

**GUIDELINES FOR SPECIMEN DISPOSITION AND SPECIMEN TRANSPORT
Office of Oversight of Anatomic Specimens (OOAS)**

<http://www.ooas.pitt.edu>

Request for Disposition of Anatomic Specimens Form is a fillable PDF

Go to [www.ooas.pitt.edu/specimen request/disposition](http://www.ooas.pitt.edu/specimen_request/disposition) tab to find the form

1. Complete the Administrator Contact section.

2. Complete the lab contact section.

3. List each specimen per line:

Tissue Supplier Name: Name of approved tissue supplier for specimen

Specimen Type: e.g., knee, arm.

Indicate left or right.

Donor ID Number: - must match specimen's label and shipping packing information/
donor information provided by tissue supplier.

4. **Submit the form to OOAS for approval.**

Request for Specimen Transport

Department of Parking, Transportation & Services

Once OOAS has **approved** the request and the specimens will need to be transported to Scaife Hall for disposition.

- **Contact:**

David Huey via E-mail to **REQUEST drop-off of EH&S approved 30-gallon containers for specimen transport** AND to schedule a date to transport specimens.

E-mail: dhuey@bc.pitt.edu, Phone: 412-977-6693

Contact: Jim Makin (jim.maksin@pitt.edu) to coordinate the transport date/time to Scaife Hall. 412.648.8873 (T)

Request for Specimen Transport (continued)
Department of Parking, Transportation & Services

3. Schedule the transport on 1-Click via <http://www.cfo.pitt.edu/1click/>
See end of this form for how to fill-out the 1-Click online form. Even though you are not moving, this is what they want toggled.

In the additional information field: Enter Anatomic Specimens to be transported and locations of transfer

4. You will need to enter the following information.

FROM: Name of Location and room number
Address (number and street) of location
Name of Contact
Phone number to call day of pickup

TO: Jim Maksin 412-648-8873
Scaife Hall, Room 150, 3550 Terrace Street

- a. Enter a PITT account number to charge for transport (NO UPP /UPMC acct numbers). **UPP/UPMC account numbers contact OOAS to schedule AirwaysFreight Courier for transport of anatomic specimens.**
5. **EH&S /Transportation approved containers (Blue 30-gallon barrels)- see figure below.**
- a. Line the containers with a bio-hazard bag
b. Load the specimens inside.
c. Do not include solid waste (gloves, gowns, pads etc.) or Sharps
d. Close the bio-hazard bag with a twist-tie.
e. Close the lid and lock it.
f. Place an Orange Tissue/Specimen Disposition label on top lid.
g. Complete **the FROM: information**
h. Fill-in the Specimen type and **EACH donor number placed in that container.**





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Know your asset tags?



It's against the University
 policies to remove them.

Welcome to **1Click**, the one stop shop for moving, buying, disposing and swapping office equipment or furniture, lab equipment or biohazardous materials, while following all University and federal guidelines and policies. Please check off all statements that apply and complete the information below to contact all departments necessary for your process to begin.

Q1. Are you Moving or Relocating?

- a. I'm moving/relocating on campus.
- b. I'm moving/relocating off campus.
- c. I'm leaving the University.
- d. I'm requesting to move an office or lab.
- e. The move involves hazardous materials.**
- f. There are items with asset tags.
- g. Items include a computer.

Q2. Are you Disposing of Furniture, Equipment, or Bio-Hazardous Materials?

- a. The item has an asset tag.
- b. The item is or has been exposed to materials that are bio-hazardous.

Q3. Are you requesting an EHS inspection?

If the lab equipment has been exposed to biological materials, please visit <http://www.ehs.pitt.edu/assets/docs/EquipmentDecontaminationCertificate.pdf> and complete the Laboratory Equipment Decontamination Certificate.

Guidelines for Laboratory Equipment Decontamination available at: <http://www.ehs.pitt.edu/assets/docs/Guidelines-EquipmentDecontamination.pdf>

Q4. Do you have a work request for any of the services below?

- a. Electrical
- b. Carpentry
- c. Plumbing
- d. Port Installation/Removal
- e. PC Reconfiguration
- f. Telephone

Q5. Are you making a Purchase?

- a. It's a new purchase.
- b. It's a replacement.
- c. It involves hazardous materials.

Please complete the contact information below and all relevant fields. Asterisks (*) indicate required fields:

Name *

Phone *

() -



Email *

Fax

() -

Acct No. *

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Department *

Building / Room *

Move Date (if moving) Month 00 Day 0 Year 0000

Request Completion Date Month 00 Day 0 Year 0000

Special instructions or items to be removed *

Do you require a cost estimate? Yes

Is your request urgent (required within a 48 hour time period)? Yes

