



# **Toolkit for Establishing Breastfeeding Support on University and College Campuses:** Using University of Northern Colorado as an Institutional Model

Alena M. Clark, PhD, MPH, RD, CLC  
Program Coordinator/Associate Professor  
Nutrition and Dietetics Program  
University of Northern Colorado

Yvette Lucero-Nguyen, MPH  
Director  
Women's Resource Center  
University of Northern Colorado

**UNC**

UNIVERSITY OF  
**NORTHERN  
COLORADO**

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# FOREWORD

The Nutrition and Dietetics Program and the Women’s Resource Center at the University of Northern Colorado formed a collaboration to offer our first Lactation Station in the fall of 2012. Our collaboration started in the fall of 2011. Alena had walked into a restroom on campus and noticed a young woman hunched over in the bathroom sink expressing breast milk with a pump. She was using the only electrical outlet in the room and it was visible that she was uncomfortable. As Alena went up to use the sink, the young woman looked at her with tears in her eyes and stated, “I hope that I am not grossing you out.” After this experience, Alena knew that something needed to be done on her own campus to support breastfeeding individuals whether they are a faculty member, staff member, student or visitor. Alena enlisted the assistance of her students in their professional development course to complete an environmental scan of campus to identify existing spaces that could be used as a safe and private place for breastfeeding individuals to express their milk. During the environmental scan, Alena’s students encountered staff at the Women’s Resource Center who had shared that they often allowed colleagues and students to use their offices to express breast milk. Soon after, Yvette and Alena met and realized they shared the same passion for supporting parents who choose to continue to breastfeed after returning to work or school.

After several years of advocating for and supporting breastfeeding parents at UNC, we are excited to share that we now have established three permanent Lactation Stations, a breastfeeding support program to assist our faculty, staff, students and community members, and an institutional policy that supports breastfeeding rights. Our collective passion for supporting and advocating for breastfeeding has led us to develop a way to share our story so that it could be utilized as a resource to support the establishment of Lactation Stations at other institutions and it is our hope that this toolkit will become a catalyst for supporting the rights of breastfeeding individuals.



Alena Clark, PhD, MPH, RD, CLC



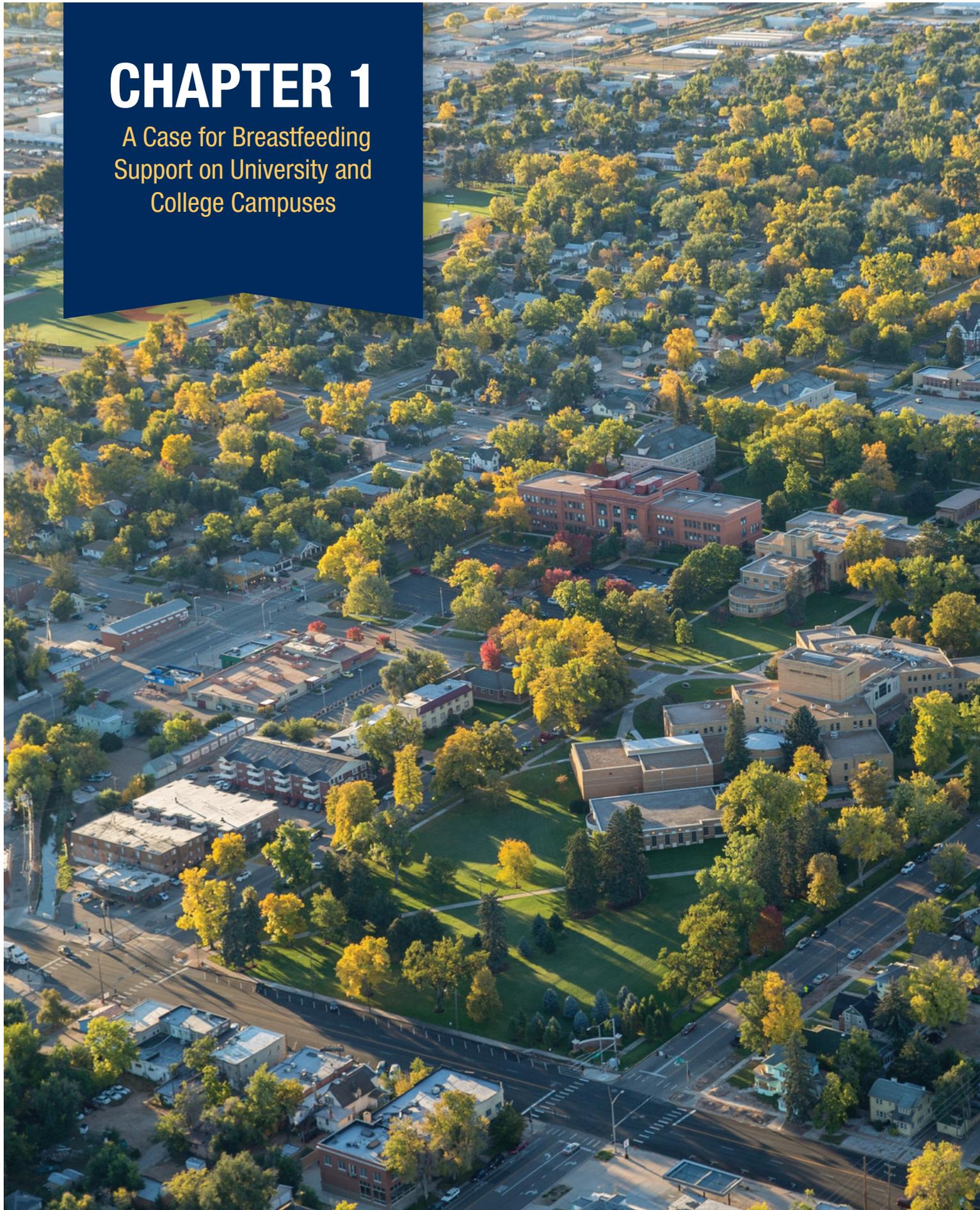
Yvette Lucero-Nguyen, MPH

University of Northern Colorado’s Breastfeeding Support Program:  
[www.unco.edu/wrc/Breastfeeding.html](http://www.unco.edu/wrc/Breastfeeding.html)



# CHAPTER 1

A Case for Breastfeeding  
Support on University and  
College Campuses



## BACKGROUND

Children have been breastfed since the beginning of time. Although breast milk is a complete and ideal form of nutrition for children, breastfeeding has not been the norm since the turn of the last century. Many professional organizations such as The World Health Organization (WHO), the American Academy of Pediatrics (AAP), and The Academy of Nutrition and Dietetics (The Academy) support and recommend breastfeeding as the optimal way to nourish infants and children.

## BREASTFEEDING RECOMMENDATIONS

The AAP recommends “exclusive breastfeeding for about 6 months, with continuation of breastfeeding for 1 year or longer as mutually desired by mother and infant.” The WHO recommends “exclusive breastfeeding up to 6 months of age, with continued breastfeeding along with appropriate complementary foods up to two years of age or beyond.” U.S. Department of Education under the Title IX of Education Amendments of 1972 recommends that administrators, “designate a private room for young mothers to breastfeed, pump milk, or address other needs related to breastfeeding during the school day.”



The U.S. national rate of infants initiating breastfeeding was 79% in 2014 with significant variance among states.



By six months, only 49% of infants were still breastfeeding; and at 12 months, only 27% of infants were still breastfeeding.

