

## **AACA Best Practices for Donor Programs**

### ***Informed Consent***

- Donation forms shall include full disclosure of possible uses as well as a description of the disposition.
- Institutions that transfer donations to other facilities shall disclose this possibility in the donor consent form.
- Donations shall conform to local and state law- only those with the right to donate remains may sign donation forms. Institutions may impose stricter regulations but shall not be less stringent than local and state law. Each institution shall have a governing body that holds a person or committee accountable in knowing and following the laws of that state.
- Donation forms shall be properly executed according to State and local laws and should be witnessed or notarized, accordingly.

### **Institutional Oversight**

- Donor programs shall include a defined reporting structure to the governing body that provides oversight within the educational institution.
- Donor programs shall include a designated individual who is responsible for administration and management of program operations.
- Donor program staff shall be sufficient to allow for appropriate separation of duties.
- Donor programs shall be subject to institutional review on an annual basis.

### **Transfer/Allocation/Use**

- Priority of use shall be established to serve institutional needs and educational/research affiliates.
- Use of anatomical materials shall be defined by donor programs governing body and agreed to in writing via a formal documentation process between the respective parties.
- Documentation shall detail all users for all purposes.
- Documentation as required by state and local law and including chain of custody documentation shall accompany all anatomical materials being transferred through to final disposition.
- Screening procedures shall be put in place to mitigate potentially infectious cases from coming into donor programs.
- Institutions that transfer anatomical materials shall require that receiving entities/end users meet donor program requirements.
- End users shall not transfer anatomical material without the authorization of the original donor program.

- Facilities shall comply with state and local regulations governing biological, pathological and chemical laboratory requirements.
- All human anatomical materials shall be used in an appropriate venue such as a medical facility, laboratory or museum. The venue should comply with federal, state and local laws and regulations on public health and safety.
- Facilities for use shall be reasonably secured from unauthorized access.
- All faculty, staff, students, and other participants shall be trained in blood borne pathogens and chemical safety requirements.

### **Transportation**

- Transportation of anatomical materials shall occur in accordance with state and local law.
- The transferring institution shall determine the appropriateness of the method of transportation.
- Shipment of anatomical materials shall occur according to state and federal laws and regulations.
- Donor programs shall provide a full disclosure of contents to shipper and adhere to the shippers' protocol.
- Transit paperwork shall be present and accompany all anatomical materials in transit.

### **Tracking**

- Tracking processes shall include initial evaluation of the materials, preparation methodologies, storage location, allocation/transfer and subsequent use, transportation, return and disposition.
- Electronic and hard copy records tracking methodologies shall be employed. .
- Anatomical material shall be sent with an identification system. This identification and/or identification device shall be affixed or attached to the specimen throughout its use and upon its return to the donor program.

### **Disposition**

- Disposition shall be determined by the donor program in compliance with federal, state and local regulations for disposal of human remains, medical materials or other applicable regulations.
- Proper documentation of the final disposition shall be included in the donor records.

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<sup>i</sup> Last updated 03/05/2008