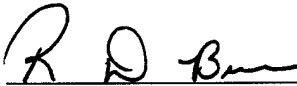


INTERIM TECHNICAL REPORT FOR GRANT N00014-97-1-0199

REPORT SUBMITTED BY:



RD Brown  
Director, Donor Services  
National Marrow Donor Program®

January 27, 1999

OPENING STATEMENT

Grant N00014-97-1-0199 became effective December 1996. This report will cover activity performed under Grant N00014-97-1-0199 from 01 January 1998 to 31 November 1998. The C.W. Bill Young Marrow Donor Recruitment and Research Program is commonly referred to in documents covering the period of the grant as the "DoD Donor Program," the "Bill Young Marrow Donor Center," the "Department of Defense Marrow Donor Center," and the "Department of Defense Marrow Donor Program." For purposes of brevity, the C.W. Bill Young Marrow Donor Recruitment and Research Program will be referred to as the BYMDC throughout this report.

*The mission of the BYMDC is to "recruit and enroll eligible Department of Defense (DoD) members and other eligible personnel into the National Marrow Donor Program® Registry; support the DoD contingency requirement for unrelated bone marrow donations and tissue typed matched blood platelets; support and contribute to ongoing research in tissue typing techniques and unrelated marrow transplantation efficacy (especially as it relates to donors); and to provide outstanding management services to those members who are selected as potential marrow matches."*

To accomplish its mission, the BYMDC identified three functional areas in which work must be accomplished. These three areas are 1) Administration; 2) Recruitment Management; and, 3) Donor Services Management. This work is interrelated and its appropriate accomplishment assures success of the BYMDC.

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**DISTRIBUTION STATEMENT A**

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<b>1. AGENCY USE ONLY (Leave Blank)</b>		<b>2. REPORT DATE</b> 27 Jan 99	<b>3. REPORT TYPE AND DATES COVERED</b> Interim Technical Report, 1 Jan 98 - 30 November 98	
<b>4. TITLE AND SUBTITLE</b> Interim Technical Report			<b>5. FUNDING NUMBERS</b> G-N00014-97-1-0199	
<b>6. AUTHOR(S)</b> R.D. Brown, Director, Donor Services, National Marrow Donor Program				
<b>7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)</b> C.W. Bill Young/DoD Marrow Donor Center (BYMDC)			<b>8. PERFORMING ORGANIZATION REPORT NUMBER</b>  2	
<b>9. SPONSORING / MONITORING AGENCY NAME(S) AND ADDRESS(ES)</b> ONR			<b>10. SPONSORING / MONITORING AGENCY REPORT NUMBER</b>	
<b>11. SUPPLEMENTARY NOTES</b>				
<b>12a. DISTRIBUTION / AVAILABILITY STATEMENT</b> Approved for public release.			<b>12b. DISTRIBUTION CODE</b>	
<b>13. ABSTRACT (Maximum 200 words)</b> The mission of the BYMDC is to "Recruit and enroll eligible Department of Defense (DoD) members and other eligible personnel into the National Marrow Donor Program Registry; support the DoD contingency requirement for unrelated bone marrow donations and tissue typed matched blood platelets; support and contribute to ongoing research in tissue typing techniques and unrelated marrow transplantation efficacy (especially as it relates to donors); and to provide outstanding management services to those members who are selected as potential marrow donors.				
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## ADMINISTRATION

### LOCATION:

Office space is rented for the BYMDC at the following location for the period of this report:

5516 Nicholson Lane  
Building A, 3<sup>rd</sup>. Floor  
Kensington, Maryland 20895

### PERSONNEL:

Throughout the period covered by Navy Grant N00014-97-1-0199, the BYMDC was staffed with full-time equivalent personnel (FTEs). Positions within the BYMDC continue to be established, as program requirements (growth) have demanded. Positions established and staffed at the date of this interim report are as follows:

<u>Position</u>	<u>Date Established</u>	<u>Comments</u>
General Manager	September 1990	FTE
Admin. Asst., Donor Center	May 1991	FTE
Recruitment Specialist	December 1990	FTE
Recruitment Specialist Supervisor	June 1998	FTE
<b>(Previously Recruitment Specialist January 26, 1994 – June 22, 1998)</b>		
Recruitment Specialist	December 1990	FTE
Recruitment Specialist	December 1990	FTE
Data Entry Clerk, Donor Services	December 1990	FTE
Donor Services Supervisor	March 1992	FTE
<b>(Previously Donor Services Coordinator August 7, 1995 – June 2, 1997)</b>		
Donor Services Admin. Assistant	September 1995	FTE
Donor Services Admin. Assistant	September 1995	FTE
Donor Services Coordinator	May 1991	FTE
Donor Services Coordinator	June 1991	FTE
Donor Services Coordinator	August 1993	FTE
Donor Services Coordinator	October 1993	FTE
Donor Services Coordinator	August 1997	FTE
Donor Services Coordinator	September 1998	FTE
Confirmatory Typing Coordinator		FTE
Confirmatory Typing Coordinator		FTE

**NOTE:** these are positions that existed during the period of this report. All positions did not exist throughout the entire period, nor were all positions continuously filled during the period. In addition, temporary employees (from temporary agencies) were periodically used when circumstances required/warranted.

**FISCAL:** See TAB A.

## RECRUITING MANAGEMENT

### **INFORMATION BRIEFINGS AND PUBLIC AWARENESS:**

As mentioned in the last interim report, the first step to successful recruiting is awareness of need throughout the public. Awareness of need, combined with sufficient factual information about donor involvement in the unrelated marrow transplant process is essential for an individual to be able to make an informed decision about personal participation.

The BYMDC began conducting briefings and information sessions at military and other DoD installations in August 1990. These briefings and information sessions continued throughout the period covered by the grant. A representative from the BYMDC who traveled to the installations accomplished this work.

Wherever possible, existing DoD media (installation newspapers, cable television networks, radio stations and in some cases, E-mail), was used to increase public awareness within the DoD. Other informational materials such as National Marrow Donor Program<sup>®</sup> approved pamphlets, videos, and BYMDC informational sheets were also distributed among a large number of DoD installations.

### **MARROW DONOR DRIVES:**

Marrow donor drives scheduled by the BYMDC from January 1998 through November 1998 resulted in 26,307 persons being recruited into the national Registry. These persons are categorized as follows:

African American	3,278
American Indian/Alaska Native	229
Asian and Pacific Islander	553
Hispanic/Latino	1,367
Multiple Race	3,254
Caucasian	<u>17,626</u>
Total	26,307

Throughout the period covered by the grant, the BYMDC continued to develop and perfect recruiting techniques so that recruiting performance was greatly improved. Although the center did not have a combined military/community drive as was held at Ft. Bragg during the last reporting period, the 26,307 military donors recruited was well above the total recruited during the last reporting period. To assist in the recruiting effort much effort was made to provide effective publicity and public education/awareness within the Department of Defense establishment during this last reporting period.

The BYMDC Recruiting Management Department was responsible for procurement of medical supplies, shipment of medical supplies to all drive sites and shipment of specimens from the drive site to the laboratory, Naval Research Institute (NMRI), for processing during the period of this report. This required much administrative effort, coordination of schedules, and expenditure of funds in order to assure that all blood specimens arrived at the laboratory for testing in a timely manner.

#### **RECRUITING ACTIVITY LOCATIONS:**

TAB B provides a listing of DoD locations at which recruiting activities occurred during the period 01 January 1998 to 31 November 1998. The recruitment efforts yielded 263 donor drives with an average of 23 donor drives taking place each month.

