

## **POSITION STATEMENT REGARDING THE TREATMENT OF HUMAN ANATOMICAL SPECIMENS**

[Preface to *Policies and Procedures Manual for Persons Authorized to Access Human Anatomical Specimens for Scholarly Purposes*]

It is important that anatomical specimens from humans be made available to further scholarly activities such as the education of Health Science Center students, physicians and other paramedical professionals, and the performance of research. Further, it is crucial that all such specimens be treated with dignity, be contained in a central inventory and their location be identifiable at all times. Disrespect for such material that was once a part of a living being will not be tolerated. The Executive Director of the Anatomical Board of the State of Florida shall be responsible for keeping the central inventory of all human specimens and the flow sheet for their use and location. He/she will compile and retain these records with the assistance of his/her designated staff.

A report will be submitted semi-annually to the Vice President for Health Affairs in regard to the inventory, and any discrepancies noted will be reported in a summary statement. Should a specimen be reported as missing, all reasonable efforts will be made to identify its location or its fate. Specimens will not be destroyed except on recommendation of the Executive Director of the Anatomical Board of the State of Florida or his/her authorized designee. Should it be determined that a specimen is to be eliminated from the collection, disposal of that specimen shall be conducted in a manner which acknowledges due respect for its origin and is compatible with the existing State of Florida laws and regulations governing handling of such specimens (2002 Florida Statutes, Title XXIX, Chapter 406).

At all times, specimens must be located in approved educational and/or research facilities, and they should not be removed from that location unless approved in writing by the Executive Director of the Anatomical Board of the State of Florida or his/her authorized designee. If such approval is granted, the date of return to the primary location must be documented.

If a specimen borrowed from the Anatomical Board of the State of Florida inventory is not returned by the due date, an appropriate member of the staff of the office of the Executive Director shall contact the borrower via e-mail or telephone, at which time an extension can be granted, if appropriate, or the specimen should be returned within 24 hours.

The purpose of maintaining specimens taken from formerly living beings shall be to provide anatomical material for scholarly purposes. At all times, such specimens shall be treated with dignity and respect. Should it be perceived that inappropriate handling of specimens has occurred, the borrower will be precluded from borrowing additional specimens from the bank without the written approval of the Executive Director of the Anatomical Board of the State of Florida, or his/her authorized

designee, and the Vice President for Health Affairs. Furthermore, depending on the severity of the breach, disciplinary action may be considered appropriate by the Vice President for Health Affairs of the University of Florida or his/her counterpart at other institutions.

A task force consisting of at least one representative from each of the Health Science Center colleges (as designated by the Dean of the college and approved by the Vice President for Health Affairs) shall meet at least twice per year to review policies and procedures and inventory reports pertinent to human specimens. Any problems perceived by the task force or recommendations for revisions of the policies and procedures shall be submitted to the Vice President for Health Affairs for his/her consideration and action.

## **Policies and Procedures Manual\* for Persons Authorized to Access Human Anatomical Specimens for Scholarly Purposes**

\* In this Policies and Procedures Manual, the term “Human Anatomical Specimens” is defined as donated whole human bodies, or portions thereof derived from surgical procedures, which are used for education, research, and related scholarly purposes.

Please note that these Policies and Procedures apply to all colleges of the University of Florida Health Science Center, their educational and research sites, and their educators, students, employees, and invited guests.

Please contact the Executive Director of the Anatomical Board of the State of Florida for information concerning any forms to be used in implementation of this Policies and Procedures Manual.

### **Exemptions to Policies and Procedures**

It is recognized that certain human anatomical specimens are of insufficient mass or substance to be readily identifiable as separate specimens which can be accounted for in a systematic fashion by these or any other reasonable procedures. In addition, some specimens, such as individual teeth, are handled by society and the dental profession in a manner that calls for their exemption from these Policies and Procedures. Other exemptions include tissues of insufficient structure or mass to be identified as separate specimens (e.g., adipose tissue, tendons, or small quantities of tissue lost in normal dissection), tissues that are usually discarded by society such as hair cuttings, nail clippings, and body fluids. Finally, organs and tissues harvested for the purpose of human transplantation are excluded from these Policies and Procedures.