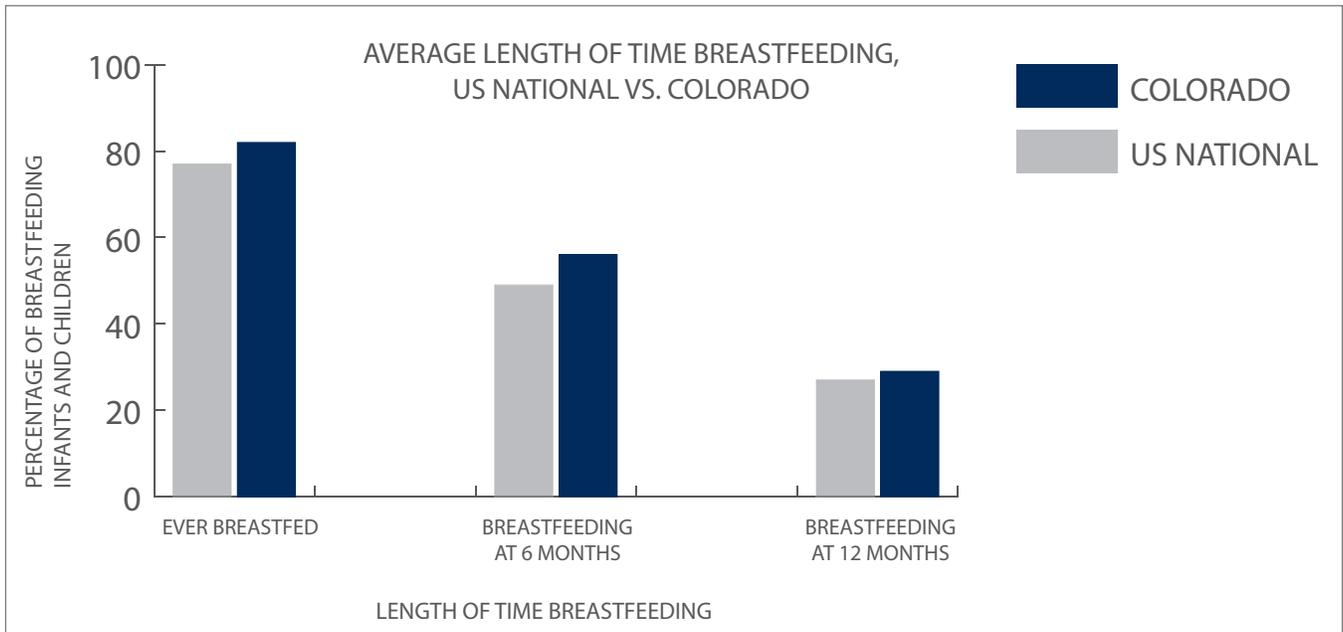


University and college campuses benefit from breastfeeding support programs for students, staff and faculty, as these programs increase employee and student retention rates, support student recruitment, and offer community support.

*“I am very happy to know that UNC supports breastfeeding and that students, faculty, and staff are provided places to pump while away from our babies.”*

—UNC faculty





Colorado has higher rates of breastfeeding in accordance with recommendations from national organizations, but similar to national trends, breastfeeding rates decrease as children get older. Evidence that demonstrates the need for breastfeeding support in your state is critical to gaining support on your campus. You can find current breastfeeding data and statistics at [www.cdc.gov/breastfeeding/data/reportcard.htm](http://www.cdc.gov/breastfeeding/data/reportcard.htm).

## IMPORTANCE OF BREASTFEEDING

Breast milk is the recommended first choice of child feeding. Many health professionals agree that breast milk/ breastfeeding provides parents, children, and the community with many benefits.

### Benefits of Breastfeeding for the Parent & Family

- Facilitates quicker return of uterus to pre-pregnancy shape
- Facilitates faster return to pre-pregnancy weight
- Delays the return of menstrual cycle
- Reduces risk of rheumatoid arthritis
- Reduces risk of osteoporosis and bone fractures
- Reduces risk of premenopausal breast cancer and ovarian cancer
- Reduces risk of developing postpartum depression
- Decreased risk of gestational diabetes developing into Type II diabetes postpartum
- Encourages closeness between the child and the parent involved in feeding time
- Lessens disruptions to family life due to fewer child illnesses
- Improves child spacing
- Saves money on feeding materials
- Builds confidence
- Promotes flow of calming hormone oxytocin
- Reduces risk of blood loss after delivery



38% of all college and university students are nontraditional (e.g. non-traditionally aged, have dependents.)

### **Benefits of Breastfeeding for the Employer, University, College, and Community**

- Contributes to a more productive workforce
- Reduces parental absenteeism related to child illnesses
- Increases student and employee retention rates
- Raises morale and loyalty in the workplace

### **Saves money**

- Reduces healthcare costs for employers because breastfed children require less health care provider visits, prescriptions, and hospitalizations
- Reduces costs for producing and shipping formulas
- The U.S. would save billions of dollars per year in costs associated with pediatric disease and death if more families breastfed

### **Saves lives**

- Breastfeeding significantly reduces the incidence of infant death
- Breastfeeding correlates with lower rates of child neglect

### **Saves the environment**

- Less waste in landfills as a result of production and packaging formula and bottles
- Less air pollutants as a result of manufacturing formula and bottles
- Less resources are utilized including water, electricity and fuel compared to bottle-feeding
- Breast milk is a renewable resource that requires no processing or packaging



In the first year, a family who breastfeeds a child can save approximately \$1,200–\$1,500 on formula costs.



More than half of all mothers return to work, school or become employed within the first postpartum year.



If 90% of mothers in the United States breastfed exclusively for six months, the national economy would save approximately 13 billion dollars a year in direct, indirect and premature death costs.

### Risks of Not Breastfeeding

- Formula lacks the nutritional value of breast milk
- Formulas are more difficult to digest than breast milk
- Formula requires special storage
- Formula requires special preparation
- Beneficial effects of breastfeeding on correct growth of jaws, teeth & speech patterns are decreased
- Beneficial effects of breast milk on learning ability are decreased
- Beneficial effects of breastfeeding on bonding with parent is decreased
- Increased risk of diarrhea and other stomach problems
- Increased risk of many childhood illnesses, including: urinary tract infections; ear infections; lung infections; childhood obesity; sudden infant death syndrome (SIDS); childhood mortality; diabetes; leukemia; childhood cancers; allergies; eczema and other skin conditions; childhood asthma; and high cholesterol.



University-supported lactation programs can help to normalize breastfeeding within the community.

## Barriers to Breastfeeding

While the benefits of breastfeeding are acknowledged, many barriers exist for families who wish to reap those benefits. Each individual parent may experience none, some or all of the below barriers.

### Education and Employment

- Inadequate breastfeeding support in the school or workplace
- Lack of flexibility in schedule to breastfeed or express breast milk
- Lack of private space to breastfeed or pump
- Policy prohibiting children on campus or lack of campus child-care or nearby child-care
- Child feeding practices in child care centers that are not conducive to breastfeeding

### Societal Beliefs and Norms

- Lack of knowledge about breastfeeding
- Absence of a culture that values health and family
- Inadequate support from friends, family and coworkers
- Embarrassment associated with breastfeeding in the presence of others
- Access to breastfeeding support is limited even further should a breastfeeding parent hold marginalized social identities (e.g. being a person of color, of lower class, trans\*, etc.).