#### **DONOR SERVICES MANAGEMENT**

Donor services management involves all aspects of work that may bring an individual from the point of being a potential donor to actual donation. When donation occurs, it is necessary to follow the donor (post donation), with health checks and other administrative interventions for six months or more.

Donor services management requires intensive interaction between a donor services coordinator and the prospective donor. The work is very labor intensive and one-on-one. The work involves locating and contacting identified donors, providing detailed information and counseling, arranging for and coordinating additional blood testing, physical examinations and finally, arranging for and coordinating actual marrow collection.

TAB C provides an outline of the essential functions necessary to perform acceptable donor services management. These functions have evolved and improved throughout the existence of the program.

#### **DR REQUESTS (HLA typing for the 5<sup>th</sup>. and 6<sup>th</sup>. antigens):**

During the period of this report 406 patient-directed DR requests were made to the BYMDC. Of the 406-DR requests received, 402-DR requests were completed and 422 were resolved

#### **HR REQUESTS**

During this reporting period, the BYMDC received 220 HR requests with 105 being completed and 182 being resolved. Twenty donors were transferred out to other donor centers to continue through the search process.

## **CONFIRMATORY TYPING (CT) REQUESTS:**

The most significant step leading to actual marrow donation is a request that an individual donor undergoes confirmatory typing

CT requests for the period of this report	2,631
CT samples collected for the period of this report	1,259
CT requests resolved during this reporting period	2,117

373 donors were transferred out to other donor centers to continue the search process. The search process was continued by a donor center that was closer to the donor's residence and afforded the donor the opportunity to be closer to family members and friends.

## **WORKUPS**

The donor center received 182 work up requests with 145 physical examinations being conducted. The center conducted 149 information sessions with donors. Only forty-four work up sessions were cancelled.

## **MARROW DONATIONS:**

During the period covered by this report, 114 marrow collections were completed within the BYMDC program with only 12 being transferred out to other network members.

**NOTE:** Donor services management activities are ongoing. Some activity from a previously reported period was completed during this reporting period and similarly, some activity initiated during this reporting period is unresolved at the end of the reporting period.

**TAB A**

DOD CENTER (NAVY)  
NO0014-97-1-0199

SCHEDULE 7-0199

ACCOUNT NAME	ORIGINAL APPROPRIATED	1998												BALANCE								
		1997	1997	1997	1997	1997	1997	1997	1997	1997	1997	1997	1997									
		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	
COMPENSATION	175,215	11,823	26,795	18,081	15,551	15,319	15,631	26,317	18,792	21,986	21,957	22,477	26,797	21,729	27,969	19,113	21,457	22,517	15,734	20,785	14,247	(60,964)
BENEFITS/INSURANCE	42,246																					91,637
TEMPORARY LABOR	7,950																					7,950
COMP ABSENCE																						0
<b>SUBTOTAL</b>	<b>217,561</b>	<b>11,823</b>	<b>26,795</b>	<b>18,081</b>	<b>15,551</b>	<b>15,319</b>	<b>15,631</b>	<b>26,317</b>	<b>18,792</b>	<b>21,986</b>	<b>21,957</b>	<b>22,477</b>	<b>26,797</b>	<b>21,729</b>	<b>27,969</b>	<b>19,113</b>	<b>21,457</b>	<b>22,517</b>	<b>15,734</b>	<b>20,785</b>	<b>14,247</b>	<b>40,623</b>
AIRFARE	50,000	7,515	10,233	4,555	4,688	0	13,583	0	10,218	5,210												(2,254)
HOTEL	22,000	47,494	2,390	3,082	1,240	3,044	1,460	2,274	1,556	894	3,419	2,121	2,364	2,434	1,383	2,440	2,271	4,164	1,710	2,871	435	27,642
MEALS & MISC.	22,000	29,903	2,455	3,930	5,178	10,366	2,660	2,560	2,489	1,305	1,809	2,124	2,642	2,021	1,346	2,631	2,832	3,349	1,608	2,870	913	(9,195)
GUEST SPEAKER FEES	100																					100
GUEST SPEAKER TRAVEL	500																					500
GUEST SPEAKER MEALS	500																					500
GUEST SPEAKER HOTEL	500																					500
<b>SUBTOTAL</b>	<b>95,600</b>	<b>150,468</b>	<b>7,515</b>	<b>15,079</b>	<b>11,567</b>	<b>11,106</b>	<b>17,702</b>	<b>4,834</b>	<b>4,345</b>	<b>12,417</b>	<b>10,437</b>	<b>4,255</b>	<b>5,006</b>	<b>4,456</b>	<b>2,730</b>	<b>42,557</b>	<b>6,178</b>	<b>20,101</b>	<b>13,475</b>	<b>13,757</b>	<b>1,348</b>	<b>17,794</b>
MEMBERSHIP-PROF ORG	100																					100
VOLUNTEER COMMITTEES	200																					200
COPIER RENTAL	500	600	96		117																	(117)
COPIER SUPP & COPYING	500	4,200	1,661	3,489	2,301	63	1,925	51	390	4,264				42	0	81	0	64				817
PRINTING																						(10,085)
NEWSLETTERS																						0
<b>SUBTOTAL</b>	<b>1,000</b>	<b>4,800</b>	<b>1,756</b>	<b>3,606</b>	<b>2,301</b>	<b>63</b>	<b>1,925</b>	<b>51</b>	<b>390</b>	<b>4,264</b>	<b>42</b>	<b>81</b>	<b>481</b>	<b>105</b>	<b>119</b>	<b>119</b>	<b>119</b>	<b>105</b>	<b>119</b>	<b>119</b>	<b>1,453</b>	<b>(9,385)</b>
POSTAGE	2,000	7,000	69	91									972									7,868
OVERNIGHT DELIVERED EX)	2,000																					2,000
PARCEL DELIVERY (LPS)	200																					(349)
POSTAGE MACH MAINT	500																					(415)
COURIER EXP (NOVA)	17,000	50,000	12,616	9,761	7,444	10,063	6,994	4,271	4,224	4,384	4,384	3,488	4,384	4,646	718	1,038	3,564	7,419	3,412	1,184		(25,037)
<b>SUBTOTAL</b>	<b>21,700</b>	<b>57,000</b>	<b>12,685</b>	<b>9,830</b>	<b>7,535</b>	<b>10,063</b>	<b>6,994</b>	<b>4,337</b>	<b>4,224</b>	<b>4,364</b>	<b>4,398</b>	<b>3,618</b>	<b>5,488</b>	<b>4,732</b>	<b>793</b>	<b>1,173</b>	<b>3,698</b>	<b>7,671</b>	<b>3,477</b>	<b>1,453</b>	<b>1,453</b>	<b>(15,931)</b>
LOCAL TELE SVC	4,300	6,000	370	403	387	24	1,410															(415)
800 NUMBER SVC	3,000																					3,000
LONG DISTANCE SVC	6,000	12,000	1,321	2,628	852	1,716	994	990	906	1,576	497	4,399	879	0	321	901	901	1,401	1,807	873	0	(4,060)
ELECTRONIC MAIL	2,000	3,710	241	475	228	322	691	302	314	599	246	319	319	279	283	282	282	505	428	271	91	91
PAGERS	2,000	2,344																				(331)
<b>SUBTOTAL</b>	<b>17,300</b>	<b>24,354</b>	<b>1,933</b>	<b>4,013</b>	<b>4,004</b>	<b>1,338</b>	<b>3,425</b>	<b>1,967</b>	<b>1,299</b>	<b>1,210</b>	<b>2,182</b>	<b>497</b>	<b>8,792</b>	<b>2,192</b>	<b>901</b>	<b>849</b>	<b>3,294</b>	<b>3,150</b>	<b>2,277</b>	<b>3,722</b>	<b>3,722</b>	<b>(878)</b>

