

**STANDARD OPERATING
PROCEDURES MANUAL FOR THE
ANATOMICAL BOARD OF THE
STATE OF FLORIDA**

February 2018

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Section I:

MISSION, ESTABLISHMENT AND REMIT OF THE ANATOMICAL BOARD OF THE STATE OF FLORIDA

1. Mission

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 education and research programs throughout the State. Florida Statutes 406.49 – 406.61 have defined a prominent role of the Anatomical Board in regulating anatomical specimens for education and research in the State of Florida.

http://www.flsenate.gov/Laws/Statutes/2016/Chapter406/Part_II

“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 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 College 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. The Executive Director is appointed by the Chairman of the Anatomy & Cell Biology Department at the University of Florida. 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. Courses and programs sanctioned by the University or College
- g. 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.

2. Appointment of Board Members

The current Chairman of the Anatomy and Cell Biology Department in the College of Medicine at the University of Florida will be de facto the Chairman of the Anatomical Board. Board members include the Chairman, the Executive Director at the University of Florida and one representative each from Florida State University, University of Miami, University of Central Florida, University of South Florida, and Nova Southeastern University for a total of seven board members. A board member is appointed for a minimum of three years with renewal by the Chairmen of the respective anatomy or anatomy equivalent Departments of Florida State University, University of Miami, University of Central Florida, University of South Florida, and Nova Southeastern University. The appointments are not subject to approval by the board members, nor is there a term limit of appointment. A University request for representation on the Board will be subject to approval by the Board members.

3. Annual Meeting

There will be an annual meeting of the Anatomical Board members. All the meetings will be by online conferencing. Every three years the annual meeting will not be teleconferenced, but members will meet in-person on a campus or site to be determined. The meetings will be announced on the Anatomical Board website.

As the Anatomical Board is a State entity, the meeting is open to the public. Public comments will be allowed during the portion of the meeting set aside for comments, but may be moderated by the Chairman of the Board to ensure the orderly conduct of meetings while allowing a reasonable opportunity for members of the public to be heard.

Section II:
POLICIES AND PROCEDURES

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 task force meets annually in regards 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 (2014 Florida Statutes, Title XXIX, Chapter 406, Part II).

At all times, specimens must be located in an Anatomical Board 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 annually 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 to Access 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 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”
- c. When the Anatomical Board receives a 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 dedication form in the Anatomical Board office.

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

The Anatomical Board provides to funeral homes the website address to information and forms 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. Vital Statistics Form
- d. Declaration of Consent Form for Surviving Relatives
- e. Declaration of Consent Form for Surviving Non-Relatives (i.e., Healthcare Surrogate, Guardian, Court-Appointed Representative Ad Litem, or Personal Friend)
- f. Ashes Requested Form
- g. Permission to Dispose of Ashes Form

The above forms and information is available on the following websites:

University of Florida:

<http://anatbd.acb.med.ufl.edu/funeralhome/>

University of Miami:

<http://sofab.med.miami.edu/printable-forms>

University of Central Florida:

<https://med.ucf.edu/media/2016/08/funeral-packet-UCFCOM-new-2017-filable.pdf>

Password: director

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

- a. The Anatomical Board will not accept the deceased if the surviving relative or legally authorized non-relative objects to the use of the remains for education or research.
- 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 at time of delivery of a human body to the Anatomical Board the forms identified in item 7 above, AND the following:

- a. Photocopy of the Death Certificate
- b. Burial Transit Permit with cremation authorization from the medical examiner

10. Handling Human Anatomical Specimens Received by the Anatomical Board

- a. Technicians of the Anatomical Board will meet the individual from the funeral home delivering the donated human remains to the designated loading dock area.
- b. The technician 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 cold storage until the body is removed for use.
- e. The Anatomical Board will ensure that the cold room is secure and only accessible by Anatomical Board staff or authorized other persons assisting in an official capacity. The cold room will be unlocked only when human anatomical specimens are moved in or out of the cold room.
- f. Anatomical Board technicians will make an entry in their handwritten laboratory logbook, indicating that the human body has been prepared and placed in storage. The technicians will indicate in their records the storage location number in which the body

has been placed. The technicians 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, 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, and date the human anatomical specimen was cremated. The information from the technicians with respect to the location where the human anatomical specimen is stored in the cold room will be added to the computer database.
- h. 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.
- 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 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.
- l. The Anatomical Board will never sell donated bodies, or any parts for profit, release bodies, or any parts for use in "Body Farms" or similar entities that use cadavers for forensic purposes, or allow bodies, or any parts to be displayed by the general public for educational, entertainment, or artistic purposes.

