

## 2014 LACTATION ACCOMMODATION AWARD NOMINATION FORM

In the summer of 2013, the University established the staff policy on Accommodations for Nursing Mothers (PPSM 84). Shortly thereafter the President distributed the Lactation Facility Standards for the UC Community developed by the UC Systemwide Advisory Committee on the Status of Women (SACSW). The Standards set minimum guidelines and procedures for lactation facilities across the system. In addition, the President established the Lactation Accommodation Award to recognize locations that provide exceptional support to nursing mothers.

UC employees can encourage their location to submit a nomination for meeting the standards the University of California has identified as integral for the health and welfare of nursing mothers at the University of California, by contacting their location's Chief Human Resource Officer.

Locations that meet the necessary criteria will earn a certificate and distinction of a "Lactation Award of Excellence," as well as a digital seal to place on a location website. Two recognition levels will be awarded: a Silver level and a Gold level, with Gold being the highest distinction possible.

Thank you for participating in this nominating process.

**Location:** \_\_\_\_\_

Contact completing the form:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

**Submitted by\*:**

\_\_\_\_\_  
Chief Human Resource Officer

\_\_\_\_\_  
CHRO Signature

\_\_\_\_\_  
Date

**2014 LACTATION ACCOMODATION AWARD  
NOMINATION FORM**

**Lactation Facilities**

How many total lactation rooms are available at your location? \_\_\_\_\_

For each of the below categories, please indicate how many of your total lactation rooms meet all of the standards for each recognition level (for example, if your location has 10 lactation rooms, you may have two that meet the standards for the Gold level, four that meet the standards for the Silver level, and four that meet the basic, minimum requirements).

	Minimum Requirement	Recognition Levels	
	Basic* rooms	Silver* rooms	Gold* rooms
<b>Lactation Rooms</b>	<p>Private, sanitary space (not a toilet stall). Equipped with lighting, a table, comfortable chair, and electrical outlet</p> <p>Lactation facility is located in close proximity to a nursing mothers work area.</p>	<p>All Basic level criteria AND:</p> <p>Private rooms that lock from the inside.</p> <p>A source of hot running water within close proximity or in the room.</p> <p>Sanitary or disinfectant wipes available for cleaning spills and hands.</p> <p>Rooms within a 5-minute walk from a nursing mother's work area.</p>	<p>All Basic and Silver level criteria AND:</p> <p>A hospital grade electric pump may be available for use.</p> <p>When required for certain types of jobs, where time/logistical constraints make it difficult to leave the building, a room equipped at least with basic level requirements located within the building.</p>

Please provide any other additional information about the lactation facilities at your location.

\*Basic level generally corresponds to current legal requirements. Silver reflects University goals corresponding to recommended minimum procedures reflected in University policy. A Gold award will be given to those locations that go beyond UCOP procedures.

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NOMINATION FORM**

**Access to Lactation Facilities**

Please discuss the method(s) used at your location for nursing mothers to find and reserve a lactation room.

For each of the below categories, please indicate how many of your total lactation rooms meet all of the standards for each recognition level.

	Minimum Requirement	Recognition Levels	
	Basic* rooms	Silver* rooms	Gold* rooms
<b>Access</b>	<p>Webpage with information to show location of lactation rooms, and how to register to use and access the rooms.</p> <p>Lactation facilities are easily found by search engines on the location's website(s).</p> <p>Lactation facilities are clearly labeled and located in accessible areas.</p>	<p>All Basic level criteria AND:</p> <p>A method to indicate that a room is in use, for example a sign-in sheet or dry erase board with time being used/reserved.</p>	<p>All Basic and Silver level criteria AND:</p> <p>Reservation mechanism, for example web-based system or other sign up system for reserving rooms (to ensure room availability when arrive to use it).</p>

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NOMINATION FORM**

**Education/Information/Support**

Check all that apply:

	Minimum Requirement	Recognition Levels	
	Basic*	Silver*	Gold*
<b>Education/ Information/ Support</b>	<p>Accommodations for Nursing Mothers California Law (Labor Code Section 1030-1033) posted.</p> <p>Accommodations for Nursing Mothers – PPSM 84 posted.</p>	<p>All Basic level criteria AND:</p> <p>Location has a website with links to local breastfeeding resources (including importance and encouragement of breastfeeding).</p>	<p>All Basic and Silver level criteria AND:</p> <p>Active campus outreach to promote breastfeeding/lactation program (at least two activities, describe below).</p> <p>Depending on campus community needs, educational and information activities could include: educational material in rooms, training program for campus managers and supervisors, an information brochure about the program provided to all expectant mothers, a moderated online interactive community for mom-to-mom interaction, lactation counseling/consultation or workshops, or other education/information/support.</p>

Please describe the types of campus outreach provided as well as any other ways nursing mothers are supported at your location.