DOD CENTER (NAVY)  
NO0014-97-1-0199

SCHEDULE 7-0199

ACCOUNT NAME	ORIGINAL APPROPRIATED	1998												BALANCE								
		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR		APR	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV
RECRUIT DRIVE SUPPLIES	7,000	30,000	1,920	375	387	472	306	2,930	1,782	357	7,315	2,566	3,013	428	315	361	2,553	270	1,102	397	683	13,361
OFFICE SUPPLIES	1,500	3,316	482	1,937	860	225	383	724	357	306	347	650	428	0	0	0	0	0	0	0	0	(5,422)
MISCELLANEOUS	350	6,360																				6,710
SAMPLE COLLECTION																						0
RECRUITMENT SUPPORT	12,200																					(10,877)
RECRUITMENT PRINTING	9,000																					(7,877)
PHLEBOTOMY SERVICES	6,000																					3,004
	8,850	67,376	2,401	375	2,325	1,312	531	3,333	2,966	357	7,621	3,367	7,465	10,567	1,695	10,544	5,462	2,808	6,314	4,919	3,181	(897)
EQUIPMENT	200																					200
SUPPLIES	150																					150
OFFICE RENT	91,460	104,908	5,000	7,324	7,324	7,324	7,324	7,324	7,324	7,876	7,508	7,508	7,508	45,045	12,200	12,200	12,200	12,200	12,200	12,200	12,200	(16,665)
OFFICE EQUIPMENT	0																					0
COMPUTER SERVICE	0																					0
	91,810	104,908	5,000	7,324	7,324	7,324	7,324	7,324	7,324	7,876	7,508	7,508	7,508	45,045	12,200	12,200	12,200	12,200	12,200	12,200	12,200	(16,315)
		74,235																				(10,240)
	236,560	483,061	12,515	41,178	29,498	35,899	41,768	36,040	23,720	19,750	24,715	19,245	34,259	29,496	51,163	67,404	30,314	100,204	49,066	44,802	27,218	(35,560)
TOTAL EXP (OTHER)	454,121	715,149	26,337	67,973	47,580	51,449	57,087	51,671	49,967	38,541	46,701	41,722	61,056	51,225	79,132	86,518	53,771	122,741	64,800	65,587	41,985	5,063
GRANT TOTAL (NAVY)																						

Interest Overhead 10.46%

SCHEDULE 7-0199

DOD CENTER (NMDF)  
NOOO14-97-1-0199

ACCOUNT NAME	ORIGINAL APPROPRIATED	1997												BALANCE								
		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR		APR	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV
COMPENSATION	361,461	31,374	26,048	20,963	30,862	31,905	35,918	24,367	27,618	27,153	25,217	22,634	25,430	38,171	20,428	21,627	13,168	13,552	13,552	38,273	21,276	217,664
BENEFITS	80,637	95,260																				175,917
SUBTOTAL	444,118	411,547	26,048	20,963	30,862	31,905	35,918	24,367	27,618	27,153	25,217	22,634	25,430	38,171	20,428	21,627	13,168	13,552	13,552	38,273	21,276	393,481
AIRFARE	5,000	2,789	9																			7,780
HOTEL	2,000	1,131	74	95	38	64	70	57	28	51	54											2,526
MEALS & MISC	1,500	922	76	125	64	87	74	79	544	56	54											1,186
SUBTOTAL	8,500	4,842	150	229	103	181	118	150	572	107	107	0	0	0	0	0	0	0	0	0	0	11,492
MEMBERSHIP-PROF ORG	500																					500
COPIER RENTAL	3,200																					2,992
COPIER SUPP & COPYING	5,300	1,800	96		208																	6,015
PRINTING	925	5,400	17		346																	3,396
NEWSLETTERS																						0
SUBTOTAL	9,425	7,200	112	0	768	161	435	358	168	182	0	440	125	0	244	617	245	153	153	0	0	12,403
POSTAGE	10,000	11,000																				17,827
OVERNIGHT DELIVERED EX)	80,000	50,000	3,122	2,966	596	3,381	4,494	1,012	863	1,135	4,277	1,528	1,226	736	550	690	6,051	8,394	2,315	2,315	5,413	79,236
PARCEL DELIVERY (UPS)	800																					(422)
POSTAGE MACH MANT	1,300																					(1,483)
COURIER EXP (NOVA)	1,500																					377
SUBTOTAL	93,600	61,000	3,203	6,634	2,348	1,948	5,310	1,419	1,063	1,476	4,551	1,772	1,363	853	800	940	6,051	8,833	2,460	2,460	5,892	95,734
LOCAL TELE SVC	13,500	9,000	328	315	343																	11,409
800 NUMBER SVC	15,000																					15,000
LONG DISTANCE SVC	13,500	18,000	1,586		2,716	1,041	2,098	1,214	1,180	1,077	1,897	5,842	1,318	0	481	1,351	0	2,102	2,711	2,711	2,999	2,999
ELECTRONIC MAIL	2,500	3,200	241	110	507	251	89	790	316	37	345	504	126	539	225	304	0	448	379	240	240	324
PAGERS	2,250	2,256			674	132	168	159	174	171	160	433	275	247	251	250	0	481	0	0	300	611
SUBTOTAL	46,750	35,546	2,155	425	4,230	1,423	3,944	2,163	1,670	1,286	2,401	10,615	3,288	786	957	3,064	0	3,242	3,148	3,148	3,533	30,362

SCHEDULE 7-0199

DOD CENTER (NMIDP)  
NO0014-97-1-0199

ACCOUNT NAME	ORIGINAL APPROPRIATED	1997												BALANCE								
		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR		APR	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV
RECRUIT DRIVE SUPPLIES	3,250	3,184	295	289	1,187	527	164	406	427	219	188	213	576	713	279	370	808	210	978	352	0	0
OFFICE SUPPLIES	2,000	5,640	1,200	2,340	1,465	1,279		291	116	814			1,496	693	466	1,537	961					(1,375)
MISCELLANEOUS	0																					(5,377)
AB TYPINGS	40,000																					0
WORKUP EXP	1,500																					40,000
MLC SUPPLIES	170,000	80,000				527		24,702	13,957	1,027	467	362	398	622	285	36,566	3,262	27,824	370	863		91,891
LAB TESTS	216,750	89,024	0	1,495	2,629	39,233	2,312	24,866	14,683	2,060	655	575	974	2,862	1,258	37,333	5,926	1,200	28,802	722	865	127,953
EQUIPMENT	500																150				94	256
SUPPLIES	300																				606	(306)
OFFICE RENT	122,230	74,027	10,986	10,986	10,986	10,986	10,986	10,986	22,524	11,262	11,262	11,262	11,262	11,262	(26,275)	6,569	6,569	6,569	6,569	18	0	59,025
OFFICE EQUIPMENT	1,000	20,000														1,913						19,070
COMPUTER SERVICE	3000																					3,000
Indirect Overhead-10 J4*	133,030	98,027	0	10,986	10,986	10,986	10,986	10,986	0	22,524	11,262	11,262	11,262	11,262	(26,275)	8,482	6,719	6,569	6,569	6,569	7,599	81,045
TOTAL EXP (OTHER)	508,555	369,235	0	18,401	20,902	57,677	17,011	45,659	18,772	34,939	17,023	16,055	25,063	18,899	(23,378)	47,835	17,266	14,065	47,617	12,900	17,889	436,266
GRANT TOTAL (NMIDP)	951,673	810,982	0	51,976	48,930	78,640	47,894	77,563	34,690	59,206	44,641	43,208	47,697	44,330	14,792	68,264	40,893	27,233	61,169	41,172	39,165	829,766

