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Section I:

MISSION, ESTABLISHMENT AND REMIT OF THE ANATOMICAL BOARD OF THE STATE OF FLORIDA
The Anatomical Board of the State of Florida is the state organization responsible for receiving, preparing, storing and distributing donations of human cadavers used in medical education programs and research throughout the state.

“The Mission of the Anatomical Board is to manage body donor resources in a dignified, respectful and professional manner, and thereby ensure that every health professional utilizing these resources is well-educated to enhance the health and well-being of all people”

Body donor programs were established at the University of Miami in 1952 and at the University of Florida in 1956 as the schools enrolled their first medical students. In 1970, the Anatomical Board was established at the University of Florida College of Medicine by letters of agreement from the Board of Regents to handle the donation and use of bodies for medical education and research.

The main office of the Anatomical Board is located at the University of Florida Health Science Center in Gainesville, Florida. There is one satellite office located at the University of Miami School of Medicine in Miami, Florida and a second satellite office located at the University of Central Florida School of Medicine in Lake Nona, Orlando, Florida. The Executive Director of the Anatomical Board is based at the University of Florida in Gainesville, Florida, and handles the daily activities of the Anatomical Board. There is a governing board consisting of members from five of the Florida medical schools (University of Florida, University of Miami, University of South Florida, University of Central Florida and Florida State University) and the osteopathic school of medicine (Nova Southeastern University). The members of the Anatomical Board meet annually to review the budget and policies of the Anatomical Board.

The Anatomical Board of the State of Florida distributes bodies to as many educational programs within universities and colleges, as well as emergency personnel training facilities/courses, and research programs according to the following priority scale:

a) First year medical school programs (including osteopathic school of medicine, Nova Southeastern University)
b) First year dental school programs
c) Physician Assistant programs
d) Physical therapy programs
e) Emergency personnel training programs
f) Other authorized teaching and Continuing Medical Education programs

The Anatomical Board conducts inspections of facilities prior to issuing approval for their receiving bodies provided from the program. The bodies are tracked by number and are returned to the Anatomical Board after their use unless they have received written permission to cremate the body outside the Anatomical Board facility.
Section II:

STANDARD OPERATING PROCEDURES

ANATOMICAL BOARD OF THE STATE OF FLORIDA
1. The treatment of human anatomical specimens

It is important that anatomical specimens from humans be made available to further scholarly activities such as the education of Health Science Center students, physicians and other paramedical professionals, and the performance of research. Further, it is crucial that all such specimens be treated with dignity, be contained in a central inventory and their location be identifiable at all times. Disrespect for such material that was once a part of a living being will not be tolerated. The Executive Director of the Anatomical Board of the State of Florida shall be responsible for keeping the central inventory of all human specimens and the flow sheet for their use and location. He/she will compile and retain these records with the assistance of his/her designated staff.

A report will be submitted semi-annually to the Vice President for Health Affairs in regard to the inventory, and any discrepancies noted will be reported in a summary statement. Should a specimen be reported as missing, all reasonable efforts will be made to identify its location or its fate. Specimens will not be destroyed except on recommendation of the Executive Director of the Anatomical Board of the State of Florida or his/her authorized designee. Should it be determined that a specimen is to be eliminated from the collection, disposal of that specimen shall be conducted in a manner which acknowledges due respect for its origin and is compatible with the existing State of Florida laws and regulations governing handling of such specimens (2011 Florida Statutes, Title XXIX, Chapter 406, Part II).

At all times, specimens must be located in approved educational and/or research facilities, and they should not be removed from that location unless approved in writing by the Executive Director of the Anatomical Board of the State of Florida or his/her authorized designee. If such approval is granted, the date of return to the primary location must be documented.

If a specimen borrowed from the Anatomical Board of the State of Florida inventory is not returned by the due date, an appropriate member of the staff of the office of the Executive Director shall contact the borrower via e-mail or telephone, at which time an extension can be granted, if appropriate, or the specimen should be returned within 24 hours.

The purpose of maintaining specimens taken from formerly living beings shall be to provide anatomical material for scholarly purposes. At all times, such specimens shall be treated with dignity and respect. Should it be perceived that inappropriate handling of specimens has occurred, the borrower will be precluded from borrowing additional specimens from the bank without the written approval of the Executive Director of the Anatomical Board of the State of Florida, or his/her authorized designee, and the Vice President for Health Affairs. Furthermore, depending on the severity of the breach, disciplinary action may be considered appropriate by the Vice President for Health Affairs of the University of Florida or his/her counterpart at other institutions.

A task force consisting of at least one representative from each of the Health Science Center colleges (as designated by the Dean of the college and approved by the Vice President for Health Affairs) shall meet at least twice per year to review policies and procedures and inventory reports pertinent to human specimens. Any problems perceived by the task force or recommendations for revisions of the policies and procedures shall be submitted to the Vice President for Health Affairs for his/her consideration and action.
2. Authorized Access to Human Anatomical Specimens for Scholarly Purposes

In this Policies and Procedures Manual, the term “Human Anatomical Specimens” is defined as donated whole human bodies, or portions thereof derived from surgical or dissection procedures, which are used for education, research, and related scholarly purposes.

Please note that these Policies and Procedures apply to all colleges and facilities receiving human anatomic specimens from the program, their educational and research sites, and their educators, students, employees, and invited guests.

3. Exemptions to Policies and Procedures

It is recognized that certain human anatomical specimens are of insufficient mass or substance to be readily identifiable as separate specimens, which can be accounted for in a systematic fashion by these or any other reasonable procedures. In addition, some specimens, such as individual teeth, are handled by professional societies (e.g., Dental Society) in a manner that calls for their exemption from these Policies and Procedures. Other exemptions include tissues of insufficient structure or mass to be identified as separate specimens (e.g., adipose tissue, tendons, or small quantities of tissue lost in normal dissection), tissues that are usually discarded by society such as hair cuttings, nail clippings, and body fluids. Finally, organs and tissues harvested for the purpose of human transplantation are excluded from these Policies and Procedures.

4. Human Anatomical Specimens Obtained at Autopsy

From time to time in the process of performing autopsies, certain human anatomical specimens may be processed and saved for purposes of scholarly activity (education or research). Such specimens shall be catalogued, inventoried, and tracked consistent with the policies and procedures described in this Policies and Procedures Manual, as applicable, and consistent with state (see Chapters 406, 497, Florida Statutes) and federal regulations, as applicable. The responsibility for the human anatomical specimens resulting from autopsy procedures shall rest with the University Departments of Pathology, and while the Department may maintain a log separate from the Anatomical Board of the State of Florida, its systems for handling and tracking such specimens shall be consistent, but not necessarily identical, with those of the Anatomical Board.

5. Human Anatomical Specimens Obtained during Surgical Procedures

From time to time in the process of performing surgeries, certain human anatomical specimens may be processed and saved for purposes of scholarly activity (education or research). Such specimens shall be catalogued, inventoried, and tracked consistent with the policies and procedures described in this Policies and Procedures Manual, as applicable, and consistent with state (See Chapter 406, Florida Statutes) and federal regulations, as applicable. The responsibility for the human anatomical specimens resulting from surgical procedures shall rest with University Departments of Pathology, and while the Department may maintain a log separate from the Anatomical Board of the State of Florida, its systems for handling and tracking such specimens shall be consistent, but not necessarily identical, with those of the Anatomical Board.

