

# *Editing Portfolio*

The King's Daughters  
Milk Bank

# Final Project

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**TO: Megan Crain, Aleksandra Swatek**  
**FROM: Sydney Walker**  
**DATE: Wed, Apr 23rd**  
**SUBJECT: RE: King's Daughters Milk Bank Donor Booklet**

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**Hello Megan,**

I am pleased to submit the attached copy of The King's Daughters Milk Bank Donor Booklet.

The booklet unifies the milk donor documents for The King's Daughters Milk Bank by using a consistent voice, style and theme across the documents. Additional resources that donors may find helpful have been included in a glossary, and hyperlinks have also been added to aid with navigation. The documents that have not been included, as requested, are the Welcome Letter and Dry-Ice Packing Instructions.

I have also attached an editorial style guide, which is a summary of the stylistic choices I made during the editorial process. This guide will be helpful if you wish to add documents to the file or create auxiliary documents that match the style. Additionally, attached is the marked-up original text with my editorial notes.

Please feel free to contact me if you have any questions or wish for further revisions. Thank you for the opportunity to work on these documents, it provided me with a valuable work-based learning experience.

**Very Respectfully,**  
**Sydney Walker**

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# The King's Daughters **Milk Bank**

A program of Children's Hospital of The King's Daughters

## **Donor Booklet**

# Contents

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# Welcome!

**Thank you** for joining our team of human milk donors! Your donations will provide newborns with valuable human milk, ensuring that they receive essential nutrients and antibodies that are crucial for premature and sick babies.

**Together**, we can raise awareness and normalize breastfeeding, human milk feeding, and non-profit milk donation.

**Spread the word** through social media and share pictures about your milk donation journey.

Use hashtags:

#MilkDonation, #KDMilkBank, #SharetheHealth, #HMBANA, #NormalizeBreastfeeding, and #HumanMilk.

**Share Facts** about why milk donation is so important:

|                                                                                                                                                         |                                                                                                                                                      |                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1oz</b><br>pasteurized donor human milk can provide life-saving treatments for up to 4 premature infants in the Neonatal Intensive Care Unit (NICU). | <b>10%</b><br>infants born in the United States are Preterm.<br> | <b>10x</b><br>more likely to develop devastating intestinal infections, premature or sick babies fed formula face a significantly higher risk than those given human milk. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Share photos** with The King's Daughters Milk Bank team. We love seeing pictures of our donor families! We would also love the opportunity to feature you on donor wall of fame (with your permission, of course). You can email your milk donation pictures or stories to [KDmilkbank@CHKD.org](mailto:KDmilkbank@CHKD.org).

**Contact us** at 757-668-6455 with any questions or concerns. The Milk Bank is open from 8:00 am to 4:00 pm.

## Thank You for Sharing the Health!

# Becoming a Milk Donor and Maintaining Donor Status

## Completing Lab Work

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The final step in the milk donation process is getting your lab work done. You may decline any of this testing, but negative serological tests for HIV 1 & 2, HTLV 1 & 2, Hepatitis B surface antigen, Hepatitis C, and syphilis are required to donate to The King's Daughters Milk Bank. The milk bank covers the cost of the serum screening. However, the blood samples must be obtained at a LabCorp location.

### To locate a LabCorp Patient Service Center near you:

- Log onto [www.LabCorp.com](http://www.LabCorp.com)
- Click **Patients & Individuals**.
- Click **Appointments & Locations**.
- Enter your home zip code, select **Routine Lab Work** and click **Go**.
- A list of LabCorp locations near your home should appear.

Please call the Milk Bank if there is not a LabCorp location near your home.

The Milk Bank will contact you after we receive your completed paperwork from your healthcare provider, and we have ordered the lab tests. Then you can get your blood drawn and we will call you when we obtain the results. Your physician will be notified of any positive or abnormal test result and will notify you regarding any interpretation of the results or required follow-ups. Your results will remain valid for one year unless medical or lifestyle issues suggest an increased risk for donation, in which case deferral or retesting is at the discretion of the Milk Bank.

Thank you for your time and dedication. Your gift of donor milk is greatly appreciated and will enhance the lives of medically fragile babies near and far.

## Donor Health Reminders

- If you consume a vegetarian, vegan, or plant-based diet you should take vitamin B12 daily.
- Any alcohol consumption requires a 12-hour deferral before pumping for donation. Mark bags that were pumped during a 12-hour alcohol deferral as “not for donation.” Please report daily alcohol use.
- Limit excessive caffeine from tea, coffee, soda, or chocolate and avoid energy drinks or supplements.

# Required Health Updates

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**Once your donor status has been approved, it is important to inform the CHKD Milk Bank immediately of any of the following changes:**

- If you, a household member, or a close contact becomes ill and/or develops a fever.
- If you take any medications—prescribed or over-the-counter—vitamins, homeopathic remedies, CBD or medical marijuana, essential oils, herbal, lactation or nutritional supplements other than those you reported during screening.
- If you have breast inflammation, tenderness, plugged ducts, or a breast infection such as mastitis as unacceptable bacteria may be present in your milk.
- If you or your infant experience a yeast infection in any of these areas: breast, oral, vaginal, skin folds or diaper area.
- If you undergo any medical procedures that require infusions, injections, local or general anesthesia, or contrast, including but not limited to dental work, surgery, colonoscopy, blood transfusions, cancer treatments, radiological studies like MRI or CT scans, or if you are hospitalized.
- If you receive any new vaccines, including if you or a household member receives the smallpox vaccination.
- If you or a household member is exposed to, diagnosed with, or treated for rubella, syphilis, gonorrhea, shingles, herpes, mpox, or chickenpox, or if you experience a relapse of an autoimmune disease. If you or a household member is exposed to, diagnosed with, or treated for any infectious diseases such as HIV, HTLV, viral hepatitis, or become jaundiced.
- If you or your sexual partner(s) receive a blood or blood product transfusion, organ or tissue transplant, tattoo, permanent makeup application, body piercing, acupuncture, dry needling, microblading, or experience an accidental needle stick.
- If you or your sexual partner(s) are at risk for infectious disease through risky behaviors or treatments, including but not limited to injection of drugs by needle, non-sterile tattoo or permanent makeup, piercing, intimate relationship with other persons, or incarceration.
- If you, a household member, or a close contact is exposed to or diagnosed with Ebola, Zika, West Nile, Tuberculosis, or COVID-19 virus. Also, if you, a household member, or close contact travels outside of the United States.
- Report use of illicit drugs including marijuana, nicotine products, or secondhand smoke exposure inside the home or workplace.

# Risk Factors of Marijuana Use and Lactation

## Marijuana use

Marijuana (Cannabis) use during pregnancy and lactation is on the rise due to legalization in more states. The King's Daughters Milk Bank screens donors for Marijuana use—inhaled, ingested or topical—whether for medical or recreational purposes, at several points during screening and with every future donation. It is imperative that child-bearing families are aware of the risk factors associated with using marijuana during pregnancy or lactation and understand that CBD and marijuana use in any form is incompatible with milk donation. Chemicals from marijuana in any form—including edibles, oils, or concentrates—can be passed

from a lactating parent to her infant through breast milk. Those chemicals have the potential to affect a variety of neuro-developmental processes in the infant. The main active component of marijuana, Tetrahydrocannabinol (THC), is stored in body fat and slowly released over time, meaning an infant could be exposed to an unknown amount and for an extended period, possibly weeks or even months. In addition, some marijuana products, including cannabidiol (CBD) products, may contain other contaminants—such as pesticides, heavy metals, bacteria, and fungus—that could be dangerous to the parent and infant.

**46%** children of marijuana users tested positive for marijuana metabolites.

## Risks

Data on the effects of marijuana and CBD exposure to the infant through breastfeeding are limited and conflicting. To limit potential risk to the infant, breastfeeding parents should be advised not to use marijuana or CBD products in any form, while breastfeeding. Many parents who smoke marijuana may expose their baby to THC not only through breast milk but secondhand smoke as well. In fact, a 2018 American Academy of Pediatrics study found that many children whose parents smoke marijuana regularly tested positive for marijuana exposure. Even if a child is not breastfed, there's reason for both parents to avoid marijuana. Not only can THC affect your baby if they ingest it through your breast milk, but there's some evidence that the babies of parents who smoke, including tobacco, marijuana, and CBD may have a higher risk of asthma and other respiratory problems, middle ear conditions, and sudden infant death syndrome (SIDS).

## Edibles & Accidental Exposure

In addition, the availability of marijuana edibles in enticing forms has led to exposures in vulnerable children. An edible is THC extract infused in food or drinks which can resemble otherwise harmless candies, cookies or beverages. These accidental exposures have resulted in an increase in calls to poison control centers, emergency department visits and hospitalizations. If you have young children in your home, these products can be very dangerous.

### Examples of products containing THC that look similar to regular products.



In conclusion, legalization of marijuana does not mean that it can be safely used or consumed during pregnancy or lactation.

**Please report CBD or marijuana use in any form to the Milk Bank. Your confidentiality will always be respected and protected.**

# Caring for Your Pump and Proper Milk Storage

## Breast Pump Maintenance

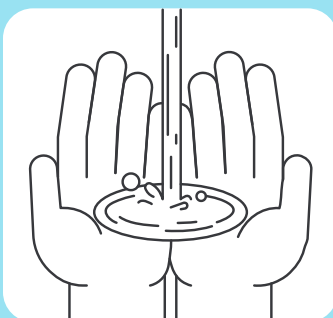
Providing breast milk is one of the best things you can do for your baby's health and development. Pumping your milk is one way to provide breast milk to your baby. Keeping the parts of your pump clean is critical, because germs can grow quickly in breast milk or breast milk residue that remains on pump parts. Following these steps can help prevent contamination and protect your baby from infection. If your baby was born prematurely or has other health concerns, your baby's health care providers may have more recommendations for pumping breast milk safely.

### Equipment

- Avoid using a shared or used pump, unless it is a hospital grade rental pump.
- Clean your pump and pumping area frequently with disinfectant wipes, including pump dials, power switch, and countertop. Cleaning and disinfecting are especially important if you are using a shared hospital grade pump in your workplace.
- Avoid using chemicals and lubricants on the pump parts that come in contact with the breast or breast milk.
- Inspect your pump kit and tubing daily. If the tubing is moldy, discard and replace immediately.

### Before Pumping

- Wash your hands and nails thoroughly with warm soapy water for at least **20 seconds**.
- Rinse well and dry with a clean paper towel.
- Do not handle your pump kit parts until you have washed your hands. If you shower daily, you do not need to wash your breasts before pumping.



## Hand Cleaning Your Pump

- Rinse and clean pump parts that come in contact with breast or breast milk after each use, such as the flanges, valves, membranes, connectors, and milk collection bottles.
- Do not place pump parts directly in the sink, because sinks or drains could contaminate the pump. Instead, use a large clean bowl or basin to clean your pump parts by hand with hot water and soap. Be sure to rinse the pump parts under running water after thoroughly washing with soap.
- Let the pump parts air dry on a clean paper towel and store them covered between uses. Do not use a dish towel to rub or pat items dry, doing so may transfer germs to the pump parts.
- Sterilize pump parts daily by either boiling pump parts in water over the stove, using a microwave steaming device specifically for breast pump parts, or using the top rack of your dishwasher on sanitizing mode.
- Use a clean breast milk collection container to collect milk each time you pump.

## Cleaning Pump in Dishwasher

- Clean pump parts in a dishwasher, if they are dishwasher safe. Be sure to place small items into a closed-top basket or mesh laundry bag.
- Add soap and, if possible, run the dishwasher using hot water and a heated drying cycle or sanitizing setting.
- Remove from dishwasher with clean hands. If items are not completely dry, place items on a clean, unused dish towel or paper towel to air-dry thoroughly before storing. Do not use a dish towel to rub or pat items dry!
- For extra protection, sanitize dishwasher

## After Cleaning

- For extra germ removal, sanitize pump parts, wash basin, and bottle brush at least once daily after they have been cleaned.
- Items can be sanitized using steam, boiling water, or a dishwasher with a sanitize setting. Sanitizing is especially important if your baby is less than two months old, was born prematurely, or has a weakened immune system due to illness or medical treatment.
- Ensure the clean pump parts, bottle brushes, and wash basins have air-dried thoroughly before storing. Items must be completely dry to help prevent germs and mold from growing.
- Store dry items in a clean, protected area.

# Breast Milk Storage

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- Freeze your breast milk in a single-use breast milk storage container or breast milk storage bag. Please **DO NOT** use ordinary ziplock bags or ice cube trays. Do not overfill breast milk storage containers or bags, as milk expands when it freezes.
  - Avoid plastics containing bisphenol A (BPA) (recycle symbol #7).
- Milk may not be donated if it is heat treated in any way. This includes warming, scalding, boiling, or thawing after freezing.
- We prefer that you do not mix milk from different pumping sessions. If you do, do not mix warm, freshly pumped milk with milk that is already refrigerator temperature. Make sure that separate containers of breast milk are the same temperature when combining and list all pump dates of the combined milk when labeling the storage container.
- Freeze your milk as soon as possible, ensuring that your milk is stored in the refrigerator for no more than 96 hours (4 days) prior to freezing.
- Store breast milk away from the door in the back of the refrigerator or freezer. Milk stored in a freezer has a 9-month expiration for donation.
- Each container of breast milk requires the date(s) it was pumped and your donor ID or name.

# Preparing for Inclement Weather

## Got Milk?

Do you have a stash of milk that you are planning to donate? Make plans as early as possible to transport your donations to the milk bank before inclement weather is expected to hit, especially if you are not local and require shipping. The last thing that we want you worrying about is losing large amounts of your precious milk during power outages.

