



NORTHWESTERN UNIVERSITY

**Responsible University Official:** Vice President for Medical Affairs and Lewis Landsberg Dean  
**Responsible Office:** Feinberg Office for Regulatory Affairs  
**Origination Date:** February 4, 2014

# USE OF CADAVERS AND RECOGNIZABLE HUMAN BODY PARTS FOR EDUCATIONAL AND RESEARCH PURPOSES

## Policy Statement

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.

This Policy does not apply to alternative methods for the acquisition, inventory, use, storage, transfer, transportation and/or disposition of cadavers and recognizable human body parts in connection with NIH sponsored research and/or IRB-approved human subject research.

## Reason for Policy/Purpose

The purpose of this policy is to set forth guidelines and assign oversight responsibilities to ensure the proper acquisition, use, and disposition of cadavers and recognizable human body parts.

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## Who Approved This Policy

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Provost

Senior Vice President for Business and Finance

Vice President for Research

Vice President for Medical Affairs and Lewis Landsberg Dean

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## Who Needs to Know This Policy

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Faculty, staff, students, trainees and all other affiliated members of the Northwestern University community who are involved in the use of cadavers and recognizable human body parts for educational and research purposes on Northwestern University premises.

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## Website Address for This Policy

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[http://www.feinberg.northwestern.edu/compliance/documents/Use\\_of\\_Cadavers\\_and\\_Body\\_Parts.pdf](http://www.feinberg.northwestern.edu/compliance/documents/Use_of_Cadavers_and_Body_Parts.pdf)

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## Contacts

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If you have any questions on the Use of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes Policy, you may:

1. Call the Feinberg Office for Regulatory Affairs at 312-503-2855, or
  2. Send an e-mail to [fsm-compliance@northwestern.edu](mailto:fsm-compliance@northwestern.edu)
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## Definitions

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Anatomical Specimens Coordinating Department	The Feinberg School of Medicine (“Feinberg”) Augusta Webster, MD, Office of Medical Education (“Feinberg AWOME”), the Northwestern Center for Advanced Surgical Education (“NCASE”), and the Office for Research Safety (“ORS”) are each considered an Anatomical Specimens Coordinating Department.
Anatomical Specimens Coordinator	The Anatomical Specimens Coordinator is a staff member, housed within each of the Anatomical Specimens Coordinating Departments who is responsible for interacting with project leaders on Approved Projects and ensuring compliance with this policy.
Approved Project	Use of cadavers and/or body parts for educational and research activities that have received formal, written approval by the Feinberg AWOME, NCASE, ORS, or the Feinberg Office for Regulatory Affairs (“Feinberg ORA”) as indicated on the <a href="#">Anatomical Specimens Request Form</a> .
Approved Source of	A supplier of cadavers and/or body parts that has been

Supply or Approved Supplier	designated a preferred University vendor through the University Services – Purchasing Resource Services Department, and is approved for use by an Anatomical Specimens Coordinating Department. See Approved Supplier List.
Disposition	Transfers of cadavers and/or body parts out of the University to a third party for cremation, burial, or other purposes involving the extended use of the cadavers and/or body parts.
Whole Body Cadavers (“cadavers”) and Recognizable Human Body Parts (“body parts”)	Whole body cadavers and any human body part, including whole bones, whole organs, and external parts that are commonly recognizable by the lay person. This does not include blood, urine, feces, semen, or other bodily fluids, small or microscopic quantities of tissue or sections of bones or viscera, human cells, hair, teeth, nails, paraffin blocks, or tissue slides, or any body part designated for immediate therapeutic or clinical use (e.g., anatomical or surgical pathological analysis or organ transplantation).

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## **Policy/Procedures**

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### **1.0 General Requirements and Prohibitions**

All acquisitions of cadavers and/or body parts must be from an Approved Supplier or, under special circumstances, from a source approved by an Anatomical Specimens Coordinating Department (i.e., the Feinberg AWOME, NCASE, or ORS) or the Feinberg ORA.

