

**University of South Florida**

**Morsani College of Medicine**

**Guidelines and Procedures for  
Instructional and Research Use of  
Anatomical Specimens**

**Department of Pathology and Cell Biology  
(Anatomical Sciences)**

# **Guidelines and Procedures for Instructional and Research Use of Anatomical Specimens at the University of South Florida, Morsani College of Medicine**

## **Preamble**

Cadavers deserve to be respected, because they were donated to advance the education of future physicians and numerous other health related professionals that need an extensive education in the anatomical structures and functions of the human body. Further, cadavers were altruistically donated for their educational value recognizing that they were once living human beings. This respect extends from procurement of the bodies, transport, handling and use of the bodies until the final disposition of the remains. At all times the bodies should be treated respectfully and they should be given many of the considerations that would be given to living individuals such as privacy and dignity. Cadavers should also be respected, because their loved ones have an emotional bond with the remains. Individuals, families and the public expect and demand that cadavers are handled humanly. To do so will insure current and future individuals will continue to donate their bodies to the important role of educating our future health care professionals. It is, therefore, paramount that donated bodies be treated respectfully to maintain the public's trust and continue this practice for future generations.

## **Purpose**

These guidelines establish the procedures for the appropriate management and use of cadavers for instruction at the University of South Florida (USF) Morsani College of Medicine. The use of cadavers provides a unique learning experience of the human body for students who are majoring in the health professions, funeral services, and related disciplines, and includes coursework dedicated to the dissection, preservation, restoration, and study of the human body in detail as well as observation by students in science courses that are related to the study of the human body.

## **Policy**

The USF Morsani College of Medicine is committed to the ethical treatment of cadavers for instructional and research purposes. The procurement, care and maintenance, use, and disposition of cadavers, handling hazardous chemicals and biohazardous waste, and training regarding those procedures shall be conducted safely and respectfully consistent with best practices in higher education, guidelines from the American Association of Clinical Anatomists and other professionals societies and organizations, and in compliance with applicable legal standards and requirements of the State of Florida and nationally.

## Responsibilities

The Dean of the Morsani College of Medicine, or his designee, (usually the Chair of the Department of Pathology and Cell Biology), in consultation with the Laboratory Director and departmental faculty, is responsible for developing and maintaining laboratory procedures that are consistent with these guidelines. Primary responsibility for the Anatomy Laboratory will be assigned to the Laboratory Director. The Laboratory Director will usually be a senior member of the Department of Pathology and Cell Biology and will have extensive expertise in operating and overseeing an anatomical laboratory using cadavers and cadaveric tissue. The Departmental Chair, the Laboratory Director, laboratory instructors, and other administrators of the College are responsible for ensuring compliance with these the guidelines and procedures.

## Human Anatomical Gifts

Cadavers are obtained from the Anatomical Board of the State of Florida through the deeded body program. Three deeded programs are established in the state at the University of Florida, the University of Central Florida, and the University of Miami. Cadavers are donated according to state regulations. Access and use of human cadaveric material is truly a gift. Therefore, it is imperative that proper respect be paid to the cadaver at all times. Disrespect for the cadaver will not be tolerated. Students in the Gross Anatomy Laboratory at the Morsani College of Medicine will observe professional conduct while in and outside of the laboratory. Care must always be taken while discussing any aspect of the education with cadavers. Although cadavers are not identified by name, certain identifiers are located on each body and care must be taken in sharing this information. If discussion takes place for purposes of studying anatomical structures and functions specifically related to the cadavers, care and respect needs to be foremost in the minds at all times. **No body parts, tissue, etc. will be removed from the laboratory. Photographs and videos are not permitted without permission of the Laboratory Director.** At the end of the gross anatomy course, cadavers are cremated and remains are returned to the Anatomical Board for burial or disposition to families.

## Care and Maintenance of Cadavers

The cadavers are to be kept moist at all times. The cadaver is covered with towels moistened with embalming fluid. Only uncover the area being studied. After each lab, mist the entire cadaver with the recommended moistening solution. Once a week the cadaver should be sprayed with a Amphyl: Phenol solution. When through, replace the towel and cover the entire body with the plastic sheet. If other cadavers are utilized for study, be sure and treat them in a like manner. Be sure the cadaver table and surrounding areas are clean and neat. All tissue that is removed from the table must be placed in the assigned

biohazard bag lined receptacle. No gloves, paper, or other non-cadaveric material should be placed in these receptacles.

Cadavers will be properly cared for and maintained according to state and national standards. Without exception, cadavers will have identification tags at all times while in the custody of the College. Any suspicion of irregularities such as decomposition or mold will be reported immediately to the Laboratory Director and Departmental Chair. Decomposition or mold can spread rapidly throughout the body and to other cadavers in the laboratory and may pose a health risk to faculty, staff, and students. Consideration may need to be made to remove the affected cadavers and request that the bodies be disposed of from the Anatomical Board.