## Preparing for Potential Power Outages

Before a storm, freeze large ziplock bags of water and place them over your frozen milk in the freezer. The frozen bags of water will help to keep your milk in a frozen state longer during power outages. If you lose power:

- Do not open your freezer unless necessary.
- If power is out for **12** hours or more, you will need to start transferring milk to another freezer that has power, packing milk in a cooler with ice, or packing your freezer with ice to keep your milk from thawing.
- Milk that has fully thawed should not be refrozen due to risk of spoiling.

## Pro Tip: How To Know if Power Loss Impacted Your Frozen Milk Supply

How do you know if your milk has thawed and refrozen? Freeze a cup of water. Once it's frozen, put a quarter on top of the ice in the cup. Check to make sure that the quarter is still on top of the ice anytime you open the freezer. This technique will tell you that the milk in your freezer has thawed and refrozen if you find that the quarter is no longer resting on top of the ice and has become frozen inside of the ice cup. Sadly, that means that the milk needs to be discarded.



**Plan** Atlantic Coast hurricane  
season is June 1st-  
November 30th.

# Hand Expression

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## The Art of Hand Expression

Expressing breast milk by hand is an important skill for lactating women to learn, especially in case of an emergency. Hand expression can be helpful in emergency situations when you may not have access to a breast pump, electricity for a breast pump, or if you are away from your baby unexpectedly.

Hand expression of milk takes practice, but it allows you to express milk during natural disasters, helping you maintain your milk supply and prevent mastitis and engorgement. If you are an exclusive pumper, we suggest taking time to practice this skill before a storm hits so that you are ready in the case of power outages or when you are unable to use your electric breast pump. It is also important to note that not all women respond well to hand expression. In this case, you may want to consider purchasing a manual or silicone breast pump so that you can express breast milk without electricity.

## Expressing Milk by Hand

- May be more comfortable for some parents who experience pain when using a breast pump.
- Does not require equipment, water, or electricity.
- Can relieve engorgement by releasing some milk to soften your breasts and help your baby to latch on more easily.
- Encourages milk production early in lactation.
- Is a safe and effective way to express milk during emergency or natural disaster situations. A lactation support provider can help you to learn how to hand express. Hand expression gets easier with practice, and you can experiment to find what works best for you. Practicing in the shower or other private space can be a good way to learn.

## Before You Get Started

- Wash your hands well with soap and warm water or use hand sanitizer with at least 60% alcohol.
- Use a clean, disposable container with a wide mouth to collect the milk.
- Find a comfortable position and lean forward slightly to let gravity help.
- Massage your breast to help stimulate the milk to release.

## Steps For Expressing Milk by Hand



1. Position your thumb above the nipple and your fingers below the nipple about 1-2 inches behind your nipple. Your thumb and fingers will make the letter “C” shape.



2. Press your fingers and thumb back toward your chest.



3. Gently compress your fingers and thumb together.



4. Release and then repeat in a rhythmic pattern: Press, Compress, Release. Continue until the milk stops and then switch to the other breast.

Check out this [video](#) by Stanford Medicine that outlines the techniques for hand expression. The video shows mothers expressing colostrum soon after birth for spoon feeding. If you have a well-established milk supply, you will need to use a bowl or other container to collect your milk while hand expressing. See the [Resources](#) page for more help.

## Tips to Help Your Milk Flow

- Use a warm compress or heat on your breast before expressing.
- Change position of the fingers around the nipple to express milk from different ducts.
- Think about your baby or smell a piece of your baby's clothing to help the milk to flow.
- Tension or anxiety can prevent your milk from flowing well. Practice relaxation techniques by taking deep breaths, stretching, or asking a family member or partner for a gentle shoulder or back massage.
- Do not squeeze hard or pull on the nipple. Hand expression should not hurt.
- Ask for help. If you are in an emergency and you need help expressing your milk, ask a relief worker to connect you with a lactation support provider or for a lactation support hotline you can call.

# Delivering Your Donations to the Milk Bank

## Transporting Milk

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### Preparation

- Milk must be frozen, in milk storage bags or containers, and clearly labeled with the date it was collected and the donor number.
- Please take extra care when handling your frozen milk donations. We ask that you keep your breast milk bags clean and free of debris.
- Refrain from using the floor to organize your frozen donations and be sure to use clean coolers or thermal bags when packing your milk for donation.
- Consider collecting your frozen bags of milk into larger, grocery-style bags before placing them in coolers or thermal bags. Dirt, sand, or debris from the floor or dirty coolers can get onto the outside of the breast milk bags, so please be mindful when transporting your life-saving donations.
- Ice packs are great to add to your cooler but not necessary for short travel to the Milk Bank or milk depot. Thank you for making sure that your donation remains frozen and arrives in the safest condition possible.

# Donation Drop-Off Options

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## Norfolk Drop-off

- Location: The King's Daughters Milk Bank, 400 Gresham Dr #410, Norfolk, VA 23507
  - Please see the [directions](#) page for navigation and drop-off instructions.
- We love to put the faces to our donors! If you are in the area, please feel free to stop by during regular business hours to drop off your frozen milk donation.
- We are open Monday - Friday from 8AM to 3:45PM to accept donations.
- Please let us know if you need to schedule an evening or weekend donation. Call us at 757-668-6455, option 2 before you leave your home, and we'll be sure to have a team member meet you at donation drop off when you arrive.
- Please plan to park in our donor parking spot behind the Milk Bank.

## Milk Depot Drop-off

- We will be sure to connect you with your milk depot team once you are approved.
- Each milk depot has their own hours of operation and requires a donor to call and make an appointment prior to dropping off a milk donation. Please be sure to call ahead and schedule a drop off time.
- Please call The King's Daughters Milk Bank at 757-668-6455, option 2, if you have trouble arranging your donation drop off with a milk depot.

## Shipping

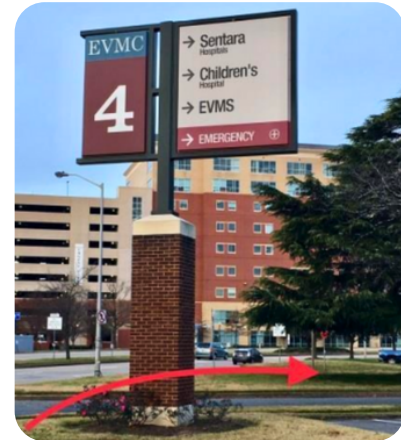
Non-local? No problem. You can ship your donations of 200 ounces or more directly to The King's Daughters Milk Bank from your home.

- The King's Daughters Milk Bank will send you an insulated shipping container with a prepaid overnight shipping label, instructions, and ice packs.
  - To request a shipping container, please call 757-668-6455, option 2.
- Follow our Milk Packing Instruction Checklist located inside the shipping container and schedule a FedEx pick up from your house.
- The King's Daughters Milk Bank is open Monday through Friday, so please only ship insulated containers to us **Monday through Thursday**. Please do not ship before holidays when FedEx or The King's Daughters Milk Bank would be closed.
- Our transportation coordinator is available Monday – Friday between 8 a.m. and 4 p.m. to answer questions regarding shipping. She can be reached at (757) 668-6455, option 2

# Directions to The King's Daughters Milk Bank

**The King's Daughters Milk Bank, 400 Gresham Drive, Suite 106, Norfolk VA 23507**

- Coming from downtown Norfolk, proceed down Brambleton Avenue, cross over the Hague Bridge, and pass through the intersection of Colley Ave.
- Make a right onto Gresham Drive at the large sign that says “EVMC 4.” (Figure 1)
- Take your first right into the driveway with the sign “Medical Tower Drop off/Staff Parking,”
- Take the immediate right turn into the parking lot just before the one-story Milk Bank building. (Figure 2)
- Turn left behind the Milk Bank building and pull into the first donor parking spot with the intercom.
- Push the intercom button at the parking spot to let us know you have arrived with your donation, and we will meet you at your car.



*Figure 1. EVMC 4 Sign*



*Figure 2. Right turn into parking lot*

# Resources

## Instructions

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### **CDC: Breast Pump Cleaning Instructions**

[www.cdc.gov/hygiene/pdf/breastpumpkit-clean-508.pdf](http://www.cdc.gov/hygiene/pdf/breastpumpkit-clean-508.pdf)



### **CDC: Hand Expression Instructions:**

[www.cdc.gov/nutrition/emergencies-infant-feeding/hand-expression.html](http://www.cdc.gov/nutrition/emergencies-infant-feeding/hand-expression.html)



### **CDC: Human Milk Storage Guidelines**

[www.cdc.gov/breastfeeding/pdf/HumanMilk-en-4x6-508.pdf](http://www.cdc.gov/breastfeeding/pdf/HumanMilk-en-4x6-508.pdf)



### **CDC: Instructions for Preparation of Breast Milk**

[www.cdc.gov/breastfeeding/pdf/preparation-of-breast-milk\\_H.pdf](http://www.cdc.gov/breastfeeding/pdf/preparation-of-breast-milk_H.pdf)



### **EVMS: Back to Work Breastfeeding Guide**

[www.cinchcoalition.org/wp-content/uploads/2023/08/BTW\\_Toolkit\\_6-14\\_onlineversion.pdf](http://www.cinchcoalition.org/wp-content/uploads/2023/08/BTW_Toolkit_6-14_onlineversion.pdf)



### **Stanford Medical: Hand Expression Tutorial**

[www.med.stanford.edu/newborns/professional-education/breastfeeding/hand-expressing-milk.html](http://www.med.stanford.edu/newborns/professional-education/breastfeeding/hand-expressing-milk.html)



# Groups

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## **CINCH: 757 Breastfeeds Group**

[www.cinchcoalition.org/757breastfeeds-2](http://www.cinchcoalition.org/757breastfeeds-2)



## **Virginia Breastfeeding Coalition**

[www.vabreastfeedingcoalition.org](http://www.vabreastfeedingcoalition.org)



## **United States Breast Feeding Committee**

[www.usbreastfeeding.org](http://www.usbreastfeeding.org)



## **WIC: Breastfeeding Support**

[www.wicbreastfeeding.fns.usda.gov](http://www.wicbreastfeeding.fns.usda.gov)



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**TO:** Sydney Walker  
**FROM:** Megan Cain  
**DATE:** Wed, Apr 24th  
**SUBJECT:** RE: King's Daughters Milk Bank Donor Booklet

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**Hi Sydney!**

Thanks so much for all your hard work on this project. I love the groups and resources pages.

If possible, can you give me a quick edit? Page 9 heading has “Storage” misspelled.

Thanks so much,

**Megan**

**Hello Megan,**

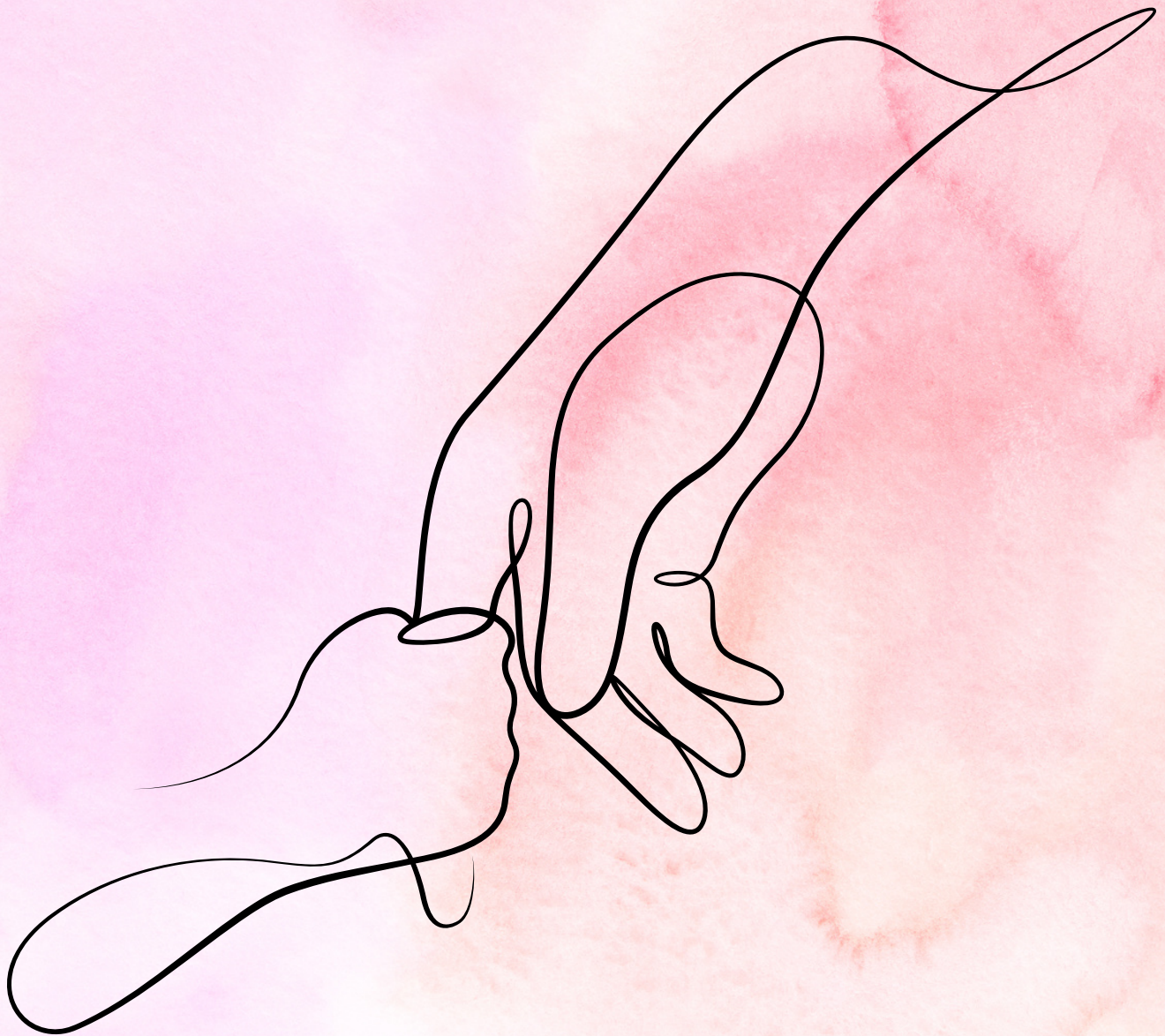
Of course, my apologies. Attached is the new version. Thank you!