6. Registration of Potential Human Body Donors

a. The Anatomical Board will receive and handle requests for information on the human body donation program via telephone, e-mail, or written correspondence.
b. The Anatomical Board will issue a personalized letter to the person making the request, along with an information packet which contains the following:

- Instructions to persons interested in donating their bodies
- Instructions to the survivors of human body donors
- Dedication forms
- Brochure entitled “Through your thoughtfulness knowledge grows” that summarizes frequently asked questions about body donation, advises that remains are requested to be used for up to two years and gives information on the Anatomical Board Donor Assistance Fund.

c. When the Anatomical Board receives an original signed dedication form from the registering donor, the Anatomical Board will issue to the registering donor a personalized thank you letter and a wallet-sized certification with the name of the donor.

d. The Anatomical Board will log the donor’s personal information from the dedication form into the Anatomical Board’s computer donor database.

e. The Anatomical Board will alphabetically file the donor’s original dedication form in the Anatomical Board office.

7. Procedures to Provide Information to Funeral Homes for the Donation of a Human Body to the Anatomical Board

The Anatomical Board will provide information packets (the “Funeral Home Information Packet(s)”) to funeral homes, which are to be completed by the funeral home prior to the delivery of a human body to the Anatomical Board. The Funeral Home Information Packets will contain:

a. Instructions for Anatomical Donations
b. Forms Required for Anatomical Donations
c. Outline for Handling Indigent Bodies
d. Copy of Chapter 406 Part II, Florida Statutes, “Disposition of Dead Bodies”
e. Vital Statistics Form
f. Declaration of Consent Form
g. Ashes Requested Form
h. Permission to Dispose of Ashes Form
i. ‘Through your thoughtfulness, knowledge grows’ brochure containing commonly asked questions on body donation and information on the Anatomical Board Donor Assistance Fund.
j. Memorandum to funeral homes identifying the parking space to be used when delivering bodies to the Anatomical Board

All this information is available on the Anatomical Board website at http://www.med.ufl.edu/anatbd/funeralhome

8. **Notifying the Anatomical Board at the Time of Death of Donor**

   a. The Anatomical Board will receive and record notification by a funeral home of the death of a registered human body donor or of a human body to be donated by consent of the nearest living next of kin, AND/OR the Anatomical Board will receive and record a contact made directly by the family of the deceased, or by the individual handling the final arrangements for the deceased.

   b. The Anatomical Board will receive and record information on the human body donor provided by a funeral home. The Anatomical Board staff will review paperwork requirements, confirm the cause of death, and establish a date of delivery of the human body to the Anatomical Board.

   c. The payment of costs incurred in performing the preliminary embalming and in transporting the human body to the Anatomical Board shall be the responsibility of the family of the deceased.

9. **Delivery of Donated Human Remains to the Anatomical Board**

   The Anatomical Board will require, upon delivery of a human body by a funeral home to the Anatomical Board, that the funeral home bring the Funeral Home Information Packet identified in II.2) above, AND the following:

   a. Copy of the Death Certificate

   b. Original Burial Transit Permit with cremation authorization from the medical examiner

10. **Handling Human Anatomical Specimens Received by the Anatomical Board**

    a. Staff of the Anatomical Board will meet the individual from the funeral home who is delivering the donated human remains to the designated loading dock area.

    b. The staff will place the human body in the embalming room, and deliver the paperwork on the donated human body to the Anatomical Board office.

    c. The Anatomical Board will assign a number to the donated human body. The number will be used to identify the donated body throughout the time that the donated body is in the possession of the Anatomical Board or of any program, which receives the donated body from the Anatomical Board. The number will be engraved on a metal tag with a notation that the human anatomical specimen belongs to the Anatomical Board of the State of Florida, and that the tag is not to be removed from the body. The number will also be replicated on a paper tag, which is placed on the storage bag for the donated body. The paper tag will
remain with the body until the body is removed from cold storage for delivery to the program, which has been approved to receive it.

d. Following placement of the metal tag on the human body, the technicians will complete the embalming of the body, bag in plastic and place the body in the cold room for storage. The paper tag will be attached to the storage bag and remain with the body in storage until the body is removed for use.

e. The Anatomical Board will ensure that the cold room is accessible only by Anatomical Board staff or authorized other persons assisting in an official capacity (including repairmen, maintenance staff). The cold room will be unlocked only when human anatomical specimens are moved in or out of the cold room.

f. Anatomical Board staff will make an entry in their handwritten laboratory logbook, indicating that the human body has been prepared and placed in storage. The staff will indicate in their records the storage bay number in which the body has been placed. The staff will report this information to the staff in the Anatomical Board office.

g. The office staff in the Anatomical Board office will maintain a computer database to track the human anatomical specimens, which are received by the Anatomical Board. The database will contain information from the vital statistics forms, which are provided by the funeral homes, as well as other detailed information regarding the storage, use, and eventual cremation of the human anatomical specimens. The latter information will include the name of the donor, the name and address of the next of kin or the individual handling final arrangements, date of death, cause of death, county of death, etc.; information on the program which receives the human anatomical specimen, date that the human anatomical specimen is provided to the program requesting a human anatomical specimen, date the human anatomical specimen was returned, date the human anatomical specimen was cremated, etc. The information from the staff with respect to the bay where the human anatomical specimen is stored in the cold room will be added to the computer database.

h. The Anatomical Board office staff will complete the Burial Transit Permit and forward it to the County Health Department Vital Statistics Office. The office staff will remove the original dedication form from the hard copy file of donation forms and attach it to the paperwork supplied by the funeral home.

i. The Anatomical Board office staff will issue a personalized letter to the family or the person handling final arrangements, acknowledging the receipt of the human body or human anatomical specimen and thanking him/her for the donation of the human body or human anatomical specimen. This letter will also confirm instructions provided for handling the final disposition of the cremated human remains. The Anatomical Board office staff will also send a frameable verse, currently entitled "In Memory Of … " to the contact person for each of the donated human bodies or human anatomical specimens, as well as a copy of the CD entitled "What I learned from you", written and recorded by a UF medical student.

j. When the human cremains are requested for return to the family or to the person handling final arrangements, the Anatomical Board will add a special cover sheet to the records for that donor, along with the original request for the human cremains return provided by the funeral home. This cover sheet, currently called
“Ashes Requested Form”, will be used to track all of the dates in the preparation of the human cremains and the dates of correspondence with the family/designee regarding the human cremains.

k. When financial donations are made to the Anatomical Board in the name of a human body donor, the Anatomical Board will issue a personalized letter to the family acknowledging the financial contributions made in the name of the deceased. The Anatomical Board will also send a letter to the person making the financial donation acknowledging his/her gift.