### **Human Anatomical Specimens Obtained at Autopsy**

From time to time in the process of performing autopsies, certain human anatomical specimens may be processed and saved for purposes of scholarly activity (education or research). Such specimens shall be catalogued, inventoried, and tracked consistent with the policies and procedures described in this Policies and Procedures Manual, as applicable, and consistent with state (see Chapter 406, Florida Statutes) and federal regulations, as applicable. The responsibility for the human anatomical specimens resulting from autopsy procedures shall rest with the University of Florida Department of Pathology, and while the Department may maintain a log separate from the Anatomical Board of the State of Florida, its systems for handling and tracking such specimens shall be consistent, but not necessarily identical, with those of the Anatomical Board.

## **Human Anatomical Specimens Obtained during Surgical Procedures**

From time to time in the process of performing surgeries, certain human anatomical specimens may be processed and saved for purposes of scholarly activity (education or research). Such specimens shall be catalogued, inventoried, and tracked consistent with the policies and procedures described in this Policies and Procedures Manual, as applicable, and consistent with state (See Chapter 406, Florida Statutes) and federal regulations, as applicable. The responsibility for the human anatomical specimens resulting from surgical procedures shall rest with the University of Florida Department of Pathology, and while the Department may maintain a log separate from the Anatomical Board of the State of Florida, its systems for handling and tracking such specimens shall be consistent, but not necessarily identical, with those of the Anatomical Board.

**Policies and Procedures Applicable to the Executive Director and Staff of the  
Anatomical Board of the State of Florida**

**I. Procedures for Registering Potential Human Body Donors**

- 1) The Anatomical Board will receive and handle requests for information on the human body donation program via telephone, email, or written correspondence.
- 2) The Anatomical Board will issue a personalized letter to the person making the request, along with an information packet which contains the following:
  - A) Instructions to persons interested in donating their bodies
  - B) Instructions to the survivors of human body donors
  - C) Dedication forms
  - D) Brochure currently entitled “Through your thoughtfulness knowledge grows”, which contains answers to commonly asked question about human body donation
- 3) When the Anatomical Board receives an original signed dedication form from the registering donor, the Anatomical Board will issue to the registering donor a personalized thank you letter and a wallet-sized certification with the name of the donor.
- 4) The Anatomical Board will log the donor’s personal information from the dedication form into the Anatomical Board’s computer donor database.
- 5) The Anatomical Board will alphabetically file the donor’s original dedication form in the Anatomical Board office.

**II. Procedures to Provide Information to Funeral Homes for the Donation of a Human Body to the Anatomical Board**

- 1) The Anatomical Board will provide information packets (the “Funeral Home Information Packet(s)”) to funeral homes, which are to be completed by the funeral home prior to the delivery of a human body to the Anatomical Board. The Funeral Home Information Packets will contain:
  - A) Instructions for Anatomical Donations
  - B) Forms Required for Anatomical Donations
  - C) Outline for Handling Indigent Bodies

- D) Copy of Chapter 406.50-406.61, Florida Statutes, “Disposition of Dead Bodies”
- E) Vital Statistics Form
- F) Declaration of Consent Form
- G) Ashes Requested Form
- H) Permission to Dispose of Ashes Form
- I) Memorandum to funeral homes identifying the parking space to be used when delivering bodies to the Anatomical Board

**III. Procedures for Notifying the Anatomical Board at the Time of Death of a Human Body Donor**

- 1) The Anatomical Board will receive and record notification by a funeral home of the death of a registered human body donor or of a human body to be donated by consent of the nearest living next of kin, AND/OR the Anatomical Board will receive and record a contact made directly by the family of the deceased, or by the individual handling the final arrangements for the deceased.
- 2) The Anatomical Board will receive and record information on the human body donor provided by a funeral home. The Anatomical Board staff will review paperwork requirements, confirm the cause of death, and establish a date of delivery of the human body to the Anatomical Board.
- 3) The payment of costs incurred in performing the preliminary embalming and in transporting the human body to the Anatomical Board shall be the responsibility of the family of the deceased.