**Very Respectfully,**  
**Sydney Walker**

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# The King's Daughters Milk Bank

*at CHKD*



**Donor's Booklet**



# The King's Daughters **Milk Bank**

A program of Children's Hospital of The King's Daughters

## Donor Booklet



# THE KING'S DAUGHTERS MILK BANK

AT CHKD

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Donor Booklet

**First Draft**

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**TO: Megan Crain, Aleksandra Swatek**  
**FROM: Sydney Walker**  
**DATE: Sun, Apr 6th**  
**SUBJECT: CHKD Milk Bank Donor Booklet Draft**

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**Hello Megan,**

I hope this email finds you well. I have attached the first draft of edits to the CHKD Milk Bank donor documents. The first attachment is the editorial work I did. After compiling all the documents into one file, I ran a Flesch-Kincaid test, which determines a document's readability and accessibility. It is recommended to have documents for general use score 60+ or be around an 8th grade reading level. The initial test indicated that the documents scored a 47 on the Flesch-Kincaid scale and were at about a 10th grade reading level. Through editing for clear, concise language and sentence structure, I was able to get it to a 57, or about a 9th grade reading level. Due to the heavy jargon in some of the content, I feel that it will be difficult to raise the score further without affecting the integrity of the information.

The second attachment is the booklet document showing the structure and format I propose to use. I can also make a copy that is black & white and printer friendly. Additionally, there is a sample cover that I can develop if you would like. There are two tables of contents, please let me know your preference or if you would prefer a different format. The contents page is hyperlinked to the sections for quick reference, I think that is most evident in the second version, but the first version is more aesthetically pleasing. I have also updated the links that were provided in the original documents, many of them were no longer available. They have been added to the appendix at the end as well. There is still editorial and formatting work to do on this document, so please do not be concerned if you see glaring issues. I have also not added pictures yet, but will send you an updated version for review before you leave. Given your timeline of April 11th I wanted to get your input on as much of the formatting as possible. Please let me know any thoughts you have or changes you would like.

The final attachment is an editorial style guide to ensure the booklet is consistent in wording, formatting and voice. Please let me know if you have any style changes you would like to be made.

**Very Respectfully,**  
**Sydney Walker**

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# Editorial Style Sheet:

## CHKD Milk Bank Donor Packet

*Prepared by Sydney F. Walker*

### Resources

Butterick, Matthew. "Butterick's Practical Typography." Butterick's Practical Typography. Accessed March 7, 2025. <https://practicaltypography.com/>

Merriam-Webster. "America's Most Trusted Dictionary." Merriam-Webster. Accessed March 7, 2025. <https://www.merriam-webster.com/dictionary>.

"The Chicago Manual of Style, 18th Edition." The Chicago Manual of Style Online. Accessed March 7, 2025. <https://www.chicagomanualofstyle.org/>.

### Format

- Headings: Merriweather Bold
  - Font size 32 pt.
  - Hex color #1097A5
  - Lift effect 11%
- Subheadings: Merriweather Bold
  - Font size 13 pt.
  - Hex color #1097A5 Lift effect 11%
- Font: Garamond
- Font size 13
- Spacing: 1.5
- Justified Alignment
- Bullet Points:
  - Circles for lists
  - Boxes for checklists
- Paragraph: Space between paragraphs, no indentation for paragraphs. No additional space between subheadings and paragraphs.

### Writing style

- Voice: First person, active voice
- Parallel sentence structure

- CMOS exceptions:
  - Forward slash used for “and/or”
  - Ampersands are allowed when referring to other material that is titled with ampersands
  - Use number words for numbers up to 10.

## Punctuation

- Use a hyphen when two words form a compound word (see list of hyphenated terms).
- Use an acronym's full name, followed by the acronym in parenthesis, then proceed with the acronym for all other references in the document (see list of acronyms).
- Do not use full stops in abbreviation. (see list of abbreviations)
- Use numbers words for numbers at the beginning of a sentence and for units of time. Use semicolons to separate elements in a complicated list or to separate two independent clauses that are related.
- Periods are used for lists with items longer than 3 words Use the serial comma.
- Items in a list need to be followed with a comma, including on the last item before “and.”

## Capitalization

- Capitalize names of forms when they are referenced.
- Capitalize street names.
- Capitalize all proper nouns.

## Glossary

### Terms Requiring Capitalization

- Brambleton Avenue
- COVID-19
- Ebola
- FedEx
- Gresham Drive
- Milk Bank
- Norfolk
- The King's Daughters Milk Bank
- Tuberculosis
- Weekdays
- West Nile
- Zika

### Acronyms

- B12
- CBD
- CHKD
- CT
- HIV
- HTLV
- ID
- MRI
- NICU
- SIDS
- THC
- VA

## Hyphenated Terms

- 9-month
- 12-hour
- Out-of-area
- Over-the-counter
- Plant-based Single-use
- Well-established

## Term Glossary

- **Bisphenol A (BPA)** [*n*] a chemical compound used to make polycarbonate plastics and epoxy resins.
- **Cannabidiol (CBD)** [*n*] a phytocannabinoid found in the cannabis plant, known for its potential therapeutic benefits without causing the "high" associated with tetrahydrocannabinol (THC).
- **Hepatitis B surface antigen** [*n*] a protein found on the surface of the hepatitis B virus (HBV). Its presence in the blood indicates an active infection with HBV.
- **Human milk feeding** [*v*] an inclusive term to encompass all forms of feeding babies human milk, including breastfeeding, chestfeeding, and feeding expressed or donated milk.
- **Latent** [*adj*] present and capable of emerging or developing but not now visible, obvious, active, or symptomatic. Generally considered as the incubation period of a disease that starts with exposure to a virus and ends when symptoms first appear.
- **Tetrahydrocannabinol (THC)** [*n*] a psychoactive compound found primarily in the Cannabis sativa plant.

# CHKD Milk Bank



**Donor's Booklet**

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# Welcome!

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Welcome Message. Discuss importance of milk donations.

**Together**, we can raise awareness and normalize breastfeeding, human milk feeding, and non-profit milk donation.

**Spread the word** through social media and share pictures about your milk donation journey.

Use hashtags:

#MilkDonation, #KDMilkBank, #SharetheHealth, #HMBANA, #NormalizeBreastfeeding, and #HumanMilk.

**Share Facts** about why milk donation is so important:

|                                                                                                                                                         |                                                                                                                                                      |                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1oz</b><br>pasteurized donor human milk can provide life-saving treatments for up to 4 premature infants in the Neonatal Intensive Care Unit (NICU). | <b>10%</b><br>infants born in the United States are Preterm.<br> | <b>10x</b><br>more likely to develop devastating intestinal infections, premature or sick babies fed formula face a significantly higher risk than those given human milk. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Share photos** with The King's Daughters Milk Bank team. We love seeing pictures of our donor families! We would also love the opportunity to feature you on donor wall of fame (with your permission, of course). You can email your milk donation pictures or stories to [KDmilkbank@CHKD.org](mailto:KDmilkbank@CHKD.org).

**Thank you for Sharing the Health!**

# Lab Work Instructions

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The final step in the milk donation process is getting your lab work done. You may decline any of this testing, but negative serological tests for HIV 1 & 2, HTLV 1 & 2, Hepatitis B surface antigen, Hepatitis C, and syphilis are required to donate to The King's Daughters Milk Bank. The milk bank covers the cost of the serum screening. However, the blood samples must be obtained at a LabCorp location.

## To locate a LabCorp Patient Service Center near you:

- Log onto [www.LabCorp.com](http://www.LabCorp.com)
- Click **Patients & Individuals**.
- Click **Appointments & Locations**.
- Enter your home zip code, select **Routine Lab Work** and click **Go**.
- A list of LabCorp locations near your home should appear.

Please call the Milk Bank if there is not a LabCorp location near your home.

The Milk Bank will contact you after we receive your completed paperwork from your healthcare provider and we have ordered the lab tests. Then you can get your blood drawn and we will call you when we obtain the results. Your physician will be notified of any positive or abnormal test result and will notify you regarding any interpretation of the results or required follow-ups. Your results will remain valid for one year unless medical or lifestyle issues suggest an increased risk for donation, in which case deferral or retesting is at the discretion of the Milk Bank.

Thank you for your time and dedication. Your gift of donor milk is greatly appreciated and will enhance the lives of medically fragile babies near and far.

# Required Health Updates

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**Please inform the CHKD Milk Bank immediately of any of the following changes:**

- If you, a household member, or a close contact becomes ill and/or develops a fever.
- If you take any medications—prescribed or over-the-counter—vitamins, homeopathic remedies, CBD or medical marijuana, essential oils, herbal, lactation or nutritional supplements other than those you reported during screening.
- If you have breast inflammation, tenderness, plugged ducts, or a breast infection such as mastitis as unacceptable bacteria may be present in your milk.
- If you or your infant experience a yeast infection in any of these areas: breast, oral, vaginal, skin folds or diaper area.
- If you undergo any medical procedures that require infusions, injections, local or general anesthesia, or contrast, including but not limited to dental work, surgery, colonoscopy, blood transfusions, cancer treatments, radiological studies like MRI or CT scans, or if you are hospitalized.
- If you receive any new vaccines, including if you or a household member receives the smallpox vaccination.
- If you or a household member is exposed to, diagnosed with, or treated for rubella, syphilis, gonorrhea, shingles, herpes, mpox, or chickenpox, or if you experience a relapse of an autoimmune disease. If you or a household member is exposed to, diagnosed with, or treated for any infectious diseases such as HIV, HTLV, viral hepatitis, or become jaundiced.
- If you or your sexual partner(s) receive a blood or blood product transfusion, organ or tissue transplant, tattoo, permanent makeup application, body piercing, acupuncture, dry needling, microblading, or experience an accidental needle stick.
- If you or your sexual partner(s) are at risk for infectious disease through risky behaviors or treatments, including but not limited to injection of drugs by needle, non-sterile tattoo or permanent makeup, piercing, intimate relationship with other persons, or incarceration.
- If you, a household member, or a close contact is exposed to or diagnosed with Ebola, Zika, West Nile, Tuberculosis, or COVID-19 virus. Also, if you, a household member, or close contact travels outside of the United States.
- Report use of illicit drugs including marijuana, nicotine products, or secondhand smoke exposure inside the home or workplace.

## **Additional Donor Health Requirements**

- If you consume a vegetarian, vegan, or plant-based diet you should take vitamin B12 daily.
- Any alcohol consumption requires a 12-hour deferral before pumping for donation. Mark bags that were pumped during a 12-hour alcohol deferral as “not for donation.” Please report daily alcohol use.
- Limit excessive caffeine from tea, coffee, soda, or chocolate and avoid energy drinks or supplements.

## **Health Resources**

-

# Risk Factors of Marijuana Use

## Marijuana use

Marijuana (Cannabis) use during pregnancy and lactation is on the rise due to legalization in more states. The King's Daughters Milk Bank screens donors for Marijuana use—inhaled, ingested or topical—whether for medical or recreational purposes, at several points during screening and with every future donation. It is imperative that child-bearing families are aware of the risk factors associated with using marijuana during pregnancy or lactation and understand that CBD and marijuana use in any form is incompatible with milk donation. Chemicals from marijuana in any form—including edibles, oils, or concentrates—can be passed

from a lactating parent to her infant through breast milk. Those chemicals have the potential to affect a variety of neuro-developmental processes in the infant. The main active component of marijuana, Tetrahydrocannabinol (THC), is stored in body fat and slowly released over time, meaning an infant could be exposed to an unknown amount and for an extended period, possibly weeks or even months. In addition, some marijuana products, including cannabidiol (CBD) products, may contain other contaminants—such as pesticides, heavy metals, bacteria, and fungus—that could be dangerous to the parent and infant.

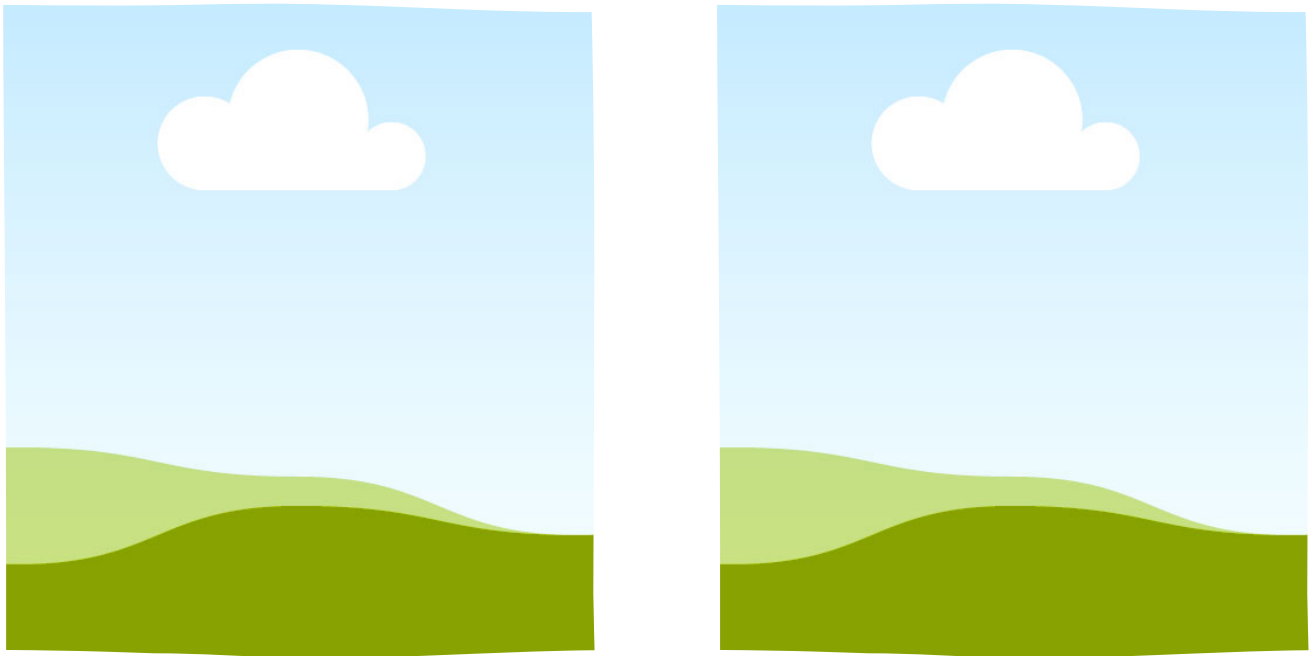
**46%** children of marijuana users tested positive for marijuana metabolites.

