REQUIREMENTS FOR ENROLLMENT IN THE NEUROANATOMY LAB

- Sign the 2 forms (Points 1 & 2).
- Watch the video (Point 3).
- Do the online blood-borne pathogen training (Point 4).
- Read the policies & Biosafety_Lab_1 (Point 5).
- Do the HIPAA (or have similar training) (Point 6). For any problems with that or any other problems related to online access, seek help from the technical support at Coffman union.
- You can do the RCR and the rest of the documents only if you need them later on (Points 7-10).

AFTER YOU FINISH, PLEASE FORWARD YOUR TRAINING RECORD TO ELNAS007@UMN.EDU TO KEEP IT IN YOUR RECORD. YOUR TRAINING RECORD CAN BE PRESENTED AS A SCREENSHOT OR A SAVED PAGE OF THE UNIVERSITY WEBSITE OR THE EMAIL WHICH THEY SEND YOU AFTER YOU ARE DONE WITH THE TRAINING SPECIFYING THAT YOU ARE DONE WITH YOUR TRAINING.

1. **ABP Human Anatomy Access Orientation Disclosure Form** = A document that you will have to read and sign
2. **Laboratory Safety certification** = A document that you will have to read and sign
3. **ABP Orientation video** = http://mediamill.cla.umn.edu/mediamill/embed/18412
4. **Blood-borne pathogens training** (2 trainings) = You will have to read this before you get enrolled
   - http://www.dehs.umn.edu/bio_pracprin_blood_bpt.htm = to understand what this training is about
   - http://www.dehs.umn.edu/bio_pracprin_blood_bps.htm = to understand what this training is about
   - http://www.ohs.umn.edu/programs/bbpe/training/home.html = How do you do both trainings
5. **Neuroanatomy lab policies and orientation training** = You will have to read this before you get enrolled in the lab (attached)
6. **HIPAA training** = [https://www.myu.umn.edu/metadot/index.pl?iid=3847194](https://www.myu.umn.edu/metadot/index.pl?iid=3847194) (or any alternatives)
7. **Responsible conduct of research (RCR) training** = Only if you intend to use your work for research purposes
   - http://research.umn.edu/reo/education/core.html#.UjPHHz82Sn8
8. **3D and HDR Photography training** = You will have to take that if you want to take pictures (attached)
9. **Silicon injection training** = You will have to take that if you want to inject heads (attached)
10. **General and Tract dissection training** = You will have to read this before you get enrolled in the lab (attached)

**ALL TRAININGS MUST BE DONE WITHIN A YEAR. TRAININGS, WHICH WERE DONE MORE THAN A YEAR AGO, WILL HAVE TO BE REPEATED.**
Anatomy Bequest Program

Human Anatomy Access Orientation Disclosure Form

The opportunity to review and dissect the human body is a privilege afforded to only a limited number of individuals. It carries with it an important responsibility for treating the person who has given his/her own body to advance your education and research with utmost respect and dignity.

It is important that each individual appreciate the opportunity afforded and observe the policies outlined in the Anatomy Bequest Program Human Anatomy Access Orientation. These policies have been set up to promote respect for the donor and success for you in the laboratory. Failure to adhere to these rules may result in your expulsion from the Anatomy lab and/or a failing grade.

Please read the following statements and place a check mark in the respective boxes to signify your compliance and comprehension of the rules.

☐ In order to have access to the human anatomical materials provided by the Anatomy Bequest Program, I verify that I have taken part in a Human Anatomy Access Orientation session either in person or via video format.

☐ I understand that my access to the human anatomical materials is a privilege, and all donations have been made by consenting individuals and/or families to better aid in anatomy education and research.

☐ I understand that it is my responsibility to adhere to the policies of the Anatomy Bequest Program and additional laboratory policies outlined in the course syllabus or proposal form.

☐ I understand that failure to comply with the established rules and policies regarding human anatomical materials may result in my expulsion from the anatomy lab with a failing grade and may warrant further sanctions.

☐ I verify that to the best of my knowledge I do not know any Anatomy Bequest Program whole body donors who have died within the last two years.

   If a donor is known, please leave this box unchecked, and fill in the donor’s name:

☐ I have read and understand the Anatomy Bequest Program laboratory rules on the reverse of this page and that compliance with all rules is mandatory.