**TAB B**

# JANUARY 1998

## JANUARY

7	TINKER AFB, OK	261
10	MACDILL AFB, FL	104
11	MACDILL AFB, FL	31
11	DETACHMENT 5, DENVER CO	28
13	NAVAL AMPHIBIOUS, CORONADO, CA	57
14	TRAVIS AFB, CA	112
21	ELLSWORTH AFB, SD	53
25	WESTOVER AFB	38
26	FT GORDON, GA	76
28	GREAT LAKES, IL	239

**MONTHLY TOTAL:**

**999**

# FEBRUARY 1998

## FEBRUARY

2	INDIAN HEAD, MD	11
2	FT CARSON, CO	33
3	FT CARSON, CO	90
3	CECIL FIELD, FL	352
4	FT CARSON, CO	230
5	FT CARSON, CO	218
8	INDIANA ANG, FT WAYNE, IN	172
10	FT MEADE, OPS1, MD	295
10	TYNDALL, AFB, FL	174
11	WALTER REED, DC	86
11	HURLBURT AFB, FL	68
11	FT JACKSON, SC	225
12	EGLIN AFB, FL	294
12	FT JACKSON, SC	143
18	BOLLING AFB, MD	35
18	HARRISBURG RECRUITING, PA	134
19	COLUMBUS AFB, MS	119
24	MINOT AFB, ND	138
24	PUERTO RICO	74
24	WRIGHT PATTERSON, OH	79
25	FT HOOD, TX	83
25	MINOT AF, ND	98
26	FT HOOD, TX	107
26	ANDREWS AFB, MD	23
26	HOLLOMAN AFB, NM	73

**MONTHLY TOTAL:**

**3,354**

## MARCH 1998

### MARCH

3	NAVAL HOSPITAL, CHARLESTON, SC	45
4	WRIGHT PATTERSON, OH	35
4	ROTC, JACKSONVILLE, FL	9
5	PAX RIVER, MD	40
5	US SOUTHERN COMMAND, FL	112
6	HOMESTEAD AFB, FL	48
6	MEPS, SPRINGFIELD, MA	30
7	HOMESTEAD AFB, FL	52
8	HOMESTEAD AFB, FL	48
9	SHEPPARD AFB, TX	684
10	USS SHILOH, CA	47
11	LUKE AFB, AZ	82
11	EVERETT NAVAL STATION, WA	81
12	LANGLEY, VA	107
12	WHIDBEY ISLAND, WA	120
12	USS SHILOH, CA	19
12	DAMNECK, VA	26
15	COLORADO ANG, DENVER CO	27
17	NAVY YARD, DC	136
17	FT HOOD, TX	21
19	FT HOOD, TX	11
24	FT HOOD, TX	22
25	LITTLE CREEK, VA	60
26	FT MEADE, MD	55
26	FT HOOD, TX	10
31	HURLBURT AFB, FL	333
31	FT HOOD, TX	7

**MONTHLY TOTAL:**

**2,267**

## APRIL 1998

### APRIL

1	GREAT LAKES, IL	350
1	DUKE FIELD, FL	306
2	EGLIN AFB, FL	828
2	FT HOOD, TX	4
6	EIELSON AFB, AK	214
7	FT HOOD, TX	4
8	ELMENDORF AFB, AK	163
9	FT HOOD, TX	0
14	FT HOOD, TX	16
15	MAXWELL AFB, AL	58
16	FT LEWIS & McCHORD, WA	279
16	FT HOOD, TX	0
16	RECRUITING OFFICE, HAGERSTOWN,MD	12
18	MICHIGAN NATIONAL GUARD, MI	5
21	FT HOOD, TX	0
21	FT BRAGG, NC	14
21	REDSTONE ARSENAL, AL	85
23	MEDICAL CLINIC, KINGSVILLE, TX	25
23	FT HOOD, TX	0
23	FT BRAGG, NC	10
27	CORPUS CHRISTI, TX	66
30	FT HOOD, TX	0
30	LUKE AFB, AZ	192

**MONTHLY TOTAL:**

**2,631**

## MAY 1998

### MAY 1998

6	FT HOOD, TX	8
6	WEST POINT, NY	64
7	WEST POINT, NY	122
11	FT MEADE, MD	221
12	FT HOOD, TX	3
12	WALTER REED, DC	75
12	SAN DIEGO, CA	107
14	NAVAL WEAPONS, DAL.VA	122
17	OHIO ANG, MANSFIELD, OH	166
17	DETACHMENT 5, DENVER, CO	27
18	FT BRAGG, NC	19
18	SEYMOUR JOHNSON, NC	35
18	INDIAN HEAD, MD	64
19	NORFOLK, VA	26
20	VANDENBERG AFB, CA	175
20	FT POLK, LA	385
20	FT LEWIS, WA	93
21	FT POLK, LA	250
21	PORT HUENEME, CA	95
22	FT BRAGG, NC	10
26	FT HOOD, TX	11
27	CHESAPEAKE, VA	160
28	MOFFETT FIELD, CA	20
28	FT HOOD, TX	2

**MONTHLY TOTAL:**

**2,260**

## JUNE 1998

### JUNE

2	TINKER AFB, OK	18
2	FT HOOD, TX	3
2	NAS FALLON, NEVADA	51
3	TINKER AFB, OK	48
4	TINKER AFB, OK	49
4	29 PALMS, CA	166
4	BRUNSWICK, MAINE	213
4	NORFOLK, VA	117
5	OAKLAND, CA	65
5	FT BRAGG, NC	13
9	29 PALMS, CA	218
10	FT HOOD, TX	7
13	FT BRAGG, NC	13
14	PA AIR GUARD, PITTSBURGH, PA	78
16	WRIGHT PATTERSON, OH	158
16	FT HOOD, TX	33
17	PATUXENT RIVER, MD	104
18	PA ARMY NATIONAL GUARD, PA	60
21	NAVY & MARINE RESERVE, ROCK ISL. IL	55
22	DEF. LANGUAGE INST., MONTEREY, CA	201
23	DEF LANGUAGE INST., MONTEREY, CA	223
24	DEF LANGUAGE INST., MONTEREY, CA	223
24	FT HOOD, TX	14
24	FT BRAGG, NC	33
25	WHEELER AFB, HI	121
25	MARINE FORCES, VA	76
26	HAWAII	100
28	PITTSBURGH AIR GUARD, PA	24
30	NORFOLK, VA	174
30	QUANTICO MARINE, VA	60
30	FT HOOD, TX	14
<b>MONTHLY TOTAL:</b>		<b>2,732</b>

