Anatomical Donation/Materials Program and Anatomical Materials

Scope:
The goal of the University is to ensure that anatomical materials are effectively managed and that the anatomical donation programs maintain public confidence in meeting the needs of donors and their families and advancing the health sciences education and research enterprise. Achieving the goal is the responsibility of the program staff, medical school deans and their designated Responsible Executive Officers (REOs), vice chancellors for research and the Office of the President.

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I. POLICY SUMMARY

The University of California (UC) is committed to maintaining a standard of excellence in managing and operating anatomical donation programs based at UC medical school campuses and with regards to the acquisition, use and disposition of anatomical materials. The UC Anatomical Donation Programs (ADMP), also referred to as willed or donated body programs (hereafter referred to as "Programs"), provide a valuable public service by enabling people to donate their bodies to the UC. This policy applies to Anatomical Materials (as defined in this policy) donated to UC for use in education and non-clinical research activities as well as those acquired by UC from an Approved Alternate Source for these purposes. All anatomical materials are used to support the education and training of health professionals and to further scientific and research endeavors. It is the policy of the UC to comply with all laws, regulations and requirements that are applicable to the management and operation of these programs and all anatomical materials used for education and research.

To meet this standard, UC maintains governance and oversight structures that ensure clear reporting lines and dual reporting mechanisms on campus and at the UC Office of the President (UCOP). Management initiatives and best practices for donation programs are regularly reviewed, and systemwide guidelines addressing major elements of these programs are in place. Key features include:

- Standard definitions for anatomical specimens for use in the acquisition, allocation, tracking and disposition of materials;

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1 This policy does not apply to human remains that are covered by federal Native American Graves Protection and Repatriation Act and its accompanying regulations, or the California Native American Graves Protection and Repatriation Act. This policy also does not apply to anatomical specimens obtained from patients of UC hospitals or clinics for purposes of diagnosis or treatment (such as during surgery or autopsy) and used and maintained by the University.
University of California – Policy
Anatomical Donation Program

Title
Anatomical Donation Program and Anatomical Materials

- The establishment of campus advisory boards to ensure compliance with anatomical donation program policies and guidelines;
- Information systems, at both the campus and UCOP levels, that permit tracking of anatomical materials from the time of donation or acquisition to the time of final disposition or return;
- Written guidelines for records management and standards for audit, security, staffing and personnel; and
- Systemwide donor forms, developed by the Division of UC Health the University of California Health division and the Office of General Counsel, for use by campus Programs to ensure compliance with legal requirements as well as standard tracking forms, developed by UCOP for use by all campuses to maintain consistency and proper chain of custody.

The goal of the University is to ensure that anatomical materials are effectively managed and that the ADPs maintain public confidence in meeting the needs of donors and their families and advancing the health sciences education and research enterprise. Achieving this goal is the responsibility of the program staff, medical school deans and their designated Responsible Executive Officers (REOs), vice chancellors for research and the Systemwide Executive Director of Anatomical Services within the University of California Health division at the UCOP the Office of the President.

II. DEFINITIONS

Acquired Specimens: Human anatomical material typically sourced from an Approved Alternate Source non-UC entity for education or research use at a UC campus or by UC faculty, students, or researchers.

Allocation: The lending of anatomical materials from a UC Program to an approved end user.

Anatomical Advisory Board (AAB): An advisory board that provides broad input from the community by advising the campuses on policy and making recommendations regarding program activities.

Anatomical Donation Program (ADP) also known as Anatomical Materials Program (AMP), Donated Body Program, Body Donation Program, Willed Body Program (Program(s)): The Programs at the UC Schools of Medicine at Davis, Irvine, Los Angeles, San Diego and San Francisco that serve as the collection and preparation point for donated bodies and are the authorized custodians of anatomical materials.
Anatomical Materials also known as Anatomical Specimens: Human body parts donated to UC by an authorizing human adult or minor² (for use in education and research) that are grossly identifiable and commonly recognizable as such to a layperson without the use of any specialized methods of identification. This definition does not include blood, urine, feces, semen, or other bodily fluids, non-organic tissue types, microscopic tissue samples, human cells, hair, nails, teeth, paraffin blocks, or tissue slides.

Anatomical Materials Review Committee (AMRC): A campus management team at UC campuses with an ADP, which has the operational expertise to direct the Program.

Anatomical Services: The goods and services side of an anatomical donation program. The provision of anatomical materials and staff expertise or services for education and research purposes.