Please see reverse
Anatomy Bequest Program Laboratory Rules

1) All students will be required to participate in the Anatomy Bequest Program orientation presentation either conducted in person by an Anatomy Bequest Program staff member or a video version prior to being allowed access to the donors.
2) No cell phones and/or cameras are allowed in the laboratory. Videotaping or photographing the human anatomical material is strictly prohibited without the prior consent of the University of Minnesota’s Anatomy Bequest Program Proposal Review Committee, including but not limited to any images which will published or distributed.
3) Students shall track all human anatomical material by keeping the donor’s acquisition number tag with the donor at all times. If the tag becomes disassociated from the donor, the course director should be contacted immediately. All tissue removed from the donor during dissection must be retained, identified with the donor’s acquisition number and tracked. Bins will be provided for appropriate storage of any removed tissues, and should stay with the donor at all times.
4) Anatomical material must not be removed from the dissecting laboratory.
5) Unauthorized access to the lab is not permitted – i.e. dissection and/or study of the donors without the permission of the instructor is forbidden. Additionally, individuals not enrolled in the course are not permitted to view the donors without permission by the instructor and fulfillment of all stated requirements.
6) Disrespectful language, improper handling, or any other behavior deemed inappropriate in regards to the donor or dissection process will not be allowed or tolerated. Both conversational and written language relating to the donor and donor dissection by human anatomy students lab must be respectful and discrete. Any information about the donor including the donor’s demographical, social or medical history is confidential and students are not allowed to disclose this information.
7) The use of the Internet in general, and social media sites in particular, including, but not limited to, Facebook, MySpace, Twitter, etc., by students as a venue for discussing any aspect of the donor or donor dissection is strictly prohibited.
8) Proper attire must be worn for all anatomical study. This includes long pants or floor length skirt, full coverage t-shirts (short or long sleeve), and closed-toed shoes.
9) The laboratory must remain clean. Laboratory tables and counters should be thoroughly washed after each lab, and the floors should be kept free of spills and wastes.
10) Non-compliance with the above policies may result in a student being immediately expelled from the course with a failing grade, the student being referred to further disciplinary actions such as a conduct review hearing, and/or criminal charges, if applicable.

This disclosure form is to be signed, dated, and returned to the course/lab instructor.

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LABORATORY SAFETY CERTIFICATION

I have received instruction in the following laboratory practices and adhere to them:

- Fundamentals of laboratory science including keeping a laboratory notebook, following the scientific method, and honestly reporting experiences or results.
- Appropriate discussions of laboratory experiences, experiments, and subjects with others outside of our laboratory.
- Laboratory safety training courses: RCR, Bloodborne Pathogens, and HIPAA will be taken and followed.
- Proper clothing/attire in the laboratory for experiments and biological tissue handling.
- Proper use of eye protection and eye-wash station in the laboratory.
- Techniques for safe handling of biological tissues.
- Procedures for treating and reporting of needle sticks, punctures, or cuts.
- Procedures for cleaning and decontamination of surfaces, tools, linens, testing surfaces and apparatuses exposed to biological tissues and fluids.
- Procedures for disposal of tissues and biohazardous waste.
- Procedures for disposal of sharps and wire.
- Procedures for fume hood usage and chemical handling/storage.
- Food and drink limited only to office space.
- Emergency procedures and evacuation routes in the event of a fire, tornado, or chemical spill.

Print Name ___________________________________________ Date ____________

Signature ____________________________________________

Supervisor ___________________________________________ Date ____________
The Neuroanatomy Lab: A Biosafety level 1 Laboratory

The following actions must be carried out in their corresponding situations according to the Environmental Health and safety protocols at the University of Minnesota;

