



STEM CELL LABORATORY (STCL)



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Blue Box Instruction Checklists

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STCL-COLL-007 JA8 Blue Box Instruction Checklists

WHEN YOU RECEIVE THE KIT

- ☐ **The kit and all supplies should remain at room temperature.**
- ☐ Review, complete, sign (*if applicable*), and return the following forms with your baby's collected cord blood unit:
 - *STCL-COLL-007 JA1 Agreement for Directed Donation and Storage of Umbilical Cord Blood*
 - *STCL-COLL-007 FRM1 Autologous and Directed Collection and Processing Order Form*
 - *CCBB-COL-005 FRM2 Maternal Risk Questionnaire*
 - *CCBB-COL-005 FRM1 Family Medical History Questionnaire*
 - *CCBB-COL-007 FRM1 Volunteer Cord Blood Donor Identification Form*

WHEN YOU ARRIVE AT THE HOSPITAL

- ☐ Inform your nurse that you are donating your baby's cord blood and that you need samples of your blood drawn. Use the provided supplies in the zip lock bag.
 - **The CCBB-COL-025 FRM1 Maternal Sample Form must be completed by the person who collected your specimen and placed into the pouch of the biohazard bag provided or with all of the other paperwork to be returned.**
 - The *CCBB-COL-007 FRM1 Volunteer Cord Blood Donor Identification Form* must also be completed and returned.
- ☐ Give the cord blood collection materials to your nurse or the OB provider who will deliver the baby and collect the cord blood along with the following forms:
 - *STCL-COLL-007 JA5 Letter to Collecting MD*
 - *STCL-COLL-007 JA3 Collection of Autologous-Directed CBU*
 - *CCBB-COL-007 FRM2 Volunteer Cord Blood Donor Identification Delivery Information Form*
- ☐ Encourage the nurse or OB provider to collect as much cord blood as possible – this can take up to 7 minutes!

AFTER DELIVERY

- ☐ Inspect the collected cord blood unit and confirm that the Cord Blood Collection Label (provided) has been placed directly onto the bag containing your baby's collected cord blood
 - Check that the OB/Midwife who performed the collection to make sure he/she signed and completed the *CCBB-COL-007 FRM2 Volunteer Cord Blood Donor Identification Delivery Information Form*
 - ✓ Check to make sure that your hospital label was placed on the upper left corner of the form.

WHEN YOU RETURN THE KIT

- ☐ Start with empty blue box
 - ☐ Place into box one absorbent pad
 - ☐ Place into box one Exogel panel – (**room temperature**)
 - ☐ Place into box sealed Ziplock containing:
 - ☐ Cryopak Pouch
 - ☐ Barcoded Maternal Samples in a biohazard bag
 - ☐ Labeled/barcoded CBU in a biohazard bag
 - ☐ Temperature logger (*Logger already activated prior to shipment by STCL staff*)
 - ☐ Place into box one Exogel panel – (**room temperature**)
 - ☐ Place into box one absorbent pad
 - ☐ Place into box grey foam plug
 - ☐ Place silver lid on top of grey plug
 - ☐ Paperwork envelope containing completed:
 - ☐ CBU *STCL-COLL-001 JAI Agreement for Directed Donation and Storage of Umbilical Cord Blood (if applicable)* – signed and dated by birth mother
 - ☐ Completed *STCL-COLL-007 FRM1 Autologous and Directed Collection and Processing Order Form*
 - ☐ Completed *CCBB-COL-007 FRM3 Volunteer Cord Blood Donor Identification Phlebotomist's Verification Form*
 - ☐ Completed *CCBB-COL-007 FRM2 Volunteer Cord Blood Donor Identification Delivery Information Form*
 - ☐ Completed *CCBB-COL-025 FRM1 Maternal Sample Form*
 - ☐ Completed *CCBB-COL-005 FRM2 Maternal Risk Questionnaire*
 - ☐ Completed *CCBB-COL-005 FRM1 Family Medical History*
 - ☐ Affix return Fed Ex label (provided) onto the box
 - ☐ Deliver box to nearest Fed Ex drop off location within 12-24 hours
 - ☐ **NOTE**: Sunday collections should be shipped the following Monday.
 - ☐ **NOTE**: To locate nearest Fed Ex facility call 1-800-GoFedEx (800-463-3339)

If no collection was performed, PLEASE RETURN THE EMPTY KIT using the provided return Federal Express air bill. Many parts of this kit are not disposable and it allows us to send a kit to another expectant mother.

Signature Manifest**Document Number:** STCL-COLL-007 JA8**Revision:** 06**Title:** Blue Box Instruction Checklists**Effective Date:** 17 Dec 2021

All dates and times are in Eastern Time.

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