



DONOR INSTRUCTIONS AND EDUCATION

Thank you for choosing to donate your extra breastmilk to help babies in need. You're joining a community of strong, selfless mothers who are dedicated to saving tiny, precious lives.

The following packet explains the donor approval process and includes important information that will be helpful during your donation experience. If you have any questions, please feel free to contact our donor coordinators at 817-810-0071 (1-866-810-0071 toll-free) or moms@texasmilkbank.org.

CONNECT WITH US!

- Use #imakemiracles on your social media posts about donating!
- Instagram: @texasmilkbank and Facebook: @mothersmilkbank
- Want to share your story with us? Email us at moms@texasmilkbank.org so we can share it on our social media!

DONOR APPROVAL PROCESS

STEP 1: PHONE SCREENING

If you received this packet, you already completed the first step! Thank you!

STEP 2: MEDICAL HISTORY QUESTIONNAIRE

Complete all forms provided by donor coordinators and return them to MMBNT, either electronically or by mail. Please read all the information in the packet before signing the online donor consent form.

Pages 7 and 8 on the online donor interview form are healthcare provider forms. You only need to complete the **boxed portions** of these pages. MMBNT will contact your healthcare providers for their signatures.

STEP 3: BLOOD TESTING

MMBNT covers all fees for your blood work. You have options regarding where to get your blood work done:

- **Quest Diagnostics or LabCorp** – if you selected either of these labs during your phone screening, the requisition form was either emailed to you or included with this packet. Find a convenient

location by checking their websites – questdiagnostics.com or labcorp.com. Make sure you select a site that does routine testing, not a drug testing only site.

- **At-home blood draw**- if you live in the DFW or surrounding area, you may be able to get your blood drawn at home through a mobile service. If you're interested in this option, talk to a donor coordinator.
- **Other options**- Contact us if you are not in the area covered by the mobile service and there is not a Quest or LabCorp near you. We can make other arrangements on a case by case basis.

MORE INFORMATION ABOUT BLOOD TESTING

- Donors are tested for HIV 1, HIV 2, HTLV 1 & 2, Hepatitis B, Hepatitis C and syphilis.
 - See Appendix (page 8) for more information on HIV blood test
- You still need to be tested, even if your OB tested for these early in your pregnancy.
- Donors are not charged for blood testing.
- All test results are confidential.

NEXT STEPS?

After you return your paperwork and get your blood drawn:

- MMBNT donor coordinators will work to obtain the forms needed to complete your file.
- Blood test results take 5-7 business days. Donors will be notified of results.
- Once your file is complete with all required documents, it will be reviewed for approval.
- Once approved, your milk is ready to be processed in our onsite laboratory.
 - If you need to make room in your freezer, you can drop off milk (see delivery options below) before you are approved; however, it will not be processed until you are approved. *Milk cannot be returned to you for any reason once it is dropped off.*

INFORMATION AND RESTRICTIONS FOR MILK DONORS

DIETARY INSTRUCTIONS AND RESTRICTIONS

- Vegans should take a daily multivitamin, including vitamin B.
- Any **alcohol** intake requires a **6-hour waiting period** before pumping.
- Caffeine from tea, coffee, soda or chocolate is acceptable as long as consumption is no more than 24 ounces per day.
- Herbal teas, up to 2 cups per day, are acceptable, with some exception; call MMBNT to confirm.
- Vitamins are acceptable in regular dosages. No mega-dosing and no mega herb-containing vitamins.

DO NOT DONATE IF:

- You, your baby or any household member becomes ill. MMBNT cannot accept milk collected between the 24 hours before the person became ill and 24 hours after they are well. There is an exception for an uncomplicated cold or seasonal allergies, during which the sick person's temperature is no higher than 100°F orally. Call MMBNT if you have any questions.
- You need to take any medication or drug that is not listed above. Call MMBNT to discuss.
- You have breast tenderness consistent with a breast infection. If you have a breast infection or plugged ducts, unsafe bacteria could be present in the milk. **You CAN keep feeding your own baby.** You may continue donating once the infection has cleared and you are off medication.

If any of the above situations have occurred and your milk has already been donated, call MMBNT to discuss. Each situation is different and your milk may still be safe to use.

MILK COLLECTION AND STORAGE

CLEAN TECHNIQUE PUMPING

1. **Wash hands thoroughly with soap and warm water.** Dry with a clean towel. Gently wipe nipples, then breast from the nipple out, with a clean, damp washcloth before each pumping.
2. Express/pump your milk into a **sterile** container. Any food-grade hard plastic or glass container (Tupperware, baby bottles, etc.) can be boiled for 5 minutes and used to store milk. MMBNT can provide a limited number of milk storage bags upon request.
3. **Clean your pump.** You must wash, rinse and sterilize the pump parts that touch your breast or milk one time per day, every day that you use it. If you pump 2 or more times per day, simply rinse between sessions. Always follow manufacturer's instructions.

LABELING

- Write the pump date on **each container/milk storage bag** with a permanent marker.
- **When storing milk at home, make a note on any container/bag you are not sure whether to send.** For example, if you begin taking a medication for an illness, make note of any medication you are taking. Please do not send marked containers/bags; contact MMBNT first to discuss if you can donate these marked containers/bags.

