



Policy Number: 02-90-040

Policy Title: USE OF ANATOMICAL MATERIAL FOR INSTRUCTIONAL PURPOSES

Effective Date: May 2, 2019

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1. **Generally**

OHSU is committed to the safe and professional use of Anatomical Material by OHSU Members in support of quality educational experiences. The OHSU Body Donation program is charged with establishing standards for procurement/requesting use of Anatomical Materials, as well as appropriate use, storage, and final disposition of all Anatomical Materials used in educational pursuits.

2. **Definitions**

For the purposes of this policy, the following definitions shall apply:

- A. **Acquisition.** Taking possession of anatomical material, either directly or through a third party acting on behalf of the primary institution in reference to an anatomical gift.
- B. **Anatomical Material.** Whole or partial human specimens, including whole bodies, donor teeth, platinates, limbs, organs, bones, tissue/microscopic tissue samples, not including: urine, feces, semen, or other bodily fluids, human cells, hair and nails.
- C. **Chain of Custody (COC).** The chronological documentation or paper trail following an anatomical gift through its entirety (initial Acquisition through Final Disposition). A COC should be established as part of the tracking process for anatomical materials.
- D. **Donor.** An individual whose body or body part is subject to an anatomical gift.
- E. **Facility.** A location approved by the Body Donation Program for storage and or use of Anatomical Materials, including but not limited to lab space, classrooms, and other OHSU locations. All facilities must meet [Biosafety Laboratory Standards 2](#).
- F. **Final Disposition.** The advanced handling of an Anatomical Material consistent with the directives of the Donor, Donor's next of kin or authorizing agent, and/or OHSU Final Disposition practices. Final Disposition may include: cremation, earth burial, dissolution, entombment, or burial at sea.

3. Acquisition of Anatomical Material

All faculty of record utilizing Anatomical Material for instructional purposes must procure/request material from the OHSU Body Donation Program, and must receive approval from the Director of the OHSU Body Donation Program prior to the start of the instructional activity. If the Body Donation Program is unable to support already approved requests for Anatomical Material, the Body Donation Program will facilitate a loan through other accredited medical school(s) and/or approved donation programs.

A. Requesting Use of Anatomical Material from the OHSU Body Donation Program

Faculty of record may request the use of Anatomical Materials by submitting the Human Tissue Use Proposal Form, no less than four weeks before the start of the term in which the instructional activity will occur. Approval must be granted by the Director of the Body Donation Program before laboratory access is granted.

Upon approval, the course director will receive access to the Anatomical Material as a loan from the OHSU Body Donation Program. Anatomical Material may only be used for the purposes described in the Human Tissue Use Proposal and will assume all responsibility for its use. Faculty of record in conflict with OHSU Body Donation Policies may result in termination of the current loan, immediate return of the anatomical material, and denial of future loan requests.

B. Previously Acquired Anatomical Material

Anatomical Materials previously procured by OHSU Members must maintain all paperwork that documents where and how the materials were acquired, consistent with the OHSU Body Donation Program Chain of Custody requirements. If no paperwork exists, it is the responsibility of the OHSU Member to notify the Body Donation Program of the Anatomical Material's intended use for tracking purposes and to establish an appropriate timeline Final Disposition. Anatomical Material may not be given or transferred to other OHSU Members or outside of OHSU without the prior written consent of the Director of the Body Donation Program.

4. Appropriate Use of Anatomical Material

OHSU Members are responsible for ensuring the appropriate use of all Anatomical Material loaned to them for instructional purposes. All Facilities must be verified for compliance with Biosafety Laboratory Standards 2 by the Body Donation Program prior to the use of Anatomical Materials for instructional purposes. Lab requirements for plastinated Anatomical Material will be addressed at the time of their request for use.

Prior to the first day of lab instruction, the faculty of record must provide students with the Body Donation Program Lab Procedures and review all professional conduct requirements.

Failure to adhere to the OHSU Body Donations Program procedures will result in notification of applicable program director or dean for disciplinary proceedings.

5. Transportation and Storage of Anatomical Material

A. Transportation

All transportation of Anatomical Material shall promote respect for and preserve the dignity of the Donor. The preparation and transportation of Anatomical Material is subject to the requirements of the OHSU Body Donation Program and performed in compliance with Oregon Mortuary and Cemetary Law. It is not permissible to transport Anatomical Material on public transportation or the OHSU tram.

B. Storage

The OHSU Body Donation Program is responsible for the proper storage of all Anatomical Material in the VirtuOHSU Lab. OHSU Members who have been loaned or have previously acquired Anatomical Materials are subject to a storage audit by the Body Donation Program to ensure: 1) the storage of Anatomical Material promotes respect for and preserves the dignity of the Donor or Anatomical Material; 2) secure access which shields the Donor or Anatomical Material from view; and 3) protects the OHSU Members and the public from potential exposure to biohazards.

7. Return of and Final Disposition of Anatomical Material

All Anatomical Material must be tracked and returned to the Body Donation Program at the end of the loan period. All Anatomical Material received from the Body Donation Program shall not be disposed of as medical waste. The Body Donation Program is responsible for Final Disposition of all Anatomical Material.

8. Procedures

The OHSU Body Donations Program is responsible for developing and maintaining procedures pursuant to this policy.

Related Regulations: Anatomical Gift Act, HIPPA

Related Policies or Procedures: Syllabus Submittal Procedure, Proposal Review, [OHSU General Biosafety Manual](#)

Related Forms: VirtuOHSU Simulation Lab Use Policy Agreement, Human Tissue Proposal Form

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