# JULY 1998

July

1	HAWAII	120
2	29 PALMS, CA	56
7	ROTC, FT LEWIS, WA	75
8	MCAS, YUMA, AZ	300
10	ROTC, FT LEWIS, WA	63
11	MARINE CORPS RESERVE, MI	46
12	GOWEN FIELD, ID	30
13	MOUNTAIN HOME AIR BASE, ID	160
13	FT KNOX, KY	13
13	ROTC, FT LEWIS, WA	26
14	FT KNOX, KY	40
15	PHILADELPHIA, PA	186
15	FT KNOX, KY	24
16	FT KNOX, KY	291
16	ROTC, FT LEWIS, WA	63
17	GRAND FORKS, ND	106
17	FT BRAGG, NC	15
17	FT HOOD, TX	7
19	ROTC, FT LEWIS, WA	38
19	FT BRAGG, NC	13
21	PENSACOLA, FL	197
22	ROTC, FT LEWIS, WA	59
22	PENSACOLA, FL	192
23	FT DRUM, NY	36
23	PENSACOLA, FL	368
27	ROTC, FT LEWIS, WA	103
28	EOD SCHOOL, EGLIN, FL	42
28	FT RUCKER, AL	154
29	GREAT LAKES, ILL	72
29	FT HOOD, TX	14
30	ROTC, FT LEWIS, WA	84

**MONTHLY TOTAL:**

**3,000**

# AUGUST 1998

## August

1	MARINE CORPS RESERVE UNIT, MA	37
2	ROTC, FT LEWIS, WA	61
5	ROTC, FT LEWIS, WA	50
5	WRAIR, DC	23
6	FT HOOD, TX	13
6	29 PALMS, CA	45
8	ROTC, FT LEWIS, WA	32
10	CAMP LEJEUNE, NC	88
11	CAMP LEJEUNE, NC	49
11	EDWARDS AFB, CA	66
11	ROTC, FT LEWIS, WA	57
12	EDWARDS, AFB, CA	67
12	GREAT LAKES, IL	43
13	FT HOOD, TX	6
14	MIRIMAR, CA	14
15	NC GUARD, NC	41
15	USMC, NM	36
17	AIR GUARD CONF. GA	102
17	HAWAII	149
18	AIR GUARD CONF. GA	92
18	TINKER AFB, OK	92
18	HAWAII	81
19	INDIVIDUAL DRAW	1
20	FT HOOD, TX	2
21	FT CARSON, CO	143
24	FT WAYNEWRIGHT, AK	45
25	FT HOOD, TX	28
26	NAS, PENSACOLA, FL	113
26	GREAT LAKES, IL	37
27	KEESLER AFB, MS	478

**MONTHLY TOTAL:**

**2,091**

# SEPTEMBER 1998

## SEPTEMBER

2	WRIGHT PATTERSON, OH	28
3	29 PALMS, CA	75
9	DEFENSE INFORMATION, ARL. VA	56
10	SHEPPARD AFB, TX	537
15	OFFUTT AFB, NE	70
16	US CONGRESS, DC	133
17	US SENATE, DC	123
17	GREAT LAKES, ILL	23
17	FT HOOD, TX	2
21	HAWAII	164
22	HAWAII	301
22	FT BRAGG, NC	8
23	HAWAII	360
24	HAWAII	254
24	HAWAII	167
24	FT HOOD, TX	12
24	KIRKLAND AFB, NM	93
29	FT MEADE, MD	208
29	AIR FORCE ACADEMY, CO	196
30	GREAT LAKES, IL	47
30	FT MEADE, MD	158
30	FT BELVOIR, VA	82

**MONTHLY TOTAL:**

**3,097**

## OCTOBER 1998

### October

1	29 PALMS, CA	31
3	ANDREWS AFB, MD	40
4	ANDREWS AFB, MD	29
5	WALTER REED MEDICAL CTR, DC	24
6	NAVAL HOSPITAL, BREMERTON, WA	60
7	KINGS BAY, GA	240
7	BANGOR, WA	138
7	WILFORD HALL, TX	147
7	FT HOOD, TX	5
8	LEVENWORTH, KS	151
14	MCRW, SAN DIEGO, CA	224
14	GREAT LAKES, IL	19
15	FT BLISS, TX	398
15	FT HOOD, TX	3
15	FT BRAGG, NC	7
19	RANDOLPH AFB, TX	135
20	LITTLE ROCK, AR	117
20	KELLY AFB, TX	91
21	KELLY AFB, TX	161
21	PENTAGON, VA	37
22	FT HOOD, TX	8
22	KELLY AFB, TX	95
24	FT HOOD, TX	362
28	29 PALMS, CA	71
28	GREAT LAKES, IL	22
29	FT HOOD, TX	92
29	FT BRAGG, NC	6

**MONTHLY TOTAL:**

**2,713**

## NOVEMBER 1998

### NOVEMBER

3	MAXWELL AFB, AL	55
5	OFFICE OF NAVAL INTELLIGENCE, MD	185
5	MCCLELLAN, AL	60
10	NORFOLK, VA	54
12	TRAVIS AFB, CA	32
17	KEESLER AFB, MS	203
18	POINT MAGU, CA	109
18	YAKIMA TRAINING CTR. WA	13
18	GREAT LAKES, IL	27
19	FT LEONARD WOOD, MO	234
19	HUENEME, CA	21
19	FT HOOD, TX	22
23	NNMC, BETHESDA, MD	124

**MONTHLY TOTAL: 1,163**

**TAB C**

C. W. Bill Young/DoD Marrow Donor Program

Donor Workup Process  
August 1997

## **BYMDC Donor Workup Process**

Date: August 1997

1. Each morning the Donor Services Administrative Assistant (AA) receives transactions via STARLink® from the NMDP® registry. Each evening the AA sends transactions to the registry via STARLink® (refer to STARLink® training manual).

### **2. FOR NEW DR REQUESTS:**

*Access DR request screen:*

- The request is taken to the NMRI DR typing lab where the sample is pulled for HLA-DR typing. If there are sufficient cells to complete the typing, the results are sent via STARLink® to NMDP®. If insufficient cells exist to perform HLA-DR typing, the lab notifies the donor center that an additional specimen needs to be drawn.
- The AA requests the donor consent form from the Data Entry clerk (DE). The form is copied and sent to the donor center.
- The donor is contacted via phone and/or mail, donor interest is assessed, and an appointment date is scheduled for the sample to be drawn at the nearest DoD medical treatment facility.
- A DR testing kit is sent to the third party lab where the sample will be drawn. The sample is sent to the NMRI DR typing lab and the results are forwarded via STARLink®.
- On the day of the draw, the AA schedules FedEx® pickup of the specimen (refer to FedEx® section). The same day or the following day, FedEx® is called to verify package pickup.

### **3. FOR INCOMING DR TRANSFERS:**

- Receive request from civilian donor center for DR transfer. The donor has been contacted by the transferring DC, interest assessed, and he/she qualifies for the DoD Marrow Donor Program.
- The civilian DC faxes the donor demographic information to the BYMDC and initiates the transfer in STARLink®.
- The donor is contacted and an appointment (Monday - Wednesday) is scheduled with the nearest DoD medical treatment facility.

- A DR testing kit is sent to the treatment facility, including DoD demographic consent and DR stage testing consent forms for the donor to complete and be returned with the specimen to the NMRI DR typing lab. The NMRI DR typing lab is notified of transfer and specimen collection and arrival dates.
- The AA accepts transfer and enters the appointment date via STARLink®. On the collection date, the AA schedules FedEx® pickup of the specimen (refer to FedEx® section) and tracks kit activity one day post appointment.
- The NMRI DR typing lab reports results to NMDP®.

