



## STEM CELL LABORATORY (STCL)



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**DOCUMENT TITLE:**

Patient Instructions and Information Regarding Directed Donation and Storage of UCB

**DOCUMENT NOTES:**

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**Author:** WATER002

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**STCL-COLL-007 JA2**  
**PATIENT INSTRUCTIONS AND INFORMATION REGARDING**  
**DIRECTED DONATION AND STORAGE OF**  
**UMBILICAL CORD BLOOD**

Date: \_\_\_\_\_

To: Ms. \_\_\_\_\_

Thank you for choosing to bank your baby's cord blood with the Stem Cell Laboratory at Duke. Enclosed are the paperwork, collection kit, and instructions for the collection and shipment of the umbilical cord blood from your baby to our laboratory. Also enclosed is a partially completed FEDERAL EXPRESS air bill for you to use to return the collected umbilical cord blood to our facility. Please do not use another carrier without consulting with someone from the Stem Cell Laboratory first. We recommend that you designate a friend or family member to be responsible for the shipment of the cord blood unit and paperwork using the instructions provided, and not leave it for the hospital staff to do. This person should inquire as to where the FED EX drop-off locations are and what the cut-off times for pickup are.

**If you deliver your baby Monday through Thursday**, please ship the cord blood via FED EX "Priority Overnight" service. Please call the laboratory at (919) 668-1170 or (919) 668-1178 to inform us of your shipment.

**If you deliver your baby on Thursday evening or Friday**, please ship the unit Friday and **select SATURDAY DELIVERY** option on the FED EX form; call the laboratory ASAP at (919) 668-1170 or (919) 668-1178 to notify us that the cord blood product (paperwork and maternal samples) will be arriving on **SATURDAY** (*since we are not routinely staffed on Saturdays*).

**If you deliver your baby on Sunday**, please ship the unit Monday via FED EX "Priority Overnight" for arrival on Tuesday morning. Please call the laboratory at (919) 668-1170 or (919) 668-1178 to inform us of your shipment.

Please do not hesitate to call if you have any questions or concerns. Please be sure to read over the paperwork and complete as much information as possible prior to your delivery. **ALL paperwork needs to be completed and returned along with the cord blood unit to the Stem Cell Lab.**

Sincerely,

Stem Cell Laboratory Staff Member  
 2400 Pratt Street, Suite 1300  
 PO Box 3350, DUMC  
 Durham, NC 27705  
 Phone: (919) 668-1170 or (919) 668-1178  
 Fax: (919) 668-1185  
 Lab Manager's Pager#: (800) 608-5364

STCL-COLL-007 JA2 Patient Instructions and Information Regarding Directed Donation and  
 Storage of Umbilical Cord Blood  
 Stem Cell Laboratory, DUMC  
 Durham, NC

## STCL-COLL-007 JA2

### PATIENT INSTRUCTIONS AND INFORMATION REGARDING DIRECTED DONATION AND STORAGE OF UMBILICAL CORD BLOOD

Thank you for your interest in the directed donation and storage of umbilical cord blood at Duke University Medical Center (DUMC). The Stem Cell Laboratory (STCL) at DUMC offers this service to families where there is another child in the family diagnosed with cancer or where there is a family history of inherited diseases that can be treated by bone marrow/stem cell transplantation. In these situations, there is some medical indication that your baby's cord blood may potentially be used for a stem cell transplant by a member of your family in the future.

#### 1. **Collection Procedure**

If you are delivering at a DUMC affiliated collection center, our collection team will collect the cord blood. If you are delivering at any other center you will need to speak with your obstetrician and determine who will collect the umbilical cord blood immediately following the birth of your baby. Once the collector is identified, we will send a collection kit and accompanying letter with complete collection instructions. The cord blood must be sent to the DUMC Stem Cell Laboratory on the day of, or the day following a night time collection. The cord blood will not be frozen if it is received in the DUMC laboratory after 72 hours following the baby's birth. Our team of physicians and trained collection specialists are available to speak with your collector regarding the process or to answer any questions that he or she may have.

#### 2. **Maternal Samples and Questionnaires**

Please complete both the Maternal Risk and Family Medical History questionnaires fully. The enclosed test tubes should be given to your doctor for collection of maternal blood on the day your baby is born. These samples will be used to test for viruses that can be transmitted through the blood, including but not limited to, hepatitis B and C, cytomegalovirus (CMV), HTLV I and II, West Nile Virus, HIV (the virus that causes AIDS), and syphilis. Part of this sample will be sent to the Viomed Laboratories in Burlington, NC or other designated testing facility for these tests, and the remainder of the sample will be saved and frozen for testing in the future for other viruses or agents that may be carried in the blood.

#### 3. **Shipping Instructions for Collections at Non-Duke Affiliated Programs**

The collected umbilical cord blood **MUST be shipped to DUMC through Fed Ex Priority Overnight delivery, or equivalent, *EVEN IF THE COLLECTION IS DONE ON A WEEKEND.*** We provide all of the mailing materials and the return FED EX air bill. The cost of collection includes shipping the unit back to us.

#### 4. **Cost and Payment**

The cost for freezing and storing the umbilical cord blood is \$ \_\_\_\_\_. You should contact your health insurance company to find out if they cover banking and storage of cord blood for your specific case. Our experience is that most insurance companies do not cover directed or elective collection and storage of umbilical cord blood. Unless your insurance company agrees to payment prior to the collection process, you will be responsible for full payment of the \$ \_\_\_\_\_. Please call 919-668-1115, to speak with our Transplant Financial Coordinator, who will discuss payment options with you and finalize the financial arrangements. All financial arrangements must be in place before collection, so we encourage you to begin this process as soon as possible.

#### 5. **Agreement/Contract**

Before we proceed with processing of the cord blood unit, you must sign and return the enclosed Agreement for Directed Donation and Storage of Umbilical Cord Blood. In addition to your signature, you must also initial each page of the agreement and have a witness sign the agreement. The agreement does NOT need to be notarized.

Include the signed agreement along with the cord blood unit in the collection kit to:

**Stem Cell Laboratory**  
**ATTN: Barbara Waters-Pick, Lab Manager**  
**Duke University Medical Center**  
**2400 Pratt Street, Suite 1300**  
**PO Box 3350, DUMC**  
**Durham, NC 27705**  
**Phone #: (919) 668-1178**

If you have any questions, please contact Tiffany Hawkins at (919) 668-1170 or Barbara Waters-Pick, Laboratory Manager, at (919) 668-1178.

Sincerely,

Joanne Kurtzberg, M.D.  
 Director, Carolinas Cord Blood Bank  
 Chief Scientific Officer, Robertson Clinical and Translational Cell Therapy Program  
 Director, Pediatric Blood and Marrow Transplant Program

## Signature Manifest

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All dates and times are in Eastern Time.

## STCL-COLL-007 JA2 Patient Instructions and Information Regarding Directed Donation and Storage of UCB

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### Management

Name/Signature	Title	Date	Meaning/Reason
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### Medical Director

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		19 Nov 2020, 06:27:28 PM	Approved

### Quality

Name/Signature	Title	Date	Meaning/Reason
Isabel Storch (IMS19)		11 Dec 2020, 07:17:38 AM	Approved

### Document Release

Name/Signature	Title	Date	Meaning/Reason
Sandy Mulligan (MULLI026)		31 Dec 2020, 12:02:05 PM	Approved