**DOCUMENT NUMBER:** STCL-COLL-007 JA8

**DOCUMENT TITLE:**
Blue Box Instruction Checklists

**DOCUMENT NOTES:**

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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:
   o Directed Donor UCB Contract
   o Autologous and Directed Collection and Processing Order Form
   o Maternal Risk Questionnaire
   o Family Medical History
   o Volunteer Cord Blood Donor Identification Form FRM1

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.
   o The 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.
   o The Volunteer Cord Blood Donor Identification FRM3 Phlebotomist’s Verification of Mother/Donor Identification 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:
   o STCL-COLL-007 JA5 Letter to Collecting MD
   o STCL-COLL-007 JA3 Collection of Autologous Directed CBU
   o CCBB-COL-016 FRM2 Carolinas Cord Blood Bank Public Kit Program 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-016 FRM2 Carolinas Cord Blood Bank Public Kit Program 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
    ☐ Activated temperature logger
  ☐ 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 Directed Contract and Consent Form (*if applicable*) – signed and dated by birth mother
    ☐ Completed Auto/Directed Collection and Processing Form
    ☐ Completed Volunteer Cord Blood Donor Identification Form FRM 1
    ☐ Completed Kit Program Volunteer Cord Blood Donor Identification FRM 2
    ☐ Completed Volunteer Cord Blood Donor Identification Form FRM 3
    ☐ Completed Maternal Sample Form
    ☐ Completed Maternal Risk Questionnaire
    ☐ Completed 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)

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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

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**Revision:** 04  
**Title:** Blue Box Instruction Checklists

All dates and times are in Eastern Time.

### STCL-COLL-007 JA8 Blue Box Instruction Checklists

#### Author

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#### Manager

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#### Medical Director

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