#### 4. FOR HR REQUESTS:

*Access the HR request screen:*

- AA confirms new requests (refer to STARLink® training manual) and records local and/or national ID number. The ID numbers are sent to the DE and consent forms are copied and returned to AA.
- AA creates a file for each consent form/new request. Information on the file contains the following: national ID #, donor ID #, request date, recommended draw date (if applicable), patient ID #, patient's sex, disease, age, Transplant Center (TC) #, Search Coordinator (SC) #, and Donor Services Coordinator (DSC) initials.
- AA assigns the chart to a DSC on a rotating schedule and designates the chart to the DSC's satellite (donor folder tab 2) in STARLink®.
- AA accesses TransUnion® software and traces or retraces each request. AA sends a CT contact letter to the most current address from the search and places a copy in the chart.
- AA places the TC's draw instruction sheet in the donor chart and gives the chart to designated DSC for contact.

#### 5. FOR CT REQUESTS

*Access CT request screen:*

- AA follows same procedures as above
- AA distributes CT request charts to designated DSCs for contact and screening of donor eligibility to proceed with CT stage testing.

## 6. FOR INCOMING HR AND CT TRANSFERS:

- AA creates a chart with donor information, assigns the chart to the DSC and designates the satellite.
- DSC accepts the transfer in STARLink® once donor contact is made and interest assessed.

## 7. FOR RELEASED REQUESTS BOTH HR AND CT:

- AA accesses HR and CT request screens to look for donors with a "Contact Donor" status. Via STARLink® the AA accesses file to note release code and confirm donor contacted (refer to STARLink® training manual).
- AA pulls the donor record from the Awaiting Resolution file cabinet, notes release status on outside of the chart, sends the designated release letter to the donor, and files the chart by national ID #.

## 8. CT CONTACTING

- DSC contacts donors starting with urgent requests and oldest pending requests. The standard for contacting donors and scheduling appointments ("statusing") is 75% of donors within 15 days and 95% of donors within 30 days.
- In progressing order the DSC will try the following: 1)check date and demographics on consent form against TransUnion® trace report for best home and work phone numbers; 2)if consent form phone number is incorrect, try trace phone number; 3)try work phone numbers; 4)if donor is no longer at that workplace, ask coworkers for forwarding information; 5)call emergency contact, using "411" as necessary; 6)try military locator services and/or Internet searches; 7)try DoD Manpower via E-mail and request unit identification code (UIC) to track donor unit and location; 8)send certified letter to most recent address from TransUnion® search; 9)if certified letter is signed for but still unable to contact donor, seek assistance from donor's commanding officer explaining that this involves a medically urgent situation; 10)if all attempts are unsuccessful, the donor should be reported as temporarily unavailable (TU) or unable to contact (UC) depending on the information the DSC has (with approval from the Donor Services supervisor or the Donor Center manager).

## 9. SCHEDULING CTs:

- Once the donor has been contacted and interest assessed, the DSC explains CT request stage to include: explanation of the test, odds of matching, workup process, and marrow collection procedure.

- The DSC performs a health history to assess eligibility/anesthesia risk. Any questions or concerns that arise may be addressed with the Associate Medical Director (AMD). DSC should obtain from donor a copy of any medical records for procedures or conditions which may potentially disqualify the donor. (These records are for the AMD's review).
- The Donor Services Supervisor (DSS) must review and sign off on all medical histories.
- The DSC schedules an appointment with the DoD medical treatment facility lab nearest the donor. The appointment is confirmed by the DSC with the lab point of contact (POC). The DSC enters the appointment date/status date in STARLink®.
- The AA and/or the DSC is responsible for writing the appointment in the FedEx® book as well as fabricating a CT package with two kits to be sent to the lab POC. A consent form and educational materials are sent to the donor's residence via FedEx® 2-day delivery. The donor will read, sign, and have their commanding officer (CO), if applicable, sign and return the consent form in an enclosed self-addressed stamped envelope.
- The donor file is placed in the active donor-CT requests/scheduled section of the filing cabinet.
- On the day of specimen collection, the AA schedules FedEx® pickup of all samples being collected that day. A confirmation number is assigned to each sample and the AA records that number on each CT worksheet. Each file is returned to the filing cabinet section "CTs drawn/consents pending".
- The morning after the draw date, the AA tracks activity of kits via FedEx® Powership, enters the airway bill number, informs designated DSC of no activity showing or donor missed appointment.
- Once a donor is statused by NMDP®, the AA follows the procedures outlined in number 7 above. The chart is then filed by national ID number in the filing cabinet.
- NOTE: Anytime a file is removed from a drawer, a "file out" marker must be substituted with the date, ID #, and initials of the person pulling the file.

#### 10. TRANSFER DONOR:

- If a donor is no longer in the military, transfer to a civilian donor center. A DSC

will call the civilian DC nearest the donor and advise them of the transfer.

- All of the donor's information (consent form, STARLink® demographic sheet, HLA type) is faxed to the accepting DC. The fax serves as the hard copy for the new DC.
- Transfer is initiated in STARLink®. Once the transfer has been accepted, the transfer date and the new transfer center # are written on the outside of the chart. The chart is then filed by national ID # in the filing cabinet.

#### 11. DONOR NOT INTERESTED (NI) :

- DSC determines from donor that he/she is no longer interested in continuing participation with the BYMDC or NMDP®. NI is entered into STARLink® and noted on donor file. The DSS must sign off on all NIs. Chart is filed by national ID #.

#### 12. DONOR TEMPORARILY UNAVAILABLE (TU):

- Contact with donor or emergency contact is made but the donor is unavailable for a specified period of time. A donor is stasured as TU when he/she satisfies one of the following conditions: deployed overseas, on assignment in the field, having a medical condition that is a temporary deferral, or wishes to be made TU due to an inopportune time.
- Donor is reported as TU via STARLink® with next availability date. Reason for TU status and donor availability date are noted on chart. DSS must sign off on all TUs. Chart is filed by national ID # in the filing cabinet.

#### 13. UNABLE TO CONTACT DONOR (UC):

- The donor is removed from the registry when all attempts at contacting the donor have failed. The chart is reviewed by DSS and verified prior statusing the donor as UC. This information is sent via STARLink®, noted on the chart, and filed away by national ID #.

#### 14. INFECTIOUS DISEASE MARKER TEST RESULTS (IDM):

- IDM results are received from LabCorp™ via electronic printer every other day. The AA separates the CT and WU lab results and matches national ID #s with donor charts and pulls appropriate files.
- The AA merges CT lab results with the corresponding donor chart and completes a Form 24 within one week of receipt using LabCorp™ sheet and medical history

form. The DSS reviews Form 24s for accuracy and copies are sent to the NMDP® registry, SCU, TC coordinator, and donor chart. The lab report is also filed in the donor chart. The chart is returned to the "awaiting resolution" section of the filing cabinet. All abnormal lab results must be reported to the DSS for further review. Form 24s are mailed out on a weekly basis.

