

Ten Steps to Using Donor Milk in the NICU

- 1. Obtain support from Neonatology and Hospital Administration**
 - a) NYMB can offer a presentation to your hospital staff and administration. Please include:
 - Nurses, lactation, neonatologists, pediatricians, tissue bank, purchasing, & billing
- 2. File an Application with NYSDOH**
 - a) Forms 2973, 2973C.
 - b) The New York Milk Bank can assist with completion of forms.
- 3. Add The New York Milk Bank as a Hospital Vendor**
 - a) Request application from purchasing department and email to ordermilk@nymilkbank.org for completion.
- 4. Add PDHM to Hospital Tissue Bank License**
 - a) Contact the hospital blood bank and add donor milk as a tissue. You must still complete the application to the NYSDOH.
- 5. Create a Donor Milk Hospital Policy**
 - a) Establish criteria for receiving, storing, dispensing, tracking PDHM (sample hospital policies provided on request).
 - b) Procedures for storing, handling and dispensing PDHM are similar to those for mothers' own milk.
- 6. Designate Storage & Distribution Location**
 - a) PDHM can be stored in separate shelf or compartment in *same* freezer where mother's own milk is stored or in a separate freezer.
 - b) To prepare PDHM for feeding, may use same area where mother's own milk is dispensed.
- 7. Establish a Milk Tracking System**
 - a) Track receipt and distribution of PDHM.
 - b) May use paper logs or electronic barcoding system.
- 8. Designate & Train Personnel**
 - a) Nurses or milk techs.
 - b) PDHM is handled similarly to mother's own milk.
- 9. Ordering Milk**
 - a) NYMB will provide forms for ordering PDHM.
- 10. Provide Consent Forms and Patient Education Materials**
 - a) Informed consent (sample will be provided).
 - b) NYMB will provide rack cards and informational handout for recipient families..

Questions? Please contact Julie Bouchet-Horwitz at jbouchet@nymilkbank.org or **212.956.MILK (6455)**

185 Old Broadway, Hastings on Hudson, NY 10706 T: 212.956.MILK (6455) F: 914.202.3358

www.nymilkbank.org ordermilk@nymilkbank.org