

**PRINCIPLE:**

All collection sites must follow the prescribed procedures before, during and after cord blood collection. The goal is to establish relationships and practices that result in the collection of high quality units and ensure the safety of collection personnel and donors.

**PURPOSE:**

This policy describes the procedure for certifying hospitals to become collection sites for the St. Louis Cord Blood Bank.

**POLICY:**

1. The St. Louis Cord Blood Bank's nurse coordinator/designee will evaluate each prospective collection facility. Collection sites that meet standards will be certified to collect cord blood for the St. Louis Cord Blood Bank.
2. The Memorandum of Understanding (MOU) defines the relationship between the St. Louis Cord Blood Bank and the obstetrical unit at the participating hospital. The MOU serves as a formal agreement between the SLCBB and the appropriate party at the collection facility, usually hospital administration or the Chair of Obstetrics. The MOU is renewed by signature every three years.
3. The St. Louis Cord Blood Bank provides each site with a Collections Manual that includes SLCBB policies and instructions. This manual must be maintained on the obstetrical unit.
4. Every three years, the St. Louis Cord Blood Bank will inspect and re-certify each collection site. Inspections are documented on the Collection Site Inspection Checklist (CL.01B).
5. During the site visit, the SLCBB's nurse coordinator/designee will verify the following:
  - a. Compliance with the Occurrence Report Documentation (CL.10)
  - b. Proper labeling of maternal samples and cord blood unit (CL.07)
  - c. Knowledge of aseptic techniques (CL.06)
  - d. Designated area for storage of equipment before collection
  - e. Designated area for temporary storage of cord blood until transported to the bank (CL.08)
  - f. Designated location for the Collection Manual
  - g. Protection of donor privacy (CL.04)
6. Annually, the accreditation of each site with Joint Commission or Healthcare Facilities Accreditation Program will be verified.

# St. Louis Cord Blood Bank

SMM Cardinal Glennon Children's Medical Center  
St. Louis University Department of Pediatrics

*The First Gift.*

## CERTIFICATION OF CORD BLOOD COLLECTION SITES

Cellular Therapy Laboratory & St. Louis Cord Blood Bank  
3662 Park Avenue, St. Louis MO 63110, 314-268-2787

**CL.01.03**

### **MATERIALS:**

NA

### **RELATED FORMS:**

Memorandum of Understanding, CL.01A  
Collection Site Inspection Checklist, CL.01B

### **REFERENCES:**

FACT-NetCord Standards, Current Edition  
AABB Standards, Current Edition  
NMDP Standards, Current Edition