APPENDIX A:
Acquisition of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes
(Effective February 4, 2014)

I. Overview

Northwestern University (“University”) is committed to the legal, dignified, and respectful treatment of cadavers and recognizable human body parts for educational and research purposes on University premises.

The acquisition, inventory, use, storage, transfer, transportation, and disposition of cadavers and recognizable human body parts that are used for educational and research purposes must be conducted in compliance with all legal, public health, and ethical standards, and in a safe and respectful manner.

The purpose of this guide is to complement the University’s policy on the Use of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes and outline the proper procedures for the acquisition of cadavers and recognizable human body parts.

II. Identification of Approved Suppliers

a) The University Services – Purchasing Resource Services Department has vetted cadaver and body parts vendors through an Invitation to Bid (ITB) process, and selected appropriate vendor(s) to be awarded a contract. These vendors are noted as Approved Suppliers; the Approved Supplier List is made available on the Purchasing Resource Services Department’s online Preferred Vendor Matrix.

1. For cadavers, the AGA or other Approved Supplier on the Approved Supplier List (available on the online Preferred Vendor Matrix).

2. For body parts, an Approved Supplier noted on the Approved Supplier List (available on the online Preferred Vendor Matrix).

b) Approved Suppliers must agree to perform serological testing per OSHA Bloodborne Pathogens Standards, and supply documentation showing proof that all unembalmed cadavers and body parts meet these standards (i.e., are free of Hepatitis B, Hepatitis C, and HIV 1 and 2, at minimum).

c) Acquisition or receipt of donated cadavers and/or body parts from a source that is not currently an Approved Supplier must be approved by an Anatomical Specimens Coordinating Department (i.e., The Feinberg School of Medicine (“Feinberg”) Augusta Webster, MD, Office of Medical Education (AWOME), the Northwestern Center for Advanced Surgical Education (NCASE), and the Office for Research Safety (ORS)) or the Feinberg ORA in advance of procuring or accepting receipt.

III. Obtaining Approval of a Project by Submission of an Anatomical Specimens Request Form
a) Per the Use of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes policy, the project leader is responsible for submitting a completed Anatomical Specimens Request Form to the applicable Anatomical Specimens Coordinating Department. Anatomical Specimens Request Forms can also be found on the Feinberg ORA website’s Resources tab.

1. For the use of cadavers and brains for educational or research purposes on the Chicago or Evanston Campus, submit this form to the Feinberg AWOME.

2. For use of body parts for educational or research purposes on the Chicago Campus, submit this form to NCASE.

3. For use of body parts for educational or research purposes on the Evanston Campus, submit this form to ORS.

Please see the Selecting an Anatomical Specimens Coordinating Department - Flow Sheet for a visual representation of the above delineations should you still have questions.

b) The Anatomical Specimens Coordinating Department shall review the Anatomical Specimens Request Form, verify the request is in compliance with University policy, approve, and initiate the acquisition of requested cadavers and/or body parts from an Approved Supplier.

c) The portion of an educational or research project involving cadavers and/or body parts may not be initiated prior to obtaining written approval from the applicable Anatomical Specimens Coordinating Department.

d) Changes in use subsequent to original approval require additional, written approval by the applicable Anatomical Specimens Coordinating Department. An amended Anatomical Specimens Request Form shall be submitted by the project leader to the applicable Anatomical Specimens Coordinating Department, and approved in writing prior to initiation or continuation of the portion of a project that involves cadavers and/or body parts.

IV. Commencement of an Approved Project/Receipt of Cadavers and/or Body Parts

a) Once written approval by the applicable Anatomical Specimens Coordinator is provided, acquisition arrangements shall be initiated with an Approved Supplier.

b) Anatomical Specimens Coordinating Departments may not accept receipt of cadavers and/or body parts from an Approved Supplier prior to approval of the project.

c) The Anatomical Specimens Coordinators must ensure that all cadavers and/or body parts are received via University approved transporters, using approved transportation methods, adhering to all applicable legal, public health, and ethical standards. All transporters shall have a funeral director’s license.
d) Unless a different location is pre-authorized by one of the Anatomical Specimens Coordinators, all cadavers and/or body parts used for educational and research activities must arrive at the University and leave its premises through locations determined by the Anatomical Specimen Coordinating Departments.

e) The Anatomical Specimens Coordinators must enter the cadavers and/or body parts information into an Anatomical Specimens Tracking Sheet where each is assigned a unique identification number for tracking and reporting purposes.

V. Transport of Cadavers and/or Body Parts to the Project Leader’s Department

The applicable Anatomical Specimens Coordinator shall coordinate with the project leader to ensure the proper transport of cadavers and/or body parts to the approved location of the Approved Project within the University. Please reference Section III (a) to determine the applicable Anatomical Specimens Coordinating Department through which to coordinate this activity.

a) All cadavers and/or body parts must be properly packaged and labeled per industry standards prior to transport. Acceptable packaging is to be determined by the Feinberg AWOME, NCASE, or ORS.

b) All transport shall be consistent with information contained in the Anatomical Specimens Request Form. Any proposed change related to transport requires submission of an amended Anatomical Specimens Request Form and written approval by the applicable Anatomical Specimens Coordinator prior to initiating the transport.

c) Upon receipt by the project leader, the Anatomical Specimens Coordinator must enter the cadavers’ and/or body parts’ new location and any other changes in information into the Anatomical Specimens Tracking Sheet.

VI. Transfer of Cadavers and/or Body Parts between Approved Projects

a) It is the responsibility of the transferring project leader and the receiving project leader to coordinate the transfer of cadavers and/or body parts with the applicable Anatomical Specimens Coordinating Department(s). Please reference Section III (a) to determine the applicable Anatomical Specimens Coordinating Department through which to coordinate this activity.

b) If the transfer between Approved Projects was not pre-approved by the applicable Anatomical Specimens Coordinating Department(s), the receiving project leader shall submit an amended Anatomical Specimens Request Form to the applicable Anatomical Specimens Coordinating Department(s) for approval.

c) Provided that it was not previously addressed in the approved Anatomical Specimens Request Form, the transferring project leader shall amend the form to indicate that transfer to the receiving project leader’s Approved Project is taking place. Both the transferring and the receiving Anatomical Specimens Coordinating Departments (if different) shall approve this amendment.
d) Both the transferring and the receiving Anatomical Specimens Coordinators (if different) must enter the transfer information into the Anatomical Specimens Tracking Sheet so as to ensure accurate tracking of inventory, immediately following the approved transfer.