11. Procedures for Tracking of Human Anatomical Specimens

a. The Anatomical Board will ensure that the identifying number assigned by the Anatomical Board remains with the human anatomical specimen from the time it is delivered to the Anatomical Board until the human cremains are prepared for return to the family/designee or are designated for other final disposition in accordance with the stated wishes.

b. When human anatomical specimens are requested for use by teaching and/or research programs which have been inspected and approved pursuant to Chapter 406.59, Florida Statutes, the human anatomical specimens will be removed by Anatomical Board staff from cold room storage and the paper tag, referred to in Section V.3), will be removed.

c. When human anatomical specimens are removed from the cold room and supplied to programs requesting human anatomical specimens, the Anatomical Board staff shall place the human anatomical specimens in body storage bags (zippered disaster pouches). The Anatomical Board staff will instruct those receiving a human anatomical specimen to keep the body, and any tissues of sufficient mass to be identified as separate specimens removed as part of the study, in the bag. The Anatomical Board staff will also instruct those receiving a body that the metal tag with the identifying number must remain on the body at all times. Further, the Anatomical Board staff will instruct that the human anatomical specimens are to be returned to the Anatomical Board in the body storage bags for cremation.

d. Special anatomical preparation for teaching and demonstrations may be prepared by the Anatomical Board upon request. These preparations may be stored by the Anatomical Board in marked containers, if requested. These will be held by the Anatomical Board in the locked cold room or another secure storage location. The specimens are to be checked out from the Anatomical Board by the Anatomical Board technicians to the teaching or research faculty, and returned to the Anatomical Board after use is complete.

e. The faculty are responsible for the return of the specimens within a stated written time period. If the specimens are not returned timely, the Anatomical Board staff will call the human anatomical specimen recipient to insist upon immediate return or the filing of a written extension. Other preparations, such as brains used in Neuroscience, are turned over to the Health Science Center Teaching Laboratories or to the department requesting the material. The unit receiving the material is responsible for the security, storage, and timely return of the material.

f. The Anatomical Board technicians will log the identifying number and the program
name to which the human anatomical specimens have been assigned into the
laboratory logbook.

g. The staff in the Anatomical Board office will update the computer database. The
Anatomical Board staff will add to the database the information on the program, room
of use, and the date the human anatomical specimen is transferred. The Anatomical
Board staff will issue a brief report which indicates the body number, age, sex,
occupation, and cause of death.

h. Upon completion of the teaching or research program, the human anatomical
specimen(s) will be returned to the Anatomical Board and placed in the appropriate
secure storage room until the human anatomical specimens are re-assigned to other
approved programs or scholarly activities, or it is determined that they should be
cremated. The Anatomical Board will log the return date and the specimen number
into the technicians’ logbook and the office staff will update the computer database.
The Anatomical Board technicians will contact the Anatomical Board office and
provide updated information any time that a human anatomical specimen is moved
so that the computer database is maintained in a current status.

i. When a human anatomical specimen is removed from cold room storage for
cremation, the Anatomical Board staff will write the cremation date in the technicians’
laboratory logbook and the computer database.

j. Following cremation, the Anatomical Board will mechanically process the human
cremains, place them in a temporary human cremains container, and prepare them
for return to the family/designee, if such return is stipulated.

k. The human cremains will then be delivered to the Anatomical Board office. Office
staff will then remove the metal tag, which has accompanied the human body
throughout its storage and use. Office staff will record the name of the human body
donor on the container in which the human cremains are placed. The date the
human cremains are delivered to the Anatomical Board office will be added to the
technicians’ laboratory logbook and the computer database.

12. Approval of Facilities or Programs to Receive Human Anatomical Specimens

a. Programs are required to be inspected and receive approval from the Anatomical
Board before they are allowed to receive donated human anatomical specimens (see
Florida Statutes 406.59). A program must submit to the Anatomical Board a letter
describing the specific need for the human anatomical specimens, the details of the
program and human anatomical specimen use, and an outline of the security
measures to be used at the facility. It must also complete a Specimen Request Form,
available at http://www.med.ufl.edu/anatbd/forms. When it is deemed appropriate by
the Anatomical Board that a program may receive human anatomical specimens
from the Anatomical Board, the Executive Director of the Anatomical Board or his/her
authorized designee will make a site visit. The issues that he/she will address are
the access and security of the room where the human anatomical specimens will be
used, and the knowledge of the staff that will maintain the human anatomical
specimens. In all cases where human anatomical specimens will be used, a security
system acceptable to the Executive Director of the Anatomical Board will be installed
and maintained. At the present time, the Task Force on Handling of Anatomical
Specimens recommends that, for situations in which human anatomical specimens
are stored and used in an open setting, the security systems shall provide for bar code identifiable access to locked rooms, which can be downloaded for purposes of retrieval, review, and storage as determined by the Executive Director of the Anatomical Board. In addition, a surveillance camera system shall be installed in the corridors connecting to rooms where human anatomical specimens are stored and used in an open setting.

b. If the program and facilities are approved for the receipt of human anatomical specimens, the Anatomical Board will send a letter of authorization. These will consist of the following:

   - Authorization to transport specimens for short term use; or
   - Authorization to transport human anatomical specimens to approved facilities (e.g., other medical schools or schools teaching any recognized health profession)

13. Succession Plan

Each facility receiving human specimens from the Anatomical Board will submit the names and contact information of three staff members (one should be the Chair or Head of Department) who will be responsible for the appropriate handling, storage and security of the human specimens. A form for this purpose will be sent with the annual specimen inventory. This should ensure that, if one staff member leaves that facility, other personnel are already familiar with the location of all specimens, procedures in place for their use and can immediately assume responsibility for the said specimens.

14. Completion of Annual Specimen Inventory

Once every calendar year, a spreadsheet detailing the identification number, location and the person responsible for the appropriate storage, handling and security of each specimen will be sent to each facility that receives specimens from the Anatomical Board. A completed specimen inventory will be returned to the main office of the Anatomical Board in Gainesville, verifying that each specimen has been located, identified and accounted for. Any changes in location of a specimen will be recorded and any specimen deemed to be no longer useful for teaching will be removed from the inventory and returned to the Anatomical Board in Gainesville for cremation.

15. Independent Inspection of Facilities and Verification of Specimen Inventory Information

Every facility which receives specimens from the Anatomical Board will be independently inspected by an Anatomical Board appointed representative from a different facility. This inspection will include verification of security measures, specimen storage, safety procedures, Pledge of Respect compliance and verification of the location of every specimen on the specimen inventory sheet for that facility. Such inspections will occur at each facility once every three calendar years.

16. Handling of Human Cremains After Completion of Use

   a. The Anatomical Board office staff will identify human cremains, which are to be
b. Human cremains to be returned will be recorded by Anatomical Board office staff on
the “Ashes to be Returned” form. The cover sheet generated for those human
anatomical specimens which are to have human cremains returned will be updated
by Anatomical Board office staff, indicating the following information: body number,
donor name, date cremated, and date the ashes are ready for return to the
family/designee.

c. The Anatomical Board office staff will send a personalized letter notifying the
family/designee that the human cremains are available and requesting confirmation
of instructions on the address to which they are to be sent. Office staff will record the
date the letter is sent on the “Ashes to be Returned” form and on the Ashes
Requested Cover Sheet.

d. Once the Anatomical Board office receives a response from the family/designee by
telephone or in writing, the date of response is added to the “Ashes to be Returned”
form and on the Ashes Requested Cover Sheet.

e. Anatomical Board office staff will send the human cremains via U. S. Postal Service
Certified Mail, with a personalized letter identifying the donor and thanking the
family/designee once again for the donation. Office staff will log the date the human
cremains are mailed on the “Ashes to be Returned” form, the Ashes Requested
Cover Sheet, the Ashes Sent Logbook and the computer database.

f. When the certified mail receipt is returned to the Anatomical Board, the office staff
will log the date the human cremains were received by the family/designee on the
“Ashes to be Returned” form, the Ashes Requested Cover Sheet, the Ashes Sent
Logbook and the computer database.

g. Human cremains not requested to be returned will be held in the Anatomical Board
office until spread at sea by Anatomical Board staff. The Anatomical Board will
maintain a form for those families/designees who wish to be notified when the human
cremains are spread at sea. The Anatomical Board will notify the family in writing of
the date that the human cremains are spread at sea. This date will also be recorded
by Anatomical Board staff in the computer database.

