

Lactation Room Use Guidelines

1. Brookhaven National Laboratory (BNL) has established a lactation room to further support the needs of women who may wish to continue breastfeeding after they return to work from maternity leave. This is one avenue to support the Lab's commitment to the attraction and retention of a diverse workforce.
2. The lactation room offers a dedicated comfortable, private, quiet space for nursing mothers to pump their breast milk during their time at work. The room contains two comfortable chairs, refrigerator, sinks, telephone, electrical outlets, distress buttons and cleaning supplies.
3. The room is located in Building 490 - room 8-13 and is available to nursing mothers who are employees and guests. However, you **must register** with HROM to use the room on an ongoing basis. There is no fee for the use of the lactation room. To register for the room please complete the Lactation Program Participation Agreement and submit to HROM.
4. You are also required to complete the sign-in sheet located at the front desk in OMC to indicate the days and times you would like to have access to the room.
5. Users may access the lactation room only for the purposes of expressing, storing and collecting breast milk. The door to the lactation room should be kept locked.
6. It is the responsibility of everyone using the lactation room to maintain a clean room ready for the next user. All breast milk spills must be cleaned using the cleaning solutions provided. **(Please notify OMC of breast milk spills that occur and have been cleaned).**
7. Expressed milk stored in the refrigerator must be labeled with user's **name, department, telephone extension and date** the milk was expressed.
8. It is the responsibility of each user to remove stored milk by 4:00 p.m. each day. **In the event of a power failure, during normal work hours (8:30 a.m. – 5:00 p.m.), an OMC staff member will contact users to retrieve their stored breast milk.**
9. It is the responsibility of each user to ensure that the refrigerator is kept clean.
10. Please limit use of the space to activities associated with expressing milk only.
11. Please ensure that the key is returned to OMC and that you indicate on the key sign-out sheet the time that key is returned.