 - c. The milk will then be taken immediately by staff to the freezer (located on the lab).
4. Notify OHMMB to arrange milk pick up within 2 weeks of drop off. Contact OHMMB if smaller boxes are needed.
 - a. Milk can only be shipped Monday through Thursday for delivery Tuesday through Friday.
 - b. Call OHMMB at 614-566-0630 before scheduling delivery
 - c. Call FedEx at 800-463-3339 (800-GO FEDEX) to schedule a FedEx Priority Overnight pickup one day in advance or the morning of desired pick up, then complete the FedEx forms supplied by OHMMB.
 - d. Attach preprinted labels have been provided for the FedEx shipment. If using a preprinted label, document the tracking number of the shipment.
 - e. Include a copy of the completed Milk Collection Site log (400-005-04-F) with the milk being transported to OHMMB when this form is full.
 - f. Require the collection site staff releasing the milk and the person transporting milk to OHMMB to sign and date the log. For FedEx pick-ups, record "FedEx" on the Milk Collection Site log (400-005-04-F).
5. Prepare the shipping container prior to pick-up
 - a. Make sure there is rolled up packing paper or newspaper on the bottom of the box beneath the milk, especially in the four corners.
 - b. Ensure each donor's milk is clearly labeled and separated into its own plastic bag(s).
 - c. Pack as much milk as possible into each shipping container.
 - d. Place rolled up packing paper or newspaper between top of the milk and the top of the box.
 - e. Label the four sides and the top of the box with Perishable stickers.
 - f. Place the FedEx label with the depot name and address in shipping pouch and place on the top of the box.
 - g. Seal the box with 3 pieces of packing tape.
6. Notify the OHMMB of the need for additional shipping containers.
7. Refer donor questions to OHMMB.



F. TRAININGS AND QUALITY ASSURANCE

1. After initial training is completed by the OhioHealth Mother’s Milk Bank, future staff training will be conducted by CCPH currently trained staff as part of the Onboarding process, using the Ohio Health Mothers’ Milk Bank training document (400-005-02-A) for guidance.
2. OHMMB onsite inspections are scheduled to occur every other year.
 - a. The off year requires self-inspection. The self-inspection will be completed on the Donor Human Milk Form Annual Assessment. (400-005-07-F)
 - b. This inspection schedule is subject to change per OHMMB.
3. Non-conformances will be documented on the OhioHealth Mother’s Milk bank Mt. Carmel GC Milk Drop Exception Log (400-005-08-F)
 - a. Contact milk bank immediately for any Exceptions /Incidents
 - b. At the end of the calendar year this form is to be emailed to OHMMB contact person.
4. All QC logs and shipping logs
 - a. At the end of the calendar year all logs are to be emailed to OHMMB contact person.

G. FREEZER MAINTENANCE

- a. Wipe the handles and top of the freezer down at least monthly. Document on Freezer Cleaning Log (400-005-06-F)
- b. Clean and defrost the freezer as needed to maintain proper temperature (see manufacturer’s guidelines – when ice reaches ¼-1/2 inch) and at least annually.
<https://na2.electroluxmedia.com/Original/Electrolux/Electrolux%20Assets/Document/Complete%20Owners%20Guide/English/A13408703en.pdf>

H. CITATIONS & REFERENCES

N/A

I. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Jennifer Hayden, Breastfeeding Coordinator
2. Mindy Groff MLT(ASCP), BCLS, Laboratory Manager

J. APPENDICIES & ATTACHMENTS

- 400-005-01-A Agreement for the Collection, Storage, and Transfer of Lactation Products
 400-005-02-A OhioHealth Mothers’ Milk Bank training document

K. REFERENCE FORMS

- 400-005-03-F Temperature/Shipping Log
 400-005-04-F Milk Collection Site Log
 400-005-05-F Donor Communication Form
 400-005-06- F Freezer Cleaning Log
 400-005-07-F Donor Human Milk Form Annual Assessment
 400-005-08-F OhioHealth Mother’s Milk bank Mt. Carmel GC Milk Drop Exception Log
 400-005-09-F Fed Ex Tracking Log

L. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
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M. APPROVAL

This document has been approved in accordance with the “800-001-P Policy Development” procedure as of the effective date listed above.