

Family Link

Cord Blood Storage Program

FAMILY INSTRUCTIONS

Your Family Link Cord Blood Collection Kit has been assigned the following Donor/Kit # _____

Copies of the Notification of Cord Blood Collection and Instructions on Harvesting Cord Blood will be sent to the physician office and birthing facility for filing in your Medical Record.

It is the parents' responsibility for the following:

1. Keep the collection kit at Room Temperature (59-77°F), in a secure, dry location. (DO NOT STORE IN A VEHICLE).
2. **Designate a family member/friend** that will monitor your cord blood collection and will ensure the proper transport of the Cord Blood Unit/Kit back to us for processing.
3. Make sure the collection kit goes with you to the birthing facility.
4. When you arrive at the birthing facility, inform the staff immediately that you plan to save your baby's cord blood. Give the collection kit, including paperwork, to your nurse.
5. Make sure that the OB/Midwife and the assisting staff in your delivery room have read and understand the collection instructions. If anyone has questions that you can't answer, contact Family Link at (502) 629-7771 or the Technologist On-Call at (502) 421-0800.

Any issue identified by the collection staff or the designated family member/friend should be resolved prior to initiating transport.

It is the designated family member/friend's responsibility to:

1. Follow "**Instructions for Transporting Cord Blood**" attached and enclosed in the kit.
2. Complete the transport label prior to transport by verifying information with involved collection staff and/or personally inspect the Cord Blood Unit/Kit for accuracy and completeness.
3. Call Bee-Line Courier Service for the Cord Blood Unit/Kit pickup OR personally transport the Cord Blood Unit/Kit to Norton Hospital Transfusion Services. **Transport as soon as possible after collection to allow technical processing to begin within 24 hours of birth.**
4. Notify the Technologist On-Call by digital beeper at (502) 421-0800 for Family Link to begin tracking the transport for timely receipt.

The Norton Hospital Transfusion Services will notify the Technologist On-Call when the Cord Blood Unit/Kit is received and the cord blood collection time. The Technologist On-Call will then ensure initiation of pickup and processing within 24 hours.

Family Link processing staff will contact you to verify infant identification, reaffirmation/or changes to the "Comprehensive Health/History Record" and discuss initial processing outcomes.

If for any reason the cord blood cannot be harvested, notify Family Link at (502) 629-7771 to arrange for proper disposal of the unused kit.

Family Link

Cord Blood Storage Program

INSTRUCTIONS FOR TRANSPORTING CORD BLOOD

PACKING DESCRIPTIONS

Packing Cord Blood in Biohazard Bag

Zip Locked Contents:

Clamped/Sealed Cord Blood Unit with Donor Label on unit
W/ Biohazard Label, "Deliver To/Special Handling" Tie Tag

Pocket Contents:

Birthing Facility Data Collection Record
Hospital Labor & Delivery Record

Packing Maternal Blood in Biohazard Bag

Zip Locked Contents:

6 Labeled Tubes of Mother's Blood
Inside Styrofoam tray

Pocket Contents:

Maternal Blood Draw Record with
Hospital Mother ID Label attached

Packing Kit (Cardboard/Styrofoam Box)

Contents from top to bottom:

Biohazard Bag-Maternal Blood
Biohazard Bag- Cord Blood
Blue Absorbant Pad
Gel Pack Stabilizing Pack

Prepare Kit (Cardboard/Styrofoam Box) for Transport

Complete Collection Date/Time on Transport Label
Verify Contents and Complete Check Boxes on Label
Close Box Flaps
Use Kit Packaging Tape to Secure Flaps Down
Stick Transport Label on Box Top

**KEEP ALL SPECIMENS & KIT AT ROOM TEMPERATURE. DO NOT USE ANY ICE/REFRIGERATION
KEEP THE STYROFOAM BOX INSIDE THE CARDBOARD BOX FOR TRANSPORTING
SEND COMPLETED KIT AS SOON AS POSSIBLE AND WITHIN 24 HOURS OF THE BIRTH**

TRANSPORTING INSTRUCTIONS

If delivering your baby at Norton Hospital (Downtown):

Have a designated "family member" personally take the kit to the Transfusion Services on the Ground Floor.