## Risks

Data on the effects of marijuana and CBD exposure to the infant through breastfeeding are limited and conflicting. To limit potential risk to the infant, breastfeeding parents should be advised not to use marijuana or CBD products in any form, while breastfeeding. Many parents who smoke marijuana may expose their baby to THC not only through breast milk but secondhand smoke as well. In fact, a 2018 American Academy of Pediatrics study found that many children whose parents smoke marijuana regularly tested positive for marijuana exposure. Even if a child is not breastfed, there's reason for both parents to avoid marijuana. Not only can THC affect your baby if they ingest it through your breast milk, but there's some evidence that the babies of parents who smoke, including tobacco, marijuana, and CBD may have a higher risk of asthma and other respiratory problems, middle ear conditions, and sudden infant death syndrome (SIDS).

## Edibles & Accidental Exposure

In addition, the availability of marijuana edibles in enticing forms has led to exposures in vulnerable children. An edible is THC extract infused in food or drinks which can resemble otherwise harmless candies, cookies or beverages. These accidental exposures have resulted in an increase in calls to poison control centers, emergency department visits and hospitalizations. If you have young children in your home, these products can be very dangerous.



*Examples of products containing THC that look similar to regular products.*

In conclusion, legalization of marijuana does not mean that it can be safely used or consumed during pregnancy or lactation.

**Please report CBD or marijuana use in any form to the Milk Bank. Your confidentiality will always be respected and protected.**

# Inclement Weather

---

## Got Milk?

Do you have a stash of milk that you are planning to donate? Make plans as early as possible to transport your donations to the milk bank before inclement weather is expected to hit, especially if you are not local and require shipping. The last thing that we want you worrying about is losing large amounts of your precious milk during power outages.

## Preparing for Potential Power Outages

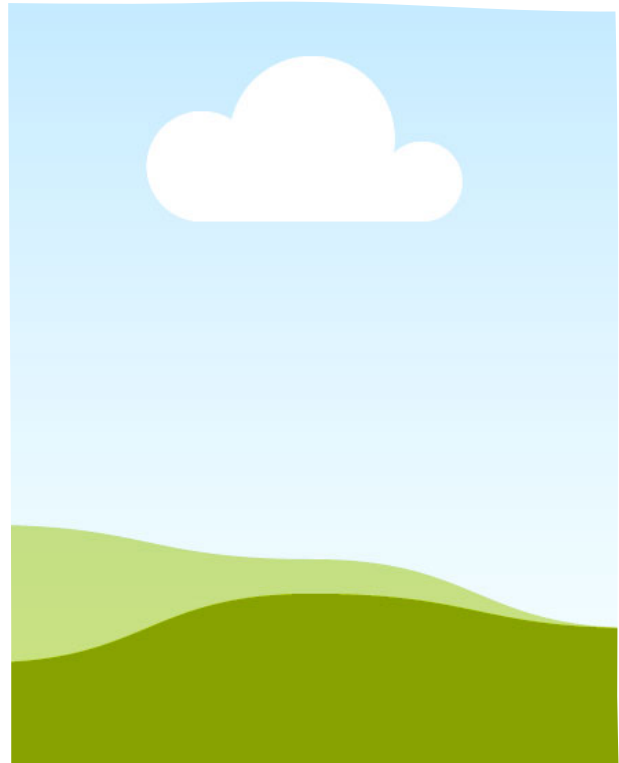
Before a storm, freeze large ziplock bags of water and place them over your frozen milk in the freezer. The frozen bags of water will help to keep your milk in a frozen state longer during power outages. If you lose power:

- Do not open your freezer unless necessary.
- If power is out for **12** hours or more, you will need to start transferring milk to another freezer that has power, packing milk in a cooler with ice, or packing your freezer with ice to keep your milk from thawing.
- Milk that has fully thawed should not be refrozen due to risk of spoiling.

## Pro Tip: How To Know if Power Loss Impacted Your Frozen Milk Supply

How do you know if your milk has thawed and refrozen? Freeze a cup of water. Once it's frozen, put a quarter on top of the ice in the cup. Check to make sure that the quarter is still on top of the ice anytime you open the freezer. This technique will tell you that the milk in your freezer has thawed and refrozen if you find that the quarter is no longer resting on top of the ice and has become frozen inside of the ice cup. Sadly, that means that the milk needs to be discarded.

**Plan** Atlantic Coast hurricane  
season is June 1st-  
November 30th.



# Hand Expression

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## The Art of Hand Expression

Expressing breast milk by hand is an important skill for lactating women to learn, especially in case of an emergency. Hand expression can be helpful in emergency situations when you may not have access to a breast pump, electricity for a breast pump, or if you are away from your baby unexpectedly.

Hand expression of milk takes practice, but it allows you to express milk during natural disasters, helping you maintain your milk supply and prevent mastitis and engorgement. If you are an exclusive pumper, we suggest taking time to practice this skill before a storm hits so that you are ready in the case of power outages or when you are unable to use your electric breast pump. It is also important to note that not all women respond well to hand expression. In this case, you may want to consider purchasing a manual or silicone breast pump so that you can express breast milk without electricity.

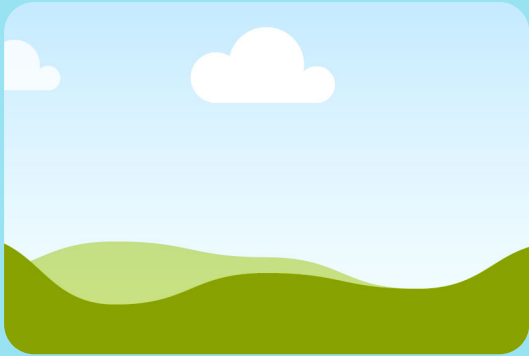
## Expressing Milk by Hand

- May be more comfortable for some parents who experience pain when using a breast pump.
- Does not require equipment, water, or electricity.
- Can relieve engorgement by releasing some milk to soften your breasts and help your baby to latch on more easily.
- Encourages milk production early in lactation.
- Is a safe and effective way to express milk during emergency or natural disaster situations. A lactation support provider can help you to learn how to hand express. Hand expression gets easier with practice, and you can experiment to find what works best for you. Practicing in the shower or other private space can be a good way to learn.

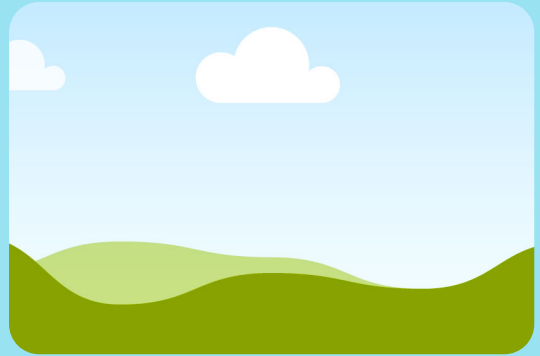
## Before You Get Started

- Wash your hands well with soap and warm water or use hand sanitizer with at least 60% alcohol.
- Use a clean, disposable container with a wide mouth to collect the milk.
- Find a comfortable position and lean forward slightly to let gravity help.
- Massage your breast to help stimulate the milk to release.

## Steps For Expressing Milk by Hand



1. Position your thumb above the nipple and your fingers below the nipple about 1-2 inches behind your nipple. Your thumb and fingers will make the letter “C” shape.



2. Press your fingers and thumb back toward your chest.



3. Gently compress your fingers and thumb together.



4. Release and then repeat in a rhythmic pattern: Press, Compress, Release. Continue until the milk stops and then switch to the other breast.

Check out this [video](#) by Stanford Medicine that outlines the techniques for hand expression. The video shows mothers expressing colostrum soon after birth for spoon feeding. If you have a well-established milk supply, you will need to use a bowl or other container to collect your milk while hand expressing. See the [Resources](#) page for more help.

## Tips to Help Your Milk Flow

- Use a warm compress or heat on your breast before expressing.
- Change position of the fingers around the nipple to express milk from different ducts.
- Think about your baby or smell a piece of your baby's clothing to help the milk to flow.
- Tension or anxiety can prevent your milk from flowing well. Practice relaxation techniques by taking deep breaths, stretching, or asking a family member or partner for a gentle shoulder or back massage.
- Do not squeeze hard or pull on the nipple. Hand expression should not hurt.
- Ask for help. If you are in an emergency and you need help expressing your milk, ask a relief worker to connect you with a lactation support provider or for a lactation support hotline you can call.

# Pump Cleaning Instructions

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## Keep Your Breast Pump Kit Clean

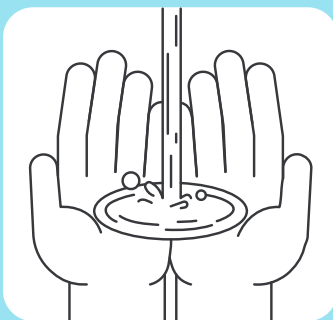
Providing breast milk is one of the best things you can do for your baby's health and development. Pumping your milk is one way to provide breast milk to your baby. Keeping the parts of your pump clean is critical, because germs can grow quickly in breast milk or breast milk residue that remains on pump parts. Following these steps can help prevent contamination and protect your baby from infection. If your baby was born prematurely or has other health concerns, your baby's health care providers may have more recommendations for pumping breast milk safely.

## Equipment

- Avoid using a shared or used pump, unless it is a hospital grade rental pump.
- Clean your pump and pumping area frequently with disinfectant wipes, including pump dials, power switch, and countertop. Cleaning and disinfecting are especially important if you are using a shared hospital grade pump in your workplace.
- Avoid using chemicals and lubricants on the pump parts that come in contact with the breast or breast milk.
- Inspect your pump kit and tubing daily. If the tubing is moldy, discard and replace immediately.

## Before Pumping:

- Wash your hands and nails thoroughly with warm soapy water for at least 20 seconds.
- Rinse well and dry with a clean paper towel.
- Do not handle your pump kit parts until you have washed your hands. If you shower daily, you do not need to wash your breasts before pumping.



## Hand Cleaning

- Rinse and clean pump parts that come in contact with breast or breast milk after each use, such as the flanges, valves, membranes, connectors, and milk collection bottles.
- Do not place pump parts directly in the sink, because sinks or drains could contaminate the pump. Instead, use a large clean bowl or basin to clean your pump parts by hand with hot water and soap. Be sure to rinse the pump parts under running water after thoroughly washing with soap.
- Let the pump parts air dry on a clean paper towel and store them covered between uses. Do not use a dish towel to rub or pat items dry, doing so may transfer germs to the pump parts.
- Sterilize pump parts daily by either boiling pump parts in water over the stove, using a microwave steaming device specifically for breast pump parts, or using the top rack of your dishwasher on sanitizing mode.
- Use a clean breast milk collection container to collect milk each time you pump.

## Cleaning In Dishwasher

- Clean pump parts in a dishwasher, if they are dishwasher safe. Be sure to place small items into a closed-top basket or mesh laundry bag.
- Add soap and, if possible, run the dishwasher using hot water and a heated drying cycle or sanitizing setting.
- Remove from dishwasher with clean hands. If items are not completely dry, place items on a clean, unused dish towel or paper towel to air-dry thoroughly before storing. Do not use a dish towel to rub or pat items dry!
- For extra protection, sanitize dishwasher

# Pump and Milk Storage

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## After Cleaning

- For extra germ removal, sanitize pump parts, wash basin, and bottle brush at least once daily after they have been cleaned.
- Items can be sanitized using steam, boiling water, or a dishwasher with a sanitize setting. Sanitizing is especially important if your baby is less than two months old, was born prematurely, or has a weakened immune system due to illness or medical treatment.
- Ensure the clean pump parts, bottle brushes, and wash basins have air-dried thoroughly before storing. Items must be completely dry to help prevent germs and mold from growing.
- Store dry items in a clean, protected area.

## Storage

- Freeze your breast milk in a single-use breast milk storage container or breast milk storage bag. Please **DO NOT** use ordinary ziplock bags or ice cube trays. Do not overfill breast milk storage containers or bags, as milk expands when it freezes.
  - Avoid plastics containing bisphenol A (BPA) (recycle symbol #7).
- Milk may not be donated if it is heat treated in any way. This includes warming, scalding, boiling, or thawing after freezing.
- We prefer that you do not mix milk from different pumping sessions. If you do, do not mix warm, freshly pumped milk with milk that is already refrigerator temperature. Make sure that separate containers of breast milk are the same temperature when combining and list all pump dates of the combined milk when labeling the storage container.
- Freeze your milk as soon as possible, ensuring that your milk is stored in the refrigerator for no more than 96 hours (4 days) prior to freezing.
- Store breast milk away from the door in the back of the refrigerator or freezer. Milk stored in a freezer has a 9-month expiration for donation.
- Each container of breast milk requires the date(s) it was pumped and your donor ID or name.