**IV. Procedures With Respect to Delivery of Donated Human Remains to the Anatomical Board**

- 1) The Anatomical Board will require, upon delivery of a human body by a funeral home to the Anatomical Board, that the funeral home bring the Funeral Home Information Packet identified in II.2) above, AND the following:
  - A. Copy of the Death Certificate
  - B. Original Burial Transit Permit with cremation authorization from the medical examiner

**V. Procedures for Handling Human Anatomical Specimens Received by the Anatomical Board**

- 1) Technicians of the Anatomical Board will meet the individual from the funeral home who is delivering the donated human body to the Anatomical Board at the University of Florida Health Science Center loading dock area reserved for the delivery of human anatomical specimens to the Anatomical Board.
- 2) Anatomical Board staff will place the human body in the Anatomical Board Preparation Lab, and deliver the paperwork on the donated human body to the Anatomical Board office.
- 3) The Anatomical Board will assign a number to the donated human body. The number will be used to identify the donated body throughout the time that the donated body is in the possession of the Anatomical Board or of any program which receives the donated body from the Anatomical Board. The number will be engraved on a metal tag with a notation that the human anatomical specimen belongs to the Anatomical Board of the State of Florida, and that the tag is not to be removed from the body. The number will also be replicated on a paper tag which is placed on the storage bag for the donated body. The paper tag will remain with the body until the body is removed from cold storage for delivery to the program which has been approved to receive it.
- 4) Following placement of the metal tag on the human body, the Anatomical Board technicians will complete the preparation of the body for future teaching or research programs. The Anatomical Board technicians will place the body in the cold room in a storage bag. The paper tag will be attached to the storage bag and remain with the body in storage until the body is removed for use.
- 5) The Anatomical Board will ensure that the cold room is accessible only by Anatomical Board staff or authorized other persons assisting in an official capacity. The cold room will be unlocked only when human anatomical specimens are moved in or out of the cold room.
- 6) Anatomical Board technicians will make an entry in their handwritten laboratory logbook, indicating that the human body has been prepared and placed in storage. The technicians will indicate in their records the storage bay number in which the body has been placed. The technicians will report this information to the staff in the Anatomical Board office.
- 7) The office staff in the Anatomical Board office will maintain a handwritten journal and computer database to track the human anatomical specimens which are received by the Anatomical Board. The database and

the journal will contain information from the vital statistics forms which are provided by the funeral homes, as well as other detailed information regarding the storage, use, and eventual cremation of the human anatomical specimens. The latter information will include the name of the donor, the name and address of the next of kin or the individual handling final arrangements, date of death, cause of death, county of death, etc.; information on the program which receives the human anatomical specimen, date that the human anatomical specimen is provided to the program requesting a human anatomical specimen, date the human anatomical specimen was returned, date the human anatomical specimen was cremated, etc. The information from the technicians with respect to the bay where the human anatomical specimen is stored in the cold room will be added to the computer database.

- 8) The Anatomical Board office staff will complete the Burial Transit Permit and forward it to the Alachua County Health Department Vital Statistics Office. The office staff will remove the original dedication form from the hard copy file of donation forms and attach it to the paperwork supplied by the funeral home.
- 9) The Anatomical Board office staff will issue a personalized letter to the family or the person handling final arrangements, acknowledging the receipt of the human body or human anatomical specimen and thanking him/her for the donation of the human body or human anatomical specimen. This letter will also confirm instructions provided for handling the final disposition of the cremated human remains. The Anatomical Board office staff will also send a frameable verse, currently entitled “In Memory Of ... “ to the contact person for each of the donated human bodies or human anatomical specimens.
- 10) When the human cremains are requested for return to the family or to the person handling final arrangements, the Anatomical Board will add a special cover sheet to the records for that donor, along with the original request for the human cremains return provided by the funeral home. This cover sheet, currently called “Ashes Requested Form”, will be used to track all of the dates in the preparation of the human cremains and the dates of correspondence with the family/designee regarding the human cremains.
- 11) When financial donations are made to the Anatomical Board in the name of a human body donor, the Anatomical Board will issue a personalized letter to the family acknowledging the financial contributions made in the name of the deceased. A letter will also be sent by the Anatomical Board to the person making the financial donation acknowledging his/her gift.