### Health and Health Care Related Issues

- Health conditions that cause delays or difficulty in milk production
- Discouraging breastfeeding guidance from medical providers or pediatricians

- Lack of specialized support or referrals for maternal health issues
- The promotion of formula in hospitals and health care provider's offices may lead to lack of self-confidence of the parent's ability to breastfeed

## Breaking Down Barriers

University or college administration, faculty and staff can play an active role in supporting breastfeeding parents and helping to reduce the barriers they face.

- Encourage breastfeeding parents to continue to breastfeed when they return to work or school
- Educate students, faculty, and staff on the benefits of breastfeeding
- Inform the student or employee of their rights to breastfeed or pump on campus during their pregnancy rather than upon return. Work with the campus community to identify what the needs are of breastfeeding parents, being inclusive of all social identities
- Work with health centers, community agencies and lactation consultants on activities and trainings related to breastfeeding and child nutrition. Put parents in touch with support groups and other breastfeeding individuals who are returning to school or work.
- Provide information on current federal and state breastfeeding laws in the workplace.
- Promote the use of a lactation consultant. For help finding a lactation consultant visit: [www.ilca.org/i4a/pages/index.cfm?pageid=3432](http://www.ilca.org/i4a/pages/index.cfm?pageid=3432).

## CURRENT LAWS AND POLICIES

In the United States, state and federal governments have acknowledged the many benefits of breastfeeding, as well as the barriers. In response to this knowledge, legislation and policies have been developed and implemented.

The federal government enforces a handful of specific legislations and policies that states must follow; however, each state has its own laws and policies regarding breastfeeding. It should be noted that when comparing federal and state workplace accommodation laws, some states offer greater provisions for employees than federal laws. Therefore, the law that offers the most support is the one that should be followed.

### State Laws

Forty-five states, along with the District of Colombia and the Virgin Islands, have laws specifically allowing women to breastfeed their children in any public or private setting.

### Federal Laws

Patient Protection and Affordable Care Act:

- Employers are required to provide “reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has a need to express milk.”
- Employers must “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.”



*For more information, visit [www.dol.gov/whd/regs/compliance/whdfs73.htm](http://www.dol.gov/whd/regs/compliance/whdfs73.htm)*

### Title IX

- The amendment protects students from discrimination based on “their actual or potential parental, family, or marital status” or based on a student’s “pregnancy, childbirth, false pregnancy, termination from pregnancy, or recovery there from.”
- Schools that receive federal funding must provide equal access to school for pregnant students and parenting students; treating the pregnancy and conditions related to the pregnancy like other short term disabilities.



*For more information, visit [www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.html](http://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.html) or [www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.html](http://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.html)*



## How to Report Discriminatory Behavior

In regards to upholding federal/state laws and university policies and processes that support breastfeeding individuals, it is important to identify ways in which one can go about reporting incidents where possible discrimination is taking place or where inappropriate incidents occur. Institutions like the University of Northern Colorado have a Discrimination Complaint Process that is housed in the Dean of Students Office. This process allows for an individual to report discriminatory behavior. It is encouraged that an examination of one's institutional reporting processes be identified in order to support breastfeeding individuals.

Potential areas to explore within your organization can include:

- Human Resources Office, to identify what reporting processes exist
- Anti-Discrimination policies and procedures
- Title IX reporting processes
- Dean of Students for student concern/complaint processes

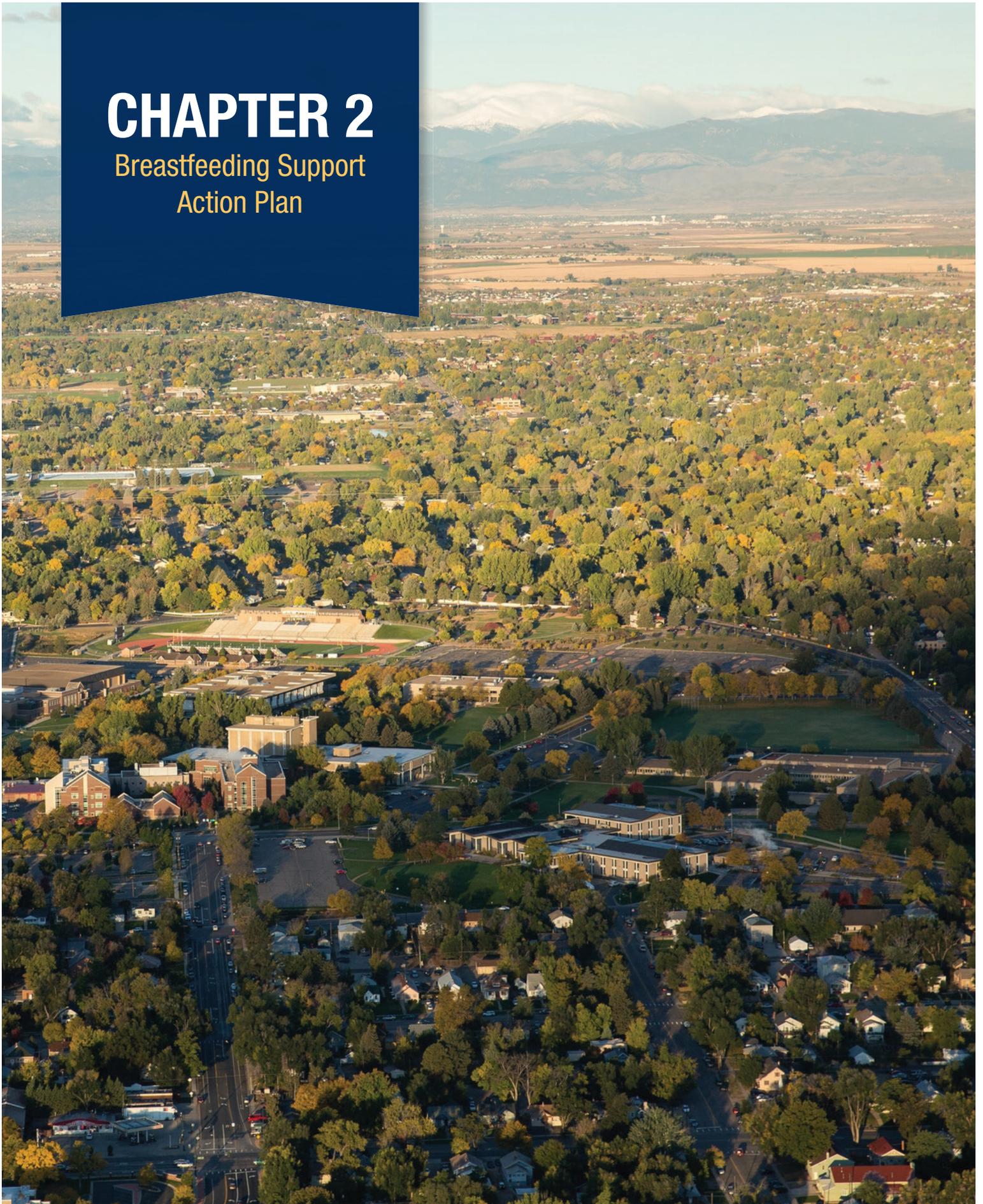
## COLORADO BREASTFEEDING LAWS

*Colorado Statute 25-6-302:* A mother may breastfeed in any place she has a right to be.

*Colorado Statute 8-13.5-101:* An employer is required to “provide reasonable break time for an employee to express breast milk for her nursing child for up to two years after the child’s birth” and that the employer must attempt to “provide a reasonable place for the mother to express milk, other than a bathroom stall.”