# Transporting Milk Donations

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Below you will find options on how to deliver your milk donations to The King's Daughters Milk Bank or an affiliated milk depot.

- Milk must be frozen, in milk storage bags or containers, and clearly labeled with the date it was collected and the donor number.
- Please take extra care when handling your frozen milk donations. We ask that you keep your breast milk bags clean and free of debris.
- Refrain from using the floor to organize your frozen donations and be sure to use clean coolers or thermal bags when packing your milk for donation.
- Consider collecting your frozen bags of milk into larger, grocery-style bags before placing them in coolers or thermal bags. Dirt, sand, or debris from the floor or dirty coolers can get onto the outside of the breast milk bags, so please be mindful when transporting your life-saving donations.
- Ice packs are great to add to your cooler but not necessary for short travel to the Milk Bank or milk depot. Thank you for making sure that your donation remains frozen and arrives in the safest condition possible.

## Norfolk Drop-off

- The King's Daughters Milk Bank in Norfolk, VA.
- We love to put the faces to our donors! If you are in the area, please feel free to stop by during regular business hours to drop off your frozen milk donation.
- We are open Monday - Friday from 8AM to 3:45PM to accept donations.
- Please let us know if you need to schedule an evening or weekend donation. Call us at 757-668-6455, option 2 before you leave your home, and we'll be sure to have a team member meet you at donation drop off when you arrive.
- Please plan to park in our donor parking spot behind the Milk Bank.

# Directions to CHKD Milk Bank

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## Directions for Donation Drop Off:

Address: 400 Gresham Drive, Suite 106, Norfolk VA 23507

- If you are coming through downtown Norfolk, proceed down Brambleton Avenue, cross over the Hague Bridge, and pass through the intersection of Colley Ave.
- Make a right onto Gresham Drive at the large sign that says “EVMC 4.”
- Take your first right into the driveway with the sign “Medical Tower Drop off/Staff Parking,” and take the immediate right turn into the parking lot just before the one-story Milk Bank building.
- Turn left behind the Milk Bank building and pull into the first donor parking spot with the intercom.
- Push the intercom button at the parking spot to let us know you have arrived with your donation, and we will meet you at your car.

# Out-of-Area Donations

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## Milk Depot Drop-off

- Be sure to call ahead and schedule a drop off time.
- Each milk depot has their own hours of operation and requires a donor to call and make an appointment prior to dropping off a milk donation.
- We will be sure to connect you with your milk depot team once you are approved. o, please call us at 757-668-6455, option 2, if you have trouble arranging your donation drop off with a milk depot.

## Shipping

Non-local? No problem. You can ship your donations of 200 ounces or more directly to The King's Daughters Milk Bank from your home.

- The King's Daughters Milk Bank will send you an insulated shipping container with a prepaid overnight shipping label, instructions, and ice packs.
  - To request a shipping container, please call 757-668-6455, option 2.
- Follow our [Milk Packing Instruction Checklist](#) in this booklet that will also be located inside the shipping container and schedule a FedEx pick up from your house.
- The King's Daughters Milk Bank is open Monday through Friday, so please only ship insulated containers to us **Monday through Thursday**. Please do not ship before holidays when FedEx or The King's Daughters Milk Bank would be closed.
- Our transportation coordinator is available Monday – Friday between 8 a.m. and 4 p.m. to answer questions regarding shipping. She can be reached at (757) 668-6455, option 2

# Dry Ice Shipping Checklist

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## Before You Begin

Please take a few minutes to read through this checklist before packing your precious milk donation.

- When shipping donations of less than 200 ounces, you will need at least three pounds of dry ice but no more than five pounds of dry ice total.
- Dry ice can be obtained at your local grocery store and is usually about \$1 per pound.
- Please do not touch the dry ice.
- Keep the dry ice in the bag that it comes in.
- Dry ice is a chemical and should not be consumed.
- Keep dry ice away from children and animals.

## Milk Packing Instructions

- ☐ Review your Illness & Medication form for exclusions and acceptable milk donation dates.
- ☐ Verify that each of your breast milk storage bags is labeled with the date pumped.
- ☐ Call FedEx at 1-800-463-3339 to request a PRIORITY EXPRESS OVERNIGHT pick-up time.
- ☐ Obtain three to five pounds of dry ice just prior to the time you plan to pack your cooler. It is important that you do not use more than five pounds of dry ice or FedEx will delay, or possibly return, your shipment to you.
- ☐ Be sure to pack the cooler close to your FedEx pick-up time and have your shipment ready when FedEx arrives. They will not wait for you to pack it once they arrive.
- ☐ Place a thin layer of bubble wrap on the bottom of the insulated shipping container and pack your frozen milk tightly.
- ☐ Place the bag of dry ice directly on top of your frozen breast milk. Do not leave free space in the insulated shipping container. Use the bubble wrap provided to fill any empty space.
- ☐ You may use crumbled paper if you need additional material to fill space.
- ☐ Put the lid on the insulated shipping container and place your completed Illness & Medication form on top of the lid.
- ☐ Seal the insulated shipping box with many pieces of packing tape over the center flaps only.
- ☐ Be sure to keep the sides free of tape and open for venting (see picture).
- ☐ Place the new pre-paid FedEx shipping label over the old label. Apply the “Keep Frozen” and “Dry Ice” stickers to the box and tape the hot pink milk bank label to the top of the insulated shipping container.

## Shipping

Once packed, we request that you call the Milk Bank at (757) 668-6455, option #2, and leave a message including your name, donor number, and the FedEx tracking number.

Finally, take a deep breath. Your precious milk is ready to travel to our milk bank so we can get it to the babies most in need. Thank you for Sharing the Health with families both near and far. One ounce of your precious milk can provide up to four life-saving treatments for medically fragile infants.

# Resources

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## Additional Instructions

### **CDC Hand Expression:**

[www.cdc.gov/nutrition/emergencies-infant-feeding/hand-expression.html](http://www.cdc.gov/nutrition/emergencies-infant-feeding/hand-expression.html)

### **Stanford Medical Hand Expression:**

<https://med.stanford.edu/newborns/professional-education/breastfeeding/hand-expressing-milk.html>

[https://www.cdc.gov/breastfeeding/pdf/preparation-of-breast-milk\\_H.pdf](https://www.cdc.gov/breastfeeding/pdf/preparation-of-breast-milk_H.pdf)

<https://www.cdc.gov/hygiene/pdf/breastpumpkit-clean-508.pdf>

<https://www.cdc.gov/breastfeeding/pdf/HumanMilk-en-4x6-508.pdf>

## Contacts



## Welcome (Social Media Post)

### Calling All Milk Bank Donors:

- Together, we can raise awareness and normalize breastfeeding, human milk feeding, and non-profit milk donation.
- Here are a few ways you can help spread the word using with your social media:
  - Share pictures about your milk donation journey.
    - Use hashtags, including:
      - § #MilkDonation, #KDMilkBank, #SharetheHealth, #HMBANA, #NormalizeBreastfeeding, and #HumanMilk.
    - o Make it personal.
      - § “I donate because [insert your why].”
      - o § “Celebrating [insert your baby’s name] first act of altruism – sharing our milk with medically fragile babies throughout our nation.”
- Share interesting facts about pasteurized donor human milk:
  - o One ounce of pasteurized donor human milk can provide life-saving treatments to up to four premature infants in the neonatal intensive care unit (NICU).
  - o Preterm birth affects one of every 10 infants born in the United States.
  - o The risk of premature or sick babies developing devastating intestinal infections is ten times higher if they are fed formula instead of human milk.
- Make it personal.
  - o “I donate because [insert your why].”
  - o “Celebrating [insert your baby’s name] first act of altruism – sharing our milk with medically fragile babies throughout our nation.”
- Consider sharing your photos with The King’s Daughters Milk Bank team. We love seeing pictures of our donor families! We would also love the opportunity to feature you on our We also love posting pictures on our donor wall of fame (with your permission, of course). You can email your milk donation pictures or stories to [KDmilkbank@CHKD.org](mailto:KDmilkbank@CHKD.org).
- Thank you for Sharing the Health!

## LAB WORK INFORMATION Lab Work

The final step in the milk donation process is having your lab work done. As previously stated, You may decline any of this testing, but negative serological tests for HIV 1 & 2, HTLV 1 & 2, Hepatitis B surface antigen, Hepatitis C, and syphilis are required in order to donate to The King’s Daughters Milk Bank. The blood samples for these tests must be obtained at a LabCorp location. The milk bank covers the cost of the serum screening; however, the blood samples must be obtained at a LabCorp location.. To locate a LabCorp Patient Service Center near you: • Log onto [www.LabCorp.com](http://www.LabCorp.com) • Click Patients & Individuals • Click Appointments and Locations • Enter your home zip code, select “Routine Lab work,” and click “Go” • A list of LabCorp locations near your home should appear.

Please call the Milk Bank if there is not a LabCorp location near your home.

We The Milk Bank will contact you after we receive your completed paperwork from your healthcare providers and after we have ordered the lab tests. You may then go and get your blood drawn. We will call you when we obtain the results. Your selected physician will be notified of any positive or abnormal test result, and your physician will notify you as to regarding any interpretation of the results and instruct you as to required follow-ups required. Your results will remain valid for one year unless medical and/or lifestyle issues suggest an increased risk for donation, in which case deferral or retesting is at the discretion of the Milk Bank.

Commented [SW1]: AC: This is ambiguous, is it two separate calls or one call after 2 requirements have been filled?

Thank you for your time and dedication. Your gift of donor milk is greatly appreciated and will enhance the lives of medically fragile babies near and far.

## REPORT THE FOLLOWING UPDATES TO THE MILK BANK Report Health Updates to Milk Bank

- ✓ If you, a household member, or a close contact becomes ill and/or develops a fever.
- ✓ If you take any medications, (prescribed or over-the-counter), vitamins, homeopathic remedies, CBD or medical marijuana, essential oils, herbal, lactation and/or nutritional supplements other than those you reported during screening.
- ✓ If you have breast inflammation, tenderness, plugged ducts, or a breast infection such as mastitis as unacceptable bacteria may be present in your milk.
- If Also, if you or your infant experience a yeast infection in any of these areas: (breast, oral, vaginal, skin folds or diaper area).
- ✓ If you undergo any medical procedures that require infusions, injections, local or general anesthesia, or contrast, including but not limited to dental work, surgery, colonoscopy, blood transfusions, cancer treatments, radiological studies like MRI or CT scans, or if you are hospitalized.
- ✓ If you receive any new vaccines, including if you or a household member receives the smallpox vaccination.
- ✓ If you or a household member is exposed to, diagnosed with, or treated for rubella, syphilis, gonorrhea, shingles, herpes, mpox, or chickenpox, or if you have a reactivation of an a latent autoimmune disease. If you or a household member is exposed to, diagnosed with, or treated for any infectious diseases such as HIV, HTLV, viral hepatitis, or become jaundiced.
- ✓ If you or your sexual partner(s) receive a blood or blood product transfusion, organ/tissue transplant, tattoo, permanent makeup application, body piercing, acupuncture, dry needling, microblading, or experience an accidental needle stick.
- ✓ If you or your sexual partner(s) are at risk for infectious disease through risky behaviors or treatments, including but not limited to injection of drugs by needle, non-sterile tattoo/permanent makeup/piercing, intimate relationship with other persons, or incarceration.
- ✓ If you, a household member, or a close contact is exposed to or diagnosed with Ebola, Zika, West Nile, Tuberculosis, or COVID-19 virus. Also, if you, a household member, or close contact travels outside of the United States.

### ADDITIONAL DONOR REQUIREMENTS INCLUDE:

- ✓ Report use of illicit drugs including marijuana, nicotine products, and/or secondhand smoke exposure inside the home or workplace.

Commented [SW2]: Reactivation isn't typically used for latent diseases. "Latent" is typically used to refer to the early signs and slow progression of an autoimmune disease before it develops into a fully diagnosable disease. Reactivation implies it has already been diagnosed, treated and the patient entered a remission state.

### Additional Requirements

- ✓ If you consume a vegetarian, vegan, or plant-based diet you should take vitamin B12 daily.
- ✓ Any alcohol consumption requires a 12-hour deferral before pumping for donation. Mark bags that were pumped during a 12-hour alcohol deferral as “not for donation.” Please report daily alcohol use.
- ✓ Limit excessive caffeine from tea, coffee, soda, or chocolate and avoid energy drinks or supplements.

## Risk Factors Associated with Marijuana Use and Lactation

Marijuana use during pregnancy and lactation is on the rise due to legalization in more states. The King's Daughters Milk Bank continues to screen donors for the Marijuana use of cannabis, inhaled, ingested or topical, whether for medical or casual/recreational purposes use, at several points during screening and with every future donation. It is imperative that childbearing families are aware of the risk factors associated with using marijuana during pregnancy or lactation and to note/understand that marijuana and CBD use in any form is incompatible with milk donation. Chemicals from marijuana in any form—(including edibles, oils, or other concentrates)—can be passed from a lactating parent to her infant through breast milk. These chemicals have the potential to affect a variety of neurodevelopmental processes in the infant. Tetrahydrocannabinol (THC), the main active component of marijuana, is stored in body fat and slowly released over time, meaning an infant could be exposed to an unknown amount and for an extended period, (weeks/possibly weeks or even months). In addition, some products, including cannabidiol (CBD) products, may contain other contaminants—(e.g., such as pesticides, heavy metals, bacteria, and fungus)—that could be dangerous to the parent and infant. Data on the effects of marijuana and CBD exposure to the infant through breastfeeding are limited and conflicting. To limit potential risk to the infant, breastfeeding parents should be advised not to use marijuana or marijuana-containing CBD products in any form, including those containing CBD, while breastfeeding. Many parents who smoke marijuana may expose their baby to THC not only through breast milk but secondhand smoke as well. In fact, a 2018 American Academy of Pediatrics study found that many children whose parents smoke marijuana regularly tested positive for marijuana exposure. And even Even if a child is not breastfed, there's reason for both parents to avoid marijuana. Not only can THC affect your baby if they/he ingests it through your breast milk, but there's some evidence that the babies of parents who smoke, Including (tobacco, marijuana, and CBD, etc.) may have a higher risk of asthma and other respiratory problems, middle ear conditions, and sudden infant death syndrome (SIDS). In addition, the availability of marijuana edibles in enticing forms has led to exposures in vulnerable children. An edible is THC extract infused in food or drinks which can resemble otherwise harmless candies, cookies or beverages. These accidental exposures have resulted in an increase in calls to poison control centers, emergency department visits and hospitalizations. If you have young children in your home, these products can be very dangerous.

