

## Body Donation Program

4500 2nd Ave, Suite 5502, Sacramento, CA 95817

Phone: 916-734-9560

Email: bodydonation@health.ucdavis.edu

**ANATOMICAL MATERIAL REQUEST APPLICATION**

Date of Request \_\_\_\_\_ Staff member taking request \_\_\_\_\_ Request # \_\_\_\_\_

Entries below must be three different individuals.Requester: (must be a physician, faculty, professional scientist, lab manager)

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

Organization: \_\_\_\_\_

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

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

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

Requester's Supervisor: (Dept. Chair or another with supervisory duties of the requester)

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

Organization: \_\_\_\_\_

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

Financial Contact: (must be individual responsible for above organization's financial obligations)

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

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

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

An inter-departmental recharge number or hard copy purchase order, as applicable, is required prior to the allocation of anatomical materials.

Recharge/Account String or PO number: \_\_\_\_\_

Name of vendor providing financial support: \_\_\_\_\_

Accredited CME courses must list accrediting entity: \_\_\_\_\_

Federal funding?      Yes      No      If yes, specify: \_\_\_\_\_

Surgical skills training must include a course roster or list of attendees and their affiliation(s).

Please use the following two sections to fully describe your request. Significant detail is appreciated as it allows us to accurately address your request. Attach additional pages if needed.

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Type of use: ☐ EDUCATION ☐ RESEARCH

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

Type of preparation: \_\_\_\_\_

Examples include: embalmed, fresh, fresh/frozen, light embalmed, latex injection, skeletonization, other.

Sex: \_\_\_\_\_

Age range: \_\_\_\_\_

Inclusion or exclusion of medical conditions: \_\_\_\_\_

Other: \_\_\_\_\_

Date of use: \_\_\_\_\_ Length of use: \_\_\_\_\_

Requested delivery date: \_\_\_\_\_

Will studies/use result in:

Creation of a commercial product?

☐ Yes ☐ No

Creation of genetic information from the donor?

☐ Yes ☐ No

Academic publication or presentation?

☐ Yes ☐ No

*If yes, acknowledgement of donors must be included (see page 5 of this document).*

Will images or representations of any type (including photos, video, scans, clinical images, or 3D prints) be captured? ☐ Yes ☐ No

*If yes, or if image capture is desired at a later date, you must complete Appendix A - Request to Acquire Photographs, Video, Scans, or Other Donor Images (page 6 of this document) and receive approval in writing from the Program prior to image capture.*

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Facility description: (for delivery, storage, use and pick up of specimens)

Name of facility: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Lab Biosafety Level (check one): ☐ BSL-1 ☐ BSL-2 ☐ BSL-3 ☐ BSL-4 ☐ N/A

## Anatomical Materials Use Agreement

**Violation of any term below may result in the immediate revocation of specimens.**

Review Agreement carefully and initial where indicated.

### Custodianship of Donors

Donations to the University of California (UC) Anatomical Materials Programs (AKA Willed or Donated Body Programs and hereafter referred to as Program) are on loan to you and your organization. All donors and donor tissues remain the property of the University of California and can be recalled to the University at any time and at the sole discretion of the University.

- End users must not sell, transfer, or otherwise provide anatomical materials to any third party.
- Anatomical materials must not be used for any purpose other than those specified in your use description, submitted herein.

\_\_\_\_\_ (INITIAL)

### Care for Donors and Donor Anonymity

- No medical history or personal information pertaining to anatomical material is to be disclosed to third parties. All third-party inquiries, including those from media representatives, about anatomical material must be referred to the Program in a timely manner.
- Disclosure of identifying information for any purpose other than those determined necessary by California State or Federal law is against UC policy. Donor anonymity must be preserved. To protect the dignity and privacy of the donor, the face or any other identifying feature of the material must never be publicly displayed in any way. This includes display to students, staff, visitors and faculty not participating in the intended use of the material.
- You are responsible for conveying to all end users the appropriate care and respect for the gift that donors have given to education and research. You may wish to consider including a component of ethics training in the information you convey to students, colleagues, and other end users who work with donors. For additional information and training materials, contact the Program.

\_\_\_\_\_ (INITIAL)

### Anatomical Materials Request Process

- Submission of the "Anatomical Material Request Application" is no guarantee that anatomical material will be available or that the request will be granted. Requests are approved by a committee on a hierarchical basis as is set forth in the University of California Anatomical Materials Programs Standards and Guidelines. Availability, preparation and storage of anatomical material can be variable in nature.
- To help ensure your request is fulfilled with the best possible quality of materials in sufficient quantity we request \_\_\_(90)\_\_\_ days advance notice whenever possible. We require cancellation of requests to occur prior to \_\_\_(15)\_\_\_ business days of the specified delivery

date. **Requesters who cancel after this will be subject to pay all material charges in full.**

- Anatomical materials must be returned to the Program, and you are required to contact us when your studies/research have been completed. Roundtrip transportation fees may be charged in advance. Transportation arrangements are the responsibility of the Program and will be scheduled during normal business hours. The Program is responsible for disposition of all anatomical materials.