At the first sign of mold the body should be treated as follows. The mold and the surrounding tissue should be removed and disposed of in a marked biohazard bag for return for cremation with the cadaver. The body should then be immersed for at least one hour minimum in a phenol/formaldehyde solution in the immersion tank. The table should be scrubbed and the terry cloth and plastic replaced. The terry cloth should be soaked in a Lysol solution before being placed on the cadaver.

If any other signs of significant decomposition should take place, the cadaver may be placed in storage in an adjacent room from the anatomy laboratory and properly covered in a sealed plastic bag. If the cadaver was removed from the classroom for any reason making it unusable, it should be sent for cremation as soon as possible and not left in storage. After each course the cadavers should be sent for cremation as soon as possible after securing permission from the Anatomical Board. After the cadavers are removed, the tables and surrounding areas should be pressure washed with disinfectant.

### **Laboratory Access**

The Gross Anatomy Laboratory is accessible to authorized students and faculty as long as they have signed the appropriate forms available from the Laboratory Director. Only students enrolled in courses requiring the use of cadaveric material are allowed in the lab. **No visitors** are allowed in the laboratory without approval from the Laboratory Director. Violations of this policy by a student (s) will lead to disciplinary action and possible dismissal from the course. Purposes for this position relate to the need to maintain dignity and respect for the cadavers as well as to insure proper decorum, safety and cleanliness of the Laboratory. It is up to the Course Director or their designate to assure these guidelines are followed and to inform the Laboratory Director of any deviations from these guidelines.

### **Procurement of Cadavers**

The Chair of the Department of Pathology and Cell Biology and the Laboratory Director will be responsible for ensuring that cadavers are procured from the Anatomical Board of the State of Florida or an approved provider in accordance with University purchasing guidelines. The Chair, in consultation with the Laboratory Director, will make the necessary arrangements for requesting cadavers from the Anatomical Board and arranging for appropriate transport and receipt of cadavers. Cadavers exhibiting signs of decomposition, mold, or in poor condition will not be accepted.

Faculty who use cadavers for instructional purposes will provide appropriate guidelines and criteria to students to be followed in the anatomy laboratory in their student lab packets and course syllabi. The criteria will be consistent across all course work and curricula where cadaver instruction is undertaken. A signed release form from the student is required to enter the cadaver laboratory. No electronic devices are allowed unless specifically authorized by the Laboratory Director. Safety instructions will be provided that will include appropriate attire and use of tools such as scalpels and eye protection, and the consequences for violating these rules of the anatomy laboratory will be addressed .

No cadaver will be utilized for anatomical study for a period greater than one calendar year. **Basic Rules of the Anatomy Laboratory** will be placed prominently in the cadaver facilities. Access to the anatomy laboratory will be restricted to students enrolled in appropriate courses and the faculty and staff involved in preparing and teaching those courses. The anatomy laboratory is to remain locked at all times.

Cadavers will be appropriately draped at all times. All regions not being studied will be draped. Cadavers will be completely covered when left for any period of time. Students participating in cadaver laboratories will use proper protective gear including that may include gloves, gowns, shoe covers, a standard N-95 mask or dust mask, and goggles. The College will provide a limited number of non-latex gloves to enrolled student and faculty members. Any identifying information about the cadaver, including but not limited to ethnicity, age, appearance, identifiable characteristics, is confidential and will not be discussed or disclosed outside of the laboratory. No part of a cadaver may leave the laboratory at any time except for disposal as arranged by the Departmental Chair in consultation with the Laboratory Director.

### **Laboratory Training**

The Department Chair and Laboratory Director will ensure that all staff under their purview is properly trained in the handling, care, and maintenance of cadavers. Completion of training must be documented and maintained by the Laboratory Director.

### **Disposing of Cadavers**

The Departmental Chair, in consultation with the Laboratory Director, will arrange disposal via cremation of cadavers through a state certified vendor. The College has used the Florida Mortuary for cremation of remains. The cremains will be sent back to the Anatomical Board of the State of Florida for disposition back to the family.

### **Safety, Handling Hazardous Chemicals and Biohazardous Waste**

Students injured while participating in a laboratory will receive immediate first aid and, if necessary, professional medical assistance. Any and all injuries or chemical spills in the anatomy laboratory will be reported according to standard operating procedures as documented by the Office of Environmental Health and Safety. The Laboratory Director and staff will be responsible for maintaining a clean anatomy laboratory along with the custodial staff in the College.

The college will maintain a current manual for handling hazardous chemicals and biohazardous waste. The manual will contain the following:

- An alphabetized chemical inventory list including each chemical housed in the laboratory.
- Material Safety Data Sheets (MSDS) corresponding to each chemical listed in the aforementioned chemical inventory list for quick reference.
- Instructions to neutralize chemical spills in the laboratory. Chemical spills will be reported immediately to the Department Chair.
- Where formaldehyde and/or phenol-based chemicals are used, agents which rapidly neutralize and solidify chemical spills must be maintained.
- Biohazardous waste and contaminated sharps will be disposed of according to federal and state law and University regulations.
- Cabinets, containers, and receptacles containing formaldehyde and/or biohazardous agents must be labeled in accordance with federal guidelines.