- The Neuroanatomy lab actively uses fixed human head tissue specimens.
- Receive the blood-borne pathogen training from the DEHS website as required for working in this laboratory.
- The laboratory staff must receive an annual lab safety refresher training.
- Lab-specific training is essential and the extent of training depends on the degree and duration of your involvement in the laboratory.
- Know how to access the Biosafety Manual. ([http://www.dehs.umn.edu/bio_pracprin.htm](http://www.dehs.umn.edu/bio_pracprin.htm)) if needed.
- Be careful not to get into any biological incidents or near misses, including but not limited to spills, needle sticks, inhalation of aerosols and splashes to the eyes. All laboratory incidents and near misses must be reported to the Office of Occupational Health and Safety.
  (Phone #: 612-626-5008, email: uohs@umn.edu)
- Report any incidents or near misses also to the University’s Biosafety Officer.
  (Phone #: 612-626-6002).
- Visitors and volunteers must be notified of the laboratory hazards and safety requirements.
- Volunteers and visitors must fill out the appropriate paperwork for being in the laboratory.
- Chemical fume hoods must be working and certified by DEHS annually.
- Eyewashes must be flushed weekly by lab staff and documented
- The safety showers, fire extinguishers, and eyewashes must be tested annually by Facilities Management
  (Phone #: 612-624-2900).
- Keep the doors to the laboratory kept closed at all times. Keep the laboratory locked when unoccupied
- Food, drinks, food containers, and cosmetics must be stored, consumed, or handled outside of the laboratory.
- Disposable lab attire is used in this lab. Protective clothing must be removed and left in the laboratory before going out into public spaces on campus. Use gloves and gowns provided. Dispose used gloves properly.
- Wash your hands after removing gloves and before leaving the lab.
- Wear protective eyewear for procedures that may generate splashes or aerosols.
- Avoid recapping needles and dispose them properly.
- Decontaminate work surfaces after a procedure, spill, and before leaving the laboratory.
- Protected vacuum lines from aerosols with a trap and disinfectant and an in-line HEPA filter.
- Read and review the Biological Waste Disposal Table if needed
  ([http://www.dehs.umn.edu/bio_wastedisptble.htm](http://www.dehs.umn.edu/bio_wastedisptble.htm)).
- Know how to handle both small and large biological spills
  ([http://www.dehs.umn.edu/bio_pracprin_biosafecab_spill.htm](http://www.dehs.umn.edu/bio_pracprin_biosafecab_spill.htm)).
The Neuroanatomy Laboratory was established with the objective of improving future patient health care by providing enrolled members with an environment to review and explore anatomy related to Neurosurgery, Otolaryngology and head and neck surgery. The laboratory allows practice of various clinical skills on human donors in a relaxed, low risk setting before interacting with a live patient and expands the opportunity of forthcoming research, training and education.

The purpose behind the laboratory revolves around but is not limited to: review of relevant anatomy, advanced study of anatomy, practice and improve clinical skills, rehearse surgeries and explore developing new medical procedures and instruments and create and evaluate innovative teaching methods.

This laboratory adheres to the centers for disease control and prevention rules for biosafety in Microbiological and Biomedical Laboratories.

**Orientation is essential**

- All permitted enrolled members will be required to participate in the orientation presentation either conducted in person by a staff member or a video version prior to being allowed access to the donors.
- A signed Neuroanatomy Access Orientation Disclosure Form will be required before being enrolled into the lab. A copy will be kept at the lab for further inspection when required. The forms may be checked at any time by laboratory staff members and/or instructors and the Anatomy Bequest Program.
- It is your responsibility to adhere to the policies of the program and additional laboratory policies that may be outlined later on.
- Any failure to comply with the established rules and policies regarding human anatomical materials may result in your expulsion from the Neuroanatomy lab and may warrant further sanctions.
- Health care providers using the laboratory are encouraged to question, explore and think creatively about how they approach a task.

**Confidentiality is vital**

- Keeping doors open during conduct is not permitted for any reason. Doors are frosted to prevent others from observing dissections.
- No cell phones and/or cameras are allowed in the laboratory. Videotaping or photographing the human anatomical material is strictly prohibited without the prior consent of the University of Minnesota’s Anatomy Bequest Program Proposal Review Committee, including but not limited to any images which will be published or distributed. Kindly contact staff members and/or instructors to provide you with the required information.
- Unauthorized access to the lab is not permitted. Dissection and/or study of the donors without the permission of a staff member or instructor is forbidden. Enrolled members must provide full data...
regarding their proposed dissection to a staff member or an instructor with access to the scheduling log before acquiring access to a specific specimen.