STORAGE

- Refrigerate or freeze your milk within 30 minutes of pumping. You may refrigerate your milk up to 24 hours before freezing. If there is still room for more milk in the container after 1 pumping session, you may add to it before freezing. You may also add fresh milk to frozen milk using the following method: chill fresh milk in the refrigerator for 30 minutes, then pour chilled fresh milk on top of frozen milk. Close container and replace in freezer.

- If you are collecting milk directly into the container/bag you will use for freezing, open it and place the cap on the table facing up. If you are pumping into another container, please leave the storage container closed until you are finished pumping and are ready to pour the milk into it. Do not touch the top lip of the container on the inside of the cap or container.
- Remember to check your freezer regularly (power outages, door ajar, etc.).
- Milk for donation needs to reach MMBNT as soon as possible in order to be processed and dispensed in a timely manner.

DELIVERING YOUR MILK

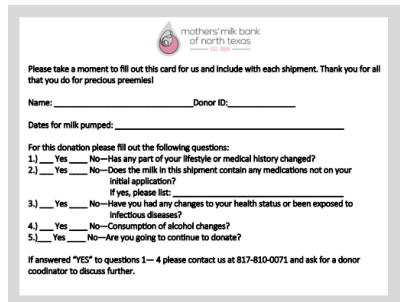
4 OPTIONS FOR DONATING:

- Deliver milk directly to MMBNT's office in Fort Worth: 7617 Benbrook Parkway, Fort Worth, Texas 76126, Monday thru Friday, 9am – 4:30pm.
- Schedule a home pickup – contact MMBNT to see if you live in area where we can pick the milk up at your home.
- Drop it off at one of MMBNT's depots across North Texas, Houston, and Arkansas. Refer to the Depot List, or find these locations on the MMBNT website at texasmilkbank.org/location-search.
- If you do not live near MMBNT or a depot, contact MMBNT for supplies and directions regarding overnight shipping via FedEx at no cost to you. MMBNT provides ice packs for shipping.

PACKAGING YOUR MILK TO DONATE:

- Place your milk bags/containers in a plastic bag (like a grocery bag) and tie the bag(s) tightly.
- Place a card with your FIRST AND LAST NAME and DONOR ID in each grocery bag. **We cannot use the milk if we cannot identify the donor.**
- A **donation card** will need to be completed and submitted with **each donation you make**. This card provides an opportunity for you to update us about any medication or lifestyle changes. This information that is crucially important for your file and the fragile babies we serve. *As always, any personal details you provide will be confidential.*

Donation Card for each donation.




- You may begin dropping off milk at any time after you have completed your phone screening, but MMBNT will not use your milk until you are approved. Once you drop off milk, it cannot be returned to you for any reason.

MMBNT CONTACT INFORMATION:

7617 Benbrook Parkway
Fort Worth, TX 76126
817-810-0071 (1-866-810-0071 toll-free)
Hours: 9 am – 4:30 pm, Monday-Friday

NOTICE OF PRIVACY PRACTICES

A federal law took effect on April 14, 2003, called the Health Insurance Portability and Accountability Act (HIPAA) of 1996. One of the goals of this legislation is to set standards for the security and privacy of health information. Mothers' Milk Bank of North Texas (MMBNT) understands that medical information about clients is personal and we are committed to protecting this information. This notice describes how medical information about clients in our office may be used and disclosed, and how clients can get access to this information. We also describe client rights and certain obligations we have regarding the use and disclosure of medical information. Please review this carefully.

The HIPAA law of 1996 requires MMBNT to:

- Keep medical information that identifies clients private;
- Give clients notice of our legal duties and privacy practices with respect to medical information about them;
- Follow the terms of this notice.

Any protected health information (PHI; i.e. individual identifiable information such as names, date, phone/fax numbers, email addresses, demographic data) may be used in connection with our services to a client, payment of an account or healthcare operations. It is expected that any organization with which we share information is HIPAA compliant, therefore ensuring the security of client information.

These are ways in which we may use or disclose medical information about a client:

- Healthcare providers may request PHI in order to meet our needs. For instance, a prenatal care provider may request verification of a patient's birthdate before releasing results of their prenatal bloodwork to us. Or, a baby's pediatrician may request information on how milk has been supplied for the baby receiving donor milk.
- PHI may be discussed with health insurers to verify eligibility for benefits, obtain prior authorization, or to bill and receive payment for the treatment and services provided by MMBNT.
- Certifying, licensing and accrediting bodies may request information about our donors or recipients in order to verify our operation and compliance with standards.
- MMBNT staff may need to review PHI to contact clients in order to check on pumping progress, paperwork needs or to inquire how an infant is progressing on donor milk. If we try to contact a client and they are not available, we may leave a message with a family member or voicemail unless a client specifically asks us not to.
- We may display photos on our office bulletin board of donors or infants if they are sent to us by the donor or the infant's parent/legal guardian.