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### **Laboratory Rules and Policies For those Utilizing the Anatomy Laboratory (to be posted and signed by those in course work or providing instruction in the Lab)**

- The removal of any cadaver material from the dissecting laboratory is prohibited. **Violation of this rule will result in severe disciplinary action.**
- All gross anatomy teaching materials, including disarticulated human skeletons, skulls, plastic models and radiographic imaging films, must remain available for study in the dissecting laboratory at all times. **Violation of this rule will result in severe disciplinary action.**
- The dissecting laboratory is not open to the public. The laboratory is only open to students and anatomy faculty. Unauthorized persons should be

asked to leave. **Violation of this rule may result in severe disciplinary action.**

- **The taking of photographs or video footage is prohibited in the dissecting laboratory.** Video tapes, models, charts, etc. must not be removed from the laboratory.
- Smoking, eating or drinking beverages is not permitted in the dissecting laboratory at any time.
- Appropriate attire must be worn in the dissecting laboratory covered with a **clean long laboratory coat** (launder coat once each week). No flip-flops, sandals, shorts, tank tops, etc., are allowed - this is for health and safety reasons. Baseball caps, bandannas, etc., will not be allowed in the laboratory.
- Any conduct deemed unprofessional or any activities that negatively impact on the learning environment of other students is strictly prohibited.
- Separate containers are provided in the laboratory for disposal of cadaver material, waste paper, etc., and scalpel blades. Use each accordingly.
- Dissecting tables, book arms and stools should be placed in order prior to leaving the laboratory. Keep the area around the table neat and clean at all times.
- No doors to the outside should be propped open at any time. This leads to increased chance of contamination plus it compromises the security of the lab.
- Access to cadaver laboratory facilities will be restricted to students enrolled in appropriate courses and the faculty and staff involved in preparing and teaching those courses.
- A signed Cadaver Laboratory Student Release Form is required to be in the laboratory.
- No electronic devices are allowed in the laboratory unless specifically authorized by the campus provost.
- Appropriate attire and use of laboratory tools as described in the laboratory packet provided by faculty are to be followed at all times.
- Injuries and/or chemical spills are to be reported immediately to the Lab Director, assistant, or Departmental chair, or other administrative leader.
- Any identifying information about the cadaver will not be discussed or disclosed outside of the laboratory.
- Cadavers will be appropriately draped at all times.
- The cadaver laboratory is to remain locked at all times.

Any violation of the Rules of the Cadaver Laboratory may result in disciplinary action as described in the Student Handbook in effect for the current academic year.

**THANK YOU FOR YOUR COOPERATION  
AND UNDERSTANDING**

**THIS IS YOUR LABORATORY**

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Locations, addresses and contact information for the Anatomical Board of the State of Florida and its related sites in the state.

## **FLORIDA**

[Anatomical Board of the State of Florida](#)  
University of Florida  
College of Medicine Health Science Center  
P.O. Box 100235  
Gainesville, FL 32610-0235  
352-392-3588  
1-800-628-2594  
[Send E-Mail to the Anatomical Board](#)

University of Miami School of Medicine  
Department of Anatomy  
P.O. Box 016960  
Miami, FL 33101  
305-547-6691  
[dhodiman@med.miami.edu](mailto:dhodiman@med.miami.edu)  
<http://biomed.miami.edu/default.asp?p=502>

University of Central Florida  
College Of Medicine  
Health Sciences Campus at Lake Nona  
6850 Lake Nona Blvd  
Orlando, FL 32827  
Phone: 407-266-1142  
Fax: 407-266-1199

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## **Section on Forms for Use**

**A. Pledge of Respect Forms:** The Pledge of Respect forms are required to be completed by all individuals having access to anatomical specimens. The signed forms are then to be retained in personnel/student records.

1. Employees (9A)
2. Faculty (9B)
3. Invited Guest (9C)
4. Student, Resident, or Fellow (9D)



**ANATOMICAL BOARD OF THE  
STATE OF FLORIDA**

**University of Florida  
College of Medicine  
Health Science Center  
PO Box 100235  
Gainesville, FL 32610-0235  
Telephone: 352-392-3588  
1-800-628-2594**

**Pledge of Respect**

**Policies and Procedures Applicable to (Name of University) Employees  
Who Are Not Faculty, Residents or Students.**

Miami Office:  
University of Miami  
Leonard M. Miller School of Medicine  
Dept. of Cell Biology and Anatomy  
P.O. Box 016960 (R-124)  
Miami, FL 33101-6960  
Telephone: 305-243-6691

