

Defense Logistics Agency Instruction



DLAI 7306
September 2, 2010
DLA Installation Support
Occupational Safety and Health

Lactation Program

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1. REFERENCES.

- a. Public Law 107-67, Section 631, November 12, 2001.
- b. Department of Health and Human Services Federal Occupational Health Policy Number, M.47, July 1, 2000.
- c. Clark, Roger A. Director, Directorate of Compliance Programs, Interpretation of OSHA Standard 1910.1030. Letter: December 14, 1992 (<http://www.osha.gov>), Occupational Safety and Health Administration, Department of Labor, Washington, DC.
- d. Center for Disease Control. Update: Universal Precautions for Prevention of Transmission of Human Immunodeficiency Virus, Hepatitis B Virus, and Other Blood-borne Pathogens in Health-Care Settings: MMWR 1988; 37:377-382, 387-388.

2. PURPOSE. This Instruction:

- a. Establishes uniform guidance, policies, and procedures in providing an environment supportive to nursing mothers and their families. This supportive environment results in greater cost efficiency, increased worker commitment and productivity, better customer service, and improved family life.
- b. Is to be used in conjunction with other pertinent procedures, regulations, manuals, and guidance that support existing workplace lactation programs.
- c. Serves as a source in helping DLA personnel balance the demands of work and family, resulting in a happier and more productive workplace.
- d. Touches on a number of topics, such as general management of the program, orientation, scheduling, equipment and supplies, the responsibilities of participants, breast milk storage and removal, clean-up, blood-borne pathogens and counseling. Adherence to these guidances, policies, and procedures will provide a positive impact on

morale and demonstrate sensitivity in meeting the challenges faced by nursing working mothers.

e. Reflects DLA's strategy and philosophy as a proactive leader that anticipates the needs and concerns of our personnel. It sends a message to each nursing mother that DLA cares and is highly supportive of her choice in providing the best for her and her infant. Therefore, establishment and implementation of a Workplace Lactation Program by all DLA activities is a benefit both to DLA and our personnel. Establishment and implementation of a successful Workplace Lactation Program will: reduce staff turnover and loss of skilled workers after the birth of a child, reduce sick time/personal leave for breastfeeding women to attend to their babies, foster higher job productivity and employee satisfaction and morale, add recruitment incentives for women, enhance DLA's reputation as an organization concerned with adopting business practices that improves the welfare of its personnel and their families, and potentially lower healthcare cost associated with healthier breastfed babies.

3. APPLICABILITY. This Instruction applies to Headquarters and Primary Level Field Activities.

4. POLICY.

a. DLA activities will establish and implement a Workplace Lactation Program for all working nursing mothers (military, civilian, and contract employees) and the local Occupational Safety and Health Manager/Director must determine that establishing and continuing a Lactation Program does not conflict with anticipated mission and space requirements and resources (contractor employees may need to coordinate with their management chain before participating and must ensure that their participation in the program does not adversely affect contract performance).

b. Each DLA activity which establishes such a Workplace Lactation Program, will identify an appropriate location for lactation where nursing mothers can have uninterrupted and predictable privacy while expressing milk. Each DLA activity which establishes a Workplace Lactation Program will provide space accommodations, cleaning supplies, and a coordinator, who will be responsible for room scheduling, ensuring proper clean-up, and reporting facility or equipment issues.

c. Geographically remote or tenant DLA activities are encouraged to participate in Workplace Lactation Programs with the Hosting Activity or supporting Medical Facility in a manner that fulfills the requirements of the DLA Lactation Program.

d. This instruction implements requirements of Public Law 107-67, Section 631. This law states: "...a woman may breastfeed her child at any location in a Federal building or on Federal property, if the woman and her child are otherwise authorized to be present at the location." Additionally, this instruction incorporates Lactation Program

guidance form from the Department of Health and Human Services Federal Occupational Health Policy.

