



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	OhioHealth Mothers’ Milk Bank Collection Site Protocol
APPLICABILITY:	WIC Division Staff
CONTACT TITLE & DIVISION:	WIC Breastfeeding Coordinator, WIC Division
ORIGINAL DATE ADOPTED:	08/23/2022
LATEST EFFECTIVE DATE:	08/23/2022
REVIEW FREQUENCY:	Every three (3) years and as needed
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	250-001-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) WIC staff. It is guided by the Agreement for the Collection, Storage, and Transfer of Lactation Products (See attachment 250-001-01-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**

Prior to Opening the Collection Site at CCPH (Opening Goal: In August 2022)

Canton City WIC Breastfeeding Staff (Breastfeeding Coordinator and Peer Helpers) will participate in initial training provided by the OhioHealth Mothers’ Milk Bank (OHMMB) after the Agreement between OHMMB and CCPH has Canton City Board of Health approval (Board approval was received in May 2022).



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Donor Milk collections will not be started until the following procedures are completed: this CCPH Policy is completed and approved, an appropriate freezer unit is purchased and set-up in the CCPH Laboratory; on-site training is provided to CCPH WIC Staff by OHMMB staff.

### 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 250-001-01-A), is assigned to the WIC Breastfeeding Coordinator. For further detail on the process of following this agreement, see 250-001-02-A. In the absence of the Breastfeeding Coordinator, Peer Helpers will complete these assigned duties. In short staffing situations or other unusual circumstances, and when necessary to meet the terms of the OHMMB Agreement, designated WIC staff will be assigned these tasks.

1. Freezer will be located in the Lab and temperature will be checked and recorded every morning on business days on forms provided by OHMMB (250-001-03-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 will be apparent if thawing and refreezing has taken place.
2. Send (fax or email) completed temperature logs (250-001-03-F) to OHMMB at the end of each month.
3. Accepting milk from approved donors will be by appointment only.
  - a. The Breastfeeding Coordinator, or other designated staff, will meet with the donor in the WIC breastfeeding office to ensure milk is labeled with her name, date pumped, and donor number, complete the purple communication form, 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 (250-001-05-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 is 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 at least one day in advance, then complete the FedEx forms supplied by OHMMB.
  - d. Complete the FedEx form by checking the following boxes: FedEx Priority Overnight, Other Packaging, Direct Signature, No Dangerous Goods, Bill to recipient (provide OHMMB FedEx number located on the FedEx Airbill provided in each Styrofoam lined shipping container provided by OHMMB.
  - e. Include a copy of the completed Milk Collection Site log (250-001-04-F) with the milk being transported to OHMMB.
  - 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 (250-001-04-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.
  - h. Place box in freezer until FedEx arrives.
6. Notify the OHMMB of the need for additional shipping containers.
  7. Refer donor questions to OHMMB.
  8. Staff Trainings
    - a. After initial training completed by the OhioHealth Mother’s Milk Bank, future staff trainings will be conducted by the Breastfeeding Coordinator as part of the Onboarding process, using the Ohio Health Mothers’ Milk Bank training document (250-001-02-A) for guidance.
  9. Freezer Maintenance
    - a. Clean and defrost the freezer as needed to maintain proper temperature (see manufacturer’s guidelines).  
<https://na2.electroluxmedia.com/Original/Electrolux/Electrolux%20Assets/Document/Complete%20Owners%20Guide/English/A13408703en.pdf>

**F. CITATIONS & REFERENCES**

N/A

**G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Jennifer Hayden, Breastfeeding Coordinator

**H. APPENDICIES & ATTACHMENTS**

250-001-01-A Agreement for the Collection, Storage, and Transfer of Lactation Products

250-001-02-A OhioHealth Mothers’ Milk Bank training document

**I. REFERENCE FORMS**

250-001-03-F Temperature/Shipping Log

250-001-04-F Milk Collection Site Log

**J. REVISION & REVIEW HISTORY**

Revision Date	Review Date	Author	Notes



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## **K. APPROVAL**

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.