

[OhioHealth Mothers' Milk Bank](#)

Accepting Milk from an OhioHealth Mothers' Milk Bank Donor

- Greet the donor warmly and thank her for donating her milk!
- Ask if her milk is labeled with her name and donor number. Provide labels if it isn't.
- Ask if she has completed purple donor communication form and included it. Provide one if she hasn't.
- Ask her to complete the Donor Drop Off Log. Initial it. You do NOT have to weigh her milk!
- Make sure all her milk is contained in a plastic bag(s). Place in freezer.

Your Freezer

- Remember to complete the Freezer Log daily.
- Send us milk within TWO WEEKS of receiving it. If the milk will not fill a box, we can send you a smaller box. Just let us know.

(If your freezer is on 24/7, fill a small paper or plastic cup with water and freeze. When frozen, place a quarter on top and put cup, ice, and quarter in freezer. This will let you know if your freezer has thawed.)

Sending Milk to the OhioHealth Mothers' Milk Bank

- Send milk within TWO WEEKS of receiving it!
- Call **614-566-0630** BEFORE scheduling a delivery so we know to expect it.
- Call FedEx at 800-463-3339 (800-GO FEDEX) to schedule a FedEx Priority Overnight pickup at least one day in advance, then complete the FedEx forms we supplied. See below.
- Our account number can be found on the FedEx Airbill that we provide in each Styrofoam lined shipping container.

Be sure to check off these boxes on the FedEx form:

- FedEx Priority Overnight
- Other Packaging
- Direct Signature
- No Dangerous Goods
- Bill to recipient- provide our FedEx number. See above.

Remember to only ship milk Monday through Thursday for delivery Tuesday through Friday.

Preparing the Box

- Make sure there is rolled up packing paper or newspaper on the bottom of the box beneath the milk, especially in the four corners.
- Ensure each donor's milk is clearly labeled and separated into its own plastic bag(s).
- Pack as much milk as you can into shipping container. The more milk, the better.
- Place rolled up packing paper or newspaper between top of the milk and top of box. The more tightly packed, the less likely milk will thaw or bags will break.
- Label the four sides and top of box with the Perishable stickers.
- Take the FedEx label you printed—or the FedEx form we supplied with your depot name and address filled in and place it in shipping pouch—and place on top of the box.
- Seal the box.
- Place box in freezer until FedEx arrives.