17. Information Recorded in the Computer Database for Donated Human Anatomical
Specimens

The following information will be recorded in the computer database for donated human
anatomical specimens and maintained by Anatomical Board office staff:

a. Number assigned to human body
b. Name of donor (first, middle, and last names)
c. Title of donor (Mr., Mrs., etc.)
d. Sex of donor
e. Age of donor
f. Occupation of donor
g. Cause of death (as listed on the death certificate)
h. Indication of whether or not donation was from a registered donor or by consent
   from the nearest living next of kin
i. Indication of whether or not the donor consented to use of the human anatomical specimen(s) outside the State of Florida
j. Date human body was received
k. Date of death
l. Place of death
m. Name of the funeral home handling the arrangements
n. Condition of the human anatomical specimen
o. Use restrictions (used if the human anatomical specimens are returned for burial or if condition limits use)
p. Number of the storage bay in the Anatomical Board cold room
q. Name of program to which the human anatomical specimen was assigned
r. Date the human anatomical specimen was supplied to the program
s. Date the human anatomical specimen was returned from that program
t. Room use (applies to programs in the University of Florida Health Science Center only)
u. Indication of whether or not the human cremains were requested for return
v. Indication of whether or not family/designee wanted to be notified when the human cremains are spread at sea
w. Name and address of the next of kin or contact person (the person to receive the human cremains if they are to be returned to the family or designee – the family/designee may also indicate the location or person to whom the human cremains are to be sent)
x. Date human anatomical specimen(s) were cremated
y. Date the human cremains were ready for return to the family/designee
z. Date the human cremains were mailed
aa. Date the human cremains were delivered as indicated on the return receipt form from the U. S. Postal Service
bb. Date the human cremains were spread at sea

18. Information Recorded in the Computer Database for Registered Donors

The following information will be recorded in the computer database for registered donors and maintained by Anatomical Board office staff:

a. Title of registered donor (Mr., Mrs., etc.)
b. First name of registered donor
c. Middle name of registered donor
d. Last name of registered donor
e. Full name of registered donor
f. Mailing address of registered donor
g. Date of birth of registered donor
h. Social Security number of registered donor
i. Driver’s License number of registered donor
j. Date registered to be a donor

19. Security of Record Storage and Filing Systems

Records are required to document all aspects of the Anatomical Board of the State of Florida Body Donor Program operations. Some of these documents may be paper, some files are electronic. A designated Office of Record will be identified at each receiving facility. This office will be locked at all times unless occupied and access will be limited to Anatomical Board personnel.
Locked filing cabinets in the Office of Record contain the original records for the Body Donors, correspondence with the families, and all related correspondence re. each potential donor, current bodies in storage or allocated to other teaching/research programs within Florida. All records will be retained all deceased indefinitely and the record retention period begins at the time the cremains are either 1) returned to the families as per the donor request form, or 2) scattered at sea as per the donor agreement.

The filing cabinets in the Office of Record contain sensitive and confidential information, protected by HIPAA (e.g., Donor identifiers, SS numbers, limited health information, etc.), and must therefore remain locked at all times. Keys to these cabinets are maintained by Anatomical Board personnel.

Storage areas containing such records collected over the last 54 years are also subject to these stringent security regulations.

**ELECTRONIC BODY DONOR RECORDS** : Body Donor Information is stored in an on-line, custom database. This information is password protected, encrypted, and access is limited only to those with specific Program responsibility. Information in the on-line database is updated by Anatomical Board personnel. Files are backed up by the Information Technology programs at the respective universities.

20. **Access requirement to read and sign “Pledge of Respect”**

Before anyone can have access to human cadavers or specimens, they must sign the “Pledge of Respect” as required by the Anatomical Board of Florida. This document acknowledges the responsibilities of the person utilizing human cadavers for teaching and research, and the dignity with which the bodies must be treated.

Consonant with this responsibility every faculty, student, staff or invited visitor having access to human anatomical specimens will be required to sign the following pledge prior to receiving specimens or having access to cadaver laboratories. There are several different versions of this document:

- **Document 1**: Faculty
- **Document 2**: Staff
- **Document 3**: Students, residents, fellows
- **Document 4**: Invited visitor

These forms may be found at [http://www.med.ufl.edu/anatbd/forms/](http://www.med.ufl.edu/anatbd/forms/) and may be altered only to include the name / emblem of the facility at which the human specimens are being used. More stringent regulations required by any individual facility may also be added to the forms signed by those using cadavers at that facility.

A Pledge of Respect form does not need to be completed if someone is entering a dissection laboratory in which no specimens are currently being used.

21. **Removal of specimens from Anatomical Board approved premises to display at events at educational institutions (e.g. high schools)**

If human specimens are requested for teaching purposes at special educational events out with approved Anatomical Board premises, the following protocol is to be adopted:
a. A Specimen Request form must be submitted, stating details of the event and the individual responsible for the specimens at all times.
b. A letter of consent will be provided for parents of any student below the age of 18 which will include a brief explanation of the event and the specimens the students will be exposed to. This letter will include space for the name of the institution, the student’s name, parent/guardian name, signature and date signed. Only students for whom such signed documents have been received may view the specimens.
c. All students viewing specimens will sign the appropriate Pledge of Respect form.
d. A verbal reminder that NO PHOTOGRAPHY of any kind including a human specimen will be given at the beginning of the event. The use of cell phones with camera and internet capability will not be permitted during such an educational event.

22. Review of this Standard Operating Procedure document

a. This Standard Operating Procedures document will be dated approved for a period of three years. It must then be re-reviewed and approved. Amendments may be agreed upon by members at the annual meeting of the Anatomical Board.
b. A printed copy of this document should be kept with all paperwork pertaining to the specimens provided by the Anatomical Board at each facility that receives such specimens.
c. This document is also available on the Anatomical Board website at http://www.med.ufl.edu/anatbd/forms/SOP

SOP Non-Compliance:

a. SOPs must be followed; no significant departures from the SOPs are allowed.
b. Non-compliances with the SOP must be reported in writing to the Director / Supervisor of the Program within 24 hours of the occurrence.
Section III:

Gross Anatomy
Teaching Laboratory Procedures
Preface: Gross Anatomy Teaching Laboratories are rated as Biosafety Level 2 meaning that there is a moderate potential hazard to personnel and the environment. Therefore, all participants in the laboratory observe safety precautions and security regulations as described below. Specific regulations will differ slightly between facilities and copies of all regulations to be observed at each facility should be attached to this document and made available to all participants in each laboratory course.