# CHAPTER 2

## Breastfeeding Support Action Plan





It is important to recognize other identities a breastfeeding parent may have in order to create a more inclusive breastfeeding support experience.

## IDENTITIES OF BREASTFEEDING PARENTS

While we often associate breastfeeding with women who are the biological mothers of children, it is important to recognize all potential identities of breastfeeding parents. Creating inclusive breastfeeding support resources for all identities is a critical component of successful outcomes for parents and children. Social identities, including gender identity (i.e. trans\* identities), sexual orientation, relationship status, parenting status, race, class/socioeconomic status, ethnicity/culture, religion, ability, age, size, among others, may create barriers to accessing both community based breastfeeding support as well as lactation stations on a college campus (see Additional Resources, page 31 for list of social identity definitions).

When developing and implementing lactation support services on a college campus, it is critical to provide inclusive lactation stations in recognition of identities. Considerations to provide inclusive lactation support are offered throughout each section of this toolkit. Additionally, this toolkit recognizes and integrates special considerations for unique populations of breastfeeding parents based upon needs and barriers presented to these groups. For example, military parents, low income status, insurance access (e.g. student insurance coverage), etc.

## GETTING STARTED: BREASTFEEDING SUPPORT CHECKLIST

Here are a few essential steps to increase breastfeeding support on a university or college campus.

- Conduct a needs assessment. Identify opportunities to improve resources for breastfeeding parents. For example, increase designated lactation stations for students, faculty, staff, and community members.
- Create and implement a plan that is inclusive of identities of parents that will utilize breastfeeding support. For example, establishing lactation stations that are accessible to all gender identities, as opposed to using a gender specific area. Examine what your campus culture is with regard to inclusivity and incorporate inclusivity components that support what your institution desires. Things to think about are the use of gender inclusive pronouns, gender inclusive access to potential lactation station locations and support group programs that provide access to all gender breastfeeding individuals.
- Cultivate partnerships. Meet with faculty and staff to communicate the need for breastfeeding support resources and pool resources to build a cooperative effort. Involve interested students through volunteer and educational projects.
- Create a breastfeeding support policy.
- Identify processes for reporting discrimination complaints and/or policy violations.
- Develop breastfeeding support resources (e.g., lactation stations, breastfeeding support groups, education/trainings).
- Promote your services. Create an inclusive marketing plan to educate and inform students, faculty, and staff of breastfeeding support resources on campus. Utilize campus-wide communication platforms (e.g., campus newspaper, website, social media).
- Evaluate your program. Survey students, faculty, and staff to identify what is working and what can be improved upon.
- Share your experiences and resources with the community. Be a community leader in the effort to support breastfeeding parents!





## LACTATION STATION 101: HOW-TO GUIDE

A Lactation Station serves students, faculty, staff, and community members who choose to continue breastfeeding after returning to school or work.

### To-Do List

- Identify room or space (private or semi-private, accessible to all gender identities)
- Organize items needed for a lactation space
- Create a lactation station policy
- Promote the lactation station to breastfeeding parents on campus

### Items Needed to Create a Lactation Station on Your University or College Campus:

- Room (a private room is preferred but not mandatory)
- Identify if these spaces are private or semi-private spaces as it will impact access, it is preferable that the space(s) be accessible to all. For example, a lactation station that is located within a women's only space would impact access for a breastfeeding trans-man
- Consider combined spaces that serve multiple functions if you are struggling to find space.
- Lactation station should NOT be located within a restroom. Milk expression should never share air space with a working toilet, it is unsanitary to prepare or consume foods in the presence of aerosolized toilet contents.
- Door that locks (preferred)
- Privacy screen (mandatory if the area is in a common space)
- Electrical outlet (to plug in breast pump)
- Table (to set supplies and pump on)
- Good lighting and ventilation
- Sink or access to adjacent sink (to wash and dry hands and breast pump pieces)
- Comfortable chair with good back support

### Ideal Items:

- Lactation Station sign for door or "occupied or private" sign for door
- Keypad entry (registered access; a sense of security during milk expression)
- Footstool
- Screens (for large spaces that can be separated and provide privacy)
- Hospital grade pumps (mothers buy/bring tubing/flanges/etc.). As referenced above, some breastfeeding parents may not have access to purchase a personal pump and may rely on having access to the pump provided in the lactation space
- Hand washing materials
- Compact refrigerator with freezer compartment (to store ice packs)
- Clock
- Wall mirror (to help readjust clothing before returning to work/class)
- Décor: Artwork, soft lighting, CD player/Radio
- Educational resources: Brochures, brochure holder, books
- Sign-in sheets, clipboards and pens, masking tape (labeling breast milk containers)

## LACTATION STATION 101: FREQUENTLY ASKED QUESTIONS

Below is a sampling of the most commonly asked questions when setting up a lactation station on a university or college campus. Please note that most campuses have different resources available and some information may not be applicable.

### **Q: How much would it cost to host a Lactation Station?**

A: Essentially nothing but the donated space. If the resources allow, a few items may be donated for the space as well as someone to maintain upkeep.

### **Q: How much space would be needed?**

A: Enough for a chair, small table, a privacy screen if the space is not already private, and some room to move a little.

### **Q: What are the other requirements of hosting a Lactation Station?**

A: Besides the items listed above, it would need an electrical outlet, and a place to wash hands and breast pump pieces, such as a close restroom. The station must also be private or semi-private.

### **Q: Who will be responsible for the Lactation Station and maintenance?**

A: Someone in your department or program will be responsible for letting a student or employee into the station. It is ideal for the department to be responsible for maintenance problems. If this is not the case, a volunteer may be beneficial in this role.

### **Q. When will the Lactation Station be open?**

A. Whenever the department or program's office hours, in which the station is located, are open.

### **Q. Do the parents have to reserve a time at the Lactation Station?**

A. No. The station is first-come, first-served, and based on availability. More than one person can use the station at a time as well if space is appropriate.

### **Q: Why is a Lactation Station important?**

A: Lactation Stations benefit students, faculty, staff and community members who are breastfeeding on campus and need an appropriate place to pump. Breastfeeding while going to school or work may add challenges and the station would help these parents continue to breastfeed.

# LACTATION STATION 101: SAMPLE POLICY

## Breastfeeding and Lactation Support Program *[Sample Policy]*

**Originators:** Program/Department

**Date:**

**Policy #**

### **Purpose:**

The (name of University) recognizes the importance and benefits of breastfeeding for both mothers and their infants, and in promoting a family-friendly work and study environment. Applicable Colorado statutes provide for the needs of mothers who are nursing their infants, as outlined at the end of this policy, and the (name of University) intends to fully comply with these provisions of state law by implementing a breastfeeding and lactation policy for students, faculty, and staff.

By implementing a breastfeeding and lactation policy, the (name of University) strives to create an exceptional environment conducive to working and learning and be attuned to both professional and personal needs, such as the needs of a mother who is nursing to feed and/or to express milk for her child while she is at work or school.

### **Applicable To:**

All female University faculty, staff, and students.

### **Responsibility:**

All University supervisors are responsible for being aware of the policy and working with female employees to arrange mutually convenient lactation break times. The Office of Student Engagement will be responsible for distributing this policy to the University community and responding to any questions concerning the policy by students.