Cadavers and/or body parts may only be used for Approved Projects, and only for uses consistent with those indicated on the [Anatomical Specimens Request Form](#).

All cadavers and/or body parts used for Approved Projects must be kept intact as much as possible for the purpose of subsequent cremation and burial.

The following activities are prohibited:

1. Acquisition of cadavers and/or body parts from any source that is not an Approved Supplier or has not been pre-approved per the requirements of this policy. See Section 3.1 for further detail.
2. Use, storage, transfer, or transport of cadavers and/or body parts in a manner that has not been pre-approved in accordance with this policy.
3. Any and all commercial trafficking in cadavers and/or body parts. The University and its workforce must not sell or otherwise profit from the transfer of cadavers and/or body parts.

### **2.0 Roles and Responsibilities**

#### 2.1 University Services – Purchasing Resource Services Department

The University Services – Purchasing Resource Services Department is responsible for the following:

- a) Managing the Invitation to Bid (ITB) process and working with an evaluation committee in their decision to select the appropriate vendor(s) to be awarded a contract.
- b) Negotiating and writing the final vendor contract(s).
- c) Managing contract compliance and administering contract changes and extensions.
- d) Making the Approved Supplier List available on the Purchasing Resource Services Department’s online Preferred Vendor Matrix. Purchasing Resource Services shall also work with the Feinberg ORA to make this information available through additional channels, if needed.

#### 2.2 Feinberg Augusta Weber, MD, Office of Medical Education (Feinberg AWOME)

The Feinberg AWOME is responsible for the following on the Chicago and Evanston campuses:

- a) Serving as the sole point of contact for acquisition, receipt, and final Disposition of all cadavers and brains procured through the Anatomical Gift Association of Illinois (“AGA”) (the University’s principal supplier of cadavers), or from an Approved Supplier, for educational or research activities.
- b) Tracking the location of all cadavers and brains (via use of the Feinberg AWOME Anatomical Specimens Tracking Sheet) and maintaining appropriate supporting documentation: Initially recording and subsequently monitoring the location, movement, and use of cadavers and their parts from the time of their arrival at the University until the time of their final Disposition by the University, including internal transfer among educators and investigators.
- c) Overseeing the movement of cadavers and/or cadavers’ parts between non-contiguous University locations for continued use.
- d) Maintaining official records of cadavers and brains for all Approved Projects.

#### 2.3 Northwestern Center for Advanced Surgical Education (NCASE)

NCASE is responsible for the following on the Chicago campus:

- a) Serving as the sole point of contact for acquisition, receipt, and final Disposition of body parts procured from an Approved Supplier for educational or research activities.
- b) Tracking the location of all body parts (via use of the NCASE Anatomical Specimens Tracking Sheet) and maintaining appropriate supporting documentation: Initially recording and subsequently monitoring the location, movement, and use of body parts from the time of their arrival at the University until the time of their final Disposition by the University, including internal transfer among educators.
- c) Overseeing the movement of body parts between non-contiguous University locations for continued use.
- d) Maintaining official records of body parts for all Approved Projects.

#### 2.4 Office for Research Safety (ORS)

ORS is responsible for the following on the Evanston campus:

- a) Serving as the sole point of contact for acquisition, receipt, and final Disposition of body parts procured from an Approved Supplier for educational or research activities.
- b) Tracking the location of all body parts and maintaining appropriate supporting documentation: Initially recording and subsequently monitoring the location,

- movement, and use of body parts from the time of their arrival at the University until the time of their final Disposition by the University, including internal transfer among investigators and educators.
- c) Overseeing the movement of body parts between non-contiguous University locations for continued use.
  - d) Conducting at least annual site inspections of all University schools and centers that regularly receive, use, and store cadavers and/or body parts.
  - e) Maintaining official records of body parts for all Approved Projects.