1. Access to Teaching Laboratory Facilities

a. Access: Access to the teaching laboratories is restricted to designated faculty, students, staff and invited guests. These individuals will have access during times specified by each facility.

b. Visitors: No visitors are allowed in the facilities at any time, except by permission of an accompanying faculty member or designated staff, or written permission from The Executive Director or their appointed representative.

c. Pledge of Respect: All individuals requesting access to the laboratory must promise to follow the rules governing use of Human cadavers in teaching and research, and sign a “Pledge of Respect” document acknowledging these requirements. Forms will be administered by the faculty Instructor of the course; the signed and dated form will be kept on file for the duration of the course. In addition, all course directors will ensure that faculty members teaching in their courses have completed a Pledge of Respect form within the previous 12 months. This will ensure that ALL staff are aware of any new regulations to be observed when handling human remains.

d. Required Training: Entrants to the laboratory are required to have taken all training on the potential hazards associated with the work involved, the necessary precautions to prevent exposures, and the exposure evaluation procedures deemed necessary by the Environmental Health and Safety office at that facility. Such training may include, but is not limited to blood-borne pathogen training (required annually) and Laboratory Safety Training. Laboratory safety procedures will be provided in writing AND verbally communicated to every incoming group of students or trainees prior to the first gross anatomy laboratory session.

e. Special at-risk individuals: Persons with medical conditions (allergies, pregnancy) or who are at increased risk of acquiring infection should undergo risk evaluation before entering the laboratory.

2. Universal Precautions

a. Attire: At a minimum, the following attire must be worn at all times while work is going on in the laboratory.

- Lab coats (three-quarter length), disposable surgical gowns
- Scrubs or long pants
- Disposable gloves
- Closed toed shoes (no sandals or open-toed shoes)
Additional barriers (safety glasses, masks, face shields) should be added when appropriate for use against anticipated splashes or splatters to the face.

b. **Soiled lab coats:** These garments are not to be worn outside the laboratory area. Furthermore, all disposable protective clothing is disposed of within the laboratory; it should never be taken home.

c. **Gloves:** are to be worn when hands may contact potentially infectious materials, contaminated surfaces or equipment. Gloves are to be disposed of when overtly contaminated, and removed when work with cadaveric materials is completed or when the integrity of the glove is compromised. Disposable gloves are not to be washed, reused, or used for touching "clean" surfaces, and should not be worn outside the lab. Hands must be washed thoroughly with soap and water following removal of gloves.

d. **Activities not permitted in the laboratory:** eating, drinking, applying cosmetics including lip balm, handling contact lenses, gum chewing or smoking.

e. **NOTE:** Food or drink cannot be stored within the lab.

f. **Contact lenses:** the potential hazards of wearing contact lenses while in the laboratory should be made clear to all those who have access to anatomical specimens. The wearing of spectacles is recommended.

### 3. Injuries in the Laboratory:

a. If serious illness or injury occurs call 911. Give building and location where aid is needed, specific location within the building, type of problem, individual’s condition, sequence of events, and medical history if known. Have somebody stay with the patient until help arrives. Do not move the patient; keep the patient still and comfortable. Once help arrives, stay out of the way unless assistance is requested.

b. All injuries in the laboratory must be reported immediately to the faculty, staff or lab directors. In all cases, a written report, documenting the injury should be made according to Environmental Health and Safety protocol in place at each facility.

c. Each facility should have a protocol to follow in the event of injuries occurring within the laboratory displayed in clear view in each laboratory.

### 4. Signage and Location of Safety Equipment

Note all signage in the laboratories, location of emergency equipment and procedures for fire or other emergency:

- Fire extinguisher
- Material Safety Data Sheets (MSDS)
- First aid kit
- Eye wash
• Telephone and list of emergency telephone numbers
• Note fire instructions posted in lab.

5. Cadaver Dissection Instructions

a. A high degree of precaution must always be taken with any contaminated sharp items, including needles and scalpels.

b. Do not wave or point with scalpels or other sharp objects. Always keep scalpels in plain view.

c. If a blade becomes detached from the scalpel handle during a dissection, notify all members of dissection team immediately, stop and attempt to retrieve the blade using forceps. If this is unsuccessful, close the body bag / dissection table, alert faculty and place a warning notice on the specimen.

d. Never remove body tissues from the laboratory.

e. Never remove the State of Florida Anatomical Board ID tags from the specimen.

f. Place disposable materials in the appropriate containers.

g. All dissection procedures are to be performed carefully to minimize the creation of splashes or aerosols.

h. Broken glassware must not be handled directly by hand, but must be removed by mechanical means such as a brush and dustpan, tongs or forceps. Place in sharps waste containers for disposal.

i. Spills and accidents that result in overt exposures to infectious materials (body fluids) are to be reported immediately to the laboratory director.

j. All wastes are to be placed in the appropriate containers for proper disposal.

k. If mold is detected on the specimen, notify faculty, disinfect instruments and post a DO NOT USE sign on the closed body container.

6. Student Responsibility after each Laboratory Session

a. Replace parts in correct anatomical position, replace skin and spray cadaver with embalming fluid to preserve specimen. Close body container. Clean dissection table and place any tissue removed from the cadaver in the appropriate receptacle.

b. Clean instruments and replace appropriately.

c. Clean area around dissection table, especially the floor to prevent accidents.
d. Remove soiled gloves and dispose of them in the appropriate containers. Wash hands after removing gloves and before exiting the laboratory. Store lab coats in designated area.

e. Erase non-essential material from white / black boards.

f. Last person to leave laboratory must ensure door is secured and lights are turned off.
Section IV:

Embalmimg Room Procedures
Preface: The chemicals used in the embalming process are toxic and known carcinogens. Their use is therefore heavily regulated by University, State and Federal agencies. Each of the three receiving facilities of the Anatomical Board of the State of Florida operates under the Environmental Health and Safety (EH&S) regulations of its respective university.

On May 27, 1992, the Occupational Safety and Health Administration (OSHA) promulgated a final rule 29 CFR 1910.1048. This standard applies to all occupational exposures to formaldehyde - formaldehyde gas, its solutions, and materials that release formaldehyde. This information may be found at: http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10075&p_table=STANDARDS

The following information should be made available to all personnel working in an embalming room operated under the auspices of the Anatomical Board of the State of Florida.

1. Regulatory Requirements and Exposure Limits

   Regulatory requirements for formaldehyde and every other potentially hazardous chemical utilized in the embalming procedure should be printed out and integrated into the Environmental Health and Safety regulations for the individual facility. Paper copies of EH&S regulations and manufacturer safety data sheets (MSDS) should be attached to this document as an appendix and be easily accessible in each embalming room, as should emergency and first aid procedures, spill clean up and disposal procedures. Exposure monitoring and long-term (30 year) recording must also be observed.

2. Labeling of Hazardous Substances

   Specific label information is required for every hazardous substance used in the embalming room including formaldehyde mixtures or solutions containing greater than 0.1% formaldehyde, and any other material capable of releasing formaldehyde into the air at concentrations of 0.1 ppm or greater.