5. RESPONSIBILITIES.

a. Lactation Program Coordinator. Each DLA activity with the potential to have nursing mothers shall assign a Lactation Program Coordinator to facilitate the policies in this instruction or the lactation policies of the Hosting Activity Medical Support Facility.

b. Lactation Space Accommodations. Each DLA activity will provide a room/area (area or room "will not be a restroom") that provides privacy for Lactation Program participants. The room or area shall be large enough for a small refrigerator, dedicated to storing expressed milk; comfortable chair(s); microwave; an end table or similar table for the participant to set equipment and materials on; privacy curtains, as necessary; and a sink and trash receptacle. Alternate facilities for hand cleaning may be substituted for a sink with running water, if those facilities are equally effective and approved by the local medical authority. In addition, the room will have at least two electrical outlets, one for potential electric lactation devices and the other for the refrigerator. The room/area must be capable of being locked. The activity will limit access to the Lactation Program Coordinator, nursing mothers, and cleaning personnel. This can be accomplished through distribution of keys or a combination lock. Upon termination of breast pumping, the participant will return the key to the Lactation Program Coordinator. Combination locks should be changed or reprogrammed at least annually and all participants informed of the new combinations and/or given new keys.

c. Equipment and Supplies. The purchase of breast pump devices, either electric or manual; the primary milk containers; and a secondary container (e.g., insulated bag), to separate a participant's stored breast milk from other participants' milk in the refrigerator, is the responsibility of each participant. Associated cleaning or other supplies, room furniture, and dedicated refrigerators for storage of breast milk will be the responsibility of the DLA activity and/or host activity. The purchase of associated supplies and equipment for DLA personnel may be made based on a reimbursable basis through an Inter-Service Support Agreement between DLA and the host activity where remote DLA activities are located.

6. PROCEDURES.

a. Activity's Safety and Occupational Health (SOH) Office. Each DLA activity' SOH, with the potential to have nursing mothers, shall assign a Lactation Program Coordinator to facilitate the policies in this instruction or the lactation policies of the Hosting Activity Medical Support Facility. When assigning the Lactation Program Coordinator, the DLA activity should consider the person's qualifications to perform coordinator duties, such as orientation, scheduling, and other communication requirements with participants. For example, a woman who has previously breastfed,

who is currently breastfeeding, or who is considering breastfeeding would have greater credibility and rapport with participants. In addition, the local supporting medical activity should also be considered.

b. **Coordinator Advises Personnel of Program Availability.** The Lactation Program Coordinator will notify all potential nursing mothers of the availability of the lactation program.

c. **Coordinator Orients Program Participants.** The Lactation Program Coordinator will orient all potential lactating personnel to available lactation program content, policies, and procedures for using the lactation facility. The coordinator will provide all participating personnel a copy of the Program Information Sheet (enclosure 3). The Lactation Program Coordinator will not counsel participants about lactation. Any participant asking questions regarding the use of lactation pumps or breast care management will be told to contact their personal health care provider.

d. **Participants Sign Program Agreement.** Prior to participating in the program, all personnel choosing to participate in the Lactation Program will be required to sign the DLA Participant's Lactation Program Agreement (enclosure 4) to attest to their familiarity with the Lactation Program policy, and to their commitment to adhere to program requirements for use of the room.

e. **Coordinator Schedules Participants.** The Lactation Program Coordinator for each activity will schedule lactation room access or other services for participants, and notify them of the allotted frequency and duration of pumping time in any given work day.

NOTE: As a guideline, an average approximate time to accomplish pumping is 20-25 minutes every 4 hours.

f. **Participants Use of the Lactation Facility.**

1) **Participant Expresses Breast Milk.** Each participant is responsible for purchasing lactation pumps, whether electric or manual. Participants must use lactation pumps in accordance with the manufacturer's operating instructions. Participants will consult with their physicians should any contraindications (e.g., redness, pain, cracking, discharge) persist before continuing with the lactation program. All participants are expected to thoroughly wash their hands before and prior to lactation and/or expressing breast milk.

2) **Participants Store Breast Milk.** Each participant will label expressed breast milk with her name, date, and time, and store the milk in a "designated refrigerator" dedicated to the Lactation Program.

3) **Participants Clean Facility after Use.** The Lactation Program Coordinator will make paper towels, anti-bacterial soap, and water available to participants for cleaning up after use of the lactation facility and to address potential spillage. Personnel shall use

good personal hygiene techniques after each use and/or clean-up activities. Participants shall dispose of all materials used for cleaning in "regular" wastebaskets, since these materials are not classified as "hazardous waste."