Approved Alternate Sources: Resources for Anatomical Materials approved by the SAMRC that may include non-UC anatomical donation programs; organ procurement organizations; licensed or unlicensed tissue banks; UC or non-UC departments of pathology, surgery or others; Bio-repositories; medical examiners or coroners’ offices. Approved alternate sources must comply with all applicable laws, national best practices and published standards for non-transplant anatomical donations.

Blood-Borne Pathogens: Microscopic organisms in human blood and some body fluids that can cause disease in humans.

Cremated Remains also known as Cremains: The ashes and bone fragments of a human body that are left after cremation or alkaline hydrolysis and may include ashes from the cremation container. May also include foreign materials, pacemakers, or remnants of prosthetic devices.

Digital Donor Library (DDL) also known as Anatomical Materials Registry: A secure, electronic application and database, accessible to UC Programs, auditors and UCOP, to ensure that active, real-time, transparent controls of Programs are in place and that standard elements are gathered from each Program. The DDL is a donor registry used to manage and track all stages of donation from registration to final disposition.

² In general, donors are defined as those individuals who are 18 and older and who donate their whole body via a document of gift. In some circumstances, an emancipated minor or legally authorized representative may make an anatomical gift.
Donor Agreement also known as Donation Agreement, Document of Gift: The legal document used by all UC Programs to register a donor or accept the at need donation of a human body for scientific use.

Donor Record: The complete file of the donor registry maintained by a UC Program on each donor that is enrolled in a Program. Donor records are kept in hard copy and/or electronic forms.

Donor Registry: A database that contains records of anatomical gifts and amendments to or revocations of anatomical gifts. All electronic and hard copy records regarding anatomical gifts to a UC Program are a part of the donor registry.

Durable Power of Attorney: An agent under a power of attorney for health care who has the right and duty of disposition under the California Probate Code Division 4.7 (commencing with Section 4600).

End User: An approved educator or researcher who requests and receives a loan of anatomical materials from a UC Program.

End-User Agreement also known as End-User Contract: The agreement entered into between an external end user and a UC Program that sets forth the terms and conditions by which the end user shall be permitted to use anatomical materials for education/research in accordance with Program policies and procedures and applicable laws and regulations. All end-user agreements must be in a form approved by UCOP and the Office of General Counsel.

Environmental Health & Safety (EH&S): A UC office that supports the mission of the University by providing comprehensive environmental protection, occupational health, and industrial safety expertise to the entire University community. Each UC campus has an EH&S office.

External User: An entity (educational, medical, or other) that is not owned, operated by, or affiliated with UC that has been approved as an end user in accordance with University policies.

Facility: A location for storage and or use of anatomical materials.

Final Disposition: For the purposes of the Programs, this includes both the method of disposition, currently cremation or another legal method, and the scattering of the cremated remains.

Indirect Costs also known as Overhead: Those expenses incurred by an operating unit/UC Program that are not directly associated with providing a good or service (e.g., rent, telephone, or chemicals).
Inter-Campus Transfer: The loan of anatomical material between UC Programs for use by UC faculty, students or researchers only.

Intermediary also known as Third Party, Broker: A person or company who acquires and distributes anatomical materials that were not donated directly to that person/company. This definition is not intended to apply to institutions that share research bio-specimens under formal academic/research collaborations.

Internal User: An entity (educational, medical, or other) that is owned, operated by, or affiliated with UC that has been approved as an end user in accordance with UC policies.

Master Specimen Code also known as Code, Identification Number: A unique alpha numeric code assigned to anatomical materials and linked to a donor or acquired specimen, from which the complete history of the materials can be tracked.

Master Specimen List (MSL): A list of anatomical material specimens, classified by region and used to define and track items through to final disposition.

Reports also known as Standardized Reports: A report that includes a set of criteria determined by the SAMRC.

Responsible Executive Officer (REO): Provides management oversight of the respective AD Program, and is responsible for the accountability of all administrative and operational responsibilities, including campus director evaluations. The REO is a senior member of the SOM leadership team who reports to and is accountable to the medical school dean and also serves as chair of the AMRC.

Site Visit: A physical inspection of an end user’s facility performed by UC Program staff or the Systemwide Executive Director against a defined set of criteria.

Standard Forms: Program-specific forms standardized for systemwide use and approved by the Systemwide Executive Director with guidance by the SAMRC and Office of General Counsel. Forms may be required (e.g. Donation Agreement, Tracking Forms) or optional (e.g. Letter of Appreciation).