   In the case of formaldehyde, the required label information includes:
   • The product contains formaldehyde
   • The name and address of the responsible party
   • The words “Potential Cancer Hazard” and that it is a respiratory sensitizer
   • Physical and health hazard information is available from EH&S or from the MSDS.

   Every container of any potentially hazardous chemical must be labeled appropriately according to EH&S and MSDS guidelines.

3. Emergency Procedures for Exposure to Formaldehyde or any other Hazardous Substance in the Embalming Room

   OSHA requires specific protocols and training where formaldehyde solutions of 1% or greater or other hazardous chemicals are used or stored. These include provision of an emergency eye wash and an emergency shower. Easy access to these protocols and appropriate safety equipment should be in place in each embalming room operated by Anatomical Board personnel.

   Emergency protocols should include instructions to follow in case of exposure to each hazardous chemical in case of ingestion, inhalation, skin contact or eye splash.
Instructions to follow in the event of spillage of each hazardous chemical and equipment / materials required to clean up such a spill must be easily accessible and reported according to EH&S protocols in place at each university housing an embalming facility of the Anatomical Board. In the event of a large spillage, the area should be left and secured and emergency responders immediately contacted.

4. Embalming Room Procedures

Human remains donated to the Anatomical Board of the State of Florida are usually received from local area funeral homes who are instructed to perform preliminary, “primary” ("arterial") embalming upon receipt of the body, as close to death as possible, and then transport the embalmed remains to an Anatomical Board receiving facility. Once at the facility, the cadavers undergo a “secondary” embalming procedure for further preservation for anatomical study.

“PRIMARY EMBALMING” (performed at community funeral homes):

1. Local funeral homes are instructed to perform arterial injection only, and as soon after death as possible.

2. The right common carotid or femoral artery is strongly recommended for the transarterial perfusion. No other cut downs should be used. And, it is important that no cavity embalming be performed.

3. The standard strength of embalming fluid is requested. Unfortunately, in the past some community embalmers had increased the percentage of formalin, which rendered the specimen unusable for teaching because the formaldehyde fumes exceeded allowable limits set by OSHA.

“SECONDARY EMBALMING” (performed at Anatomical Board receiving facilities):

1. “Secondary Embalming is performed as quickly as possible after receipt of the body.

2. Several of the chemicals used are combined in a pre-mixed solution received in a 55 gallon drum, consisting of:
   - 33.3% Glycerin
   - 27.3% Phenol
   - 5.6%, 37% Formaldehyde
   - 33.3% Methanol

3. The pre-mixed chemical is then “re-mixed” into a 30 gallon Polyethylene drum by mixing:
   - 5-6 ½ gallons of pre-mix,
   - 2 gallons of additional methanol,
   - 500 ml of Amphyl Hospital Disinfectant (for mold control),
   - 1 ½ gallons of additional phenol
   - a small amount of eosin dye for coloring, and the mixture diluted complete to 30 gallons with tap water.
4. Cadavers are placed on a stainless table that drains into the morgue sink. Throughout the secondary embalming procedure, the embalming fluid and residual body fluids are washed down the sink and are diluted with tap water.

5. An incision is made over the right side of the neck to re-open the incision made by those performing primary embalming. A metal cannula is then inserted and secured into the right common carotid artery by ligatures. The right jugular vein is cut to allow for venous drainage of blood and embalming fluids during the procedure.

6. The embalming fluid (item 3 above) is placed directly into a 3 gallon, motorized embalming machine. The specimens then undergo transarterial perfusion under pressures, comparable to those provided by the beating heart. The rate of flow is constant, and the pressure (15-30 PSI) is controlled the embalming machine.

7. A total volume of 6-9 gallons of this solution is perfused over a period of 4 hrs.

8. “Secondary Embalming” is also entirely trans-arterial; no additional chemicals are injected into body cavities.

9. At the completion of the “Secondary Embalming” procedure, the cadavers are enclosed in 6.0 Mill plastic bags and placed horizontally in an adjacent cold storage room maintained at 40° F.

10. The policy is to allow the embalmed specimens to “cure” in the cold room for a minimum of 6 weeks. During the curing process, embalming fluids diffuse from the vasculature into the tissues to promote uniform fixation. This curing delay is not always possible and specimens have been used after storage for as little as 3 wks. However, the latter practice is for emergency reallocation only and should be discouraged.

5. Embalming Room Compliance Records

Compliance Documents

1. The master compliance document is the Standard Operating Procedures Manual for the Anatomical Board of the State of Florida, containing all the relevant documents.

2. Copies of this document should be stored in all Anatomical Board offices, embalming rooms and offices of Directors of the courses for which specimens are being supplied and the main office of the department running that course.

3. All supporting compliance documents should be kept in locked files. These documents should include, but are not limited to:
   a. Occupational Health and Safety Records (Employee Health Checks)
   b. Employee Blood-Borne Pathogen training Records
   c. Employee OSHA Chemical sensitivity training records
   d. Faculty/student records (Blood-Borne Pathogens, chemical sensitivity, lab safety training)
   e. Pledge of respect forms
   f. Chain Hoist Inspection Records
g. HVAC Inspection Reports
h. Cold Room inspection and Temperature Reports
i. Hazardous Waste Disposal Protocol and Records
j. Emergency eye wash station protocol and records
k. Fire Inspectors Reports
Section V:

Appendices
REQUEST FOR ANATOMICAL SPECIMEN(S)*

Requesting University/Organization: ________________________________
Department: ____________________________________________________
Address: _______________________________________________________
City: ___________________________ State: _______ Zip: ___________
Course/Program: ________________________________________________
Purpose for Use: _________________________________________________
Location of Use: _________________________________________________
Location of Storage: _____________________________________________
Type of specimen(s) requested: _________________________________
Number of specimen(s) requested: ______________________________
Date requested to be received: ________________________________
Date specimen(s) to be returned to the Anatomical Board: _______________

Individual Responsible for requesting/receipt of specimen(s):
Name: __________________________________________________________
Address: _______________________________________________________
City: ___________________________ State: _______ Zip: ___________
Telephone: ______________________________________________________

Individual Responsible for storing/maintaining specimen(s):
Name: __________________________________________________________
Address: _______________________________________________________
City: ___________________________ State: _______ Zip: ___________
Telephone: ______________________________________________________

Department Chair granting approval for receipt of specimen(s):
Name: __________________________________________________________
Address: _______________________________________________________
City: ___________________________ State: _______ Zip: ___________
Telephone: ______________________________________________________

Approval by Local Member of the Anatomical Board (if appropriate): ____________________

The specimen(s) must be utilized in the specific storage space and teaching/research rooms (indicated above) approved for such use by the Anatomical Board. It is the responsibility of the University/Organization to notify the Anatomical Board and request permission, if they wish to use anatomical specimens in any location which has not been inspected and approved.
Specimen(s) may not be moved, relocated or loaned without written authorization from the Executive Director of the Anatomical Board. The Anatomical Board reserves the right to conduct unannounced inspections to insure that anatomical materials are being properly stored and used. Failure of the University/Organization to adhere to these standards will result in the anatomical material being confiscated and returned to the Anatomical Board.

