Guidelines for Lactation Space Use

Michigan Tech WorkLife Connections supports mothers in the workplace who desire to provide breast milk to their babies. In conjunction with changes to federal laws, private lactation spaces have been established in the Hamar House, EERC, and Administration Building. These rooms provide electrical outlets, glider rockers, and running water for nursing mothers.

Section 4207 of the Federal Fair Labor Standards Act requires that employers “provide reasonable break time for an employee to express breast milk for her nursing child for up to one year after the child’s birth each time such employee has the need to express the milk”. Employers are also required to provide “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk”.

Where are the Lactation Spaces located and when are they available?
Hamar House – Second Floor (top of the stairs)
   Academic Year 8 am to 8 pm
   Summer 8 am to 5 pm

EERC – Next to First Floor Women’s Rest Room
   All Year 8 am to 5 pm

Administration Building – Behind the Women’s Rest Room on the South/US 41 side
   All Year 8 am to 5 pm

Getting Started
- Talk with your supervisor to request and arrange for appropriate and reasonable break times for lactation purposes. It may help to discuss plans with your supervisor for expressing breast milk before starting maternity leave.
- Download the 'Returning to Work' checklist so you will be prepared.
- Check the list of lactation spaces to obtain information regarding availability and locations of designated spaces for pumping on campus or arrange with supervisor to find a private place to pump within the employee’s building.
- Break times for lactation purposes should run concurrently with rest periods already provided. If more than 15 minutes is needed (rest periods are 15 minutes by definition), the employee may choose to take any additional time without pay, use vacation and/or comp time, or adjust their schedule to cover the time missed in consultation with the employee’s supervisor.
- Break times for lactation purposes only cover on-campus facilities. This does not cover an employee going home to nurse an infant.
- Nursing mothers will provide their own cold storage for expressed milk. No refrigerators will be provided by the University.

Do I need to register to use a Lactation Space?
We request that you register with the WorkLife Connections Office if you will be using one of the lactation spaces on a regular basis. Occasionally, a campus visitor or employee will need temporary use of a room. Registration is not required for temporary use. Registration forms are available at on this website or in any of the Lactation Spaces.
How do I arrange to use one of the Lactation Spaces?

- You should sign up for time slots in the notebook provided in each room. It is only necessary to sign up a week or two in advance. If you need to use the room at a time that you have not reserved, and it is available, please add your name after the fact.
- The person whose name appears on the schedule at a designated time has priority to use the room at that time. Please respect the schedule of others who also use the space.
- If you use a lactation space on a regular basis, it is your responsibility to reserve your time.
- Please sign in on the sign-in sheet and indicate the actual time you used the space.
- If you do not have a scheduled time or if you are not able to use the room at your schedule time, you may come at any blank time on the schedule.

Are there any limitations on how the Lactation Spaces may be used?

- This room is for you and other nursing moms like you. Feel free to put up baby pictures on the bulletin board, post messages to others, or bring in articles or magazines for others to share. The literature on parenting and child development is also for your use.
- Please lock the door and move the sign on the door to ‘In Use’ when you are pumping. Change the sign back to ‘Available’ position when you are finished.
- Please do not store items in any of the cabinets. Items left there will be removed.
- If the room needs cleaning, contact custodial services for the building. Notify the WorkLife Connections Office with other issues.

Are there pumps in the Lactation Spaces?

- Breastfeeding mothers may bring their own pump to and from the Lactation Space on a daily basis. We ask that you do not leave your personal pump in the rooms. Michigan Tech is not responsible for securing personal items left in the rooms against theft or use by others.
- All rooms will be equipped with hospital-grade Ameda Elite pumps.
- Any attachments for the pumps in the lactation spaces need to be provided by the employee or student. Attachments can be ordered from: [www.amedadirect.com](http://www.amedadirect.com) (Ameda Dual HygieniKit without BPA or DEHP), [www.amazon.com](http://www.amazon.com), [www.sears.com](http://www.sears.com), and other online stores.
- If you use the Ameda pump in the Lactation Space, please wipe it down with the cleaning solution available in the cabinet after each use. If you notice the cleaning solution is running low, please contact [worklife@mtu.edu](mailto:worklife@mtu.edu) or 487-2416.
- If the pump is not working correctly, call the WorkLife Connections for advice at 487-2416 during normal working hours.
- It is not recommended that you use the cleaning solution in the space for sanitizing your personal equipment.

Who can use the Lactation Spaces?

- All students and employees are eligible to use these rooms. We do ask that regular users of the spaces register with our office. It is important that we keep track of users for reporting purposes, as well as quality control. Please use the form available on this website.

What equipment is in the Lactation Spaces?

- All spaces are equipped with a comfortable rocking chair, sink with counter space, Ameda breast pump, and lockers for non-pump storage. Spaces also have resources for breastfeeding mothers
including books, magazines, brochures about breastfeeding, and early childhood learning information.

- Breastfeeding mothers will need to supply their own pump attachments and make arrangements to store expressed milk in a refrigerator or cooler outside of the lactation spaces.

Cleaning and Sanitation
- All Lactation Space users are expected to clean up after each use of a room, especially when using the pumps that are provided. This is not only out of respect for the next user, but to prevent contamination and transmission of illness.
- Each user should allow enough time within their visit to clean the pump equipment of breast milk spills and dispose of trash properly.
- Antibacterial sprays, wipes, and paper towels are provided for cleaning of the pump and any surfaces.
- It is not recommended that you use the wipes provided for sanitizing your personal equipment.

After using the room
- Check to be sure the room is clean for the next mother.
- Pull the door closed.
- Return the sign to the ‘Available’ position.

Additional Information
- Federal law now deems breast pumps and other supplies that directly assist with lactation as medical care expenses. Faculty and staff who are enrolled in a Health Savings Account (HSA) can submit lactation supply expenses for reimbursement. These expenses are now deductible medical expenses as long as the taxpayer’s total medical expenses exceed 7.5 percent of their adjusted gross income. The IRS has not yet provided guidance regarding which accessories will be covered, so individuals are encouraged to exercise good judgment when filing claims.

For information on how to safely store breast milk, pick up one of the handouts in the Lactation Spaces or go to http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm.

By using the space, you agree to abide by the following guidelines:
- Limit the use of the Lactation Space to activities associated with breastfeeding or expressing milk only.
- Limit your time in the room to 30 minutes or less.
- Leave the room as you found it.
- Wipe the pump and counter top down with the disinfectant provided.
- Be sure to wipe up any spills before you leave.
- Do not dispose of soiled diapers in the Lactation Space.

NOTE: Michigan Tech is not responsible for any personal items left in a Lactation Space.