### **Policy:**

The (name of University) recognizes the importance and benefits of breastfeeding for both mothers and their infants, and in promoting a family-friendly work and study environment. Therefore, in accordance with applicable (state) statutes, the (name of University) acknowledges that a woman may breastfeed her child in any place she has a right to be on campus, and shall provide a clean and private space, other than a toilet stall, in close proximity to the work or study area for employees or students who are nursing to be used as a lactation room for their nursing children for up to two years after the child's birth.

### **1. Lactation Breaks**

#### ***Employee Specific Information***

- a) Supervisors will work with employees (including faculty, staff, teaching and graduate students and student employees) who are nursing to schedule reasonable and flexible break times each day for this activity.
- b) The (name of University) shall make reasonable efforts to provide access to an employee who gives her Department Chair/Program Coordinator/Director/Supervisor notice of a need for lactation support and facilities to express breast milk for her nursing child for up to two years after the child's birth.
- c) An employee should notify her Department Chair/Program Coordinator/Director/Supervisor in a timely manner of her request for lactation support when she is reasonably certain that she will need to request time and/or a location to express breast milk.
- d) Where applicable, unpaid break time, paid break time or meal time should be provided by the University to allow the employee to express breast milk. The supervisor and employee shall work together cooperatively to establish times for the employee to express breast milk.
- e) Consistent with the (name of University) efforts to recognize the importance of supporting the needs of working mothers, supervisors will make reasonable efforts that do not impose an undue hardship on the operation of University business to respond to the need for lactation support and facilities.
- f) An employee who needs time and/or facilities to express breast milk should do so without disruption to her work schedule.

## *Student Specific Information*

- a) A student may request time in which to express breast milk from her instructor, however, the instructor is not required to excuse tardiness or absences due to the student's request. However, the (name of University) encourages faculty and staff to support the student with her breastfeeding needs.

## *Title IX and Pregnant or Parenting Students*

Title IX of the Education Amendments of 1972 is the landmark law that bans sex discrimination in federally funded education programs and activities. Title IX protects students from discrimination based on their “actual or potential parental, family, or marital status” or based on a student’s “pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom.” Generally speaking, this means that schools must give all students who might be, are or have been pregnant (whether currently parenting or not) equal access to school programs and extracurricular activities, and schools must treat pregnant and parenting students in the same way that they treat other students who are similarly able or unable to participate in school activities. Specifically, schools must:

- Provide equal access to school for pregnant and parenting students and treat pregnancy and all related conditions like any other temporary disability.
- Provide equal access to extracurricular activities for pregnant and parenting students. For example, a school cannot require a doctor's note for pregnant students to participate in activities unless the school requires a doctor's note from all students who have conditions that require medical care.
- Excuse absences due to pregnancy or childbirth for as long as the student's doctor deems medically necessary. At the conclusion of a pregnancy-related leave, a student must be reinstated to the status she held when the leave began.
- Ensure that any separate programs or schools for pregnant and parenting students are voluntary and offer opportunities equal to those offered for non-pregnant students.

Women who are nursing should not be forced to choose between going to school under disadvantageous conditions that place their health—and their academic success—at risk and postponing their education until they are no longer breastfeeding. To ensure that young mothers are not put in that position, schools should provide students with breaks of the necessary duration as well as a clean, private space (that is not a restroom) to express breast milk.

Without the opportunity for breaks of the necessary duration, breastfeeding young women will likely experience extreme pain and discomfort in school, causing a serious distraction that could negatively impact their ability to learn, and posing a risk to their health. Refusing to consider breastfeeding needs also sends students the message that being a mother is incompatible with educational success.

Pregnant or parenting students seeking consideration (including time consideration for breastfeeding and expressing milk) are encouraged to work with their faculty members to make arrangements. (Name of University)'s Title IX Coordinator can also serve as a liaison, support, and resource in the development and implementation for providing access. See below for contact information:

*Name and Contact Information for Title IX Coordinator:*

## **2. Lactation Facilities**

- a) The (name of University) shall provide a clean and private location for an employee to express breast milk. These facilities should be in close proximity to the employee's work area.
- b) The location may be the place the employee normally works if there is adequate privacy and is comfortable for the employee.
- c) Areas such as toilet stalls are not considered appropriate locations for expressing breast milk. A restroom equipped with a separate, designated room for lactation purposes is an appropriate location for doing so.

### **Procedure:**

1. A supervisor who receives a request from an employee for break time and/or a private location to express breast milk should review available space in his/her department/unit and be prepared to provide appropriate nearby space and break time.
2. If the employee or student wishes to use designated lactation rooms on campus, their locations are listed at (University's Website). Included are descriptions of each lactation room, what, if any, pumping equipment is

available, and whether provisions for the appropriate storage of breastmilk are provided.

3. Employees and students who use designated lactation rooms on campus shall be responsible for keeping the facilities clean, and, where pumps are available, for cleaning and sanitizing the breast pumps after each use.

4. Employees and students who have questions regarding access and use of the lactation facilities or would like general information about expressing breast milk or breastfeeding on the University campus or other work-life balance topics may contact (enter in contact information).

5. If an employee or student has comments, concerns, or questions regarding the Breastfeeding and Lactation Support Program Policy, she or he should (enter in contact information).

6. An employee or student who believes she has been denied an appropriate request for time and/or location to express breast milk or to breastfeed, or needs assistance on how to make or respond to a request, should contact (enter in contact information).

**Applicable Colorado statutes (Add Sample State Statutes):**

*C.R.S. § 25-6-301 et seq. recognizes the benefits of breastfeeding children and allows a mother to breast-feed “in any place she has a right to be.”*

*C.R.S. § 8-13.5-101, et seq. recognizes the benefits of breastfeeding children and requires employers to provide adequate break time for an employee to express breastmilk for her nursing child up to two years after the child’s birth and requires an employer to provide a private place for their employees to express breastmilk, other than a bathroom stall.*

*Adapted from the Rhode Island University’s Breastfeeding Policy*

# PRIVACY SCREEN RENTAL 101: HOW-TO GUIDE AND SAMPLE POLICY

Privacy screens can be used in addition to lactation stations for employees who wish to create a private space to express breast milk at their desk or cubicle.

## To-Do List

- Purchase privacy screen.
- Create a privacy screen rental agreement.
- Promote the privacy screen benefit to breastfeeding students, faculty and staff on campus.

## Privacy Screen Rental Agreement *[Sample Policy]*

**The Purpose:** Recognizing that breast milk promotes optimum growth and development of children, (Name of university or college) accommodates parents who choose to continue breastfeeding after returning to work. The screens serve students, faculty and staff who may not have time to visit our Lactation Stations and prefer to express milk privately at their desk or cubicle.

**Federal Breastfeeding Laws:** Section 7 of the Fair Labor Standards Act, amended by the Patient Protection and Affordable Care Act, establishes standards for an employer to maintain for employees. Employers with more than 50 employees must provide reasonable unpaid break time, or allow an employee to use paid break and/or meal time, to express breast milk for her nursing child for up to 2 years after the child's birth. Employers must also make reasonable efforts to provide a nursing mother with a private location in close proximity to her work area, other than a toilet stall, in which to express milk. In addition, employers cannot discriminate against women for expressing milk in the workplace.

### Contact

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Addresses: \_\_\_\_\_

Phone Number / Extension: \_\_\_\_\_

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

Anticipated Screen Rental Duration: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Agreement

By signing this agreement, the requesting individual agrees to return the screen after it is no longer being used to (Name, Department, Address). If the individual would like to use the screen beyond the anticipated duration, please contact (Name) at (Email) or (Phone) to update the rental duration.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_

For more information on breastfeeding or how to support a co-worker who is breastfeeding, please contact (E-mail) or (Phone) or go to (Website).