If delivering your baby at a Birthing Facility other than Norton Hospital (Downtown):

Option 1: Call Bee-Line Courier Service at (502) 964-9969.

Use Family Link Account# 2547, for a cord blood unit/kit pickup for transport to:

**Norton Hospital (Downtown)
Transfusion Services
200 East Chestnut Street
Ground Floor, Lab
Louisville, KY 40202**

Inside the Louisville area, request a **NONSTOP KILLER BEE RUN** to your facility.

Outside of the Louisville area, request a **DIRECT RUN** to your facility.

Bee-Line will need the **Birthing Facility's name, address, city, state, zip code and the mother's name, room #, unit location, and call back phone number.**

Option 2: Have a designated "family member" personally take the kit to Norton Hospital (Downtown) to the Transfusion Services department.

**WHEN TRANSPORTING THE CORD BLOOD UNIT/KIT BY VEHICLE, THE AMBIENT TEMPERATURE
INSIDE THE VEHICLE SHOULD BE KEPT AT APPROXIMATELY 59 - 77°F.**

NOTIFICATION OF TRANSPORT

Notify the Family Link Staff when the Cord Blood has been picked for transport by calling the digital pager at (502) 421-0800. Insert your call back phone number including area code. The technologist on-call should call back within 30 minutes. If your call is not returned, contact the Norton Hospital operator at (502) 629-1234 or (800) 852-1770 and asked to be transferred to transfusion services.

TRANSPORT CORD BLOOD UNIT
IN A TEMPERATURE CONTROLLED
VEHICLE COMPARTMENT ONLY.

ADJUST TO AVOID EXTREME TEMPERATURES

AHSNM3BZ
Labeling for the outer top of the cord blood shipping box



DELIVER TO:

**NORTON HOSPITAL
(DOWNTOWN)
TRANSFUSION SERVICE
200 EAST CHESTNUT STREET
LOUISVILLE, KY 40202**

SHIPPED FROM:
BIRTHING FACILITY:
Regional Hospital
123 Street Address
Cityville, ST 12345 (123) 456-7890
CITY/STATE/ZIP:

**MEDICAL SPECIMEN
HANDLE WITH CARE
DO NOT X-RAY/DO NOT IRRADIATE
HUMAN TISSUE FOR TRANSPLANTATION**

Collection Date: mo/dx/YR Collection Time: 12:00 AM/PM

Items that must be included to process cord blood:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Completed Forms | <input checked="" type="checkbox"/> Labeled Specimens |
| <input checked="" type="checkbox"/> Data Collection Record | <input checked="" type="checkbox"/> Clamped/Sealed |
| <input checked="" type="checkbox"/> Hospital L&D Record | <input checked="" type="checkbox"/> Cord Blood Unit(s) |
| <input checked="" type="checkbox"/> Maternal Blood Draw Record | <input checked="" type="checkbox"/> 7 Tubes of Mother's Blood |

DONOR/KIT #: FLXXXX

<<< CALL IF SHIPMENT IS DELAYED >>>

Contact person: Ursula Schultz
Phone #: (502) 629-7771
Fax: (502)629-7798
Digital Beeper #: (502) 421-0800

A Program of the Norton Healthcare
Blood and Marrow Transplant Laboratory
Louisville, KY 40202

FLXXXX

FAMILY LINK CORD BLOOD PROGRAM
**NORTON HEALTHCARE BLOOD AND
MARROW TRANSPLANT LABORATORY**

FDA REGISTRATION # 1000160078
KIT EXPIRATION DATE: mo/dx/YR

**STORE AT ROOM
TEMPERATURE**

UAL PH227

2009flinderboxlabelsample

**STORE AT ROOM
TEMPERATURE**

UAL PH227

**MEDICAL SPECIMEN
HANDLE WITH CARE
DO NOT X-RAY
DO NOT IRRADIATE**

FLXXXXX

HUMAN TISSUE FOR TRANSPLANTATION



**KEEP
STYROFOAM BOX
INSIDE
CARDBOARD BOX**



AHSNM3BZ

Labeling for the outside of the Styrofoam box