Commented [SW3]: Change to marijuana since that is the term used in this document. They are interchangeable, but in this case it is best to stick with one term to avoid confusion.

Commented [SW4]: Recreational is the legal term

Commented [SW5]: Repetitive

Commented [SW6]: Word change for parallel sentence structure

Commented [SW7]: “Marijuana containing products in any form” is redundant here

In conclusion, legalization of marijuana does not mean that it can be safely used **and/or** consumed during pregnancy or lactation. Please report CBD or marijuana use in any form to the Milk Bank. Your confidentiality will always be respected and protected.

## Inclement Weather and Your Milk Supply

### **~~The Art of Hand Expression~~**

~~Hand expression of milk is something that takes practice, but it is a technique that prevents mastitis and engorgement, maintains your milk supply, and allows you to express milk during natural disasters. Below is a great link that outlines the techniques used for hand expression of milk. If you are an exclusive pumper, we suggest taking time to practice this skill before a storm hits so that you are ready in the case of power outages and/or when you are unable to use your electric breast pump. The video shows mothers expressing colostrum soon after birth for spoon feeding. If you have a well-established milk supply, you will need to use a bowl or other container to collect your milk while hand expressing. It is also important to note that not all women respond to hand expression. In this case, you may want to also consider purchasing a manual or silicone breast pump so that you can express breast milk without electricity. <https://med.stanford.edu/newborns/professional-education/breastfeeding/hand-expressing-milk.html>~~

### **Got Milk?**

Do you have a stash of milk that you are planning to donate? Make plans as early as possible to get your donations to the milk bank before inclement weather is expected to hit, especially if you are not local and require shipping. The last thing that we want you worrying about is losing large amounts of your precious milk during power outages.

### **Preparing for Potential Power Outages**

Before a storm, freeze large zip lock bags of water and place them over your frozen milk in the freezer. The frozen bags of water will help to keep your milk in a frozen state longer during power outages. If you lose power...

- 1) Do not open your freezer unless necessary.
- 2) If power is out for 12 hours or more, you will need to start transferring milk to another freezer that has power, packing milk in a cooler with ice, or packing your freezer with ice to keep your milk from thawing.
- 3) Milk that has fully thawed should not be refrozen due to risk of spoilage.

### **Did a Power Loss Impact Your Frozen Milk Supply?**

How do you know if your milk has thawed and refrozen? Freeze a cup of water. Once it's frozen, put a quarter on top of the ice in the cup. Check to make sure that the quarter is still on top of the ice anytime you open the freezer. You can be confident that the milk in your freezer has thawed and refrozen if you find that the quarter has become frozen inside of the ice block and is no longer resting on top of the ice. Sadly, the milk should then be discarded.

## Hand Expression

Accessible link: [www.cdc.gov/nutrition/emergencies-infant-feeding/hand-expression.html](http://www.cdc.gov/nutrition/emergencies-infant-feeding/hand-expression.html)

### **The Art of Hand Expression**

Expressing breast milk by hand is an important skill for lactating women to learn, especially in case of an emergency. Hand expression can be helpful in emergency situations when you may not have access to a breast pump, electricity for a breast pump, or if you are away from your baby unexpectedly.

Hand expression of milk takes practice, but it allows you to express milk during natural disasters, helping you maintain your milk supply and prevent mastitis and engorgement. If you are an exclusive pumper, we suggest taking time to practice this skill before a storm hits so that you are ready in the case of power outages and/or when you are unable to use your electric breast pump. It is also important to note that not all women respond well to hand expression. In this case, you may want to consider purchasing a manual or silicone breast pump so that you can express breast milk without electricity.

#### **Expressing milk by hand:**

- May be more comfortable for some parents who experience pain when using a breast pump.
- Does not require equipment, water, or electricity.
- Can relieve engorgement (by releasing some milk to soften your breasts,) and help your baby to latch on more easily.
- Encourages milk production early in lactation.
- Is a safe and effective way to express milk during emergency or natural disaster situations. A lactation support provider can help you to learn how to hand express. Hand expression gets easier with practice, and you can experiment to find what works best for you. Practicing in the shower or other private space can be a good way to learn.

#### **Before you get started:**

- Wash your hands well with soap and warm water or use hand sanitizer with at least 60% alcohol.
- Use a clean, disposable container with a wide mouth to collect the milk.
- Find a comfortable position and lean forward slightly to let gravity help.
- Massage your breast to help stimulate the milk to release.

#### **Steps for expressing milk by hand:**

1. Position your thumb above the nipple and your fingers below the nipple about 1-2 inches behind your nipple. Your thumb and fingers will make the letter "C" shape.
2. Press your fingers and thumb back toward your chest.
3. Gently compress your fingers and thumb together.
4. Release and then repeat in a rhythmic pattern: Press, Compress, Release. Continue until the milk stops and then switch to the other breast.

#### **Additional tips to help your milk flow:**

- Use a warm compress or heat on your breast before expressing.
- Change position of the fingers around the nipple to express milk from different ducts.
- Think about your baby or smell a piece of your baby's clothing to help the milk to flow.
- Tension or anxiety can prevent your milk from flowing well. Practice relaxation techniques by taking deep breaths, stretching, or asking a family member or partner for a gentle shoulder or back massage.
- Do not squeeze hard or pull on the nipple. Hand expression should not hurt. Ask for help: If you are in an emergency and you need help expressing your milk, ask a relief worker to connect you with a lactation support provider or for a lactation support hotline you can call.

Accessible link: [www.cdc.gov/nutrition/emergencies-infant-feeding/hand-expression.html](http://www.cdc.gov/nutrition/emergencies-infant-feeding/hand-expression.html)

Commented [SW8]: Organize these headings in color blocks

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## Resources

Below is a great link that outlines the techniques used for hand expression of milk. The video shows mothers expressing colostrum soon after birth for spoon feeding. If you have a well-established milk supply, you will need to use a bowl or other container to collect your milk while hand expressing.

<https://med.stanford.edu/newborns/professional-education/breastfeeding/hand-expressing-milk.html>

Learn more about safe and healthy diapering and infant feeding habits at [www.cdc.gov/healthywater/hygiene/healthychildcare](http://www.cdc.gov/healthywater/hygiene/healthychildcare).

## PUMPING AND MILK HANDLING INSTRUCTIONS

**Keep Your Breast Pump Kit Clean** Providing breast milk is one of the best things you can do for your baby's health and development. Pumping your milk is one way to provide breast milk to your baby. Keeping the parts of your pump clean is critical, because germs can grow quickly in breast milk or breast milk residue that remains on pump parts. Following these steps can help prevent contamination and protect your baby from infection. If your baby was born prematurely or has other health concerns, your baby's health care providers may have more recommendations for pumping breast milk safely.

### Before Pumping:

- ✓ Wash your hands and nails thoroughly with warm soapy water for at least 20 seconds. Rinse well and dry with a clean paper towel. Do not handle your pump kit parts until you have washed your hands. If you shower daily, you do not need to wash your breasts before pumping.

### Equipment:

- ✓ ~~Be sure that you are not~~ Avoid using a shared ~~or~~ /used pump, unless it is a hospital grade rental pump.
- ✓ Clean your pump and pumping area frequently ~~with disinfectant wipes, including (for example, pump dials, power switch, and countertop~~ with disinfectant wipes). Cleaning and disinfecting ~~isare~~ especially important if you are using a shared hospital grade pump in your ~~work place~~ workplace.
- ✓ Avoid using chemicals and lubricants on ~~your the~~ pump parts that come in contact with breast/breast milk.
- ✓ Inspect your pump kit and tubing daily. If ~~your the~~ tubing is moldy, discard and replace immediately.

### Hand Cleaning

- ✓ Rinse and clean pump parts that come in contact with breast ~~or~~ /breast milk ~~after each use, such as the (for example, flanges, valves, membranes, connectors, and milk collection bottles)~~ after each use.
- ✓ Do not place pump parts directly in the sink, because sinks or drains could contaminate the pump. Instead, use a large clean bowl or basin to clean your pump parts by hand with hot water and soap. Be sure to rinse the pump parts under running water after thoroughly washing with soap.
- ✓ Let the pump parts air dry on a clean paper towel and store them covered between uses. Do not use a dish towel to rub or pat items dry because doing so may transfer germs to the pump parts.
- ✓ Sterilize pump parts daily by either boiling pump parts in water over the stove, using a microwave steaming device specifically for breast pump parts, or using the top rack of your dishwasher on sanitizing mode. Use a clean breast milk collection container to collect milk each time you pump.

Commented [SW11]: This is just CHKD's version of CDC Pump Cleaning PDF

Commented [SW12]: Enclose this and next 3 sections with color blocks

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Commented [SW14]: Number agreement

### Cleaning In Dishwasher ~~OR CLEAN IN DISHWASHER~~

- Clean pump parts in a dishwasher, if they are dishwasher safe. Be sure to place small items into a closed-top basket or mesh laundry bag.
- Add soap and, if possible, run the dishwasher using hot water and a heated drying cycle (or sanitizing setting).
- Remove from dishwasher with clean hands. If items are not completely dry, place items on a clean, unused dish towel or paper towel to air-dry thoroughly before storing. Do not use a dish towel to rub or pat items dry!
- For extra protection, sanitize dishwasher

### After Cleaning

- For extra germ removal, sanitize pump parts, wash basin, and bottle brush at least once daily after they have been cleaned.
- Items can be sanitized using steam, boiling water, or a dishwasher with a sanitize setting. Sanitizing is especially important if your baby is less than 2 months old, was born prematurely, or has a weakened immune system due to illness or medical treatment.
- Store dry items safely until needed.
- Ensure the clean pump parts, bottle brushes, and wash basins have air-dried thoroughly before storing. Items must be completely dry to help prevent germs and mold from growing.
- Store dry items in a clean, protected area.

### After Pumping:

- ✓ Freeze your breast milk in a single-use breast milk storage container or breast milk storage bag. Please DO NOT use ordinary Ziploc bags or ice cube trays. Do not overfill breast milk storage containers or bags, as milk expands when it freezes.
  - o Avoid plastics containing bisphenol A (BPA) (recycle symbol #7).
- ✓ Milk may not be donated if it is heat treated in any way. This includes warming, scalding, boiling, or thawing after freezing.
- ✓ We prefer that you do not mix milk from different pumping sessions. If you do, do not mix warm, freshly pumped milk with milk that is already refrigerator temperature. Make sure that separate containers of breast milk are the same temperature when combining and list all pump dates of the combined milk when labeling the storage container.
- ✓ Freeze your milk as soon as possible, ensuring that your milk is stored in the refrigerator for no more than 96 hours/4 days prior to freezing.
- ✓ Store breast milk ~~away from the door~~ in the back of the refrigerator ~~and/or~~ freezer ~~away from the door~~. Milk stored in a ~~kitchen refrigerator freezer or in a chest/deep~~ freezer has a 9 ~~1~~ month expiration for donation.
- ✓ Each container of breast milk requires the date(s) it was pumped and ~~either~~ your donor ID or name.

Commented [SW15]: Hyphen needed here

## Storage and Preparation of Breast Milk

ACCESSIBLE VERSION: <https://bit.ly/2dxVYLU> STORAGE AND PREPARATION OF BREAST MILK BEFORE EXPRESSING/PUMPING MILK

Commented [SW16]: Add to Appendices.

Wash your hands well with soap and water. Inspect the pump kit and tubing to make sure it is clean. Replace moldy tubing immediately. Clean pump dials and countertop.

#### STORING EXPRESSED MILK

Use breast milk storage bags or clean food-grade containers with tight fitting lids. Avoid plastics containing bisphenol A (BPA) (recycle symbol #7).

#### HUMAN MILK STORAGE GUIDELINES STORAGE LOCATIONS AND TEMPERATURES

Countertop Refrigerator Freezer 0 oF (-18 TYPE OF BREAST MILK oC) or colder 77oF (25oC)

or colder (room temperature) 40 oF (4oC) Up to 4 Days Up to 1 Day (24 hours) Freshly

Expressed or Pumped Up to 4 Hours Within 6 months is best Up to 12 months is acceptable

Thawed, Previously Frozen 1-2 Hours NEVER refreeze human milk after it has been thawed

Leftover from a Feeding (baby did not finish the bottle) Use within 2 hours after the baby is

finished feeding STORE Label milk with the date it was expressed and the child's name if

delivering to childcare. Store milk in the back of the freezer or refrigerator, not the door. Freeze

milk in small amounts of 2 to 4 ounces to avoid wasting any. THAW Always thaw the oldest milk

first. Thaw milk under lukewarm running water, in a container of lukewarm water, or overnight in

the refrigerator. Never thaw or heat milk in a microwave. Microwaving destroys nutrients and

creates hot spots, which can burn a baby's mouth. FEED Milk can be served cold, room

temperature, or warm. To heat milk, place the sealed container into a bowl of warm water or

hold under warm running water. Do not heat milk directly on the stove or in the microwave.

