

OFFICE FOR OVERSIGHT OF ANATOMIC SPECIMENS

POLICY

Procurement, Use and Disposition of Anatomic Specimens

I. POLICY

The primary mission of the Office for Oversight of Anatomic Specimens (hereinafter referred to as **OOAS**) is to provide a program of coordinated services and support to the University of Pittsburgh and UPMC communities to ensure dignity and respect for all donor specimens, and use of donor specimens in compliance with all applicable ethical, legal and institutional policy requirements.

The **OOAS** has been established to centralize and standardize the procurement, management and disposition of all anatomic specimens utilized by faculty, trainees and students for education, training and research endeavors. The **OOAS** will:

- serve as the clearinghouse for receipt, review and processing of all requests for anatomic specimens¹ internally through the Humanity Gifts Registry (HGR) Program, Pathology, Autopsy Services, etc., and externally through approved tissue suppliers;
- establish and maintain a database to track specimens;
- coordinate requests for final disposition of anatomic specimens; and,
- serve as the point of contact for inquiries regarding body donation and dissemination of Humanity Gifts Registry materials.

II. BACKGROUND

In recognition that human anatomic specimens represent invaluable tools by which to advance education, clinical training and research efforts, it is in the collective best interest of all faculty, trainees, and students to provide an administrative structure that supports the processes by which all specimens are secured and utilized. This structure will help to ensure compliance with ethical and legal guidelines and to optimize the potential benefits from use of

¹Human anatomic specimens are whole bodies (cadavers), as well as specific parts of the body that are readily recognizable and identifiable to a layperson without the use of any special means of identification.

these materials through the promotion of sharing. An anatomic specimen database is being developed for and will be maintained by the **OOAS** that will provide up-to-date information on the availability of specimens so that the need for outside procurement can be minimized and resources shared and utilized for multiple purposes.

INTRODUCTION

This policy is a reminder of the generosity of all those individuals who make the extraordinary gift of donating their bodies, or those of their loved ones, to support the education and training of health professionals and to further biomedical research. The importance and value of these donations are immeasurable and the **OOAS** is committed to ensuring that they are treated with the utmost care and respect at all times.

III. USE OF ANATOMIC SPECIMENS

The **OOAS** supports the appropriate use of anatomic materials by faculty, students and trainees in education, clinical training and research within the schools of the University's Health Sciences, and by certified medical education programs at other educational institutions. Specimens requested through the HGR Program will be allocated first to meet the needs for internal education, training and research requirements, and to also meet the needs of outside requests for use of specimens. It is the intent of this policy to promote and encourage the sharing and transfer of anatomic specimens from within the Health Sciences schools and programs.

IV. PROCUREMENT OF SPECIMENS

All (non-surgical) anatomic specimens entering, in the possession of, utilized or leaving any University or UPMC facility must do so as part of an activity that is registered with the **OOAS**. This shall be accomplished in the following manner:

- 1) through the registration of all existing specimens with the **OOAS**; and,
- 2) submission of all specimen requests to the **OOAS**.

As specified in the *Guidelines for the Procurement, Use and Disposition of Anatomic Specimens*, the **OOAS** requires that HGR specimen requests be submitted in mid-March of each year to cover all needs for the next academic year. Any requests submitted outside of this submission and review cycle will be considered on an ad hoc basis with the understanding that there may not be a sufficient inventory of cadavers available to approve the request.

All requests for specimens to be procured through approved external suppliers must be submitted at least two weeks in advance of the required delivery date, except in cases where special preparations are required for which a minimum of one month is required.

V. **MANAGEMENT AND TRACKING OF SPECIMENS**

All specimens must be procured through the **OOAS**. This includes requests for cadavers through the HGR Program, as well as those for specific anatomic specimens that must be processed via outside procurement. Please refer to the ***Guidelines for the Procurement, Use and Disposition of Anatomic Specimens***.

NOTE: All requests for specimens to be used for research studies and clinical training must reference the approval number of the Committee for Oversight of Research and Clinical Training Involving Decedents (CORID). Requests cannot be processed without CORID approval.

VI. **UTILIZATION AND STORAGE**

Please refer to the Guidelines for the Procurement, Use and Disposition of Anatomic Specimens for training and use requirements, as well as for storage of specimens.

VII. **FINAL DISPOSITION OF SPECIMENS**

All arrangements for final disposition shall be coordinated through the **OOAS**, as follows:

- 1) All cadavers provided through the HGR Program shall be returned for determination of further training/study utilization followed by final disposition.
- 2) Anatomic specimens acquired through approved external suppliers shall be returned to the supplier, if stipulated under the terms of the Agreement. If there is no such stipulation by the supplier, then a Request for Disposition of Anatomic Specimens must be submitted to the **OOAS**.

VIII. **FINANCIAL MANAGEMENT**

The **OOAS** shall assess costs to all users of anatomic specimens, both internal and external, as follows:

- 1) Preparation fees for cadavers secured through the HGR Program shall include recovery of time and effort costs, as

well as costs for preservation, if applicable, transportation, storage, and final disposition. A separate fee has been established for all external requestors to include additional costs for preparation and delivery.

- 2) Processing fees for all outside procurement requests may include recovery of administrative costs for receipt, review, approval and processing of all paperwork required by suppliers, including applications/requests and agreements for authorized institutional signatures, and coordination/confirmation of specimen delivery.
- 3) Fees for any specimens required for training or research should be included in departmental, grant or contract budgets. Additionally, for all specimens procured externally, disposition costs should be budgeted. Campus transport costs should also be factored, if application.

Requests cannot be processed without an active account/cost number.

IX. FACILITIES

All education, training and research activities involving the use of cadavers and cadaveric material must be conducted in a University of Pittsburgh or UPMC campus facility that has been approved for such use by Environmental Health and Safety. All activities must be conducted in space sufficient to permit the appropriate security, work areas, and storage arrangements, and must meet with current health and safety standards and regulations.

X. AUDIT AND INVESTIGATION

The **OOAS** shall be responsible for monitoring the implementation of this Policy. Any suspected violation of this Policy shall be reported to the following authorities for investigation and appropriate action:

University of Pittsburgh: Senior Vice Chancellor or other appropriate institutional official; and/or,

University of Pittsburgh Medical Center: President of the Physician Services Division or Chief Legal Counsel.

The **OOAS** reserves the right to conduct periodic audits of any facility where specimens are reported to be used and stored to verify compliance with this Policy without advance notice.

Dated: July 1, 2007

Revisions:

July 28, 2009

May 21, 2010

April 16, 2012