- We may provide PHI to our business associates so that they can perform certain functions or services on our behalf. These associates could include hospitals, blood and tissue laboratories or fundraising organizations.
- We will disclose PHI if required to do so by federal, state or local law.
- We may disclose PHI when necessary to prevent a serious threat to a client's health and safety or that of another person or the public.
- We may disclose PHI for public health activities. These activities may include the prevention or control of disease, reporting of donor milk recipients, or reporting laboratory test results.
- We may disclose PHI to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of a client's health.
- Inadvertent disclosures of information may happen as a result of people overhearing conversations in the MMBNT office. Every effort will be made to prevent this from happening.

These are the ways in which we keep PHI private:

- PHI is kept in individual locking files in our office. The office is unlocked during business hours when staff is present, but locked at all other times.
- Staff and volunteers who access files will be trained in issues of confidentiality and privacy.
- MMBNT-produced publications will not contain PHI.
- If someone requests information from a medical record for a legitimate reason, this will be documented in the client's file.
- Personnel trained in confidentiality and privacy issues access the electronic records only through the MMBNT's computers.

Persons potentially inadvertently exposed to PHI include:

- Volunteers
- MMBNT staff or board members
- Milk donors
- Vendors
- Students working at MMBNT
- Donor milk recipients or their parents/guardians

Individual rights under this agreement:

- A client has the right to inspect or copy their record. To do this, please submit your request in writing to the MMBNT privacy officer.
- Amend the information contained in your record. Please send your request in writing to the privacy officer.
- Request an accounting of all disclosures of PHI. Please send requests to the privacy officer.
- Request restrictions of access to a client record. Please send your request in writing to the privacy officer.
- A client may also issue a complaint, without risk of retaliation, to the MMBNT privacy officer or to the U.S. Department of Health and Human Services.

Privacy Officer:

Amy M. Vickers, MSN, RN, IBCLC
Clinical Coordinator
Mothers' Milk Bank of North Texas
7617 Benbrook Parkway
Fort Worth, TX 76126

Please keep this notice for your records. When you sign the Donor Consent Form on the Donor Interview Form, you acknowledge that you have received and understand this notice. Please call MMBNT with any further questions.

DONOR CONSENT FORM

1. I have voluntarily chosen to donate my breastmilk to Mothers' Milk Bank of North Texas (MMBNT). I understand that I will not be paid for the milk I donate. I am also aware that my milk will not be sold, but a processing fee will be charged to the recipient of the milk. My milk or data about the milk may be used for research purposes.
2. I will make every effort to see that my milk is donated according to the instructions provided. I understand that it is my responsibility to notify MMBNT:
 - a. If I, my baby, or a member of my household becomes ill;
 - b. When I need to take any medications;
 - c. If a situation arises when I can no longer donate;
 - d. When I have any questions about being a donor;
 - e. When I have been exposed to a contagious illness or disease.
3. I am also aware that once my milk has been donated it becomes the property of MMBNT, and may be shared with another nonprofit milk bank if there is a critical need.
4. I have read and understand the **Notice of Privacy Practices** provided by MMBNT and I understand that all donor information is confidential.
5. I hereby certify to the best of my knowledge that I understand and have answered all the questions truthfully.
6. I have reviewed and understand the information provided to me regarding the spread of HIV. I do not consider myself to be a person at risk for spreading HIV.
7. I have read all of the information about HIV and the blood tests done for donors.
8. I agree to have my blood tested as described in **Blood Testing** and I understand that I will be notified if the results are of medical significance.
9. I agree that my lab requisition can be sent to a third-party company if they are drawing my labs at home or work for my convenience.
10. I understand that I am encouraged to discontinue donating my milk anytime my participation interferes with my own family's needs.
11. MMBNT will not use my name or picture with prior notification and permission for the purpose of promoting the service of MMBNT or in a newsletter published by MMBNT.
12. I understand that if I send photographs or a card to MMBNT, they may be shared on social media unless otherwise specified.
13. I understand that a small sample of my milk may be tested for common recreational drugs.
14. I understand that I must communicate any changes to health & lifestyle every two-months.

THIS COPY IS FOR YOUR RECORDS.

APPENDIX:

WHAT DOES HIV/AIDS HAVE TO DO WITH DONATING MILK?

Acquired Immune Deficiency Syndrome (AIDS) is a condition caused by HIV (the AIDS virus) in which the body's normal defense mechanisms against certain infectious diseases are severely reduced, putting a person at risk for unusual infections and cancers. HIV can spread via body fluids, including breastmilk. If you are in any of the high-risk groups listed below, we ask that you **voluntarily refrain from donating milk**:

- Those with a positive result when tested for HIV
- Those with symptoms and signs of AIDS (unexplained enlarged lymph nodes, unexplained weight loss, night sweats, chronic diarrhea, fungal and viral infections of the mouth, unexplained dark skin nodules)
- Sexual partners of HIV-positive individuals, or those who are at risk for HIV infection.
- Men who have ever had sex with another man since 1977.
- Present or past abusers of non-medical, injected drugs.
- Persons with hemophilia who have received clotting factor concentrates.
- Sexual partners of individuals in any of the above categories.
- Men or women who have engaged in sex for money or drugs within the last 12 months and persons who have been their sexual partners.