Standardized Reports also known as Reports: A report that includes a defined set of criteria.

Systemwide Anatomical Materials Review Committee (SAMRC): The committee that recommends guidelines, policies, and procedures for adoption by all UC Programs, and serves in an advisory capacity to the Executive Vice President of UC Health or their designee(s).
**Systemwide Director/Systemwide Executive Director:** A UCOP manager with designated responsibility for the coordination and oversight of campus Programs (ADPs) and who serves in an advisory capacity for all UC campuses with a need to procure anatomical materials (Anatomical Materials) for education and research purposes.

**Teaching Collection:** Bones, fixed prosections or plastinated specimens allocated to a specific educator at a UC Campus for anatomical education (i.e., without further dissection or use in research), inventoried annually by the AMP, but allocated without a specific end point for return.

**Third-Party Donation:** A donation made when a donation agreement is completed by a Durable Power of Attorney, Spouse or Registered Domestic Partner. Other authorized agents may make this type of donation, by AMRC approval and with the use of the UC Standard Form designated for this purpose.

**Tracking Form:** A Required Standard Form that documents the chain of custody between a Program and an end user, vendor or third party service provider.

**Uniform Anatomical Gift Act (UAGA):** An act established in 1968 to standardize state laws on the donation of organs and tissues for transplant, education and research. The 2006 UAGA update was implemented, with modifications, in California in 2008.

### III. POLICY TEXT

The UC relies on the support and generosity of the public or help in fulfilling its academic, research and healthcare mission. Each year, more than one thousand Californians make an extraordinary gift to the UC by donating their bodies or those of a loved one to support the education of health professionals and to further scientific research. The UC recognizes the value and importance of these donations and is committed to ensuring that they are stored, used, and disposed of with care and respect.

Human remains are integral to a wide range of educational, research, and clinical pursuits, including gross anatomy instruction, anatomical and physiological research, pathological examination, organ transplantation, skin grafts, stem cell research and reproductive therapy. Remains are received by the UC Programs through donation, or as well as those that may be acquired, as needed, from Approved Alternate Resources for use in study, training and research. These anatomical materials (Anatomical Materials) are also referred to as willed or donated bodies, cadavers, or human or anatomical specimens) are also used for surgical procedural training, basic and applied biological and biomedical studies, allied health education, forensic research and training, mortuary science education, and the development and testing of new medical devices.
Anatomical Donation Program and Anatomical Materials

Anatomical materials are defined as those that are received by UC ADP Programs or acquired by UC from an Approved Alternate Source and students for education and research purposes. They are body parts that are clearly identifiable and commonly recognizable to a layperson without the use of any specialized methods of identification. In general, they do not include blood, urine, feces, semen, or other bodily fluids, microscopic tissue samples, human cells, hair, nails, and teeth, and specimens preserved in paraffin blocks or as tissue slides.

- This Policy applies specifically to anatomical materials donated to or acquired by the University for use in non-clinical research and education endeavors. This policy does not apply to anatomical materials donated for the purpose of (i.e., non-patient care activities such as transplantation or clinical therapy).
- The Programs at the Schools of Medicine at Davis, Irvine, Los Angeles, San Diego, and San Francisco are the sole authorized custodians of the anatomical materials described in this Policy and support the needs of all UC locations, including the UC Riverside School of Medicine. Facilities that accommodate uses of Anatomical Materials must be laboratories or EH&S approved venues and be in compliance with all federal, state, local and UC rules and regulations governing biological and chemical laboratory requirements in addition to public health and safety provisions.
- Approval by the campus AAB Anatomical Advisory Board or the Systemwide Anatomical Materials Review Committee (SAMRC) is required for clinicians, faculty and staff using the UC name while participating in research, education or training activities where anatomical materials from any source are used. This ensures that applicable University policies and procedures including those administered by the Office of Contracts and Grants, Continuing Medical Education, Conflict of Interest Committees, the AMPs or others, are followed by participants and vendors.

Use of Human Anatomical Material

Five of the University’s six Schools of Medicine, specifically those at Davis, Irvine, Los Angeles, San Diego, and San Francisco have established a Program to serve as the collection and preparation point for donated bodies and that may provide services for anatomical materials acquired from an Approved Alternate Source. These anatomical materials may be studied immediately as fresh tissue, or may be preserved for use at a later date by means of freezing, or as specially preserved tissue for use in anatomical preparations, including dissections. Skeletal remains are also prepared and used for educational and research purposes.