CLEAN Wash disassembled pump and feeding parts in a clean basin with soap and water. Do

not wash directly in the sink because the germs in the sink could contaminate items. Rinse

thoroughly under running water. Air dry items on a clean dishtowel or paper towel. Using clean

hands, store dry items in a clean, protected area. June 2019 When freezing leave an inch of

space at the top of the container; breast milk expands as it freezes. Milk can be stored in an

insulated cooler bag with ice packs for up to 24 hours when you are traveling. If you don't plan

to use freshly expressed milk within 4 days, freeze it right away. Use milk within 24 hours of

thawing in the refrigerator (from the time it is completely thawed, not from the time when you

took it out of the freezer). Use thawed milk within 2 hours of bringing to room temperature or

warming. Never refreeze thawed milk. Test the temperature before feeding it to your baby by

putting a few drops on your wrist. It should feel warm, not hot. Swirl the milk to mix the fat,

which may have separated. If your baby did not finish the bottle, leftover milk should be used

within 2 hours. For extra germ removal, sanitize feeding items daily using one of these methods:

• clean in the dishwasher using hot water and heated drying cycle (or sanitize setting). • boil in

water for 5 minutes (after cleaning). • steam in a microwave or plug-in steam system according

to the manufacturer's directions (after cleaning). FOR MORE INFORMATION, VISIT:

<https://bit.ly/2dxVYLU> 296657-B

Commented [SW17]: This part is redundant due to previous page

## TRANSPORTING YOUR MILK DONATION

Below you will find options on how to deliver your milk donations to The King's Daughters Milk Bank or an affiliated milk depot.

- Milk Regardless of the method used, the milk must be frozen, in milk storage bags/containers, and clearly labeled with the date it was collected and the donor number.
- Please take extra care when handling your frozen milk donations. We ask that you keep your breast milk bags clean and free of debris. Refrain from using the floor to organize your frozen donations and be sure to use clean coolers or thermal bags when packing your milk for donation. You can even Consider collecting your frozen bags of milk into larger, grocery-style bags before placing them in coolers or thermal bags. Dirt, sand, or

debris from the floor or dirty coolers can get onto the outside of the breast milk bags, so please be mindful when transporting your life-saving donations.

- Ice packs are great to add to your cooler but not necessary for short travel to the Milk Bank or milk depot. Thank you for making sure that your donation remains frozen and arrives in the safest condition possible.

### Local Drop-off

- 1. Local? Drop your milk off at. The King's Daughters Milk Bank in Norfolk, VA.
- We love to put the faces to our donors! If you are in the area, please feel free to stop by during regular business hours to drop off your frozen milk donation.
- We are open Monday - Friday from 8AM to 3:45PM to accept donations. Please let us know if you need to schedule an evening or weekend donation.
- Call us at 757-668-6455, option 2 before you leave your home, and we'll be sure to have a team member meet you at donation drop off when you arrive.
- Please plan to park in our donor parking spot behind the Milk Bank.
- **Directions for Donation Drop Off:** 400 Gresham Drive, Suite 106, Norfolk VA 23507
  - o If you are coming through downtown Norfolk, proceed down Brambleton Avenue, cross over the Hague Bridge, and pass through the intersection of Colley Ave.
  - o Make a right onto Gresham Drive at the large sign that says "EVMC 4."
  - o Take your first right into the driveway with the sign "Medical Tower Drop off/Staff Parking," and take the immediate right turn into the parking lot just before the one-story Milk Bank building.
  - o Turn left behind the Milk Bank building and pull into the first donor parking spot with the intercom.
  - o Push the intercom button at the parking spot to let us know you have arrived with your donation, and we will meet you at your car.

### Donating through a local milk depot? Milk Depot Drop-off

Be sure to call ahead and schedule a drop off time.

- Each milk depot has their own hours of operation and requires a donor to call and make an appointment prior to dropping off a milk donation.
- We will be sure to connect you with your milk depot team once you are approved. o, please call us at 757-668-6455, option 2, if you have trouble arranging your donation drop off with a milk depot.

### Shipping

3. Non-local? No problem. You can ship your donations of 200 ounces or more directly to The King's Daughters Milk Bank from your home.

- The King's Daughters Milk Bank will send you an insulated shipping container with a prepaid overnight shipping label, instructions, and ice packs.
- You will simply follow our "Milk Packing Instruction Checklist" which will be located inside of the shipping container and schedule a FedEx pick up from your house.
  - o To request a shipping container, please call 757-668-6455, option 2.
- The King's Daughters Milk Bank is open Monday through Friday, so please only ship insulated containers to us Monday through Thursday. Please do not ship before holidays when FedEx and/or The King's Daughters Milk Bank would be closed.
- Our transportation coordinator is available Monday – Friday between 8 a.m. and 4 p.m. to answer questions regarding shipping. She can be reached at (757) 668-6455, option 2
  - o to request a shipping container, please call 757-668-6455, option 2.

Commented [SW18]: Hyperlink

## DRY ICE BOX shipping checklist

### ATTENTION DONORS

Please take a few minutes to read through this checklist before packing your precious milk donation. Our transportation coordinator is available Monday – Friday between 8 a.m. and 4 p.m. to answer questions regarding shipping. She can be reached at (757) 668-6455, option 2. It is important to note that the milk bank is closed on weekends and holidays, so donations must be shipped Monday through Thursday only.

Commented [SW19]: Put this in booklet for reference, but also do a separate document for printing for shipping

## Dry Ice Notes

- When shipping donations of less than 200 ounces, you will need at least three pounds of dry ice but no more than five pounds of dry ice total.
- Dry ice can be obtained at your local grocery store and is usually about \$1 per pound.
- Please do not touch the dry ice.
- Keep the dry ice in the bag that it comes in.
- Dry ice is a chemical and should not be consumed.
- Keep dry ice away from children and animals.

## Milk Packing Instructions

- Review your Illness & Medication form for exclusions and acceptable milk donation dates.
- Verify that each of your breast milk storage bags is labeled with the date pumped.
- Call FedEx at 1-800-463-3339 to request a PRIORITY EXPRESS OVERNIGHT pick-up time.
- Obtain three to five pounds of dry ice just prior to the time you plan to pack your cooler. It is important that you do not use more than five pounds of dry ice or FedEx will delay, or possibly return, your shipment to you.
- Be sure to pack the cooler close to your FedEx pick-up time and have your shipment ready when Fed Ex arrives. They will not wait for you to pack it once they arrive.
- Place a thin layer of bubble wrap on the bottom of the insulated shipping container and pack your frozen milk tightly.
- Place the bag of dry ice directly on top of your frozen breast milk. Do not leave free space in the insulated shipping container. Use the bubble wrap provided to fill any empty space. You may use crumbled paper if you need additional material to fill space.
- Put the lid on the insulated shipping container and place your completed Illness & Medication form on top of the lid.
- Seal the insulated shipping box with many pieces of packing tape over the center flaps only. Be sure to keep the sides free of tape and open for venting (see picture).
- Place the new pre-paid FedEx shipping label over the old label. Apply the “Keep Frozen” and “Dry Ice” stickers to the box and tape the hot pink milk bank label to the top of the insulated shipping container. Please be sure that it looks like the photo.
- Once packed, we request that you call the milk bank at (757) 668-6455, option #2, and leave a message including your name, donor number, and the FedEx tracking number.
- Finally, take a deep breath. Your precious milk is ready to travel to our milk bank so we can get it to the babies most in need.

Thank you for Sharing the Health with families both near and far. One ounce of your precious milk can provide up to four life-saving treatments for medically fragile infants.

Commented [SW20]: Color block for enclosure

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**TO: Sydney Walker**  
**FROM: Megan Crain**  
**DATE: Mon, Apr 7th**  
**SUBJECT: CHKD Milk Bank Donor Booklet Draft**

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**Hi Sydney,**

Thanks so much for sharing this draft with me. Please note that our organization is called The King's Daughters Milk Bank at CHKD.

I hope to have a bit more time to look at this tomorrow, but so far, it looks impressive! I say I probably like the first table of contents more, but both are great.

I'll be in touch,

**Megan**

**Hi Sydney,**

Thanks again for the time and effort that you have put into this project! This is looking great so far. I appreciate the time you've taken to read and understand everything provided. Thanks for your analysis of the reading level and edits to make things more readable! I really think you're going to have a great project here that does what we were looking for.

Here are some thoughts:

Again, please note that our organization is called The King's Daughters Milk Bank at CHKD.

I regularly struggle with what the best order of these documents should be. Did you give that organization some thought? I'm open to the order that makes the most sense to you. The things out of this that I think are the most important are the Required Health Updates and Pump Cleaning Instructions. If there's a way to highlight them or make them seem more important, that would be great.

The dry ice instructions are used so infrequently, we don't need them in this booklet. We don't want people to think this is the regular way to ship. Dry ice can be dangerous and we try to avoid it except in very special cases.

The Resources Page- can you give a title or summary with the links in stead of just a link without any context?

**Thanks!**  
**Megan**

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Here are some thoughts:

Again, please note that our organization is called 'The King's Daughters Milk Bank at CHKD.

I regularly struggle with what the best order of these documents should be. Did you give that organization some thought? I'm open to the order that makes the most sense to you. The things out of this that I think are the most important are the Required Health Updates and Pump Cleaning Instructions. If there's a way to highlight them or make them seem more important, that would be great.

The dry ice instructions are used so infrequently, we don't need them in this booklet. We don't want people to think this is the regular way to ship. Dry ice can be dangerous and we try to avoid it except in very special cases.

The Resources Page- can you give a title or summary with the links in stead of just a link without any context?

**Thanks!**  
**Megan**

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**TO: Sydney Walker, Megan Crain**  
**FROM: Aleksandra Swatek**  
**DATE: Tues, Apr 8th**  
**SUBJECT: CHKD Milk Bank Donor Booklet Draft**

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**Hi Megan and Sydney,**

I have thought about the booklet structure and here is what I came up with (see below; this is just a first draft of wording):

Changing the name of the documents to more user-friendly, descriptive titles — These are just a suggestion and can be changed

The pink headings are descriptive, apart from the Welcome Letter. It can also be titled something more enthusiastic

Megan: In theory, does the milk bank accept hand expressed donations? I wonder about the purpose of the hand expression document, apart from emergency situations. Is that something that should be explicitly addressed?

Sydney & Megan: I wonder if the cover should be more focused on the children who get donations. The illustration of a mom & child in arms might be a bit triggering for a bereaved parent (unless bereaved donors get a different letter/packet?)

Megan: I wonder if we can add information about local, state and national support for lactating parents — do you happen to have any such information?

Megan: I think it could be useful to have a Contact Us sheet, with work hours, location, and contact information to particular milk bank employees that donors usually call. What do you think?

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**TO:** Sydney Walker, Aleksandra Swatek  
**FROM:** Megan Cain  
**DATE:** Tues, Apr 8th  
**SUBJECT:** CHKD Milk Bank Donor Booklet Draft

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This is helpful! See my comments in red below.

Megan: In theory, does the milk bank accept hand expressed donations? **Yes, but it would be rare. I wonder about the purpose of the hand expression document, apart from emergency situations.**

Is that something that should be explicitly addressed? **The purpose of it is for emergency situations. It goes with the inclement weather info and may be needed if the donor doesn't have power.**

Sydney & Megan: I wonder if the cover should be more focused on the children who get donations. The illustration of a mom & child in arms might be a bit triggering for a bereaved parent (unless bereaved donors get a different letter/packet?) **That is a great point! We are more sensitive in what is sent to bereaved donors, and always take out the call to action sheet (with pictures of moms and babies together) when we send info to this group. So yes, we should either change the graphic, OR we would not use this for bereaved donors.**

Megan: I wonder if we can add information about local, state and national support for lactating parents — do you happen to have any such information? **Another great idea! I'm sure there are others. Here are a few: Local: 757Breastfeeds | CINCH**

**BTW\_Toolkit\_6-14\_onlineversion.pdf**

**Virginia Breastfeeding Coalition - A 501C3 nonprofit and forum open to all**

**U.S. Breastfeeding Committee**

**Homepage | WIC Breastfeeding Support**

Megan: I think it could be useful to have a Contact Us sheet, with work hours, location, and contact information to particular milk bank employees that donors usually call. What do you think?

**Our number is 757-668-6455. We are open 8-4. Shipping and receiving accepts donations 8-3:30. We won't want to put specific names of anyone in this.**

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**TO:** Sydney Walker, Megan Cain  
**FROM:** Aleksandra Swatek  
**DATE:** Tues, Apr 8th  
**SUBJECT:** CHKD Milk Bank Donor Booklet Draft

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**Hi Megan (and Sydney),**

Thank you for the clarifications. I think in this case the hand expression document can go after the inclement weather document. Maybe adding a more descriptive title suggesting this is an option for inclement weather would more clearly express the purpose of this information.

@WALKER, SYDNEY F. For the local / national information for breastfeeding support, I imagine each resource can be put on one page: Title of the document, short description what the document includes (what the reader can find in it), who is the authors / organization, a shortened link to the document (using bit.ly, or other shortening service, and possibly a QR code).

Thank you both for your work,  
We are looking forward to the next draft, Sydney!