## PREPARING TO BREAST PUMP 101: CHECKLIST AND GUIDE

A breast pump is an essential tool for parents who wish to continue breastfeeding when they return to school or work. Pumping breast milk enables the breastfeeding parent to maintain their milk supply and express milk for their children when they are away.

### Preparing to Breast Pump Checklist

- Decide on the type of breast pump that will best suit your needs before returning to school or work.
- Purchase or rent your breast pump before returning to school or work.
- Breast pumps can be found on-line or at your local hospital, pharmacy or medical supply store. Breast pump coverage may be offered by your insurance provider; check with yours for details. Your local WIC office may provide breast pumps to participants who meet financial requirements. To find the nearest office visit: [www.womeninfantschildrenoffice.com/](http://www.womeninfantschildrenoffice.com/)
- Designate an ice chest or insulated bag and cooler packs for the storage of your expressed breast milk. Many breast pumps come with a cooler pack and insulated bag.
- Clearly label your breast pump, carrying case, and storage case. Bottles and lids can be safely labeled with permanent marker on masking tape. Do not label accessories that come into contact with breast milk.
- Understand how to care for and clean your breast pump. This information can be found on the instruction manual provided by the breast pump manufacturer.
- Do a trial run at home. Test your breast pump so that you are comfortable with using it before you return to school or work. If you have questions, meeting with a lactation consultant can be beneficial.

### Breast Pump Guide

- Electric powered pumps have adjustable speeds and suction, they are known for their efficiency. Electric pumps require access to an outlet plug.
- Battery operated pumps can be used anywhere and are usually smaller than electric pumps. These may require frequent battery changes depending on usage.
- Manual pumps are lightweight, easy to travel with, and quiet. These require labor from the user that can slow the process of milk expression.
- Pumps are available as single or double models that allow for expressing one or both breasts at a time.

## RESOURCES FOR STUDENTS & FACULTY: SAMPLE LETTER TO DEAN

Address (Yours or Program or Department)

Date of Letter

Name of Recipient

Title (Dean of Students)

Name of University or College

Street Address of University or College

Dear Mr./Ms./Dr.: or Dear Dean of Students:

[Name of university] takes pride in its ability to provide a wide assortment of academic programs, support services and opportunities for community involvement; all while being able to provide a personal, welcoming and caring environment. Since it is the goal of the University to provide its students with the best educational experience and atmosphere, it is essential to consider school-life balance when addressing students' needs. The specific area of school-life balance that we are writing you about today is breastfeeding.

In 2014, a report by the Institute for Women's Policy Research indicated that more than a quarter (26%) of undergraduate students are raising dependent children. With increasing rates of student-parents, the need for breastfeeding support on university and college campuses is increasing as well. The numbers show that current and prospective students of universities and colleges are breastfeeding or will breastfeed at some point during their education. Student interest in a lactation program should not be overlooked.

By providing a breastfeeding support program, [Name of University] would be more attractive to both traditional and nontraditional students in addition to meeting the needs of students already attending the university. While our university provides various types of breastfeeding support services, we must strive to ensure sustainability of these support services as well as maintaining an understanding of current breastfeeding recommendations and trends. This can be accomplished with a breastfeeding support program.

We recognize that you play many roles at the university and that you strive to enhance and recognize student learning and personal responsibility. Therefore, with your cooperation, consideration and understanding of the importance of breastfeeding as an integral part of student-life balance, we can continue to offer breastfeeding support services to our current students in addition to appealing to prospective students.

We are asking for your continued support of our efforts in creating a breastfeeding-friendly environment on campus. We hope to maintain communication with you as we move forward with the breastfeeding support program and gladly offer reports on progress as you desire.

Thank you for your consideration. To further discuss the breastfeeding support program, please contact (Name) at (Email or Phone).

Sincerely,

(Your handwritten signature)

(Your typed name)

## RESOURCES FOR STUDENTS & FACULTY: SAMPLE LETTER TO FACULTY

Address (Yours or Program or Department)

Date of Letter

Name of Recipient

Title

Name of University or College

Address of University or College

Dear Mr./Ms./Dr.: *or*

Dear Faculty:

Our institution prides itself on the various types of support that it offers to its student population. One type of support that our institution has chosen to encourage is the support of breastfeeding parents on our campus. This can only be accomplished through the cooperation, consideration and understanding of the importance of breastfeeding, in addition to education, by university or college staff and faculty.

Students who are breastfeeding or expressing breast milk via pumping have been encouraged to discuss their choice to breastfeed, along with breastfeeding or pumping schedule concerns, with their professors. In addition, students whose schedules are affected by breastfeeding or pumping have been instructed to consult with their instructors and sign a breastfeeding accommodation form for the semester.

It is important to recognize that much like an academic schedule, no two students' breastfeeding or pumping schedules are alike. Students may require different support depending on their schedule, for example, using technology to record or watch parts of the lecture so that they do not miss content.

We recognize your role in establishing class attendance policies and appreciate your cooperation and consideration. Thank you for considering this request. For more information on breastfeeding or how to support a student who is breastfeeding, please contact (Name) at (Email) or (Phone).

Sincerely,

(Your handwritten signature)

(Your typed name)

# RESOURCES FOR STUDENTS & FACULTY: SAMPLE STUDENT ACCOMMODATION REQUEST

## Student Lactation Accommodation Request *[Sample Form]*

Student Requesting Accommodation: \_\_\_\_\_

Student ID: \_\_\_\_\_

Course Title & Number: \_\_\_\_\_ Instructor: \_\_\_\_\_

Anticipated Accommodation Duration: \_\_\_\_ Fall 20\_\_\_\_ \_\_\_\_ Spring 20\_\_\_\_ \_\_\_\_ Summer 20\_\_\_\_

Anticipated Pumping/Breastfeeding Time: \_\_\_\_\_

Primary Designated Lactation Station: \_\_\_\_\_

Alternate Designated Lactation Station: \_\_\_\_\_

Please indicate whether the designated Lactation Stations are University/College-designated Lactation Stations or temporarily designated for the purpose of this Accommodation Request. For more information on where you can find a University-designated Lactation Station, please go to (Website). If temporarily designated (e.g. faculty/staff office, work room, etc.) please provide a brief description of the Lactation Station: \_\_\_\_\_

\_\_\_\_\_

The requesting student's, faculty's and Dean of Student's signatures below indicate that all individuals have reviewed and understand the above Lactation Accommodation Request. Further, it is understood that the success of the university/college's ongoing efforts to provide support to breastfeeding parents on its campus is dependent on the cooperation of students, faculty, the Dean of Students and University or College personnel.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For more information on breastfeeding or how to support a student who is breastfeeding, please contact (Name) at (Email) or (Phone).