NOTE: The Occupational Safety and Health Agency does not consider exposure to breast milk as an exposure prescribed by the Blood-borne Pathogens Standard (29 CFR 1910.1030). No special precautions exist for handling expressed human milk, nor does the milk require special labeling. It is not considered a biohazard. Therefore, it is not necessary to manage spills as blood-borne pathogens. Any waste generated from the use of the lactation facility will be classified as "regular waste" and may be disposed of through the conventional waste disposal system established by the activity. Accordingly, the activity supporting a Lactation Program will not be held accountable or responsible for claims of any nature arising from incidents or accidents relating to the use of these lactation devices. The DLA activity will not assume responsibility for the security and integrity of breast milk stored in the refrigerator or any alleged adversities attributable to breast milk stored in the lactation facility.

g. Coordinators' Responsibility for Disposal of Breast Milk. The Lactation Program Coordinator will discard any breast milk remaining in storage when the participant fails to accomplish this task into either a sink or toilet connected to a sanitary liquid waste disposal system. The coordinator will use protective housecleaning supplies, as necessary (e.g., rubber gloves, etc.), to avoid potential personal contact during transfer of the breast milk from the refrigerator to the sanitary sewer system. The coordinator will rinse any reusable empty containers with soapy water and return the containers to the participant, and discard any single-use plastic-like bottle or bag containers as "regular waste." The coordinator will perform thorough hand washing after disposal of the milk is complete.

2 Enclosures

Enclosure 1 – Lactation Participant's Information Sheet

Enclosure 2 - Participant's Lactation Program Agreement

Enclosure 1

Lactation Participant Information Sheet

Information for Lactating Women

DLA Activities will offer a room or area offering privacy, clean-up supplies, sink, and a refrigerator for the exclusive storage of expressed milk. Guidance by the Lactation Program Coordinator will be limited to Lactation Program policy explanations concerning: participant responsibilities; storage/removal of breast milk; and, clean-up procedures, when utilizing the lactation facility. For any additional questions concerning any other aspect of lactation, the DLA Lactation Program Coordinator will refer participants to their private medical provider.

To Participate in the DLA Lactation Program, You Will Need to:

- Complete a DLA Lactation Program Agreement.
- Provide your own collection bottles, storage containers or bags, and manual or electric pump.
- Prepare reusable milk containers at home by washing in a dishwasher or hand washing in hot soapy water, followed with thorough rinsing.
- Purchase your own insulated transportation bag with coolant pack to transport expressed breast milk from work to home.
- Provide a secondary storage container to separate your milk while in the refrigerator; the insulated transportation bag may be used.

To Use the Lactation Room, You Will Need to:

- Schedule your time with the Lactation Program Coordinator.
- Follow DLA policies and procedures.
- Be seen and cleared by your personal physician before continuing with the program if you have any nipple or breast redness, pain, cracking, discharge, or other evidence of possible infection.
- Thoroughly wash or sanitize your hands before expressing any milk.
- Operate the pump according to the manufacturer's instructions.

- Label your expressed milk with your full name, date, and time of collection.
- Refrigerate your expressed milk immediately after pumping.
- Clean up any spills with paper towels and cleaning supplies provided.
- Put used paper towels in the "regular" trash.
- Thoroughly wash your hands after cleaning-up or pumping.
- Remove your stored breast milk from the refrigerator at the end of each day. Any milk left behind will be discarded by the Lactation Program Coordinator each day.
- Participants are encouraged to consult with their health care provider for guidance on home storage, handling, and use of breast milk.

Enclosure 2

Participant's Lactation Program Agreement

I, _____, have received and reviewed information on the DLA Lactation Program, including its purpose, content, policies, and procedures. I've had an opportunity to ask questions and have had all of them answered to my satisfaction. I understand that I will be able to have access to and use of a refrigerator dedicated exclusively to the storage of expressed breast milk. I also understand that it is my responsibility to provide and care for my breast pumps, containers, necessary kits, tubing, or other accessories to collect and store my breast milk. I agree to follow the DLA Lactation Program policies and procedures on collection, labeling, and storage of my expressed breast milk. I accept the responsibility to remove all of my stored breast milk by the end of each day, or otherwise have the stored milk discarded by DLA staff. I will see my personal physician for his/her written clearance before continuing with the program if I have nipple or breast redness, pain, cracking, discharge, or other evidence of mastitis.

DLA and its employees or contractors will not be held responsible for any adverse event allegedly attributable or related to breast milk stored in the DLA Lactation Program room refrigerator. I understand that if I choose not to store my milk in the refrigerator provided at the DLA facility and instead put my breast milk in my own insulated container, I take full responsibility for my breast milk as I remove it from the DLA site.

Name _____
(Please Print)

Signature _____

Date _____

Lactation Location _____

DLA Lactation Program Coordinator _____
(Please Print)

Signature _____

Date _____