**VI. Procedures for Tracking of Human Anatomical Specimens During the Time That They are Stored or Are In Use in Medical Education and Research**

- 1) The Anatomical Board will ensure that the identifying number assigned by the Anatomical Board remains with the human anatomical specimen from the time it is delivered to the Anatomical Board until the human cremains are prepared for return to the family/designee or are designated for other final disposition in accordance with the stated wishes.
- 2) When human anatomical specimens are requested for use by teaching and/or research programs which have been inspected and approved pursuant to Chapter 406.59, Florida Statutes, the human anatomical specimens will be removed by Anatomical Board staff from cold room storage and the paper tag, referred to in Section V.3), will be removed.
- 3) When human anatomical specimens are removed from the cold room and supplied to programs requesting human anatomical specimens, the Anatomical Board staff shall place the human anatomical specimens in body storage bags (zippered disaster pouches). The Anatomical Board staff will instruct those receiving a human anatomical specimen to keep the body, and any tissues of sufficient mass to be identified as separate specimens removed as part of the study, in the bag. The Anatomical Board staff will also instruct those receiving a body that the metal tag with the identifying number must remain on the body at all times. Further, the Anatomical Board staff will instruct that the human anatomical specimens are to be returned to the Anatomical Board in the body storage bags for cremation.
- 4) Special anatomical preparation for teaching and demonstrations may be prepared by the Anatomical Board upon request. These preparations may be stored by the Anatomical Board in marked containers, if requested. These will be held by the Anatomical Board in the locked cold room or another secure storage location. The specimens are to be checked out from the Anatomical Board by the Anatomical Board technicians to the teaching or research faculty, and returned to the Anatomical Board after use is complete.
- 5) The faculty are responsible for the return of the specimens within a stated written time period. If the specimens are not returned timely, the Anatomical Board staff will call the human anatomical specimen recipient to insist upon immediate return or the filing of a written extension. Other preparations, such as brains used in Neuroscience, are turned over to the Health Science Center Teaching Laboratories or to the department requesting the material. The unit receiving the material is responsible for the security, storage, and timely return of the material.

- 6) The Anatomical Board technicians will log the identifying number and the program name to which the human anatomical specimens have been assigned into the laboratory logbook.
- 7) The staff in the Anatomical Board office will update the handwritten journal and the computer database. The Anatomical Board staff will add to the database the information on the program, room of use, and the date the human anatomical specimen is transferred. The Anatomical Board staff will issue a brief report which indicates the body number, age, sex, occupation, and cause of death.
- 8) Upon completion of the teaching or research program, the human anatomical specimen(s) will be returned to the Anatomical Board and placed in the appropriate secure storage room until the human anatomical specimens are re-assigned to other approved programs or scholarly activities, or it is determined that they should be cremated. The Anatomical Board will log the return date and the specimen number into the technicians' logbook and the handwritten journal, and the computer database will be updated by the office staff. The Anatomical Board technicians will contact the Anatomical Board office and provide updated information any time that a human anatomical specimen is moved so that the computer database is maintained in a current status.
- 9) When a human anatomical specimen is removed from cold room storage for cremation, the Anatomical Board staff will write the cremation date in the technicians' laboratory logbook, the handwritten journal, and the computer database.
- 10) Following cremation, the Anatomical Board will mechanically process the human cremains, place them in a temporary human cremains container, and prepare them for return to the family/designee, if such return is stipulated.
- 11) The human cremains will then be delivered to the Anatomical Board office. Office staff will then remove the metal tag which has accompanied the human body throughout its storage and use. Office staff will record the name of the human body donor on the container in which the human cremains are placed. The date the human cremains are delivered to the Anatomical Board office will be added to the technicians' laboratory logbook, the handwritten journal, and the computer database.

