

OFFICE FOR OVERSIGHT OF ANATOMIC SPECIMENS
GUIDELINES FOR THE PROCUREMENT, USE AND DISPOSITION OF
ANATOMIC SPECIMENS

All human anatomic specimens required for education, clinical training and research must always be utilized and treated with the utmost respect and dignity.

All requests for human anatomic specimens shall be initiated and processed through the Office for the Oversight of Anatomic Specimens (OOAS). Forms referenced to herein may be requested via the OOAS website at <http://www.ooas.pitt.edu> or by contacting the OOAS, as follows:

Office for the Oversight of Anatomic Specimens
University of Pittsburgh
UPMC
Iroquois Building, Suite 300
3600 Forbes Avenue
Pittsburgh, PA 15261

What are anatomical specimens?

Specimens include both whole bodies (cadavers), as well as specific parts of the body that are readily recognizable and identifiable to a lay person. These do not include organs, blood, sera, and other tissue.

How specimens are obtained

Cadavers are obtained through the University of Pittsburgh School of Medicine's Humanity Gifts Registry (HGR) Program. It is the policy of the University of Pittsburgh and UPMC that whole cadavers may only be obtained through this Program and not from any other sources.

Over the past several years, there has been an increase in the number of families requesting the remains of donors be returned to them. Therefore, in order to ensure the highest standard of care and accountability for carrying out the wishes of these families, the OOAS may place requests for specific anatomic specimens with external suppliers. There are currently several such approved suppliers on file with the OOAS.

All requests for HGR cadavers must be submitted to the OOAS in mid-March of each year. An announcement is sent out in January of each year to remind faculty to submit requests for the upcoming academic year by the specified deadline. The form to be completed, signed and submitted to the OOAS is the *Anatomic Specimen Request*. This form is available on the OOAS website.

All HGR requests are reviewed by an Oversight Committee that makes final decisions on the allocation of cadavers. Any requests submitted after the established deadline will be reviewed on an ad hoc basis with the understanding that there may not be a sufficient inventory of cadavers available to approve the request.

Requests for non-HGR specimens must be submitted at least two weeks in advance to allow sufficient time for internal review, approval and processing of requests through an approved external supplier via the OOAS. For any requests that may require special harvesting, a minimum of one month is required.

As noted in the *Policy on the Procurement, Use and Disposition of Anatomic Specimens*, all requests for specimens to be used for research and clinical training purposes must reference the approval number of the Committee for Oversight of Research and Clinical Training Involving Decedents (CORID).

Upon review of a request, it may be necessary to call a meeting with the Principal Investigator or Course Director to further establish his or her specific requirements.

A copy of the approved and fully executed Anatomic Specimen Request will be sent to the Principal Investigator or Course Director for his or her records.

NOTE: The University of Pittsburgh Office of Research requires that supplier agreements forwarded to their office for signature be accompanied by an Incoming MTA Evaluation form, which can be found at:

http://www.pitt.edu/~offres/forms/MTA_IncomingForm.doc

Accordingly, if the specimens are to be utilized under the auspices of the University and fees are to be paid on a University account, a completed Incoming MTA Evaluation form signed by the Principal Investigator or Course Director must accompany the paperwork submitted to the OOAS. OOAS will include the supplier agreements for signature by the Office of Research authorized official and will forward the same to the external supplier for counter signature.

Utilization and Storage of Specimens

Bloodborne Pathogen Training

In order to help protect everyone who comes into contact with human anatomic specimens and to minimize the risk of exposure, all faculty, staff, students,

external participants and vendor representatives are required to complete the Bloodborne Pathogen Training Module.

NOTE: Staff and students must have initially attended a live University of Pittsburgh training session. Faculty and postdoctoral staff must comply with UPMC's training requirements.

The module for Bloodborne Pathogen Training is available at the Schools of Health Sciences eLearning website at <https://cme.hs.pitt.edu>

The purpose of this module is to: 1) define bloodborne pathogens; 2) explain the potential for occupational exposure to bloodborne pathogens; and, 3) explain how to reduce the potential for exposure to bloodborne pathogens.

Instructions for establishing an HSCConnect account and accessing the site are available from the eLearning team by clicking on the help links.

Lab Guidelines

Prior to the start of a research study using human tissue and for each clinical training course, all participants must read and sign the Guidelines for Participating in Training and Research Labs Utilizing Human Anatomic Specimens.

The signed Guidelines, along with the Bloodborne Pathogen training certificates, are to be forwarded to the OOAS, either by email or fax prior to the study or course start date.

The Lab Guidelines may be downloaded from the OOAS website.

All cadavers and specimens must be utilized and stored in lab facilities approved by the Department of Environmental Health & Safety. Facilities must adhere to specific requirements for safety, proper ventilation, cleanliness, and security. Appropriate refrigeration and freezer equipment must be available.

Transfer of Specimens

All specimens that are to be transferred to another institution or facility for approved education, training or research purposes shall be carried out via an Anatomical Materials Transfer Agreement that must be executed on behalf of both institutions and processed through the University of Pittsburgh Office of Research. Please note that this form of Agreement is not the same as the form of MTA utilized for other types of materials.

Final Disposition of Specimens

Arrangements for final disposition of all specimens shall be coordinated through the OOAS and updated information will be properly reflected in a database established for

this purpose. A *Request for Disposition of Anatomic Specimens* with accompanying documentation must be completed, signed, and submitted to the **OOAS**.

If specimens were obtained from an external supplier and the terms of the agreement stipulate that specimens are to be returned to that supplier, then the **OOAS** will coordinate the return with the appropriate Department.

All other specimen dispositions will be carried out internally through the crematorium.

Original: July 1, 2007
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