#### 15. DONOR REQUEST FOR WORKUP (WU):

- Search Coordinator (SC) faxes, MCI's, and/or calls the BYMDC about a new WU request. The chart is pulled and given to the DSS for assignment to a DSC.
- DSC assembles chart for donor which contains the following sections: 1)Workup information; 2)CT demographics; 3)Lab reports; 4)NMDP® forms; 5)Communication; 6)Billing; 7)Miscellaneous; and 8)Follow up.
- Assigned DSC contacts the donor (same process as at the CT stage, if necessary) and informs him/her of request for marrow. Educational materials (video tape, transplant information articles, vitamins, and iron supplements) are sent to the donor.
- If donor wishes to proceed, the DSC schedules an information session. A proposed collection date is preliminarily discussed.
- During the information session, the pre-physical blood work is scheduled along with any other samples (i.e. pre-collection samples, research samples, and repeat IDMs). Throughout the information session the DSC must keep progressive notes which are filed in the communication section of the chart. NOTE: Progressive communication abbreviated notes (throughout the CT and WU stages) should be listed in the history and notes section of STARLink®.
- DSC sends the BYMDC memo and DoD directive to the donor's commanding officer for approval and signature.
- The DSC and donor agree on harvest date (per SCU request). The DSS books the operating room date and time with the Georgetown University Medical Center Patient Coordinator (GUMC). The physical exam date is based on date of harvest and scheduled with GUMC accordingly.
- The DSS enters donor/harvest information in computer calendar and gives it to the DSCs. The DSS enters courier information in a shared directory when the info is available for use by DSCs. Both schedules are updated regularly by the DSS.
- Per TC request, the DSC calculates cell dose for harvest and faxes marrow prescription verification form to the collection center (CC) physician for

verification.

- Once the CC physician signs the form and returns it to the DSC, the form is sent to the SCU for TC approval. This form also has information about autologous blood which may need to be collected and stored.
- DSC works with Northwest Business Travel to schedule physical exam (PE) flight. Tickets are mailed directly to donor along with expense report to submit for reimbursement of expenditures. Flight itinerary is faxed to DSC. DSC makes hotel reservation at Georgetown University Leavey Center and confirmation number is documented in donor chart.

#### 16. PHYSICAL EXAM AT GUMC:

- The DSC must arrange several appointments for the day of the PE. They are as follows: third party PE, bone marrow transplantation consultation, anesthesia appointment, and autologous unit draw (if needed, if urgent WU, or if donating within 42 days of collection). Appointments must be scheduled so they are conducive to the GUMC Donor Services Liaison's schedule.
- The DSC enters all appointment dates in STARLink® and on the workup checklist.
- The DSC calls or faxes donor with appointment itinerary and directions to the Leavey Center. This information is also forwarded to the GUMC Liaison.
- The DSC copies donor's file and sends it to the GUMC liaison prior to the PE appointment. The liaison takes care of entering the donor in the GUMC hospital information system.

#### 17. THIRD PARTY PHYSICAL EXAM:

- The GUMC liaison meets the donor in the lobby of the Leavey Center fifteen minutes before the first appointment. The PE is on the 6<sup>th</sup> floor of the Pasquillera Health Center (PHC) Building - Internal Medicine. Most appointments are scheduled for 9:00 am.
- The Patient Registration Form must be submitted at the registration desk. The donor is then to sign the form that is printed out by the clerk indicating the DoD will cover the insurance. The liaison then takes the form the donor just signed, along with the medical/physical exam forms, and signs the donor in at the internal medicine appointment desk.
- While the donor is waiting to be seen for the medical exam, the liaison can go over

the GUMC and BYMDC consent forms. Allow the donor time to read each form before signing. The liaison is to sign as the witness. This is also a time to have the donor fill out the beneficiary form. The donor is given copies of the consent forms.

- When the donor is done with the exam, he/she should have a copy of the completed medical exam report, the handwritten history and physical, the EKG, the chest x-ray request form, and the blood work request form.
- The liaison should then check the donor out at the registration desk and obtain the pink carbon copy which indicates the Medical Record Number (MRN).

#### **18. CHEST X-RAY AND BLOOD WORK (PT/PTT):**

- There are no scheduled appointments for the chest x-ray and blood work; therefore, these two procedures are done when time allows. The best time is usually between the physical exam and the anesthesia consult.
- The liaison must register the donor at both the chest x-ray and blood lab. There is a form to be filled out by the liaison for the lab.
- The hard copy of the chest x-ray is expected to be done within 48 hours. It is the responsibility of the liaison to obtain these results by the Hospital Information System or by requesting a copy from Radiology.
- The GUMC Patient Coordinator is responsible for obtaining the results of the PT/PTT. If repeat blood work is requested by a DSC, the liaison must obtain these results, fax a copy to the DSC, and place a copy in the packet for the Form 43 review. The blood work is usually completed within 24 hours.

#### **19. ANESTHESIA CONSULT - 2<sup>ND</sup> APPOINTMENT**

- The liaison is to hand the donor's chart to the nurse in anesthesia. The nurse will meet with the donor to discuss and answer any questions regarding anesthesia. The nurse will complete an Anesthesia Report for the donor. The liaison must make a copy of the report and include this in the chart.

#### **20. BMT CONSULT - 3<sup>RD</sup> APPOINTMENT**

- The BMT Consult is with Kathleen Griffith, C.N.P., in the Bone Marrow Department. Ms. Griffith reviews the chart and meets with the donor.
- After the consult, the liaison will receive an Unrelated Donor Consultation Report completed and signed by Ms. Griffith. This is to be included in the chart.

## 21. AUTOLOGOUS UNIT - FINAL APPOINTMENT

- The donor will first meet with the nurse in the ARC Blood Bank and complete a health screening. The donor will then give a unit of autologous blood.
- The liaison will receive a form with the autologous unit number. This form is to be placed in the chart. A copy of this information is given to the DSC.
- After the final appointment, the liaison will make sure the donor receives copies of the GUMC and BYMDC consent forms. The donor will also receive other material to read at a later date including insurance information, a Do's and Don't list, and answers to some commonly asked questions on what to expect after the donation.

### AUTOLOGOUS UNIT AT FACILITY OTHER THAN GUMC:

- DSC calls ARC/Special Collections or base hospital nearest the donor. A Special Collection form is obtained and given to the Associate Medical Director for signature. The signed form is returned to ARC or hospital. The donor is contacted and appointment made. Appointment date is entered into STARLink® and donor chart. Billing information is confirmed.
- After scheduled appointment time, DSC confirms with donor that unit was drawn. DSC also obtains shipment dates, arrival times and unit numbers from ARC/hospital.
- DSC completes Auto Unit Memo and faxes to GUMC BMT patient coordinator with workup packet.
- DSC calls GUMC Blood Bank to confirm arrival of auto unit at least two days prior to harvest.

## 22. FORM 43:

- A Form 43 must be filled out and brought to the GUMC Bone Marrow Department within 48 hours of the physical exam. The form must have with it the following items for review: handwritten history and physical, PE lab results, Medical Exam Report, copy of the EKG, chest x-ray report, BMT consult report, CT health history, CT IDMs, and a form 24.
- The Form 43 along with all of the items for review are forwarded to the GUMC patient coordinator who will ensure that everything is signed by the BMT Associate Medical Director within 24 hours.

- Once the form is signed, the paperwork is faxed back, along with the chest x-ray report and any pending blood work, to the BYMDC DSC. The turnaround time from the day of the PE until the Form 43 is completed and faxed back should be 72 hours.
- The DSC puts all information in donor chart and gives it to the DSS for review. The chart is then given to the BYMDC Associate Medical Director for donor clearance.
- If donor is not approved, the Associate Medical Director will either order additional tests (approval pending results) or defer the donor.

### **23. REPEAT INFECTIOUS DISEASE MARKERS:**

- If the WU is urgent, repeat IDMs are done at the time of PE. If the WU is a standard request, repeat IDMs are performed within 30 days of harvest date. Procedures followed are similar to CT requests described earlier. (the difference is a Form 50 filled out versus a Form 24).