\_\_\_\_\_ (INITIAL)

### Facility Requirements

- Anatomical materials must not be used in any facility other than that indicated herein. Venues for use must be laboratory, hospital or dedicated educational facilities.
- Anatomical material must be kept in a locked room or otherwise secured from intrusion or tampering when not in use. Under no circumstances may anatomical material be taken from the **approved** laboratory or storage area, except as related to the purpose of acquisition and return.
- Anatomical material is sent with an identification tracking number and/or device. This number and/or device must be affixed or attached to the specimen throughout its use and upon its return to the Program. All specimens in your care, regardless of their origin, must be clearly marked on the external packaging and be clearly identifiable.
- Changes in personnel (faculty or staff) who have oversight responsibilities regarding the procurement, use, storage and security of the allocated anatomical materials must be reported to the Program within 30 days.
- **The Program reserves the right to conduct a site visit prior to or at the time of delivery of anatomical materials.** An additional inspection may be conducted on an annual basis or as often as deemed necessary by the Program. Failure to pass a site inspection may result in the immediate revocation of the loan of UC anatomical materials.
- All anatomical materials, preserved or unpreserved, must be considered potentially infectious and are required by Cal/OSHA or other applicable health and safety regulations to be labeled and handled as such. **Universal Precautions are to be observed in all handling of anatomical material.**
- Users are responsible for keeping materials labeled appropriately and stored in compliance with all applicable laws and regulations. **While materials are in your care you assume the responsibility for providing appropriate health and safety training and supervision of all applicable personnel.**
- The UC Anatomical Material Programs recommend and support full segregation of postmortem human and pre- and/or postmortem animal tissues used for education and research in laboratory settings through the use of separate rooms, cabinets, cold storage, or other storage facilities. In the event that segregation is not practicable, other methodologies should be employed to result in quick recognition of the tissue type. Other methodologies may include separate inventories, shelving, color coding of containers and/or labels and the use of different coding systems. Principle investigators should consult with campus EH&S departments to determine compliance with local, state, federal and university laws, rules and regulations.

\_\_\_\_\_ (INITIAL)

**Donor Images and Donor-based Research Publications**

- Photography, video or other images of anatomical material requires **pre-approval** and are not permitted for any purpose other than for strict instructional or research purposes according to your approved use.
- **Social media postings are prohibited.**
- Image use for marketing purposes and the capture of photographs or other images unrelated to the intended studies is expressly forbidden. End users are required to provide any images captured or produced to the Program for documentation purposes.
- The Program requires that unique personal features captured in any image must be distorted to protect identity.
- All photos, videos, scans, or other donor images must be securely stored in password protected local files and must be **permanently deleted or destroyed after 2 years**. All uses of all images must be preapproved by the Program. The PI is responsible for providing the names of those with access to the photos to the Program.
- If research/use results in academic publication or pre-approved image reproduction in journals, textbooks, posters or presentations, the following acknowledgement, or another pre-approved statement, must be included: **"The authors wish to thank individuals who donate their bodies and tissues for the advancement of education and research."**

\_\_\_\_\_ (INITIAL)

**Attestation**

On behalf of the organization named herein, we accept full responsibility for the proper use, handling and storage of all anatomical materials while under our care. By signing this document, **we attest that we have read, understand and agree to abide by the conditions provided in this application.**

Direct any questions regarding use and disposition of specimens to the University of California at (916) 734-9560.

\_\_\_\_\_  
Requester Signature Date

\_\_\_\_\_  
Requesters' Supervisor: (e.g. Dept. Chair) Date

**For internal use only**

Date received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

**Request:**

☐ Approved ☐ Denied, if denied, reason: \_\_\_\_\_

**Images:**

☐ Approved ☐ Denied, if denied, reason: \_\_\_\_\_

Publication intention tracked in DDL ☐

## Body Donation Program

## Appendix A

**Request to Acquire Photographs, Video, Scans, or Other Donor Images**

Image capture and use for any purpose **must be fully described and approved in writing** by the UC Anatomical Donation Program.

Photography, video or other images of anatomical material must not be permitted for any purpose other than for strict instructional or research purposes according to your approved use. Images are not to be shared with other institutions, researchers, students, or others. Social media postings are prohibited. Image use for marketing purposes and the capture of photographs or other images unrelated to the intended studies is expressly forbidden.

End users are required to provide any images captured or produced to the Program for documentation purposes. The Program requires that unique personal features captured in any image must be distorted to protect identification.

All photos, videos, scans, or other donor images must be securely stored in password protected local files and must be **permanently deleted or destroyed after 2 years**. All uses of all images must be preapproved by the Program. The PI is responsible for providing the names of those with access to the photos to the Program. If any images are used in scientific journals, textbooks, posters, presentations, or other publications, the following acknowledgement, or another pre-approved statement, must be included: ***"The authors wish to thank individuals who donate their bodies and tissues for the advancement of education and research."***

If donor images are intended for use as part of remote or modified curriculum delivery, requester must inform students or end-users in your organization of their responsibilities as outlined in the ***Elements for use in syllabi or student acknowledgements when donor images may be broadcast for remote or modified curriculum delivery*** supplemental document (to be provided upon approval) and gather student acknowledgements via signature or other recorded means.

## Type of Images

- ☐ Photographs (including digital, film or any other medium)
- ☐ Video (including digital, film or any other medium)
- ☐ Clinical images (radiographs, CT, MRI, Ultrasound or any other medium)
- ☐ Other: \_\_\_\_\_

Intended Purpose of Images, including potential venues of publication or web hosting

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Image Storage Location

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