### 2.5 Anatomical Specimens Coordinator

Each Anatomical Specimens Coordinating Department (i.e., the Feinberg AWOME, NCASE, and ORS) shall appoint a University staff member as an Anatomical Specimens Coordinator to work in conjunction with the requesting department's project leader on his/her department's Approved Projects. The Anatomical Specimens Coordinator is responsible for the following:

- a) Ensuring that appropriate physical security controls are in place and that the Anatomical Specimens Tracking Sheet is adequately updated with regard to the department's activities, including any change in the status (e.g. from educational to research use) of cadavers and/or body parts.
- b) Maintaining records pursuant to Section 3.9 of this policy.
- c) Conducting quarterly inventories of cadavers and/or body parts, including reconciliation of physical inventory with the Anatomical Specimens Tracking Sheet, and reporting any discrepancies or change in the status of cadavers and/or body parts in writing to their departmental leadership, within three business days of discovering the discrepancy. Anatomical Specimens Coordinating Departments' leadership shall work with the Anatomical Specimens Coordinator to resolve all discrepancies.
- d) Participation in training and education programs as required.

### 2.6 Project Leader

The project leader is a faculty or staff member who is responsible for the actual use of cadavers and/or body parts during an Approved Project and assumes the lead role in directing and carrying out such activities as described in the [Anatomical Specimens Request Form](#). The project leader's responsibilities may not be delegated to students or trainees. The project leader is responsible for the following:

- a) Submitting the [Anatomical Specimens Request Form](#) to an Anatomical Specimens Coordinating Department. Please reference Section 3.2 to determine the department through which to coordinate this activity.
- b) Commencing use of cadavers and/or body parts only after receipt of a written approval of the [Anatomical Specimens Request Form](#).
- c) Maintaining records pursuant to Section 3.9 of this policy.
- d) Ensuring that project personnel comply with this policy.

### 2.7 Department Chair or Designee

The Department Chair or his/her designee is responsible for the following:

- a) Ensuring that the departmental project leader fulfills responsibilities assigned to them under this policy.

- b) Ensuring that all departmental personnel comply with this policy, including cooperating with site inspections conducted by an Anatomical Specimens Coordinating Department.

#### 2.8 General Oversight

- a) A standing committee including members from the Anatomical Specimens Coordinating Departments, appointed by the Feinberg School of Medicine Vice Dean for Regulatory Affairs, will meet as needed to review and address any issues regarding this policy and related procedures. Ex officio members of the standing committee will include:
- Feinberg Vice Dean for Regulatory Affairs
  - Feinberg Director Compliance
  - Feinberg AWOME Representative
  - Feinberg NCASE Representative
  - Associate Vice President of Research
  - Office for Research Safety Representative
  - Purchasing Resource Services Representative
  - Evanston Campus Representative

### **3.0 Procedures**

#### 3.1 Identification of Approved Suppliers

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 and have certified that they meet the University’s standards with regard to specimen testing and procedures; the Approved Supplier List is made available on the Purchasing Resource Services Department’s online Preferred Vendor Matrix. For more detailed information on approved suppliers, please see Appendix A: Acquisition of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes.

#### 3.2 Obtaining Approval of a Project by Submission of an Anatomical Specimens Request Form

The project leader is responsible for submitting a completed [Anatomical Specimens Request Form](#) to the applicable Anatomical Specimens Coordinating Department. For more detailed information on obtaining approval of a project please see Appendix A: Acquisition of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes.

#### 3.3 Commencement of an Approved Project/Receipt of Cadavers and/or Body Parts

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

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

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. For more

detailed information on the receipt of cadavers and/or body parts, please see Appendix A: Acquisition of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes.

#### 3.4 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) of Appendix A: Acquisition of Cadavers and Recognizable Human Body Parts for Education and Research to determine the applicable Anatomical Specimens Coordinating Department through which to coordinate this activity. For more detailed information on the transport of cadavers and/or body parts, please see Appendix A: Acquisition of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes.

#### 3.5 Transfer of Cadavers and/or Body Parts between Approved Projects

The applicable Anatomical Specimens Coordinator shall coordinate with the project leader to ensure the proper transfer of cadavers and/or body parts between Approved Projects within the University. Please reference Section III (a) of Appendix A: Acquisition of Cadavers and Recognizable Human Body Parts for Education and Research to determine the applicable Anatomical Specimens Coordinating Department through which to coordinate this activity. For more detailed information on the transfer of cadavers and/or body parts between Approved Projects, Appendix A: Acquisition of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes.