All anatomical specimens provided by the Anatomical Board of the State of Florida are to be returned to the Anatomical Board for storage/cremation. Any organ/body part removed must be retained and returned with the body for cremation. The only exception to the above is fat/fascia, which is typically removed as part of the dissection process.

If specimens from the Anatomical Board of the State of Florida are not returned by the due date (agreed upon when specimens were requested B see above), a member of the staff of the office of the Executive Director shall contact the borrower via mail, e-mail or telephone and the specimens must be returned within 24 hours. If the borrower wishes to extend the time of use of the specimens, a request should be made prior to the due date. Extensions may be granted, if the use is deemed appropriate and the request is compliant with other agreements and policies on the use of the specimens.

No tissue/organ may be retained without written authorization from the Executive Director of the Anatomical Board. If the University/Organization wishes to retain specific anatomical specimens a written request must be made providing specific identification of the specimen(s) desired and their proposed use. If approved, the specimen(s) would be identified with a coded tag provided by the Anatomical Board. During the time the specimen(s) are being retained, they will be tracked by the Anatomical Board and the University/Organization will be responsible for their security and eventual return to the Anatomical Board.

Only the faculty/staff and students/participants registered in the course/program as indicated above are authorized to have access to or view the anatomical specimen(s). No other individuals may be given access to the specimen(s) without written authorization from the Executive Director of the Anatomical Board.

I have read and understand the above conditions:

Recipient (Print)  Signature  Date

Person Maintaining/ Storing Specimen(s) (Print)  Signature  Date

Department Chair (Print)  Signature  Date

* Universities/Organizations must be inspected and approved prior to receiving anatomical specimen(s) from the Anatomical Board of the State of Florida.
Pledge of Respect

Policies and Procedures Applicable to (Name of University) Faculty.

Once a donated human anatomical specimen is made accessible to a faculty member of the (Name of University), the responsibility for the security and proper storage of the human anatomical specimen is that of the faculty member and the faculty member’s program. Consonant with this responsibility, and in addition to forms to be completed as required by the Anatomical Board of the State of Florida, every faculty member having access to human anatomical specimens will be required to sign the following pledge prior to receiving a donated human anatomical specimen provided by the Anatomical Board:

Pledge of Respect for the Sanctity of Donated Human Anatomical Specimens

I, the undersigned faculty member, recognize that the bequest of human remains to the Anatomical Board of the State of Florida represents a direct and important contribution to medical teaching and research. Such donations allow health professional faculty and students the opportunity to closely examine, evaluate, and understand the detailed structure of the human body. Further, the caring and thoughtfulness of such bequests provides physicians and research scientists with the opportunity to gain knowledge that may prolong, improve, or save someone’s life. Without such bequests, medical science and health care would suffer devastating setbacks.

In recognition of the generosity of such bequests, I understand that the policy of the Anatomical Board of the State of Florida is to treat donated human anatomical specimens with the utmost respect and gratitude at all times, and I pledge to comply with this policy. I acknowledge HIPAA and other privacy regulations continue to protect individuals' health information after death. I also acknowledge that NO PHOTOGRAPHY of any part of any human specimen is permitted without permission from the Executive Director of the Anatomical Board. I further pledge that the donated human anatomical specimens to which I have access will remain in specific teaching/research rooms or storage space approved for such use by the Anatomical Board, unless a signed authorization for transfer elsewhere has been executed by the Executive Director of the Anatomical Board of the State of Florida or his/her authorized designee. I further pledge to comply with all applicable requirements for timely return of human anatomical specimens to the Anatomical Board of the State of Florida.

If I am or become a course instructor for a course which requires access to human anatomical specimens, I pledge that I will allow no individuals other than authorized faculty and students/participants registered in my course/program to view or to have access to any human anatomical specimens to which I have access without written authorization from the Executive Director of the Anatomical Board of the State of Florida or his/her authorized designee.

Signature ____________________________ Date ____________________________

Typed or Printed Name: ____________________________

Title: ____________________________

Department/College: ____________________________

University of Florida
College of Medicine
Health Science Center
PO Box 100235
Gainesville, FL 32610-0235
Telephone: 352-392-3588
1-800-628-2594

Revised: 2/2012

AN EQUAL OPPORTUNITY INSTITUTION
Pledge of Respect

Policies and Procedures Applicable to (Name of University) Students and Residents/Fellows.

Once a donated human anatomical specimen is made accessible to a faculty member of the (Name of University), the responsibility for the security and proper storage of the human anatomical specimen is that of the faculty member and the faculty member’s program. Consonant with this responsibility, every student and resident having access to human anatomical specimens under the supervision of the faculty member will be required to sign the following pledge prior to having access to a donated human anatomical specimen provided by the Anatomical Board:

Pledge of Respect for the Sanctity of Donated Human Anatomical Specimens

I, the undersigned student, resident or fellow, recognize that the bequest of human remains to the Anatomical Board of the State of Florida represents a direct and important contribution to medical teaching and research. Such donations allow health professional faculty and students the opportunity to closely examine, evaluate, and understand the detailed structure of the human body. Further, the caring and thoughtfulness of such bequests provides physicians and research scientists with the opportunity to gain knowledge that may prolong, improve, or save someone’s life. Without such bequests, medical science and health care would suffer devastating setbacks.

In recognition of the generosity of such bequests, I understand that the policy of the Anatomical Board of the State of Florida is to treat donated human anatomical specimens with the utmost respect and gratitude at all times, and I pledge to comply with this policy. I acknowledge HIPAA and other privacy regulations continue to protect individuals' health information after death. I also acknowledge that NO PHOTOGRAPHY of any part of any human specimen is permitted without permission from the Executive Director of the Anatomical Board. I further pledge that the donated human anatomical specimens to which I have access will remain in specific teaching/research rooms or storage space approved for such use by the Anatomical Board, unless a signed authorization for transfer elsewhere has been executed by the Executive Director of the Anatomical Board of the State of Florida or his/her authorized designee. I further pledge to comply with all applicable requirements for timely return of human anatomical specimens to the Anatomical Board of the State of Florida.

Signature        Date

Typed or Printed Name:                     
Title:                                      
Department/College:                        
Pledge of Respect

Policies and Procedures Applicable to Invited Guests of the (Name of University)

Once a donated human anatomical specimen is made accessible to a faculty member of the (Name of University), the responsibility for the security and proper storage of the human anatomical specimen is that of the faculty member and the faculty member’s program. Consonant with this responsibility, every invited guest having access to human anatomical specimens under the auspices of the faculty member will be required to sign the following pledge prior to having access to a donated human anatomical specimen provided by the Anatomical Board:

Pledge of Respect for the Sanctity of Donated Human Anatomical Specimens

I, the undersigned invited guest, recognize that the bequest of human remains to the Anatomical Board of the State of Florida represents a direct and important contribution to medical teaching and research. Such donations allow health professional faculty and students the opportunity to closely examine, evaluate, and understand the detailed structure of the human body. Further, the caring and thoughtfulness of such bequests provides physicians and research scientists with the opportunity to gain knowledge that may prolong, improve, or save someone’s life. Without such bequests, medical science and health care would suffer devastating setbacks.

