



STEM CELL LABORATORY (STCL)



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Letter to Collecting MD

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Control Information

Author: WATE02

Owner: WATE02

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Change Number:

RE: Direct Donation of UCB

To: Physician Delivering Cord Blood Unit:

Your patient has contacted the Stem Cell Laboratory at Duke University Medical Center regarding collection and cryopreservation of the baby's umbilical cord blood. We have agreed to test, process, cryopreserve, and bank the baby's cord blood. You and/or your group have been identified as the responsible party to perform this collection. Enclosed with this letter are the procedures, training materials, shipping containers and supplies needed to carry out this collection.

The collection kit is a sterile package containing a collection bag inoculated with 35 ml of CPD to serve as an anti-coagulant for a collection of 40 to 250 ml of cord blood. The complete collection procedure is enclosed for your review.

It is extremely important to begin the collection of the cord blood as quickly as possible and before the placenta has been delivered. The uterine contractions will aid in the expression of cord blood. In addition, make sure the bag, into which the cord blood is placed, is gently swirled to mix the blood with the anti-coagulant and to prevent clotting.

After collection of the cord blood unit, be sure to **label the cord blood** with the labels provided. Please note any complications related to the delivery on the enclosed paperwork. Please also **draw maternal blood into the blood tubes provided**. These samples will be used for infectious disease testing. The family (or designee) will package the maternal samples and the cord blood per the instructions provided and ship them to our laboratory using the enclosed Fed Ex airbill marked "Priority Overnight". We will process the cord blood unit upon receipt in our laboratory.

If you have any problems with this collection or need my help in any way, I will be happy to do so. I can be reached in my office Monday through Friday at (919) 668-1100 from 8AM-5PM, or by cell phone at (919) 599-3269.

Best of luck with this collection.

Sincerely,



Joanne Kurtzberg, M.D.

Jerome Harris Distinguished Professor of Pediatrics and Pathology
Chief Scientific Officer, Robertson Clinical and Translational Cell Therapy Program
Director, Carolinas Cord Blood Bank
Director, Pediatric Blood and Marrow Transplant Program

STCL-COLL-007 (JA5) Letter to Collecting MD
STCL, DUMC
Durham, NC

Signature Manifest**Document Number:** STCL-COLL-007 JA 5**Revision:** 4**Title:** Letter to Collecting MD**STCL-COLL-007 JA5 Letter Collect MD****Author Approval**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		17 May 2012, 04:21:32 PM	Approved

Manager Approval

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		17 May 2012, 04:22:56 PM	Approved

Medical Director Approval

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		18 May 2012, 08:41:18 AM	Approved

QA Approval

Name/Signature	Title	Date	Meaning/Reason
Linda Sledge (SLEDG006)		18 May 2012, 09:35:05 AM	Approved

Notification

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		18 May 2012, 09:35:06 AM	Email Sent