#### 3.6 Disposition/Cremation of Cadavers and/or Body Parts

For detailed information on the Disposition of cadavers, brains, and/or body parts please see Appendix B: Disposition of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes.

#### 3.7 Cadavers and/or Body Parts Brought to the University by New Faculty, Staff, or Students

For detailed information on cadavers and/or body parts brought to the University by new faculty, staff or students, please see Appendix C: Special Circumstances – Use of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes.

#### 3.8 Cadavers and/or Body Parts Obtained by External Individual or Entity – Used for Demonstration/Educational Purposes Only

In exceptional cases, an external individual or entity may bring cadavers and/or body parts to the University for demonstration/educational purposes only if prior, written approval has been granted by NCASE. For more detailed information, please see Appendix C: Special Circumstances – Use of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes.

#### 3.9 Record Keeping and Retention

- a) Maintenance of accurate records is the responsibility of the Anatomical Specimens Coordinators within the Anatomical Specimens Coordinating Departments, in conjunction with ongoing communication from project leaders.
- b) The Anatomical Specimens Coordinator, who initially receives the cadaver and/or body part (working with the applicable project leader), is the party who is ultimately

responsible for the maintenance of those cadavers and/or body parts records until their final Disposition or approved transfer within the University. See Section 3.5 regarding additional record keeping requirements related to transfers between Approved Projects.

- c) Records must be maintained for a minimum of 7 years per the University's record retention policy, or longer if required by law.

### 3.10 Financial Aspects

All transactions related to costs involving the use of cadavers and/or body parts for Approved Projects shall be fully and accurately documented and flow through established University channels. Financial records subject to this policy shall be maintained and are subject to audit.

- a) The Anatomical Specimens Coordinating Departments shall be able to recover expenses incurred for the acquisition, use, and Disposition of cadavers and/or body parts for Approved Projects, and shall submit an invoice to the project leader's department. The project leader's department is responsible for reimbursement of costs associated with acquisition, use, and/or Disposition.

No departments, faculty, staff, or other individuals are permitted to charge or receive remuneration related to the use of cadavers and/or body parts covered by this policy, except as stated in this section. The University's Purchasing Card or personal credit cards may not be used for purchases of cadavers and/or body parts.

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## **Forms/Instructions**

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The following forms are available online:

- [Anatomical Specimens Request Form](#)
- [Request for Transfer and Use of Anatomical Specimens Form](#)

The following documents may be requested from the Feinberg ORA:

- Approved Supplier List
- Feinberg AWOME Anatomical Specimens Tracking Sheet
- NCASE Anatomical Specimens Tracking Sheet
- External Vendor Exception Application Form

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## **Appendices**

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[Appendix A: Acquisition of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes](#)

[Appendix B: Disposition of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes](#)

[Appendix C: Special Circumstances – Use of Cadavers and Recognizable Human Body Parts for Educational and Research Purposes](#)

[Appendix D: Other Resources / Contact Information](#)

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## **Related Information**

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[Selecting an Anatomical Specimens Coordinating Department - Flow Sheet](#)



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## **History/Revision Dates**

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**Origination Date:** February 4, 2014

**Last Amended Date:** NA

**Next Review Date:** February, 2017

**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.

## **APPENDIX B:**

### **Disposition 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 disposition of cadavers and recognizable human body parts.