In recognition of the generosity of such bequests, I understand that the policy of the Anatomical Board of the State of Florida is to treat donated human anatomical specimens with the utmost respect and gratitude at all times, and I pledge to comply with this policy. I acknowledge HIPAA and other privacy regulations continue to protect individuals' health information after death. I also acknowledge that NO PHOTOGRAPHY of any part of any human specimen is permitted without permission from the Executive Director of the Anatomical Board. I further pledge that the donated human anatomical specimens to which I have access will remain in specific teaching/research rooms or storage space approved for such use by the Anatomical Board, unless a signed authorization for transfer elsewhere has been executed by the Executive Director of the Anatomical Board of the State of Florida or his/her authorized designee. I further pledge to comply with all applicable requirements for timely return of human anatomical specimens to the Anatomical Board of the State of Florida.

_________________________    _______________________
Typed or Printed Name:                  Date

Title:  ________________________________________________
Department/College:  ____________________________________________________
Pledge of Respect

Policies and Procedures Applicable to (Name of University) Employees Who Are Not Faculty, Residents or Students.

Whenever a donated human anatomical specimen is made accessible to a (Name of University) employee, as part of their assigned work, the employee will be required to sign the following pledge prior to having access to a donated human anatomical specimen provided by the Anatomical Board:

Pledge of Respect for the Sanctity of Donated Human Anatomical Specimens

I, the undersigned employee, recognize that the bequest of human remains to the Anatomical Board of the State of Florida represents a direct and important contribution to medical teaching and research. Such donations allow health professional faculty and students the opportunity to closely examine, evaluate, and understand the detailed structure of the human body. Further, the caring and thoughtfulness of such bequests provides physicians and research scientists with the opportunity to gain knowledge that may prolong, improve, or save someone’s life. Without such bequests, medical science and health care would suffer devastating setbacks.

In recognition of the generosity of such bequests, I understand that the policy of the Anatomical Board of the State of Florida is to treat donated human anatomical specimens with the utmost respect and gratitude at all times, and I pledge to comply with this policy. I acknowledge HIPAA and other privacy regulations continue to protect individuals' health information after death. I also acknowledge that NO PHOTOGRAPHY of any part of any human specimen is permitted without permission from the Executive Director of the Anatomical Board. I further pledge that the donated human anatomical specimens to which I have access will remain in teaching/research rooms or specific storage space approved for such use by the Anatomical Board, unless a signed authorization for transfer elsewhere has been executed by the Executive Director of the Anatomical Board of the State of Florida or his/her authorized designee. I further pledge to comply with all applicable requirements for timely return of human anatomical specimens to the Anatomical Board of the State of Florida.

__________________________
Signature

__________________________
Date

Typed or Printed Name:

Title:

Department/College:

Pledge of Respect

Policies and Procedures Applicable to (Name of University) Employees Who Are Not Faculty, Residents or Students.

Whenever a donated human anatomical specimen is made accessible to a (Name of University) employee, as part of their assigned work, the employee will be required to sign the following pledge prior to having access to a donated human anatomical specimen provided by the Anatomical Board:

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__________________________
Signature

__________________________
Date

Typed or Printed Name:

Title:

Department/College:
Succession Plan

Individuals Responsible for the Security and Appropriate Handling of Anatomical Specimens Provided by the Anatomical Board of the State of Florida

______________________________  ____________________ ______________
Institution

Primary individual responsible for specimens:

Name (please type)    Signature    Date

______________________________  ____________________ ______________
Address

(())__________   ____________________ ______________
Telephone number    Email address

Additional individual responsible for specimens:

Name (please type)    Signature    Date

______________________________  ____________________ ______________
Address

(())__________   ____________________ ______________
Telephone number    Email address

Head of Department:

______________________________  ____________________ ______________
Name (please type)    Signature    Date

______________________________  ____________________ ______________
Address

(())__________   ____________________ ______________
Telephone number    Email address
INSPECTION OF FACILITIES HOUSING, AND INVENTORY OF, ANATOMICAL SPECIMENS PROVIDED BY THE ANATOMICAL BOARD OF THE STATE OF FLORIDA

NAME OF FACILITY: ______________________________

DATE OF INSPECTION: ______________________________

NAME OF INSPECTOR: ______________________________

AFFILIATION OF INSPECTOR: ______________________________

(i) INSPECTION OF FACILITIES

a) PLEASE PROVIDE A BRIEF DESCRIPTION OF THIS FACILITY (include type of building, number of doors, windows, work stations, flooring, AV equipment. If there are windows, are they adequately covered?)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

b) AIR FLOW

It is recommended that laboratories in which specimens fixed with formaldehyde are used be inspected annually by Environmental Health and Safety personnel (or equivalent authority) to ensure adequate air flow and levels of formaldehyde not exceeding 0.75 parts per million for an eight hour period, in compliance with OHSA regulation 1910.1048c.

(ii) SECURITY

a) Which courses utilize these facilities?

________________________________________________________________________

b) What type of security is in place at this facility? (key card, code, video surveillance?)

________________________________________________________________________
c) Who monitors security measures in place? Is the list of those who have access to these facilities updated (within 30 days of the end of each course) and are security access procedures similarly updated?

______________________________________________________________

______________________________________________________________

d) What records pertaining to security are kept? (e.g. are video surveillance tapes kept? If so, for how long?)

______________________________________________________________

______________________________________________________________

e) Where are specimens not in use stored? (different rooms, buildings, under refrigeration?)

______________________________________________________________

______________________________________________________________

f) How are specimens no longer in use disposed of? (returned to Anatomical Board, cremated)

______________________________________________________________

______________________________________________________________

(iii) SAFETY

a) Is there a copy of the rules and regulations which must be followed when working in the laboratory clearly visible and available for consultation by all individuals handling human specimens?

YES _______ NO _______

b) It is recommended that the following safety materials be available for those handling anatomical specimens provided by the Anatomical Board at this facility:

Gloves _______ Lab. Coats _______
Eye protection _______ Face masks _______
Eye wash _______ First Aid Kit _______
Emergency plan for stick injury _______
Security / Emergency telephone numbers clearly posted _______

(iv) RESPECT

a) PLEDGE OF RESPECT FORMS

Pledge of Respect forms are _____ / are not _______ completed and filed for ALL personnel with access to rooms where specimens are housed at this facility.
(Pledge of Respect forms were updated in 2012 and are available on the Anatomical Board website at http://www.med.ufl.edu/anatbd/forms. Additional forms may be completed to comply with regulations at individual facilities.)

b) Are the No Visitors Policy, no photography of any kind without permission from the Anatomical Board and no posting of any information pertaining to courses at this facility utilizing specimens provided by the Anatomical board on any social media verbally stated at the beginning of each course offered at this facility?

YES _______  NO _______

B. VERIFICATION OF SPECIMEN INVENTORY

a) Individuals responsible for specimens at this facility are:

1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________

b) The inspector should attach a copy of the specimen inventory for this facility, verifying that they have accounted for all specimens and that the specimens are appropriately housed and secured.

c) Please comment or list any concerns you may have pertaining to the housing or use of anatomical specimens at this facility.

________________________________________________________________________
________________________________________________________________________

I verify that the information contained within this report is correct and that Anatomical Board policies have been made clear to those responsible for anatomical specimens supplied by the Anatomical Board to this facility.

____________________________________   ______________
Signature of Inspector        Date

Telephone number of Inspector