[Note: In October 2012, the Liaison Committee on Medical Education granted preliminary accreditation to the UC Riverside School of Medicine, making Riverside the University’s sixth School of Medicine. For purposes of this Policy and the medical education and research activities at Riverside, the University’s sixth school of medicine,]
Anatomical Donation Program and Anatomical Materials

Anatomical Materials will continue to be procured through the Program(s).

The University supports appropriate use of anatomical materials by faculty, students, and residents in training at University health sciences schools, by researchers on the campus, by qualified non-UC researchers (both in the non-profit and commercial sectors), by affiliated educational institutions such as the California State Universities and Community Colleges, and by certified continuing medical education programs. Specimen allocation by each campus ProgramADP will follow the hierarchy outlined below:

1. UC students and researchers enrolled at or working for the campus at which a Program is based
2. UC students and researchers at other UC campuses
3. External non-commercial research and education organizations
4. Commercial research programs and commercially-sponsored educational programs also known as External Users

The teaching and research needs of UC campuses are given priority over External User requests for Anatomical use of donated materials. To ensure that the needs of UC faculty and students are met, and to minimize the need for acquisition of materials from outside the UC system, the University encourages sharing and transfer of anatomical material between campus ProgramADPs.

IV. COMPLIANCE / RESPONSIBILITIES

The University has established a defined reporting structure for responsible oversight of the Programs (Appendix I). The structure involves dual local/systemwide reporting lines to reflect the important roles of each campus and the UCOP Office of the President in ensuring the proper management of the Program.

University of California Health at UCOPOffice of the President Division of UC Health

Systemwide Anatomical Materials Review Committee (SAMRC)

A SAMRC serves in an advisory capacity to the Executive Vice President (EVP) of UC Health the University of California Health or their designee. SAMRC membership shall include a senior manager designated by the UC Health the University of California Health EVP, the Systemwide Director Systemwide Executive Director, representatives from the Office of General Counsel, the Division of Audit, Ethics and Compliance, and campus participants representing the campus Anatomical Materials Review Committee (AMRC) and/or Anatomical Advisory Board (AAB). Unless otherwise approved.
the individuals including will include the REO, the campus Program ADP Director, and the faculty Advisor from each of the five medical schools authorized to operate programs under this Policy. The UC Riverside SOM Dean or their designee is also a member. Other members may be appointed to the SAMRC by the EVP or included as subject matter experts, such as those from the Office of General Counsel; Ethics, Compliance and Audit Services; and, Risk Services.

- SAMRC shall recommend guidelines, policies and procedures for adoption by all UC Programs.

- SAMRC shall meet at least no less than three times per year.

Systemwide Executive Director of Anatomical Services Director

- The Systemwide Director Systemwide Executive Director reports to the EVP Executive Vice President of UC Health the University of California Health division or to a senior manager designated by the EVP for this function.
- The Systemwide Director Systemwide Executive Director convenes the SAMRC and serves in an advisory capacity for all UC campuses with a need to procure anatomical materials Anatomical Materials for education and research purposes.
- The Systemwide Director Systemwide Executive Director provides oversight and coordination of the five individual campus Programs ADPs.

The responsibilities of the Systemwide Director Systemwide Executive Director, with input from the SAMRC, include initiating policy and procedure development, developing inventory audit and monitoring procedures, verifying and reporting compliance with policies and procedures, and coordinating the development and implementation of ethical standards of conduct and guidelines for the management of campus Programs ADPs. The Systemwide Director Systemwide Executive Director shall be directly involved in the recruitment, selection and evaluation of campus Program ADP Directors.

On a periodic basis, the Systemwide Director Systemwide Executive Director shall receive and review campus and Program Reports regarding all donations, procurements, inventories, requests, transfers and allocations, returns of material, and final dispositions. The Systemwide Director Systemwide Executive Director shall conduct regular reviews, site visits, inventory confirmations and conferences.

- To ensure that all ADP Programs conform to UC policies and procedures and meet ethical standards, each campus Program Director is accountable to the Systemwide Director Systemwide Executive Director with regard to their overall performance and compliance with Systemwide policies and standards. Simultaneously the Program Director is accountable to the REO for all administrative and operational responsibilities. This represents the dual local/systemwide reporting structure of each UC Program. The REO, with input from the faculty Advisor, is responsible for annual (and other periodic) evaluations of the Program campus Director, and shall receive and consider...
formal input from the Systemwide Director/Executive Director as a regular part of the employee evaluation process. The University of California Health EVP or their designee may also consider formal input from the REO’s as a part of the evaluation process for the Systemwide Executive Director.