## **VII. Approval of Facilities or Programs to Receive Human Anatomical Specimens**

- 1) Programs are required to be inspected and receive approval from the Anatomical Board before they are allowed to receive donated human anatomical specimens (see Florida Statutes 406.59). A program must submit to the Anatomical Board a letter describing the specific need for the human anatomical specimens, the details of the program and human anatomical specimen use, and an outline of the security measures to be used at the facility. When it is deemed appropriate by the Anatomical Board that a program may receive human anatomical specimens from the Anatomical Board, a site visit will be made by the Executive Director of the Anatomical Board or his/her authorized designee. The issues that he/she will address are the access and security of the room where the human anatomical specimens will be used, and the knowledge of the staff who will maintain the human anatomical specimens. In all cases where human anatomical specimens will be used, a security system acceptable to the Executive Director of the Anatomical Board will be installed and maintained. At the present time, the Task Force on Handling of Anatomical Specimens recommends that, for situations in which human anatomical specimens are stored and used in an open setting, the security systems shall provide for bar code identifiable access to locked rooms, which can be downloaded for purposes of retrieval, review, and storage as determined by the Executive Director of the Anatomical Board. In addition, a surveillance camera system shall be installed in the corridors connecting to rooms where human anatomical specimens are stored and used in an open setting.
- 2) If the program and facilities are approved for the receipt of human anatomical specimens, a letter of authorization will be sent by the Anatomical Board. These will consist of the following:
  - A) Authorization to transport specimens for short term use; or
  - B) Authorization to transport human anatomical specimens to approved facilities (e.g., other medical schools or schools teaching any recognized health profession)

## **VIII. Handling of Human Remains After Completion of Use of the Human Anatomical Specimen(s)**

- 1) The Anatomical Board office staff will identify human remains which are to be returned to the family/designee or to be spread at sea.
- 2) Human remains to be returned will be recorded by Anatomical Board office staff on the "Ashes to be Returned" form. The cover sheet

generated for those human anatomical specimens which are to have human cremains returned will be updated by Anatomical Board office staff, indicating the following information: body number, donor name, date cremated, and date the ashes are ready for return to the family/designee.

- 3) The Anatomical Board office staff will send a personalized letter notifying the family/designee that the human cremains are available and requesting confirmation of instructions on the address to which they are to be sent. Office staff will record the date the letter is sent on the "Ashes to be Returned" form and on the Ashes Requested Cover Sheet.
- 4) Once the Anatomical Board office receives a response from the family/designee by telephone or in writing, the date of response is added to the "Ashes to be Returned" form and on the Ashes Requested Cover Sheet.
- 5) Anatomical Board office staff will send the human cremains via U. S. Postal Service Certified Mail, with a personalized letter identifying the donor and thanking the family/designee once again for the donation. Office staff will log the date the human cremains are mailed on the "Ashes to be Returned" form, the Ashes Requested Cover Sheet, the Ashes Sent Logbook, the handwritten journal, and the computer database.
- 6) When the certified mail receipt is returned to the Anatomical Board, the office staff will log the date the human cremains were received by the family/designee on the "Ashes to be Returned" form, the Ashes Requested Cover Sheet, the Ashes Sent Logbook, the handwritten journal, and the computer database.
- 7) Human cremains not requested to be returned will be held in the Anatomical Board office until spread at sea by Anatomical Board staff. The Anatomical Board will maintain a form for those families/designees who wish to be notified when the human cremains are spread at sea. The Anatomical Board will notify the family in writing of the date that the human cremains are spread at sea. This date will also be recorded by Anatomical Board staff in the computer and handwritten databases.

## **IX. Information Recorded in the Handwritten Journal**

- 1) The following information will be recorded in the handwritten journal and maintained by Anatomical Board office staff:

Number assigned to human body  
Name of donor (first, middle, and last names)  
Name and address of the next of kin or contact person  
Age of donor at the time of death

Indication of whether human body was donated by donor or by consent of nearest living next of kin  
Date human body received  
Place of death  
Name of the funeral home handling the arrangements  
Date of death  
Cause of death (as listed on the death certificate)  
Disposition – program in which human anatomical specimens were used  
Date human anatomical specimens were cremated  
Date cremated human remains were readied for return  
Date family/designee was notified the human cremains were ready for return  
Date the human cremains were mailed  
Date the human cremains were delivered as indicated on the return receipt form from the U. S. Postal Service  
Date the human cremains were spread at sea, if this was done by the Anatomical Board