**Dr Swatek**

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**TO: Aleksandra Swatek, Megan Cain**  
**FROM: Sydney Walker**  
**DATE: Tues, Apr 8th**  
**SUBJECT: CHKD Milk Bank Donor Booklet Draft**

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**Hello Megan and Dr. Swatek,**

Thank you so much for your insight Dr. Swatek, your ideas will really pull this project together. To address the questions:

1. The recommended groupings and titles make sense, should I merge those grouped documents together without page breaks or continue to treat each document as a separate section?
2. Per Megan, the welcome letter needs to be separate from the booklet, as it includes specialized donor information on it. The space I have reserved for a welcome message with the "share your journey" was just to act as an introduction to the booklet and welcome to the program, but I can change the way it's framed if it makes more sense to have it later in the booklet.
3. I will keep the hand expression following the inclement weather page.
4. Excellent point about using mothers and babies on the cover, I will come up with more options. The cover decision may need to wait until after Megan returns so I can have time to create a quality design.
- 5 & 6. Great Idea, this is exactly the type of thing I wanted to do for the final section, I think it will be a very helpful resource for donors.

Final question for Megan: Do you want the CHKD logo on or in this booklet?

Thank you both so much for your input, I will get these changes implemented and get the next version submitted by Friday.

**Very Respectfully,**  
**Sydney Walker**

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# Project Proposal

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**TO: Aleksandra Swatek, Megan Cain**  
**FROM: Sydney Walker**  
**DATE: Mon, Mar 21st**  
**SUBJECT: CHKD Milk Bank Document Refresh Project**

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**Hello Ms. Crain,**

My name is Sydney Walker, I am one of Dr. Swatek's students from ODU working on the CHKD Milk Bank documents. Please see the attached memo for my summary of the proposed project. I have a few requests and questions to help me complete the booklet as outlined in the memo:

- Please upload into the Google Drive folder any new or existing photos you would like to be in the booklet. Pulling photos from the existing documents will result in poor quality.
- Please select a typography sample from the sample section in the memo or provide your font preferences.
- Should the welcome letter be separate from the booklet?
- Are printing costs a consideration in design elements—i.e. should minimal ink be used for the design?
- What is the ideal size and orientation for the final product, half-letter size landscape or full letter sized portrait? Both formats are possible.

Please get back to me at your earliest convenience. I look forward to working on this project!

**Very Respectfully,**  
**Sydney Walker**

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# Memoranda

To: Megan Crain  
From: Sydney Walker  
Date: 24 March, 2025  
Subject: Project Proposal

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## Summary

The CHKD Milk Bank's donor information documents have been reviewed. Analysis indicates that they should be revised for grammar and voice, then incorporated into a booklet providing donors with a streamlined reference to navigate. This report outlines the proposed work to revise and refresh the documents for a consistent, unifying style.

## Documents to be Edited

In proposed order for booklet:

- Welcome Letter\*
- Calling All Milk Bank Donors
- Lab info
- Report the Following Updates to Milk Bank
- Marajuana and Lactation
- Inclement Weather Preparedness
- Breast Pump Cleaning (CDC)
- Pumping and Handling Instructions (CDC)
- Hand Expressing (CDC)
- Storage and Preparation of Breastmilk (CDC)
- Transporting Your Milk
- Donor Drop Off Directions
- Dry Ice Box Shipping Checklist
- Appendix: Illness and Medication Form and other linked pages

## Editing

### References

The final product will be edited according to the [\*Chicago Manual of Style\*](#), with *The Copyeditor's Handbook* by Amy Einsohn serving as an editorial strategy reference.

## Copy Editing

The majority of the documents have few grammatical errors and only require copyediting for minor errors and parallel sentence structure. There will also need to be some sentence restructuring to create a consistent and concise writing style. An editorial style guide will be developed to facilitate consistency across the document.

**Substantive Editing** Substantive editing is required to create a streamline booklet. The documents will be combined into a single PDF file with a table of contents and a QR appendix for important resources and forms. If the file is shared digitally, hyperlinks are recommended to aid the donor in navigating within the document. The content will need organizational changes to support a more cohesive and parallel structure within and across the booklet. The contents will be grouped together by most likely to be referenced together, helping readers easily scan for the needed information. The CHKD color palette will be used to add visual elements, such as headings and enclosure elements, to aid in establishing an information hierarchy for the content. It would be beneficial to incorporate the mission statement “health, healing and hope for all children” into the format in the header or in a different unifying element to support the CHKD ethos. Additionally, a typography hierarchy for the entire document should be implemented. Please see the samples below and indicate preference:

## Typography Samples

### 1 Heading

Subheading

Body Text

2

### Heading

Subheading

Body Text

3

### Heading

Subheading

Body Text

4

### Heading

Subheading

Body Text

5

### Heading

Subheading

Body Text

6

### Heading

Subheading

Body Text

## Focus Areas

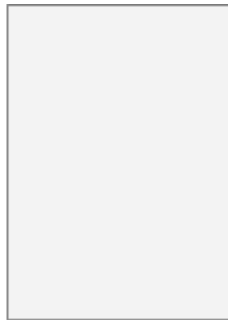
- Cohesive format and writing style
- Grammar, syntax, and voice
- Converting CDC docs into proprietary resources

## Questions & Requests

- Please upload any new or existing photos you would like in the documents to the google drive.
  - Pulling photos from the existing documents may result in poor quality.
- Please select a typography sample from the sample section or provide your font preference.
- Should the welcome letter be separate from the booklet? Are printing costs a consideration in design elements—i.e. should minimal ink be used for the design?
- What is the ideal size and orientation for the final product, half-letter size landscape or full letter sized portrait? (see below)
  - Both formats are possible



Half-letter Landscape



Full Letter Portrait

Crain, Megan T  
Mar 25, 2025, 3:46 PM  
to me

Hi Sydney,

We hope to use this as an electronic booklet or magazine. Some type of cover and table of contents would be nice. We may print it but with printing costs high, it's more likely going to be something that we email. I've uploaded some photos that you have approval to use for this project in a folder called milk bank photos. Please note that you cannot use them in any other way than this project.

I love the idea of a table of contents and an appendix!

Please note that we are a department within CHKD but we serve 50 different hospitals and most of our donors aren't familiar with CHKD. We do try to brand ourselves as a separate entity from CHKD to some extent. You made a comment about incorporating the mission statement of CHKD, but probably it's best to focus on our purpose of providing lifesaving benefits of human milk to severely premature and critically ill infants nationwide, improving their potential to survive and thrive.

I don't feel strongly about your typography choices. Probably 1 or 4 are my favorites, but I will leave it to you to make a decision.

I do think the welcome letter should be separate from the booklet. We need to write in their donor number. Perhaps the welcome letter is the email and the booklet is the attachment. Ideal size- something easily viewed electronically, but can also be printed as needed. Probably a full letter portrait? Again, I'll leave it to you to make the call.

I'm sorry that my vacation comes at the end of the project time line. I hate to rush you, but please I'll do my best to answer your questions and provide feedback through 4/11!

Don't hesitate to email me.

Thanks,

Megan

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**TO: Sydney Walker, Aleksandra Swatek,**  
**FROM: Megan Cain**  
**DATE: Mon, Mar 25th**  
**SUBJECT: CHKD Milk Bank Document Refresh Project**

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**Hi Sydney,**

We hope to use this as an electronic booklet or magazine. Some type of cover and table of contents would be nice. We may print it but with printing costs high, it's more likely going to be something that we email. I've uploaded some photos that you have approval to use for this project in a folder called milk bank photos. Please note that you cannot use them in any other way than this project.

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Please note that we are a department within CHKD but we serve 50 different hospitals and most of our donors aren't familiar with CHKD. We do try to brand ourselves as a separate entity from CHKD to some extent. You made a comment about incorporating the mission statement of CHKD, but probably it's best to focus on our purpose of providing lifesaving benefits of human milk to severely premature and critically ill infants nationwide, improving their potential to survive and thrive.

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I'm sorry that my vacation comes at the end of the project time line. I hate to rush you, but please I'll do my best to answer your questions and provide feedback through 4/11

Don't hesitate to email me.

**Thanks,**  
**Megan**

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# Original Documents



## LAB WORK INFORMATION

The final step in the milk donation process is having your lab work done. As previously stated, you may decline any of this testing, but negative serological tests for HIV 1 & 2, HTLV 1 & 2, Hepatitis B surface antigen, Hepatitis C, and syphilis are required in order to donate to The King's Daughters Milk Bank. The blood samples for these tests must be obtained at a LabCorp location. The milk bank covers the cost of the serum screening.

To locate a LabCorp Patient Service Center near you:

- Log onto [www.LabCorp.com](http://www.LabCorp.com)
- Click Patients & Individuals
- Click Appointments and Locations
- Enter your home zip code, select "Routine Labwork," and click "Go"
- A list of LabCorp locations near your home should appear.

***Please call the Milk Bank if there is not a LabCorp location near your home.***

We will contact you after we receive your completed paperwork from your healthcare providers and after we have ordered the lab tests. You may then go and get your blood drawn. We will call you when we obtain the results. Your selected physician will be notified of any positive or abnormal test result and your physician will notify you as to any interpretation of the results and instruct you as to follow-up required. Your results will remain valid for one year unless medical and/or lifestyle issues suggest an increased risk for donation, in which case deferral or retesting is at the discretion of the Milk Bank.

Thank you for your time and dedication. Your gift of donor milk is greatly appreciated and will enhance the lives of medically fragile babies near and far.



## Inclement Weather and Your Milk Supply

### The Art of Hand Expression

Hand expression of milk is something that takes practice, but it is a technique that prevents mastitis and engorgement, maintains your milk supply, and allows you to express milk during natural disasters. Below is a great link that outlines the techniques used for hand expression of milk. If you are an exclusive pumper, we suggest taking time to practice this skill before a storm hits so that you are ready in the case of power outages and/or when you are unable to use your electric breast pump. The video shows mothers expressing colostrum soon after birth for spoon feeding. If you have a well-established milk supply, you will need to use a bowl or other container to collect your milk while hand expressing. It is also important to note that not all women respond to hand expression. In this case, you may want to also consider purchasing a manual or silicone breast pump so that you can express breast milk without electricity.

<https://med.stanford.edu/newborns/professional-education/breastfeeding/hand-expressing-milk.html>

### Got Milk?

Do you have a stash of milk that you are planning to donate? Make plans as early as possible to get your donations to the milk bank before inclement weather is expected to hit, especially if you are not local and require shipping. The last thing that we want you worrying about is losing large amounts of your precious milk during power outages.

### Preparing for Potential Power Outages

Before a storm, freeze large zip lock bags of water and place them over your frozen milk in the freezer. The frozen bags of water will help to keep your milk in a frozen state longer during power outages. If you lose power...

- 1) Do not open your freezer unless necessary.
- 2) If power is out for 12 hours or more, you will need to start transferring milk to another freezer that has power, packing milk in a cooler with ice, or packing your freezer with ice to keep your milk from thawing.
- 3) Milk that has fully thawed should not be refrozen due to risk of spoilage.

### Did a Power Loss Impact Your Frozen Milk Supply?

How do you know if your milk has thawed and refrozen? Freeze a cup of water. Once it's frozen, put a quarter on top of the frozen ice in the cup. Check to make sure that the quarter is still on top of the ice anytime you open the freezer. You can be confident that the milk in your freezer has thawed and refrozen if you find that the quarter has become frozen inside of the ice block and is no longer resting on top of the ice. Sadly, the milk should then be discarded.





## PUMPING AND MILK HANDLING INSTRUCTIONS

### Before Pumping:

- ✓ Wash your hands and nails thoroughly with warm soapy water for at least 20 seconds. Rinse well and dry with a clean paper towel. Do not handle your pump kit parts until you have washed your hands. ***If you shower daily, you do not need to wash your breasts before pumping.***

### Equipment:

- ✓ Be sure that you are not using a shared/used pump, unless it is a hospital grade rental pump. Clean your
- ✓ pump and pumping area frequently (for example, pump dials, power switch, and counter top with disinfectant wipes). Cleaning and disinfecting is especially important if you are using a shared hospital grade pump in your work place.
- ✓ Avoid using chemicals and lubricants on your pump parts that come in contact with breast/breast milk.
- ✓ Inspect your pump kit and tubing daily. If your tubing is moldy, discard and replace immediately.
- ✓ Rinse and clean pump parts that come in contact with breast/breast milk (for example: flanges, valves, membranes, connectors, and milk collection bottles) after each use.
- ✓ **Do not place pump parts directly in the sink, because sinks or drains could contaminate the pump. Instead use a large clean bowl or basin to clean your pump parts by hand with hot water and soap. Be sure to rinse the pump parts under running water after thoroughly washing with soap.**
- ✓ Let the pump parts air dry on a clean paper towel and store them covered between uses. Do not use a dish towel to rub or pat items dry because doing so may transfer germs to the pump parts.
- ✓ Sterilize pump parts daily by either boiling pump parts in water over the stove, using a microwave steaming device specifically for breast pump parts, or using the top rack of your dishwasher on sanitizing mode. Use a clean breast milk collection container to collect milk each time you pump.

### After Pumping:

- ✓ Freeze your breast milk in a single-use breast milk storage container or breast milk storage bag. **Please DO NOT use ordinary Ziploc bags or ice cube trays.** Do not overfill breast milk storage containers or bags as milk expands when it freezes.
- ✓ Milk may not be donated if it is heat treated in any way. This includes warming, scalding, boiling, or thawing after freezing.
- ✓ We prefer that you do not mix milk from different pumping sessions. If you do, do not mix warm, freshly pumped milk with milk that is already refrigerator temperature. Make sure that separate containers of breast milk are the same temperature when combining and list all pump dates of the combined milk when labeling the storage container.
- ✓ Freeze your milk as soon as possible, ensuring that your milk is stored in the refrigerator for no more than 96 hours/4 days prior to freezing.
- ✓ Store breast milk in the back of the refrigerator and/or freezer away from the door. Milk stored in a kitchen refrigerator freezer or in a chest/deep freezer has a 9 month expiration for donation.
- ✓ Each container of breast milk requires the date(s) it was pumped and either your donor ID or name.
- ✓