#### **II. Disposition/Cremation of Cadavers and/or Body Parts**

- a) **Cadavers and Brains:** Any cadaver and/or brain provided through the AGA must be cremated in accordance with the AGA’s and state requirements. Any cadaver and/or brain provided through an alternative Approved Supplier must be cremated in accordance with the alternative Approved Supplier’s and state requirements. The transport and transfer of cadavers and/or brains for final Disposition is the responsibility of the Feinberg AWOME and is arranged through approved transporters and Disposition vendors.
- b) **All Other Recognizable Body Parts:** When a project leader has completed use of recognizable body parts, the project leader shall contact the applicable Anatomical Specimens Coordinating Department to arrange for approved transport and final Disposition. Please reference Section III (a) of Appendix A of the University’s policy on the Use of Cadavers and Recognizable Body Parts for Educational and Research Purposes to determine the applicable Anatomical Specimens Coordinating Department through which to coordinate this activity.
- c) **The Anatomical Specimens Coordinator** must acknowledge receipt and usage of the recognizable body parts, update the Anatomical Specimens Tracking Sheet, and make arrangements for their transfer and disposition in a manner consistent with all legal requirements, using approved transport and disposition vendors, via approved transportation methods.
- d) **The applicable Anatomical Specimens Coordinator** must update the Anatomical Specimens Tracking Sheet and account for any portion of the cadavers and/or body parts that is not returned to their Anatomical Specimens Coordinating Department.

### III. Transferring Cadavers and/or Body Parts within the University or Medical Campus for Continued Use

Cadavers and/or body parts must always remain on University or medical campus premises. If cadavers and/or body parts must be used outside of the Feinberg AWOME or NCASE approved space, a [Request for Transfer and Use of Anatomical Specimens Form](#) must be submitted to the appropriate Anatomical Specimens Coordinating Department, i.e. the Feinberg AWOME for cadavers, brains, and temporal bones, and NCASE for body parts. Specimens cannot be removed from the Feinberg AWOME or NCASE approved space without the submission of this form. Once approval is granted, the requesting party will work with the Anatomical Specimens Coordinating Department to ensure that pick up, transport, use, and return meet University standards.

## APPENDIX C:

### Special Circumstances – Use 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 special circumstances involving the use of cadavers and recognizable human body parts.

#### II. Cadavers and/or Body Parts Brought to the University by New Faculty, Staff or Students

Transfer of cadavers and/or body parts for new faculty, staff, students, or trainees coming from another institution requires the submission of an [Anatomical Specimens Request Form](#) to, and written approval by the Department Chair and the Feinberg ORA. New faculty, staff, students, and trainees are encouraged to initiate consultation with the Feinberg ORA prior to arriving at the University.

#### III. Cadavers and/or Body Parts Obtained by External Individual or Entity – Used for Demonstration/Educational Purposes Only

In exceptional cases, an external individual or entity may bring cadavers and/or body parts to the University for demonstration/educational purposes only if prior, written approval has been granted by NCASE

- a) In such circumstances, the external individual or entity must complete and submit the External Vendor Exception Application Form obtained from NCASE for review and approval.
- b) The external individual or entity must certify their cadavers and/or body parts are: acquired from vendor sources who follow all legal, public health, and ethical standards; appropriately packaged and transported; uniquely identified; and, serological tested per OSHA Bloodborne Pathogens Standards, with accompany documentation showing proof that all cadavers and body parts meet these standards (i.e., are free of Hepatitis B, Hepatitis C, and HIV 1 and 2, at minimum).



- c) The external individual or entity must agree to retain custody of the cadavers and/or body parts during the demonstration, and to remove the cadavers and/or body parts following the demonstration.
- d) The external individual or entity is prohibited from transferring or disposing of any cadavers and/or body parts within the University in a manner not consistent with University policies and procedures.

**APPENDIX D:**  
Other Resources / Contact Information

**Northwestern University Services – Purchasing Resource Services**

- Jim Konrad, Director of Purchasing  
Northwestern University  
University Services – Purchasing Resource Services  
2020 Ridge Ave., 2nd Floor  
Evanston, IL 60208  
(847) 491-8121  
[j-konrad@northwestern.edu](mailto:j-konrad@northwestern.edu)

**Northwestern University Feinberg School of Medicine Augusta Weber, MD, Office of Medical Education (Feinberg AWOME)**

- Larry R. Cochard, PhD, Associate Professor  
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# Selecting an Anatomical Specimens Coordinating Department