**X. Information (Fields) Recorded in the Computer Database for Donated Human Anatomical Specimens**

- 1) The following information will be recorded in the computer database for donated human anatomical specimens and maintained by Anatomical Board office staff:

Number assigned to human body  
Name of donor (first, middle, and last names)  
Title of donor (Mr., Mrs., etc.)  
Sex of donor  
Age of donor  
Occupation of donor  
Cause of death (as listed on the death certificate)  
Indication of whether or not donation was from a registered donor or by consent from the nearest living next of kin  
Indication of whether or not the donor consented to use of the human anatomical specimen(s) outside the State of Florida  
Date human body was received  
Date of death  
Place of death  
Name of the funeral home handling the arrangements  
Condition of the human anatomical specimen  
Use restrictions (used if the human anatomical specimens are returned for burial or if condition limits use)  
Number of the storage bay in the Anatomical Board cold room  
Name of program to which the human anatomical specimen was assigned  
Date the human anatomical specimen was supplied to the program

Date the human anatomical specimen was returned from that program  
Room use (applies to programs in the University of Florida Health Science  
Center only)

Indication of whether or not the human cremains were requested for return  
Indication of whether or not family/designee wanted to be notified when  
the human cremains are spread at sea

Name and address of the next of kin or contact person (the person to  
receive the human cremains if they are to be returned to the family or  
designee – the family/designee may also indicate the location or  
person to whom the human cremains are to be sent)

Date human anatomical specimen(s) were cremated

Date the human cremains were ready for return to the family/designee

Date the human cremains were mailed

Date the human cremains were delivered as indicated on the return receipt  
form from the U. S. Postal Service

Date the human cremains were spread at sea

#### **XI. Information (Fields) Recorded in the Computer Database for Registered Donors**

- 1) The following information will be recorded in the computer database for registered donors and maintained by Anatomical Board office staff:

Title of registered donor (Mr., Mrs., etc.)

First name of registered donor

Middle name of registered donor

Last name of registered donor

Full name of registered donor

Mailing address of registered donor

Date of birth of registered donor

Social Security number of registered donor

Driver's License number of registered donor

Date registered to be a donor

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

Once a donated human anatomical specimen is made accessible to a faculty member of the University of 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 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 University of Florida 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.

In recognition of the generosity of such bequests, I understand that the policy of the University 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 further pledge that the donated human anatomical specimens to which I have access will remain on the property of the University of Florida at all times, in specific storage space or teaching/research rooms 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.

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: \_\_\_\_\_

**Policies and Procedures Applicable to Other University of Florida Employees**

Whenever a donated human anatomical specimen is made accessible to a University of Florida employee who is not a faculty member, the nonfaculty University of Florida employee will be required to sign the following pledge prior to having access to a donated human anatomical specimen:

Pledge of Respect for the Sanctity of Donated Human Anatomical Specimens

I, the undersigned University of Florida 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 University 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 further pledge that the donated human anatomical specimens to which I have access will remain on the property of the University of Florida at all times, in specific storage space or teaching/research rooms 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: \_\_\_\_\_

**Policies and Procedures Applicable to University of Florida Students and Residents/Fellows**

Once a donated human anatomical specimen is made accessible to a faculty member of the University of 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, 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 University of Florida 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.

In recognition of the generosity of such bequests, I understand that the policy of the University 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 further pledge that the donated human anatomical specimens to which I have access will remain on the property of the University of Florida at all times, in specific storage space or teaching/research rooms 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 or Academic Class: \_\_\_\_\_

## **Policies and Procedures Applicable to Invited Guests of the University of Florida**

Once a donated human anatomical specimen is made accessible to a faculty member of the University of 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, every invited guest of the University of Florida 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 University of Florida 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 University 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 further pledge that the donated human anatomical specimens to which I have access will remain on the property of the University of Florida at all times, in specific storage space or teaching/research rooms 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: \_\_\_\_\_