### **24. TRAVEL ARRANGEMENTS FOR DONATION:**

- DSC call Northwest Business Travel and arranges for early afternoon arrival the day before the harvest. The itinerary is faxed to the DSC for donor's chart. The tickets are mailed directly to the donor. DSC makes reservation at the Leavey Center and gets a confirmation number for the WU checklist. The donor arrives at least one day before the marrow harvest.

### **25. MARROW COURIER ARRANGEMENTS:**

- The DSS gets a courier name from the BYMDC courier list and DSS passes the information to the DSC. The DSC calls the courier and goes over instructions for marrow transport. The DSC also gets the desired date/time of courier return and credit card information for the courier hotel reservation.
- DSC calls TC for courier instructions if not yet received. Information is faxed to BYMDC with copy to donor folder, copy to GUMC liaison, and copy to courier.
- DSC calls Northwest Business Travel and makes flight and hotel arrangements for courier (both primary and back up flights). Tickets are mailed directly to GUMC liaison to be given to courier on day of harvest. DSC gets faxed copy of itinerary and forwards a copy to the TC and the courier.

### **26. HARVEST AT GUMC:**

- The charts used for the harvests are the same as those used for physicals. Additional forms must be included/added to the chart before the harvest: Courier Letter, Courier Release Form, and Form 50.
- It is the responsibility of the GUMC liaison to make sure all courier tickets have arrived at Georgetown and are in the chart on the day of harvest. The liaison must also have the donor chart and an NMDP® cooler prior to harvest.

## 27. PRE-ADMISSION APPOINTMENT:

- The liaison will meet the donor and companion in the lobby of the Leavey Center 2 to 2½ hours before the scheduled harvest time (OR time). The donor and companion are escorted to the AM Admit and the donor is registered. Additional paperwork is signed for GUMC.
- The liaison then takes the donor to the Same Day Surgery Area and finds a numbered waiting cubicle. The donor changes into hospital gown and slippers.
- The liaison gives the red chart from AM Admit to the nurses station and notifies them of the donor cubicle number. The nurse will draw 1-2 tubes of blood for typing and cross match. These tubes are transported to the blood bank to ensure that the auto unit(s) reach the OR prior to collection. It is the responsibility of the collection center (GUMC) to transport these tubes to the blood bank.
- If the TC needs peripheral blood samples to accompany the marrow have them drawn at this time. This information is determined by the liaison by looking at the marrow prescription form the day prior to the harvest and having the appropriate tubes labeled and ready. The peripheral blood tubes are to have a green label with both donor and recipient ID #s, date, collection time, and source indicated. The tubes are placed in the cooler and transported with the marrow.
- The donor will be given several consent forms to sign, one of which is the form to receive blood products. The liaison makes sure the donor receives the refusal to receive blood products form as well and informs the donor that the BYMDC Medical Director and Associate Medical Director recommend signing the refusal form. The liaison also has the donor and companion fill out the gourmet meal cards which will be turned in to the cashier's office before noon.
- The donor will be started on an IV and blood pressure is taken prior to going to the OR. The physician and/or the anesthesiologist will stop by and answer any last minute questions. It is the donor's choice as to which type of anesthesia they want (general or epidural/spinal). The liaison goes to change into hospital scrubs.

## 28. MARROW HARVEST:

- The liaison escorts the donor from the Same Day Surgery Area to the OR. The companion returns to the Leavey Center.
- Anesthesia is administered and the liaison begins the Form 60 - Donor Hospitalization Record. The procedure lasts from 20 to 90 minutes. When the collection is complete the Form 60 must be signed by the physician performing the procedure. A prescription for the donor is obtained from the physician for donor use after discharge. The liaison later takes this to the pharmacy to be filled.
- The liaison confirms the auto unit #, if any stored, prior to re-infusion. **NO** homologous blood is to be transfused unless a life and death situation. The liaison also confirms the volume of heparin, ACD-A, and RPMI in each marrow bag.
- Donor is brought to recovery. The liaison visits with donor briefly and tells donor that he/she is taking marrow to the processing lab to get it ready for transport. The liaison will meet up with donor once he/she has been assigned a room.

#### 29. CELLULAR ENGINEERING LAB:

- The liaison takes the marrow from the OR to the cell bank in a cooler. The cell bank will let liaison know all pertinent information needed to complete the Form 60: final volume of marrow and media, volume of media, nucleated cell count, and peripheral white cell count.
- The liaison contacts the companion and lets him/her know the procedure is over and that they may see the donor once he/she has been assigned and moved to a room.
- The liaison labels and tags each marrow bag (there must be at least two) with brown tags/white labels. The volume of heparin, ACD-A, and RPMI must be put on the labels. All ID #s for the donor and recipient are checked and verified by the liaison and a lab technician. Verification signatures are required on the Form 60 and the white labels on the marrow bags. The liaison ensures that all blocks on the Form 60 are completed.
- Each marrow bag is placed into an individual zip lock bag. The marrow cooler is lined with a blue chux. The marrow and any tubes (peripheral blood and/or marrow) are placed in cooler.

#### 30. COURIER

- The cooler must also contain the following: yellow copy of Form 50, pink copy of Form 60, marrow lab sheet from GUMC, latex gloves, and 2 copies of courier letter. The liaison signs the Marrow Out book and takes cooler at scheduled time

to the Lombardi Center lobby to meet the courier.

- The cooler transfer will take place in the liaison's office where numbers are verified and the courier receives tickets. The liaison escorts the courier to a cab and instructs the driver to the correct airport (Ronald Reagan Washington National or Dulles).

### **31. ROOM ASSIGNMENT:**

- The liaison calls the GUMC BMT Patient Coordinator and obtains room assignment. The companion is called and a meeting time and location are set. Once the donor is in the room, the liaison meets the companion and escorts him/her to the donor.
- The liaison brings the donor a gift bag from the BYMDC and the prescription for after discharge. The liaison gives the donor the DSC's pager number and phone number to call if any problems arise.
- The liaison obtains the donor's HCT from the nurse and writes it in the donor chart. The liaison notifies the designated DSC that harvest is complete and donor is doing well. The DSC will also receive the room and telephone number of the donor.

### **32. ONE DAY POST-COLLECTION:**

- The liaison calls and/or visits the donor to see how he/she is feeling. The DSC also calls the donor.
- The liaison visits donor and makes sure that hospital discharge goes well. Donor HCT at discharge is obtained and entered into donor chart. Donor goes back to Leavey Center.

### **33. TWO DAYS POST-DONATION:**

- Donor checks out of Leavey Center. The liaison contacts donor to assure that everything is going as expected. Donor takes cab to the airport for flight home.
- The original Form 43 and Form 60 are sent to the BYMDC by the liaison within one week of harvest.

### **34. DONOR FOLLOW-UP POST-DONATION:**

- DSC completes Form 70 within 72 hours of harvest and a copy is mailed to TC, SCU and NMDP® Registry.

- DSC completes Form 76 weekly until donor is asymptomatic. This form is transmitted via STARLink®. DSC calls donor daily for 3 days, weekly for 4 weeks, and monthly for 6 months.
- DSC informs donor of patient updates as available.
- DSC arranges for donor to have HCT and HgB checked 2 and 6 weeks post-donation. DSC sends HCT request form to donor, donor has sample drawn at base lab, and lab sends results to DSC. DSC reviews test results, informs the donor, and files form in donor's chart.
- Donor stays on iron replacement until HCT is within normal limits. DSC may need to consult with Associate Medical Director if HCT is not returning to normal.

**35. SIX MONTHS POST-DONATION:**

- If donor is not being followed for any complications, DSC disassembles chart and files by national ID# in cabinet.