Orlando Office:  
University of Central Florida  
College of Medicine  
Health Sciences Campus at Lake Nona  
6850 Lake Nona Blvd.  
Orlando, FL 32827-7408  
Telephone: 407-266-1142  
407-266-1131

Tallahassee Office:  
Florida State University  
College of Medicine  
1115 West Call Street, Box 3064300  
Tallahassee, FL 32306-4300  
Telephone: 850-645-8449

Tampa Office:  
University of South Florida  
College of Medicine  
Dept. of Pathology and Cell Biology  
12901 Bruce B. Downs Blvd., MDC 11  
Tampa, FL 33612-4799  
Telephone: 813-974-3133

Whenever a donated human anatomical specimen is made accessible to a (Name of University) employee, as part of their assigned work, the employee will be required to sign the following pledge prior to having access to a donated human anatomical specimen provided by the Anatomical Board:

**Pledge of Respect for the Sanctity of Donated Human Anatomical Specimens**

I, the undersigned employee, recognize that the bequest of human remains to the Anatomical Board of the State of Florida represents a direct and important contribution to medical teaching and research. Such donations allow health professional faculty and students the opportunity to closely examine, evaluate, and understand the detailed structure of the human body. Further, the caring and thoughtfulness of such bequests provides physicians and research scientists with the opportunity to gain knowledge that may prolong, improve, or save someone's life. Without such bequests, medical science and health care would suffer devastating setbacks.

In recognition of the generosity of such bequests, I understand that the policy of the Anatomical Board of the State of Florida is to treat donated human anatomical specimens with the utmost respect and gratitude at all times, and I pledge to comply with this policy. I acknowledge HIPAA and other privacy regulations continue to protect individuals' health information after death. I also acknowledge that NO PHOTOGRAPHY of any part of any human specimen is permitted without permission from the Executive Director of the Anatomical Board. I further pledge that the donated human anatomical specimens to which I have access will remain in teaching/research rooms or specific storage space approved for such use by the Anatomical Board, unless a signed authorization for transfer elsewhere has been executed by the Executive Director of the Anatomical Board of the State of Florida or his/her authorized designee. I further pledge to comply with all applicable requirements for timely return of human anatomical specimens to the Anatomical Board of the State of Florida.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Typed or Printed Name:

Title:

Department/College:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**Pledge of Respect**

**Policies and Procedures Applicable to** (Name of University) **Faculty.**

Once a donated human anatomical specimen is made accessible to a faculty member of the (Name of University), the responsibility for the security and proper storage of the human anatomical specimen is that of the faculty member and the faculty member's program. Consonant with this responsibility, and in addition to forms to be completed as required by the Anatomical Board of the State of Florida, every faculty member having access to human anatomical specimens will be required to sign the following pledge prior to receiving a donated human anatomical specimen provided by the Anatomical Board:

**Pledge of Respect for the Sanctity of Donated Human Anatomical Specimens**

I, the undersigned faculty member, recognize that the bequest of human remains to the Anatomical Board of the State of Florida represents a direct and important contribution to medical teaching and research. Such donations allow health professional faculty and students the opportunity to closely examine, evaluate, and understand the detailed structure of the human body. Further, the caring and thoughtfulness of such bequests provides physicians and research scientists with the opportunity to gain knowledge that may prolong, improve, or save someone's life. Without such bequests, medical science and health care would suffer devastating setbacks.

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If I am or become a course instructor for a course which requires access to human anatomical specimens, I pledge that I will allow no individuals other than authorized faculty and students/participants registered in my course/program to view or to have access to any human anatomical specimens to which I have access without written authorization from the Executive Director of the Anatomical Board of the State of Florida or his/her authorized designee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Typed or Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department/College: \_\_\_\_\_

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407-266-1131

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1-800-628-2594**

**Pledge of Respect**

**Policies and Procedures Applicable to Invited Guests of the (Name of University)**

Once a donated human anatomical specimen is made accessible to a faculty member of the (Name of University), the responsibility for the security and proper storage of the human anatomical specimen is that of the faculty member and the faculty member's program. Consonant with this responsibility, every invited guest having access to human anatomical specimens under the auspices of the faculty member will be required to sign the following pledge prior to having access to a donated human anatomical specimen provided by the Anatomical Board:

**Pledge of Respect for the Sanctity of Donated Human Anatomical Specimens**

I, the undersigned invited guest, recognize that the bequest of human remains to the Anatomical Board of the State of Florida represents a direct and important contribution to medical teaching and research. Such donations allow health professional faculty and students the opportunity to closely examine, evaluate, and understand the detailed structure of the human body. Further, the caring and thoughtfulness of such bequests provides physicians and research scientists with the opportunity to gain knowledge that may prolong, improve, or save someone's life. Without such bequests, medical science and health care would suffer devastating setbacks.