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NOMINATION FORM**

**Break Time for Lactation**

Check all that apply:

	<b>Basic*</b>	<b>Silver*</b>	<b>Gold*</b>
<b>Break Time</b>	Reasonable amount of time. Break times will be at mutually-agreeable times, no fewer than twice per day.	Basic level criteria AND: Mutually agreeable times up to three times per day	All Basic and Silver level criteria AND: Process in place to request additional flexibility if required.

How does your location communicate to employees and supervisors that employees be provided with reasonable break time to express breast milk for their nursing child?

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**2014 LACTATION ACCOMODATION AWARD  
NOMINATION FORM**

**Additional Items**

Although not required by policy, the University of California Lactation Facilities Standards encourages each location to have the following items in place. Provide any additional detail as needed.

Please check all that apply:

A provision is included in the Campus Standards and Design Guide for new construction or renovated construction plans to incorporate designs for, at minimum, a private space equipped with locking door, lighting, an electrical outlet, table and chair.

An administrative home is designated for the lactation support program.

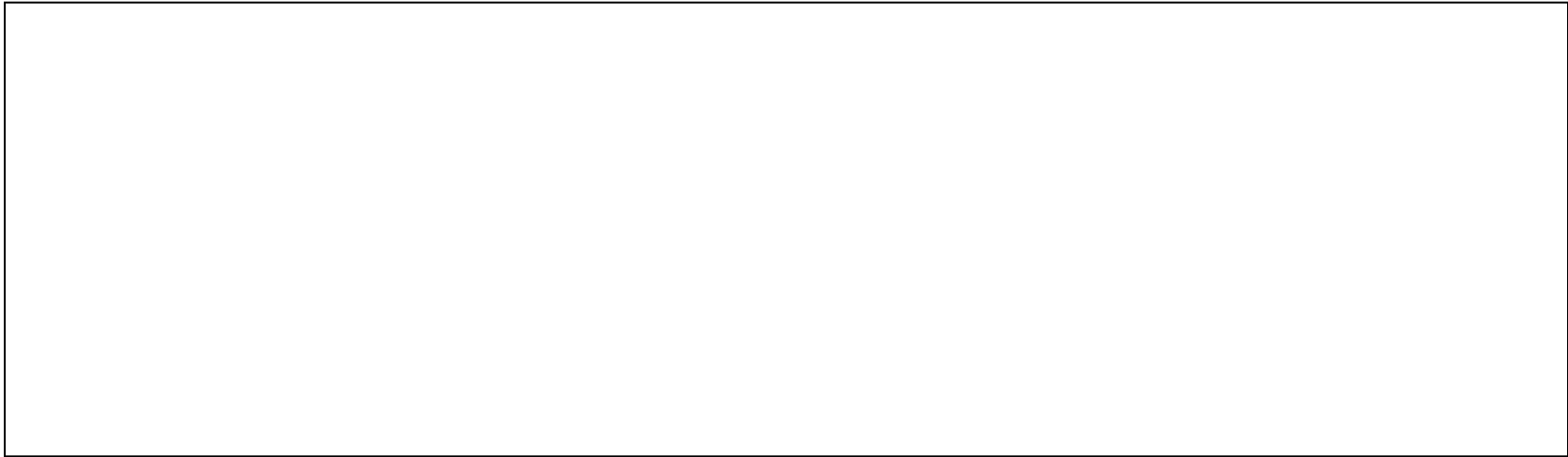
- What is the administrative home at your location? \_\_\_\_\_

Your location gathers feedback from women who use the lactation facilities. Options for collection of feedback include Usage Logs and/or Employee Satisfaction surveys, etc.

- Please describe the methods used at your location:

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NOMINATION FORM**

**Please describe anything else that was not covered above that distinguishes the lactation facilities or program at your location.**

A large, empty rectangular box with a thin black border, intended for the user to provide additional details about the lactation facilities or program at their location.