**UC Schools of Medicine**

- The five medical schools authorized to operate Programs (Davis, Irvine, Los Angeles, San Diego and San Francisco) and the medical school at UC Riverside will participate in systemwide activities and be subject to systemwide policies applicable to all ADPUC Programs. The ADP campuses programs will have a direct link and systemwide accountability to the Office of the President (UCOP) through the Director of Anatomical Services (Systemwide Director/Executive Director) in the Division of UC Health the University of California Health.
- The Vice Chancellor or School of Medicine Dean, or designated senior member of the Dean’s office, shall serve as the responsible executive officer (REO) providing management oversight of the Program. He/she may appoint a senior member of the administration to serve as the REO at his/her discretion.
- Locally, the Program will have a campus Director who shall be responsible for the daily operation of the Program and reports to the REO.
- Each Program shall have an appointed faculty Advisor who shall be afforded sufficient time to provide meaningful participation in Program operations. The faculty Advisor shall provide active operational advice and shall participate in the hiring and evaluation of Program employees.
- Each Program shall operate under the direction of an Anatomical Materials Review Committee (AMRC), a management team with operational expertise, that consists of at least the REO, who will serve as chair, the campus Director, and the faculty Advisor (a senior faculty member with expertise in the use of anatomical materials). The Dean may appoint additional members with relevant qualifications to this committee as desired.
- The AMRC shall meet monthly, or a minimum of ten times per year, to ensure proper operation of the Program. Designated members of this committee shall review and recommend action on requests for use of anatomical material as necessary.
- Each ADP campus shall establish an Anatomical Advisory Board (AAB) consisting of the REO, faculty, staff, users of anatomical materials, and the public. This board shall provide broad input from the community by advising the campus on policy and making recommendations regarding program activities. The medical school dean shall serve as chair of the AAB and convenes the board. The AAB shall meet at least annually or as necessary.

The Program is not responsible for the receipt, tracking and disposition of anatomical specimens obtained during surgery or autopsy from the medical center.
or its affiliated clinics as these materials typically fall under the auspices of other
departments such as the Department of Pathology.

V. PROCEDURES

Acquisition and Management of Donated Materials

Each ADP campus Program is required to comply with approved standardized donor
agreement requirements that are developed in accordance with the UAGA. Each
Program must use an approved authorization/document of gift support forms and
other Standardized Forms supporting documentation. Any local variations in forms to
reflect unique program features must be approved in consultation with the SAMRC,
legal counsel, and the Systemwide Director/Executive Director. Consistent
with the UAGA:

- An individual may prearrange for the donation during their lifetime of their
  remains to the Program.

- A spouse, registered domestic partner, or other individual may initiate the
  donation of anatomical remains on behalf of the deceased as permitted by the
  UAGA. Such donations shall be governed by applicable statutes, or under an
  acceptable and unambiguous durable power of attorney for health care that
  expressly permits the person to make an anatomical gift on behalf of the
  deceased. As determined by the local campus, and with approval of the
  Systemwide Director/Executive Director, third party donations may
  also be accepted upon completion of required documentation.

- All donors must waive the right set forth for the return of cremated remains, as
  stipulated in California Health and Safety Code 7151.40 for the return of
  cremated remains, unless otherwise mandated by court order.

The University shall/must maintain a centralized registry – the Digital Donor Library
(DDL) – using a secure electronic system accessible by Program staff at each campus
and by the Systemwide Director/Executive Director, to ensure active, real-
time, transparent control of the Programs. The DDL shall/will be managed by the
Systemwide Director/Executive Director, who shall ensures that
standardized definitions are in place, and that standard data elements are gathered
from each Program. Each campus shall/ensures that the Program has secure
computing environments and access to systemwide databases.

The DDL will manage and track all aspects of donation, including anatomical
preparation, handling, inventory management, allocation, and disposal of anatomical
materials and may be used to track anatomical materials from an Approved Alternate Source. A
system to relay all death notifications from each campus to the Systemwide
D. Systemwide Executive Director will be used. This notification is accomplished via a call service as well as through access to the DDL.