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 is 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.
- 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. 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 after use. 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 either cremated and then returned to the Anatomical Board or returned for cremation. 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 prepare the cremains for return to the family/designee, if requested by the next-of-kin or designee.
- 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 on a 3 year cycle 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 or complete a Specimen Request Form, available at <http://anatbd.acb.med.ufl.edu/forms>. The Specimen Request Form will require identification (number, title, and/or description) and clearly defined educational goals and outcomes of a formal course, elective, module or program sanctioned by the University. 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. 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, it is recommended that 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 and will provide an authorization to transport specimens to approved facilities at time the specimens are received.

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. 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 report 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 for cremation or properly disposed of per Florida Statutes with consent of Executive Director or appropriate staff.

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. The site visit inspection form is available at <http://anatbd.acb.med.ufl.edu/forms>

16. Handling of Human Cremains after Completion of Use

- a. The Anatomical Board office staff will identify human cremains, which are to be returned to the family/designee or to be spread at sea. The Anatomical Board will incur the costs associated with the return of the cremated remains only within the United States. Families requesting the cremated remains to be shipped outside the United States are responsible for all associated costs (e.g., shipping, customs, etc.).
- 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 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 Express 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 and the computer database.

- f. The Anatomical Board office staff tracks the delivery of the package via the website address www.usps.com and logs the date the human cremains were received by the family/designee on the "Ashes to be Returned" form, the Ashes Requested Cover Sheet 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 location 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
- 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 by 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. Last four digits of the 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.

Filing cabinets and book cases in the Office of Record contain the original records for the Body Donors, correspondence with the families, and all related correspondence regarding 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 and book cases in the Office of Record contain sensitive and confidential information, protected by HIPAA (e.g., Donor identifiers, Social Security numbers, limited health information, etc.), and must therefore remain secured at all times.

Storage areas containing such records collected over the last 59 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://anatbd.acb.med.ufl.edu/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.

21. Policies Related to State of Florida Statutes 406.61:

- a. Transport of human specimens by a person, institution, or organization into and out of the state of Florida requires the approval of the Executive Director of the Anatomical Board. An exemption is that a non-transplant anatomical donation organization accredited by the American Association of Tissue Banks may convey human remains or any part thereof into or outside the state for medical or dental education or research purposes without notifying or receiving approval from the anatomical board. For approval, the person, institution, or organization must submit to the Anatomical Board for following: 1) origin and date of shipment; 2) how the human remains will be shipped; 3) recipient of human remains; 4) security access at recipient location; and 5) how the remains will be disposed of. If the entity fails to follow Florida Statute 406.61, the Anatomical Board will report such violation to the proper authorities.
- b. Display of plastinated human specimens requires the approval of the Executive Director of the Anatomical Board. An entity accredited by the American Association of Museums must submit to the Anatomical Board by mail (PO Box 100235, Gainesville, FL, 32610-0235), fax (352-392-3940), or email (anatbd@dean.med.ufl.edu) 30 days prior the exhibit opening the following for approval (FL Statute 406.61): 1) the dates and location of the exhibit; 2) a description of the remains or any part thereof and the name and address of the company providing the remains or any part thereof; and 3) documentation that the remains or each part thereof was donated by the decedent or his or her next of kin for purposes of plastination and public exhibition, or, in lieu of such documentation, an affidavit stating that the remains or each part thereof was donated directly by the decedent or his or her next of kin for such purposes to the company providing the remains and that such company has a donation form on file for the remains. All items are required for approval by the Executive Director. If approval is denied by the Executive Director, the entity may appeal by mail, fax or email to the full Membership of the Anatomical Board. Approval will require a majority vote of the Board Members. If the entity fails to follow Florida Statute 406.61, the

Anatomical Board will report such violation to the proper authorities if deemed necessary by a majority of the Board Membership.

22. Standard Operating Procedure Non-Compliance:

- a. Standard Operating Procedures must be followed; no significant departures from the Standard Operating Procedures are allowed.
- b. Non-compliances with the Standard Operating Procedure must be reported in writing to the Executive Director and/or Supervisor of the Program within 24 hours of the occurrence.

23. 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. Amendments to the SOP will initiated by a subcommittee composed of the Executive Director and Board Members from University of Central Florida and the University of Miami. Approval of the amendments will require a majority vote of the Board members at the Annual meeting.
- d. This document is also available on the Anatomical Board website at <http://anatbd.acb.med.ufl.edu/sop/>

Section III:

Policies Regarding Anatomy Laboratories Using Anatomical Board Cadavers

The Anatomical Board of the State of Florida is committed to ensuring the confidentiality and dignity of the individuals who bequeath their remains to the Board for education and research. All institutions approved to use Anatomical Board cadavers should abide by the following guidelines:

1. Anatomy Education

- a. Observation and/or dissection of cadavers shall be solely designated for undergraduate and graduate medical/allied health students currently enrolled in a formal course, elective, module, or program sanctioned by the university and containing anatomy content with clearly defined educational goals and outcomes and had been identified on the Specimen Request Form. This permission also includes relevant school faculty, volunteer clinical faculty (involved in the respective educational program), and anatomy laboratory support staff (for preparation and management of anatomical material). In emergent situations during these educational activities, housekeeping/facilities/IT management staff may need to come into the lab for cleaning or repair work when cadavers are in view during laboratory sessions.
 - **All of the above-mentioned must complete and sign an Anatomical Board Pledge of Respect form prior to entering a laboratory with cadavers in view. These forms should be kept on file by the respective programs.**
- b. The Board does not allow pre-high school, high school or undergraduate college students to be given tours of anatomy laboratories when any human cadavers or anatomical specimens are in view. Examples of exceptions to this policy might include the following:
 - Tours of the anatomy laboratory facility are permitted whenever human cadavers and anatomical specimens are absent or stored completely out of view.
 - High school students enrolled in an educational course/experience with clearly definable educational goals and outcomes may study using skeletons and isolated organs in rooms without cadavers.
 - Medical schools conducting interviews/tours of their facilities for prospective undergraduate college students can conduct tours of the anatomical facilities while anatomical material is in view if an anatomy laboratory is in session, but are encouraged to avoid having anatomical material especially identifying features in view if at all possible.
 - **Prior to bringing the above-mentioned students into the laboratory, the Board recommends giving them an orientation preparing them for the activity they will be engaged.**
 - **All of the above-mentioned individuals must complete and sign an Anatomical Board Pledge of Respect form prior to entering a laboratory with cadavers in view. These forms should be kept on file by the respective programs.**
- c. The Board does not allow any cadaver or anatomical specimens to leave the approved laboratory for use in any other location in the institution or at any another location that is not a Board approved facility.

2. Policies Regarding Video Recording or Digital Photography in the Anatomy Laboratory

- a. **All students must be informed prior to a course, module or elective that any non-educational video or photography of any type of a cadaver or anatomical specimen in the anatomy laboratory is not allowed under any circumstances.**
- b. Video or still photography by faculty or students is permissible for educational purposes or to document findings related to cause of death using the following guidelines:
 - Students or faculty are informed that under no circumstances should videos or photographs be allowed to be put on to the public internet or any other public venue. They can only be used within the institutions password protected intranet that is only accessible by students, faculty, and designated staff (i.e. for video editing).
 - Videos or photographs used for educational purposes must not display any identifiable features such as tattoos and face (full or side profiles).

3. Policies Regarding Non-educational Use of Anatomical Specimens

Since request forms clearly state that the cadavers are to be used for educational purposes, any noneducational use of cadavers such as research must have prior permission of the Anatomical Board or the Executive Director on behalf of the Anatomical Board.

- a. IRB regulations do not apply to research on cadavers. However, Privacy Rules do apply to research on decedents, and the IRB reviews these requests. Therefore, all research projects on cadavers and/or human specimens provided by the Anatomical Board do require the following:
 - **Submission of a Request for Decedent Research Form to the IRB for approval.**
 - **Submission of a Request for Research Form to the Executive Director of the Anatomical Board for approval.**
- b. Non-educational and non-research use of cadavers permission requests must be written and addressed to the Executive Director. These requests should include a detailed explanation of the non-educational use of the cadavers and a list of those individuals (e.g., faculty and students) that are not involved in anatomical education, but will be working with the cadavers.
- c. **All individuals involved in non-educational use of cadavers must complete and sign an Anatomical Board Pledge of Respect form prior to entering a laboratory with cadavers in view. These forms should be kept on file by the respective programs.**

Section IV:

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 students, staff and faculty. 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.
- 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)
 - 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:** it is encouraged that students, faculty, and staff not wear contact lenses in the laboratory and potential hazards should be made clear.

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:

- First aid kit
- Eye wash
- Telephone
- 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 until lab personnel can address the issue.

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.

7. Other Uses for the Anatomical Labs

- a. The use of animal material in the anatomical labs is acceptable.

Section V:
Embalming 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):

- a. Local funeral homes are instructed to perform arterial injection only, and as soon after death as possible.
- b. The right common carotid or femoral artery is strongly recommended for the trans-arterial perfusion. No other cut downs should be used. And, **it is important that no cavity embalming be performed.**
- c. 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):

- a. Secondary Embalming is performed as quickly as possible after receipt of the body.
- b. The secondary embalmings are done using chemical formulas and protocols routinely used by the three receiving institutions.
- c. 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.
- d. 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.
- e. 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.

- f. A total volume of 6-9 gallons of this solution is perfused over a period of 4 hrs.
- g. “Secondary Embalming” is also entirely trans-arterial; no additional chemicals are injected into body cavities.
- h. 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.
- i. 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 weeks. **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