In recognition of the generosity of such bequests, I understand that the policy of the Anatomical Board of the State of Florida is to treat donated human anatomical specimens with the utmost respect and gratitude at all times, and I pledge to comply with this policy. I acknowledge HIPAA and other privacy regulations continue to protect individuals' health information after death. I also acknowledge that NO PHOTOGRAPHY of any part of any human specimen is permitted without permission from the Executive Director of the Anatomical Board. I further pledge that the donated human anatomical specimens to which I have access will remain in specific teaching/research rooms or storage space approved for such use by the Anatomical Board, unless a signed authorization for transfer elsewhere has been executed by the Executive Director of the Anatomical Board of the State of Florida or his/her authorized designee. I further pledge to comply with all applicable requirements for timely return of human anatomical specimens to the Anatomical Board of the State of Florida.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Typed or Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department/College: \_\_\_\_\_

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9c



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**Pledge of Respect**

**Policies and Procedures Applicable to (Name of University)  
Students and Residents/Fellows.**

Once a donated human anatomical specimen is made accessible to a faculty member of the (Name of University), the responsibility for the security and proper storage of the human anatomical specimen is that of the faculty member and the faculty member's program. Consonant with this responsibility, every student and resident having access to human anatomical specimens under the supervision of the faculty member will be required to sign the following pledge prior to having access to a donated human anatomical specimen provided by the Anatomical Board:

**Pledge of Respect for the Sanctity of Donated Human Anatomical Specimens**

I, the undersigned student, resident or fellow, recognize that the bequest of human remains to the Anatomical Board of the State of Florida represents a direct and important contribution to medical teaching and research. Such donations allow health professional faculty and students the opportunity to closely examine, evaluate, and understand the detailed structure of the human body. Further, the caring and thoughtfulness of such bequests provides physicians and research scientists with the opportunity to gain knowledge that may prolong, improve, or save someone's life. Without such bequests, medical science and health care would suffer devastating setbacks.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department/College: \_\_\_\_\_

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901 Bruce B. Downs Blvd., MDC 11  
Tempa, FL 33612-4799  
Telephone: 813-974-3133

**B. Succession Plan:** The Succession Plan is to be completed yearly or at the time of personnel changes to notify the Anatomical Board of the individuals responsible for anatomical specimens provided by the Anatomical Board.

1. Succession Plan Blank (10A)
2. Succession Plan Completed (10B)



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1-800-628-2594

**Succession Plan**

**Individuals Responsible for the Security and Appropriate Handling of Anatomical  
Specimens Provided by the Anatomical Board of the State of Florida**

\_\_\_\_\_ Institution

Miami Office:  
University of Miami  
Leonard M. Miller School of Medicine  
Dept. of Cell Biology and Anatomy  
P.O. Box 016960 (R-124)  
Miami, FL 33101-6960  
Telephone: 305-243-6691

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Tallahassee, FL 32306-4300  
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Tampa Office  
University of South Florida  
College of Medicine  
Dept. of Pathology and Cell Biology  
12901 Bruce B. Downs Blvd., MDC 11  
Tampa, FL 33612-4799  
Telephone: 813-974-3133

**Primary individual responsible for specimens:**

\_\_\_\_\_  
Name (please type) Signature Date

\_\_\_\_\_  
Address

(\_\_\_\_\_) \_\_\_\_\_  
Telephone number Email address

**Additional individual responsible for specimens:**

\_\_\_\_\_  
Name (please type) Signature Date

\_\_\_\_\_  
Address

(\_\_\_\_\_) \_\_\_\_\_  
Telephone number Email address

**Head of Department:**

\_\_\_\_\_  
Name (please type) Signature Date

\_\_\_\_\_  
Address

(\_\_\_\_\_) \_\_\_\_\_  
Telephone number Email address



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**Succession Plan**

**Individuals Responsible for the Security and Appropriate Handling of Anatomical  
Specimens Provided by the Anatomical Board of the State of Florida**

University of South Florida MCOM  
Institution

Miami Office:  
University of Miami  
Leonard M. Miller School of Medicine  
Dept. of Cell Biology and Anatomy  
P.O. Box 916960 (R-124)  
Miami, FL 33101-6960  
Telephone: 305-249-6891

Orlando Office:  
University of Central Florida  
College of Medicine  
Health Sciences Campus at Lake Nona  
6880 Lake Nona Blvd.  
Orlando, FL 32827-7406  
Telephone: 407-289-1142  
407-266-1131

Tallahassee Office:  
Florida State University  
College of Medicine  
1115 West Call Street, Box 3064300  
Tallahassee, FL 32306-4300  
Telephone: 850-645-8448

Tampa Office  
University of South Florida  
College of Medicine  
Dept. of Pathology and Cell Biology  
12901 Bruce B. Downs Blvd., MDC 11  
Tampa, FL 33612-4789  
Telephone: 813-974-3193

**Primary individual responsible for specimens:**

Karl Muffly, PhD  
Name (please type)