Ceremonies of appreciation may be held annually at each campus and may include donor families at the discretion of the ADP campus Program Director and AMRC.

**Anatomical Materials Preparation, Handling, Inventory Management and Tracking**

As permitted under the UAGA, in order to determine the medical suitability of the Anatomical Material donated for research and education, all Anatomical Material donated to a UC All donations to a program shall be tested for communicable diseases including but not limited to HIV, Hepatitis B and Hepatitis C and results shall be recorded in the DDL. As applicable, other tests may be required or guidance issued, such as the Guidance for safe practices in UC Anatomical Donation Programs in the context of COVID-19. In general, anatomical materials that test positive for communicable diseases are not acceptable for use at the UC and shall not be allocated to any external entity. Entities wishing to utilize untested or positive material(s) must be approved in advance by the AMRC and they shall indemnify the UC, in writing, for all associated risks.

In order to manage the UC’s collection of human anatomical material more efficiently, Anatomical Materials human anatomical specimens shall be defined in a Master Specimen List (MSL) (Appendix II).

- The MSL has a common set of definitions and shall be reflected in a standard UC coding system.
- Standardized specimen tagging and tracking by means of a suitable technology shall be developed by the SAMRC and utilized by the local campus.
- The tagging system shall be integrated with the DDL, which permits data management from the preparation laboratory to UCOP.
- Complete inventories shall be validated on a monthly basis.
- ADP Campus Programs shall establish a schedule for physical inventory of their collections to occur no less than annually. Discrepancies shall indicate the need for more frequent inventories. Upon request of the Systemwide Director, inventories may be conducted at random or for cause.
- Campus audit services shall conduct unscheduled inventory and financial audits of local Programs. Audits may be initiated by the Systemwide Director.

**Anatomical Material Request and Fulfillment**

Anatomical materials necessary to support UC teaching and research activities at any UC location may only be obtained from or in coordination with...
one of the ADPs shall be requested from one of the Programs. Anatomical materials that are not available through the Programs may be obtained from an approved Alternate Source and been requested via formal application to the campus committee designated with oversight responsibilities.

Each campus ProgramADP will adhere to the following principles when making decisions about allocations of donated anatomical material:

- The Program shall ensure that all requests for use of donated anatomical materials identify the prospective custodian of the material and the intended users, and contain an appropriately detailed description of the proposed use, the research protocol (if applicable), the teaching or training application, and the expected duration of the use.
- Allocation decisions shall be made by the campus AMRC with general guidance on allocation policy from its AAB.
- The acquisition of anatomical specimens from third-party brokers or intermediaries is prohibited. Anatomical materials donated to UC may not be assigned to third-party brokers or intermediaries. All anatomical materials donated to the University may only be transferred directly from UC as the provider to an approved end-user for purposes of teaching or research.
- All end-users that request and receive anatomical materials must have an appropriate use facility such as a laboratory or other scientific venue that has received approval by the respective campus ProgramADP, and must undergo routine inspection by the local Program Director or their designee. The Systemwide Director may also inspect facilities.
- Data on all users for all purposes shall be collected and included in the DDL.
- An individual or program approved for a loan of anatomical materials must certify agreement to the terms and conditions of the allocation, including the duration of use and conditions for return to the Program.
- ADPCampus Programs may maintain permanent teaching collections, such as skeletal or plastinated collections whose loan duration may be considered indefinite.

Anatomical Material Return and Disposition

- All anatomical Materials shall be returned to the Program to which they were originally donated. In exceptional circumstances, the AMRC may approve alternate disposition arrangements upon verification of records pertaining to the subject materials.
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Anatomical Donation Program and Anatomical Materials

- Each campus Program ADP shall verify and record the return and final disposition of materials within the DDL and the Systemwide Director Systemwide Executive Director shall be provided access to this information.

- The University of California will provide for the appropriate disposition of anatomical materials through cremation or alkaline hydrolysis and scattering at sea, or by other legal methods of disposition in accordance with the UAGA and other applicable provisions of the California Health and Safety Code and applicable regulations and guidance published by the State of California Department of Public Health.

- Some materials that are not Anatomical Materials are not individually catalogued by campus Programs; these could include blood, urine, feces, semen, or other bodily fluids, non-organic tissue, microscopic tissue samples, human cells, hair, nails, and teeth, and specimens preserved in paraffin blocks or as tissue slides. In general, these materials are included in defined under separate criteria by the California Health and Safety Code 117690 and are handled and disposed of in accordance with California Health and Safety Code Sections 117600 through 118360 those standards.