# RESOURCES FOR STUDENTS & FACULTY: SAMPLE EMPLOYEE ACCOMMODATION REQUEST

## Employee Lactation Accommodation Request

[Sample Form]

Employee Requesting Accommodation: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_ Extension: \_\_\_\_\_

Anticipated Accommodation Duration: \_\_\_/\_\_\_/\_\_\_ until \_\_\_/\_\_\_/\_\_\_

Primary Designated Lactation Station: \_\_\_\_\_

Alternate Designated Lactation Station: \_\_\_\_\_

Please indicate whether the designated Lactation Stations are university/college-designated Lactation Stations or temporarily designated for the purpose of this Accommodation Request. For more information on where you can find a university/college-designated Lactation Station, please go to (Website). If temporarily designated, please provide a brief description of the Lactation Station:

\_\_\_\_\_  
\_\_\_\_\_

The requesting employee's, supervisor's and Human Resources representative's signatures below indicate that all individuals have reviewed and understand the above Lactation Accommodation Request and understand the (insert State, if applicable) Workplace Accommodations for Nursing Mothers Act and understand Federal and State workplace laws.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

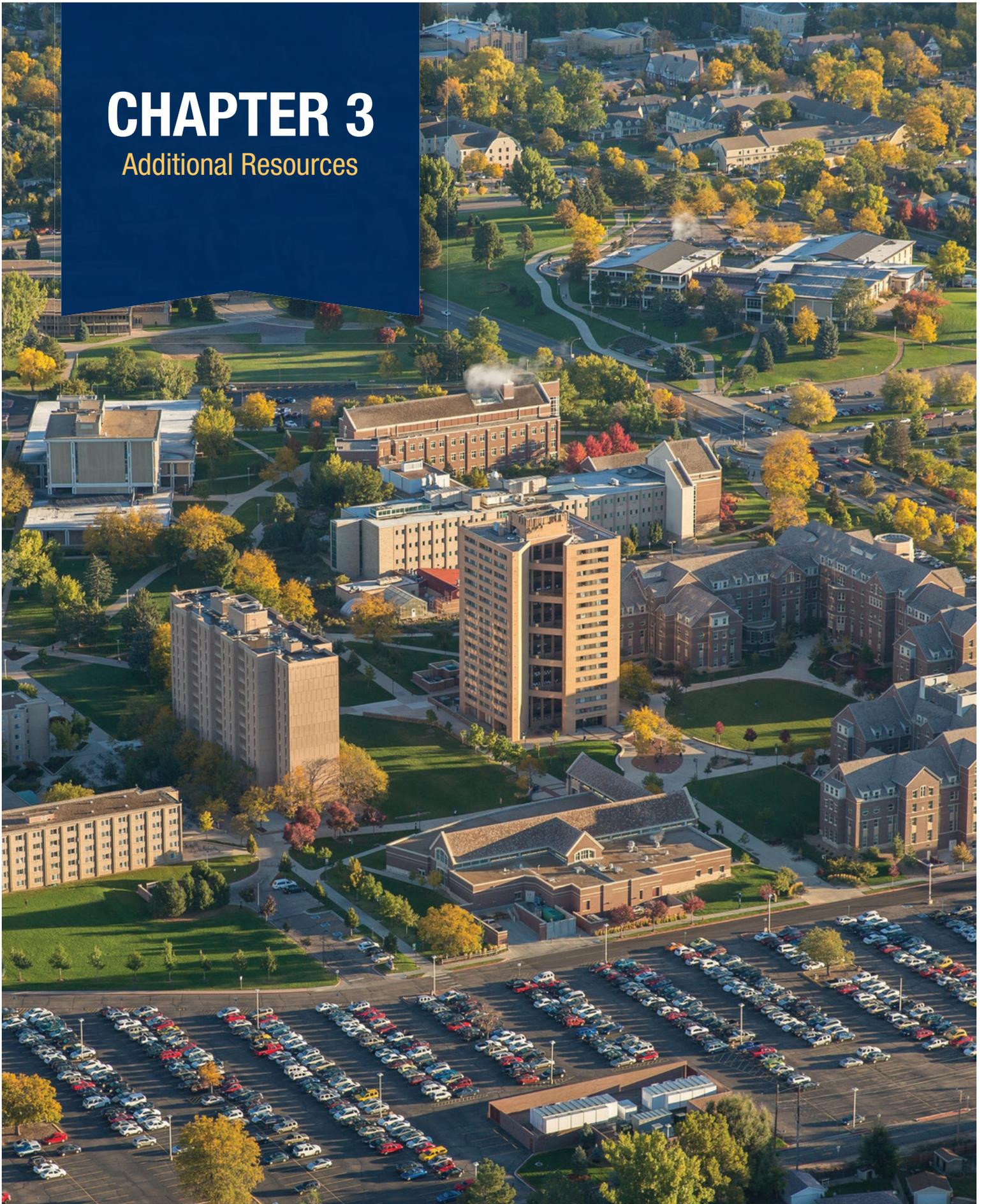
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
For more information on breastfeeding or how to support a student who is breastfeeding, please contact (Name) at (Email) or (Phone).

# CHAPTER 3

Additional Resources



## ADDITIONAL RESOURCES: COLLABORATORS AND FUNDING SOURCES

Each community is unique, especially in regards to the types of resources available. While this list provides ideas for possible collaborators and funding sources to help breastfeeding support on university or college campuses, it is by no means all-encompassing. Certain resources listed may not be available in your community and other available resources may not be listed.

### Community Collaborators

- Breastfeeding Coalitions and Committees
- International Lactation Consultant Association (ILCA)  
[www.ilca.org](http://www.ilca.org) or 1-888-452-2478
- La Leche League USA  
[www.llusa.org/](http://www.llusa.org/) or  
International Helpline: 1-877-452-5324
- Local Hospitals & Clinics
- Local Health Departments
- Local Physicians (OB/GYN's, Family Practitioners, Pediatricians)
- Pregnancy Resource Centers
- WIC Offices  
[www.fns.usda.gov/wic/wic-contacts](http://www.fns.usda.gov/wic/wic-contacts)

### Campus Collaborators

Cultivating partnerships around campus will enable you to pool resources from varying areas and strengthen the effectiveness of your breastfeeding support program. Seek out potential campus collaborators in the following offices:

- Health Sciences, Social Science, Nursing, or Nutrition/Dietetics Departments
- Health Services Department
- Military and Veterans Program
- Office of Human Resources
- Office of Student Engagement
- Office of Work-Life Balance
- Parenting Initiative or Student Parent Initiative Program
- Sexual Orientation and Gender Diversity Resource Center or LBGT Office
- Women's and Gender Resource Center

### Funding Sources

- External Grant Funding
- Foundation Office for donations from alumni and/or private donors
- International Lactation Consultant Association available at: [www.ilca.org](http://www.ilca.org)
- Government Grants available at: [www.grants.gov/](http://www.grants.gov/)
- National Institute of Health available at: [grants.nih.gov/grants/oer.htm](http://grants.nih.gov/grants/oer.htm)
- Donations from local businesses and foundations
- University/College Funding
- Student Fees
- University/College Breastfeeding Support Budget
- Worksite Wellness Programs
- Internal Grant Funding
- Fundraising Events on Campus

## ADDITIONAL RESOURCES: WOMEN’S AND GENDER RESOURCE CENTERS AND SERVICES

Women’s and Gender Resource Centers serve a critical role in advocating for and holding the institution accountable for upholding access to necessary resources for students, staff and faculty. Additionally, Women’s and Gender Resource Centers must be in compliance and must support institutional compliance with “laws, regulations, and policies that relate to their respective responsibilities” (WGPS CAS Standards and Guidelines, 2014). As referenced in the Current Laws and Policies section above, this includes the Patient Protection and Affordable Care Act, as well as Title IX Legislation, which prohibits discrimination against parenting students.