*Karl Muffly*  
Signature

4-12-13  
Date

12901 Bruce B. Downs Blvd, MDC 11, Tampa, FL 33612  
Address

(813) 974-0510  
Telephone number

kmuffly@health.usf.edu  
Email address

**Additional individual responsible for specimens:**

Phillip Marty, PhD  
Name (please type)

*Phillip Marty*  
Signature

4-12-13  
Date

12901 Bruce B. Downs Blvd. MDC 002, Tampa, FL 33612  
Address

(813) 974-5200  
Telephone number

pmarty@health.usf.edu  
Email address

**Head of Department:**

Phillip Marty  
Name (please type)

*Phillip Marty*  
Signature

4-12-13  
Date

12901 Bruce B. Downs Blvd., MDC 002, Tampa, FL 33612  
Address

(813) 974-5200  
Telephone number

pmarty@health.usf.edu  
Email address



- C. **Specimen Request Form:** The Specimen Request Form is the document with which specimens are requested from the Anatomical Board.



**ANATOMICAL BOARD OF THE  
STATE OF FLORIDA**

**University of Florida  
College of Medicine  
Health Science Center  
PO Box 100235  
Gainesville, FL 32610-0235  
Telephone: 352-392-3588  
1-800-628-2594**

**REQUEST FOR ANATOMICAL SPECIMEN(S)\***

Requesting University/Organization: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Course/Program: \_\_\_\_\_

Purpose for Use: \_\_\_\_\_

Location of Use: \_\_\_\_\_

Location of Storage: \_\_\_\_\_

Type of specimen(s) requested: \_\_\_\_\_

Number of specimen(s) requested: \_\_\_\_\_

Date requested to be received: \_\_\_\_\_

Date specimen(s) to be returned to the Anatomical Board: \_\_\_\_\_

**Individual Responsible for requesting/receipt of specimen(s):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Individual Responsible for storing/maintaining specimen(s):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Department Chair granting approval for receipt of specimen(s):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Approval by Local Member of the Anatomical Board (if appropriate): \_\_\_\_\_

The specimen(s) must be utilized in the specific storage space and teaching/research rooms (indicated above) approved for such use by the Anatomical Board. It is the responsibility of the University/Organization to notify the Anatomical Board and request permission, if they wish to use anatomical specimens in any location which has not been inspected and approved.

Miami Office:  
University of Miami  
Leonard M. Miller School of Medicine  
Dept. of Cell Biology and Anatomy  
P.O. Box 016960 (R-124)  
Miami, FL 33101-6960  
Telephone: 305-243-6691

Orlando Office:  
University of Central Florida  
College of Medicine  
Health Sciences Campus at Lake Nona  
6850 Lake Nona Blvd.  
Orlando, FL 32827-7408  
Telephone: 407-266-1142  
407-266-1131

Tallahassee Office:  
Florida State University  
College of Medicine  
1115 West Call Street, Box 3064300  
Tallahassee, FL 32306-4300  
Telephone: 850-645-8449

Tampa Office  
University of South Florida  
College of Medicine  
Dept. of Pathology and Cell Biology  
12901 Bruce B. Downs Blvd., MDC 11  
Tampa, FL 33612-4799  
Telephone: 813-974-3133

**Anatomical Board of the State of Florida**  
**Request for Anatomical Specimens**  
**Page 2**

**Specimen(s) may not be moved, relocated or loaned without written authorization from the Executive Director of the Anatomical Board.** The Anatomical Board reserves the right to conduct unannounced inspections to insure that anatomical materials are being properly stored and used. Failure of the University/Organization to adhere to these standards will result in the anatomical material being confiscated and returned to the Anatomical Board.

All anatomical specimens provided by the Anatomical Board of the State of Florida are to be returned to the Anatomical Board for storage/cremation. Any organ/body part removed must be retained and returned with the body for cremation. The only exception to the above is fat/fascia, which is typically removed as part of the dissection process.

If specimens from the Anatomical Board of the State of Florida are not returned by the due date (agreed upon when specimens were requested B see above), a member of the staff of the office of the Executive Director shall contact the borrower via mail, e-mail or telephone and the specimens must be returned within 24 hours. If the borrower wishes to extend the time of use of the specimens, a request should be made prior to the due date. Extensions may be granted, if the use is deemed appropriate and the request is compliant with other agreements and policies on the use of the specimens.

No tissue/organ may be retained without written authorization from the Executive Director of the Anatomical Board. If the University/Organization wishes to retain specific anatomical specimens a written request must be made providing specific identification of the specimen(s) desired and their proposed use. If approved, the specimen(s) would be identified with a coded tag provided by the Anatomical Board. During the time the specimen(s) are being retained, they will be tracked by the Anatomical Board and the University/Organization will be responsible for their security and eventual return to the Anatomical Board.