Financial Management

To the extent practical, the University shall fund the administration of the Anatomical Materials Donation Program by assessing costs to all users of anatomical materials, internal and external, educational and commercial.

- A preparation fee for assigned materials shall be assessed by each campus Program. The amount of this fee shall be determined based on a master loan fee description and fee application standards, developed by the SAMRC. The master loan fee description shall be relevant to actual program costs in accordance with UC policies and procedures.

- Other fees for use of anatomical materials, supplies or labor shall comply with University policies (e.g., recovery of indirect costs).

Physical Security

All Programs and campus facilities that store or use anatomical materials shall provide physical security at a level that will permit authorized access only by authorized personnel approved by the AMRC or AAB to ensure that donations and anatomical materials are protected from misuse. The combination of security methods employed shall result in the ability to track and monitor individualized access.
Physical security mechanisms must employ individualized coded entry access.

Program security systems may include alarm systems, card-key access, and video cameras as determined by local facility configurations.

Program Staffing

All non-represented Program employees are subject to UC personnel policies, including those on hiring and periodic performance evaluation. The hiring process must include financial and criminal background checks, in accordance with applicable personnel policies and California law.

Job descriptions must designate positions assigned to Anatomical Materials AD Programs as critical positions.

UC must establish standardized job descriptions and classifications for campus Program ADP Directors and key staff. Pay scales must be regularly reviewed by the SAMRC and reviewed and approved by Human Resources to conform pay rates to the level of responsibility required for management of the Program. All employees must have a confirmation of a completed background check on file.

Each campus Anatomical Materials ADP Program Director must be classified at a level that reflects the responsibilities and duties of the position.

Physical Plant

Programs must be assigned space sufficient to permit appropriate storage of anatomical materials and work areas that allow faculty, staff and students to operate in a safe and secure environment. Program work areas will include areas appropriate for anatomical preparation, for dissection and for storage of frozen and embalmed tissues as well as intact remains.

Violations

Suspected violations of this Policy must be reported to the Campus Compliance/Whistleblower Hotline, the campus Research Compliance Officer, or the Health System Compliance Office for investigation. Other reporting resources may include the Staff Affirmative Action Office or reporting through the grievance procedure.

VI. RELATED INFORMATION

For information or forms, contact the Systemwide Director of Anatomical Services- University of California Health at UCOP.
For information on securing data (Institutional Information) and information systems (IT Resources) see Business and Finance Bulletin IS-3 Electronic Information Security. For information on background checks see Personnel Policies for Staff Members 21. Approved Alternate Sources may include non-UC anatomical donation programs; non-UC anatomical donation programs; licensed or unlicensed tissue banks; UC or non-UC departments of pathology, surgery or others; Bio-repositories; medical examiners or coroners offices. Approved alternate sources must comply with national best practices or published standards for non-transplant anatomical donations.

VII. FREQUENTLY ASKED QUESTIONS

Not applicable.

VIII. REVISION HISTORY

August 24, 2020: Technical revisions
- updated pronouns and titles
- updated and clarified membership including adding UCR SOM
- clarified scope of policy over several sections
- reconciled definitions
- corrected typos
- included appropriate use facility
- referenced Guidance for safe practices of UC Anatomical Donation Programs in the context of COVID-19
- added references to the UAGA and California Health & Safety Code
- updated Appendices I & II

September 1, 2017: Minor technical revisions and this Policy was remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0. Minor technical edits are:
- updated the title of the Responsible Office/Officer
- added capitals and acronyms for consistency and correcting a spelling error
- changed the term “infected” to “test positive”
- corrected date of Uniform Anatomical Gift modification and updated current citation

2012: Revision UC-HS-12-0169 began. 2005: PP 110305 est.
Appendix I: Dual Reporting Structure

Dual Reporting Structure

Vice Chancellor of Health Affairs / Medical School Dean

Executive Vice President of UC Health

Responsible Executive Officer (REO)

Systemwide Executive Director of Anatomical Services

Campus Program Director
Dual Reporting Structure

Medical School Dean

Executive Vice President
University of California Health
(or designee)

Responsible
Executive Officer
(REO)

Systemwide
Executive Director
Anatomical Services

Campus
Anatomical Donation Program
Director
Appendix II: Master Specimen List (MSL)