In addition to collaborating, supporting or spearheading breastfeeding and lactation support resources on university and college campuses, Women’s and Gender Resource Centers should provide access to breastfeeding support in their physical location. Actively creating safe, welcoming, inclusive facilities is a central function to achieve access and support for members of the campus community and should be thoughtful about specific functions of the facility that are needed for resource access including “appropriately equipped lactation spaces” (WGPS CAS Standards, 2014).

As noted in earlier sections, breastfeeding and lactation support has been a political issue in the United States, including challenges breastfeeding parents experience when re-entering the professional or academic spaces as well as their right to breastfeed or express milk in public spaces without discrimination. The complex history and political nature of breastfeeding, coupled with the challenges and discrimination faced by breastfeeding and lactating parents, enters feminist spaces and creates charges for activism on campuses and in our communities to protect the rights of breastfeeding parents. Central to Women’s and Gender Resource Centers and Services is upholding access to resources and maintaining feminist approaches in programs, services and supervision. Women’s and Gender Programs and Services “should [also] provide gender-related expertise, critique, and perspective on how institutional policies and practices address intersectionality [and] should provide technical assistance with the implementation and development of systems of accountability of the diversity, equity and access standard across all functional areas” (WGPS CAS Standards 2014).



## ADDITIONAL BREASTFEEDING RESOURCES

### General Breastfeeding Resources

- American Academy of Pediatrics  
[www2.aap.org/breastfeeding/index.html](http://www2.aap.org/breastfeeding/index.html)
- Academy of Nutrition and Dietetics  
[www.eatright.org](http://www.eatright.org)
- Centers for Disease Control and Prevention  
[www.cdc.gov/breastfeeding/index.htm](http://www.cdc.gov/breastfeeding/index.htm)
- La Leche League International  
[www.llli.org](http://www.llli.org)
- Office on Women's Health  
[www.womenshealth.gov/breastfeeding/index.html](http://www.womenshealth.gov/breastfeeding/index.html)
- The Special Supplemental Program for Women, Infants, and Children  
[www.fns.usda.gov/wic/women-infants-and-children-wic](http://www.fns.usda.gov/wic/women-infants-and-children-wic)
- United States Breastfeeding Committee  
[www.usbreastfeeding.org/](http://www.usbreastfeeding.org/)
- World Health Organization  
[www.who.int/topics/breastfeeding/en/](http://www.who.int/topics/breastfeeding/en/)

### Support for Breastfeeding Within Underrepresented Groups

- American Civil Liberties Union  
[www.aclu.org](http://www.aclu.org)
- National Women's Law Center  
[nwlc.org/](http://nwlc.org/)
- U.S. Department of Health and Human Services Office of Minority Health  
[www.minorityhealth.hhs.gov/omh/content.aspx?ID=4493&lvl=3&lvlid=11](http://www.minorityhealth.hhs.gov/omh/content.aspx?ID=4493&lvl=3&lvlid=11)

### LGBTQ Breastfeeding Support

There is a notable lack of resources that have been specifically designed to support breastfeeding among the Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQIA) community. Specifically, breastfeeding support resources are extremely limited for trans\* parents. Therefore trans\* parents and support individuals depend upon the experiences of other trans\* parents who utilize social media and online outlets to share breastfeeding successes and obstacles, as well as advice and strategies. We have identified this as a significant gap in research and formalized support and encourage continued research in this area. Furthermore, consultation with local LGBTQ support services within your campus or surrounding community is critical in developing inclusive lactation support on your campus. We also encourage you to utilize lived experiences of trans\* parents available through blogs, articles, social media posts, etc. to guide your lactation support delivery.

Find an LGBTQ Care Provider:

- Breastfeeding Network, Jaye Simpson, IBCLC  
[www.breastfeedingnetwork.net/LGBTQ\\_Resources.html](http://www.breastfeedingnetwork.net/LGBTQ_Resources.html)
- Inclusive Practice Provider, Diana West, IBCLC  
[dianawest.com/inclusive-practice/](http://dianawest.com/inclusive-practice/)

Resources for LGBTQ Parents:

- [offbeathome.com/2012/10/trans-dad-breastfeeds-baby](http://offbeathome.com/2012/10/trans-dad-breastfeeds-baby)
- [radicaldoula.com/2012/09/11/breastfeeding-while-trans/](http://radicaldoula.com/2012/09/11/breastfeeding-while-trans/)
- [www.facebook.com/groups/613482658695915/](http://www.facebook.com/groups/613482658695915/)

- [www.facebook.com/groups/449750635045499/](http://www.facebook.com/groups/449750635045499/)
- [www.huffingtonpost.com/2014/11/19/breastfeeding-transgender-dad\\_n\\_6185888.html](http://www.huffingtonpost.com/2014/11/19/breastfeeding-transgender-dad_n_6185888.html)
- [www.milkjunkies.net/](http://www.milkjunkies.net/)
- [www.out.com/news-commentary/2012/04/24/breastfeeding-dad-queer-adventures-nursing-ba](http://www.out.com/news-commentary/2012/04/24/breastfeeding-dad-queer-adventures-nursing-ba)

### **Military Policies for Breastfeeding**

- Breastfeeding in Combat Boots  
[breastfeedingincombatboots.com/](http://breastfeedingincombatboots.com/)
- Army  
[phc.amedd.army.mil/topics/healthyliving/wh/Pages/BreastfeedingandBreastHealth.aspx](http://phc.amedd.army.mil/topics/healthyliving/wh/Pages/BreastfeedingandBreastHealth.aspx)
- Air Force  
[static.e-publishing.af.mil/production/1/af\\_sg/publication/afi44-102/afi44-102.pdf](http://static.e-publishing.af.mil/production/1/af_sg/publication/afi44-102/afi44-102.pdf)
- Coast Guard  
[www.uscg.mil/directives/ci/1000-1999/CI\\_1000\\_9.pdf](http://www.uscg.mil/directives/ci/1000-1999/CI_1000_9.pdf)
- Marine Corps  
[www.marines.mil/Portals/59/Publications/MCO%205000.12E%20W%20CH%201-2.pdf](http://www.marines.mil/Portals/59/Publications/MCO%205000.12E%20W%20CH%201-2.pdf)
- Navy  
[www.med.navy.mil/directives/ExternalDirectives/6000.14A.pdf](http://www.med.navy.mil/directives/ExternalDirectives/6000.14A.pdf)

### **Milk Banking**

- Human Milk Banking Association of North America  
[www.hmbana.org/](http://www.hmbana.org/)

## **ADDITIONAL RESOURCES: TERMINOLOGY**

**Breastfeeding Support:** refers to a combination of a positive, accepting attitude from peers, faculty, staff, and employers toward breastfeeding, access to resources for breastfeeding, and access to spaces for breastfeeding.

**Gender Identity:** The term “gender identity,” distinct from the term “sexual orientation,” refers to a person’s innate, deeply felt psychological identification as a man, woman or another gender, which may or may not correspond to the sex assigned to them at birth (i.e., the sex listed on their birth certificate).

**Marginalization (and Social Exclusion):** To place in a position of marginal (i.e. lesser) importance, influence or power. Situating a social group outside of the center. Social exclusion is the process in which individuals or entire communities of people are systematically blocked from (or denied full access to) various rights, opportunities and resources that are normally available to members of a different group, and which are fundamental to social integration within that particular group (e.g., civic engagement, democratic participation, due process, employment, healthcare, and housing.)

**Parent:** An individual who gives birth to, adopts, nurtures, or otherwise takes on a position of parenthood for another life.

**Trans\*:** an umbrella term that refers to all of the identities within the gender identity spectrum.

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