Only the faculty/staff and students/participants registered in the course/program as indicated above are authorized to have access to or view the anatomical specimen(s). No other individuals may be given access to the specimen(s) without written authorization from the Executive Director of the Anatomical Board.

I have read and understand the above conditions:

_____	_____	_____
Recipient (Print)	Signature	Date
_____	_____	_____
Person Maintaining/ Storing Specimen(s) (Print)	Signature	Date
_____	_____	_____
Department Chair (Print)	Signature	Date

\* Universities/Organizations must be inspected and approved prior to receiving anatomical specimen(s) from the Anatomical Board of the State of Florida.

D. **Site Inspection Form:** Site Inspection form would be completed at the time of a facility inspection.



**ANATOMICAL BOARD OF THE  
STATE OF FLORIDA**

**University of Florida  
College of Medicine  
Health Science Center  
PO Box 100235  
Gainesville, FL 32610-0235  
Telephone: 352-392-3588  
1-800-628-2594**

**INSPECTION OF FACILITIES HOUSING, AND INVENTORY OF,  
ANATOMICAL SPECIMENS PROVIDED BY THE  
ANATOMICAL BOARD OF THE STATE OF FLORIDA**

NAME OF FACILITY: \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_

NAME OF INSPECTOR: \_\_\_\_\_

AFFILIATION OF INSPECTOR: \_\_\_\_\_

Miami Office:  
University of Miami  
Leonard M. Miller School of Medicine  
Dept. of Cell Biology and Anatomy  
P.O. Box 016960 (R-124)  
Miami, FL 33101-6960  
Telephone: 305-243-6691

Orlando Office:  
University of Central Florida  
College of Medicine  
Health Sciences Campus at Lake Nona  
6850 Lake Nona Blvd.  
Orlando, FL 32827-7408  
Telephone: 407-266-1142  
407-266-1131

Tallahassee Office:  
Florida State University  
College of Medicine  
1115 West Call Street, Box 3064300  
Tallahassee, FL 32306-4300  
Telephone: 850-645-8449

Tampa Office  
University of South Florida  
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12901 Bruce B. Downs Blvd., MDC 11  
Tampa, FL 33612-4799  
Telephone: 813-974-3133

**(i) INSPECTION OF FACILITIES**

a) PLEASE PROVIDE A BRIEF DESCRIPTION OF THIS FACILITY (include type of building, number of doors, windows, work stations, flooring, AV equipment. If there are windows, are they adequately covered?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**b) AIR FLOW**

It is recommended that laboratories in which specimens fixed with formaldehyde are used be inspected annually by Environmental Health and Safety personnel (or equivalent authority) to ensure adequate air flow and levels of formaldehyde not exceeding 0.75 parts per million for an eight hour period, in compliance with OSHA regulation 1910.1048c.

**(ii) SECURITY**

a) Which courses utilize these facilities?

\_\_\_\_\_  
\_\_\_\_\_

b) What type of security is in place at this facility? (key card, code, video surveillance?)

\_\_\_\_\_  
\_\_\_\_\_

- c) Who monitors security measures in place? Is the list of those who have access to these facilities updated (within 30 days of the end of each course) and are security access procedures similarly updated?

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- d) What records pertaining to security are kept? (e.g. are video surveillance tapes kept? If so, for how long?)

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- e) Where are specimens not in use stored? (different rooms, buildings, under refrigeration?)

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- f) How are specimens no longer in use disposed of? (returned to Anatomical Board, cremated)

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---

**(iii) SAFETY**

- a) Is there a copy of the rules and regulations which must be followed when working in the laboratory clearly visible and available for consultation by all individuals handling human specimens?

YES \_\_\_\_\_ NO \_\_\_\_\_

- b) It is recommended that the following safety materials be available for those handling anatomical specimens provided by the Anatomical Board at this facility:

Gloves \_\_\_\_\_ Lab. Coats \_\_\_\_\_  
Eye protection \_\_\_\_\_ Face masks \_\_\_\_\_  
Eye wash \_\_\_\_\_ First Aid Kit \_\_\_\_\_  
Emergency plan for stick injury \_\_\_\_\_  
Security / Emergency telephone numbers clearly posted \_\_\_\_\_

**(iv) RESPECT**

- a) PLEDGE OF RESPECT FORMS

Pledge of Respect forms are \_\_\_\_\_ / are not \_\_\_\_\_ completed and filed for ALL personnel with access to rooms where specimens are housed at this facility.

**Anatomical Board of the State of Florida**  
**Site Inspection Form**  
**Page 3**

(Pledge of Respect forms were updated in 2012 and are available on the Anatomical Board website at <http://www.med.ufl.edu/anatbd/forms>. Additional forms may be completed to comply with regulations at individual facilities.)

- b) Are the No Visitors Policy, no photography of any kind without permission from the Anatomical Board and no posting of any information pertaining to courses at this facility utilizing specimens provided by the Anatomical board on any social media verbally stated at the beginning of each course offered at this facility?