Whole Cadaver

Whole Un-embalmed Cadaver (WC-UN)
Whole Embalmed Cadaver (WC-EM)
Whole Un-embalmed Cadaver - Brain removed (WC-UNBR)
Whole Embalmed Cadaver - Brain removed (WC-EMBR)
Whole Skeleton (WC- SKEL)
Disposable Material (WC-DMAT) (Specify)

Cephalus

Whole Cephalus (C-HD)
R Hemi-sected Head (C-RHH)
L Hemi-sected Head (C-LHH)
Cephalus w/ Cervical Spine (C-CS)
Cephalus with Cervical-Thoracic Spine (C-CTS)
-Occiput - C Spine (C-OC)
Skull (C-BS)
R Temporal (C-BTR)
L Temporal (C-BTL)
Calvaria (C-BC)
Mandible (C-BMR)
Maxilla (C-BML)
Whole Brain (C-WB)
R Half Brain (C-HBR)
L Half Brain (C-HBL)
Cephalus Tissue (C-T) (specify)
Disposable Material (C-DMAT) (Specify)

Torso

Whole Torso (T-W)
Whole Torso with Limbs (T-WL)
Torso with Shoulders (T-WSH)
Torso with Cephalus (T-WHD)
Torso with Cephalus and Shoulders (T-HDSH)
Torso with Cephalus and Whole Upper Limbs (T-HDWUL)
Torso with Upper Limbs (T-UL)
Torso with Lower Limbs (T-LL)
Torso with knees (T-LLK)
Thorax (T-TRX)
Cephalus, Thorax and Shoulders (T-CTSH)
Cephalus, Thorax and Upper Limbs (T-CTUL)
Whole Spine (T-SW)
Cervical Spine (T-SCV)
Thoracic Spine (T-TH)
Cervical-Thoracic Spine (T-SCT)
Cervical-Thoracic-Lumbar Spine (T-SCTL)
Thoracic Lumbar Spine (T-STL)
Thoracic-Lumbar-Sacral Spine (T-STLS)
Lumbar Spine (T-SLU)
Lumbo-sacral spine (T-SLS)
Sacral Spine (T-SS)
Spinal cord (T-SCD)
Abdomino-pelvis (T-ABD)
Pelvis (T-PW)
R Hemi Pelvis (T-PHR)
L Hemi Pelvis (T-PHL)
Pelvis with Lumbar Spine (T-PLS)
Pelvis with Lower Limbs (T-PLL)
Pelvis with LL at mid tibia (T-PLLMT)
Pelvis with LL at mid femur (T-PLLMF)
Organ (individual or Paired) (T-ORG) (specify)
Tissue (T-T) (specify)
Disposable Material (T-DMAT) (Specify)

Upper Limb

R Upper limb with Shoulder (UL-WR)
L Upper limb with Shoulder (UL-WL)
R Shoulder (UL-SR)
L Shoulder (UL-SL)
R with Full Humerus (UL-HRF)
L with Full Humerus (UL-HLF)
R at Mid Humerus (UL-MR)
L at Mid Humerus (UL-ML)
R Elbow (UL-ER)
L Elbow (UL-EL)
R Forearm (UL-FR)
L Forearm (UL-FL)
R Hand (UL-HR)
L Hand (UL-HL)
R Humerus (UL-BHR)
L Humerus (UL-BHL)
R Radius (UL-BRR)
L Radius (UL-BRL)
L Ulna (UL-BUL)
L Ulna (UL-BUL)
Upper Limb Tissue (UL-T) (specify)
Disposable Material (UL-DMAT) (Specify)
Lower Limb

R Lower with Hemi Pelvis (LL-HPR)
L Lower with Hemi Pelvis (LL-HPL)
R Lower with Full Femur (LL-WR)
L Lower with Full Femur (LL-WL)
R Lower at Mid Femur (LL-MR)
L Lower at Mid Femur (LL-ML)
R Lower at Tibia (LL-TFR)
L Lower at Tibia (LL-TFL)
R Knee (LL-KR)
L Knee (LL-KL)
R Foot (LL-FR)
L Foot (LL-FL)
R Femur (LL-BFMR)
L Femur (LL-BFML)
R Tibia (LL-BTR)
L Tibia (LL-BTL)
R Fibula (LL-BFR)
L Fibula (LL-BFL)
Tissue (LL-T) (specify)
Disposable Material (LL-DMAT) (Specify)

Other

Other Partial Remains (O-PR) (Specify)

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