YES \_\_\_\_\_ NO \_\_\_\_\_

**B. VERIFICATION OF SPECIMEN INVENTORY**

- a) Individuals responsible for specimens at this facility are:

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

- b) The inspector should attach a copy of the specimen inventory for this facility, verifying that they have accounted for all specimens and that the specimens are appropriately housed and secured.

- c) Please comment or list any concerns you may have pertaining to the housing or use of anatomical specimens at this facility.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that the information contained within this report is correct and that Anatomical Board policies have been made clear to those responsible for anatomical specimens supplied by the Anatomical Board to this facility.

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone number of Inspector

## **E. Description for Director, Anatomy Laboratory Program:**

### **Department of Pathology and Cell Biology Director, Anatomy Laboratory Program**

The responsibilities for this position include two assignments. The first part is to provide oversight to the Anatomy Laboratory and all of its related activities and, at this time, will account for an assignment of 15 percent. The second part is to develop, revise as appropriate, and maintain all policies and procedures associated with the Anatomy Laboratory Program. This will account for a 10 percent assignment and will be assessed on an annual basis to determine the continuation and level of this assignment. An administrative stipend will be provided for the role of Director and will be provided through the MCOM Office of Faculty Affairs and will be provided under separate cover. Responsibilities for these roles follow.

Fifteen percent of the assignment is to include the following:

- Serve as Director of the Gross Anatomy Laboratory with an appropriate percent effort from December 15, 2012 to June 30, 2013 with renewal based on quality performance and a recommendation from the Chair of the Department of Pathology and Cell Biology (PCB) with input from the Chief Academic Officer/Vice Dean, Office of Educational Affairs (OEA).
- Serve as USF designee to the Florida Anatomical Board, attend Board meetings, and to follow Board standards and to receive approval for any deviation of these standards.
- Work collaboratively and collegially with all faculty and staff who are assigned either as instructors or support staff, to insure success for all aspects of the mission of the Anatomy Laboratory.
- Communicate and interact effectively having frequent, regularly scheduled meetings with OEA and the Chair of PCB to arrange lab and cadaver availability for all UME, Graduate, Physical Therapy, Nursing, Athletic Training, and other USF Health programs that schedule coursework in the Gross Anatomy Lab.
- Maintain the schedule of teaching activities in the Gross Anatomy Lab from OEA and other stakeholders to ensure specimens and tissues are available to program directors and learners when needed.
- Oversee the maintenance and care of all Lab specimens to insure body/tissue integrity using standards of maintenance for cadaveric tissue by the American Association of Clinical Anatomists. This will include the development of a quality control review process/with written protocols for



quality care of the cadavers and management of the lab with oversight with the Chair of PCB.

- Organize and schedule all personnel that are to help manage and care for lab specimens. Identify staffing needs and recommend personnel to be placed on payroll through the Office of Educational Affairs prior to beginning any work in the lab.
- Review periodically and order when needed all chemicals in the Lab to maintain the health and integrity of all specimens.
- Work with Office Management of the Department of Pathology and Cell Biology to order cadavers through the Florida Anatomical Board to meet the needs of scheduled coursework, to meet replacement needs of cadavers, and to dispose of bodies according to instructions from the Anatomical Board.
- Insure the scheduling of disposal and pickup of cadavers as needed and interact with the Florida Anatomical Board to seek approval accordingly.
- Be responsible for anatomical educational services to communicate and interact effectively with outside organizations and the Chair of the PCB to schedule approved learning experiences among organizations that have a need for Gross Anatomy training. Such programs are to be revenue generating for the department and may include organizations that sponsor training experiences in fields that require state licensure or certification requiring training in anatomical materials such as Massage Therapist.

Ten percent of the assignment is to include the following:

- Develop, maintain/revise and enforce policies in the Anatomy Laboratory that insure the highest standards of operation, care and maintenance of the laboratory. Some examples of these policies should address student decorum, safety and security issues in the lab, use of protective equipment, maintaining cleanliness of surfaces, utensils, clothing, etc., prohibiting non-essential materials in the lab (food and drink), and other practices that are most appropriate for maintaining these standards. Lab procedures and policy statements shall be reviewed annually or more frequently if necessary, and updated when needed.

## **Policies and Procedures Applicable to University of South Florida Faculty**

Once a donated human anatomical specimen is made accessible to a faculty member of the University of South Florida, the responsibility for the security and proper storage of the human anatomical specimen is that of the faculty member and the faculty member's departmental chair, as applicable. Consonant with this responsibility, and in addition to forms to be completed as required by the Anatomical Board of the State of Florida, every faculty member having access to human anatomical specimens will be required to sign the "Faculty Pledge of Respect" prior to receiving a donated human anatomical specimen provided by the Anatomical Board.

Approved by the Office of Educational Affairs, April 9, 2013