- Staff members and instructors scheduling different dissections and providing access to enrolled personnel are obliged to fill in their names and exact time in the scheduling log in addition to other relevant information concerning enrolled personnel who were allowed by them to access the laboratory and do dissections.
- Non-enrolled individuals are not permitted to view the donors or access the laboratory without permission by a staff member or instructor and fulfillment of all stated requirements.
- All enrolled or staff members are not permitted to bring any members of their family, spouses, friends, nor colleagues including those who are health care providers to the laboratory without permission by a staff member or instructor and fulfillment of all stated requirements.
- Except for staff or enrolled members in the laboratory at the time, others e.g. housekeepers and/or cleaners...etc. are not allowed access into the lab.
- Enrolled members may have access only to medical history information regarding the specimens they are working on. Information regarding other members’ work or donors’ history is confidential.
- Enrolled members may acquire photocopies from the detailed description of their work from the lab. This doesn’t include photos and/or other multimedia unless it’s approved.
- The use of the Internet in general, and social media sites in particular, including, but not limited to, Facebook, MySpace, Twitter, etc., by enrolled members as a venue for discussing any aspect of the donor or donor dissection is strictly prohibited.

Laboratory standard operating procedure (SOP)

This does not cover specific procedures for dissection or surgical processing of specimens; such information will normally be provided in a separate proposal.

General Responsibilities

Although the normal operation of the laboratory requires that multiple personnel participate in the handling of tissues, the ultimate responsibility for all tasks outlined in this SOP will be assigned to one person, hereafter called the instructor. The instructor will be someone involved with the daily operations of the lab, and thoroughly familiar with this SOP. The instructor will be responsible for instructing all other personnel in proper specimen administration procedures, and for monitoring compliance.

Ordering Specimens

University researchers or anyone else using university laboratories, are not permitted to bring cadaveric tissues from third party sources into the Neuroanatomy Lab, per UM regulations. Researchers interested in obtaining tissues should follow these steps:

- Write a proposal, per Anatomy Bequest Program (ABP) guidelines.
- Submit proposal to a staff member and/or an instructor, with proof of available funding. These steps should be performed long in advance of expected reception of tissues.
- Proposal will be placed with ABP by a staff member and/or an instructor, along with a Specimen Order Status spreadsheet. This spreadsheet may be later updated and resubmitted if changes to the order are required.
- Proposal and/or spreadsheet samples can be obtained from instructors or staff members.
Tracking Specimens

- All human tissues used in this lab will be assigned a specimen acquisition number code upon arrival in the lab. The acquisition number code will normally contain the Anatomy Bequest donor number followed by a brief text description of the body part. This code will be printed on a tag that stays with the body part throughout its stay in the lab. The acquisition number code will also be used as the primary key in the specimen database and logbook entries.
- Each specimen will be logged into a spreadsheet database by a staff member and/or an instructor. This database will be used to track arrival & departure dates, project assignments, contact persons, and basic status information. Both current (in the lab) and past (returned to source) specimens will be tracked in the database. The database is not intended for tracking the detailed procedures applied to any given specimen. That information will be recorded on individual log sheets.
- A log sheet will be generated for each new specimen. The log sheet will be used to record details about the processing of each specimen, to include information such as arrival/ departure dates, project assignments, tagging or labeling changes, dissections, separation into multiple specimens and problems encountered.
- Log sheets will be generated electronically, but printed and saved in the Specimen Logbook, so as to allow researchers to manually record details of the processing of each specimen.
- Acquisition number tags will be attached to the outside of the bag or container containing the specimen. If the specimen has been separated into multiple parts, all parts will be saved into the same bag or container. They can also be kept in separate bags tagged with the same acquisition number.

Handling, Storing and Disposal of Specimens in the Lab

- Enrolled members using tissues in this lab will be required to have training (standard UM online training or equivalent) in the following; blood-borne pathogens, needle stick Policy and HIPAA policies.
- Enrolled members will perform dissections and neurosurgical procedures following the protocol listed in the ABP proposal.
- Specimens are provided to the Neuroanatomy lab for different durations that may not exceed 18 months. This fact should be kept in mind throughout any long term dissection projects.
- Proper attire must be worn for all anatomical study. This includes long pants or floor length skirt, full coverage t-shirts (short or long sleeve), and closed-toed shoes. At least one additional level of protection must be the case at all times.
- The laboratory must remain clean. Laboratory tables and counters should be thoroughly washed after each lab, and the floors should be kept free of spills and waste.
- Enrolled members shall track all human anatomical material by keeping the donor’s acquisition number tag with the donor at all times. If the tag becomes dissociated from the donor, the course director should be contacted immediately. All tissue removed from the donor during dissection must be retained, identified with the donor’s acquisition number and tracked. Bins will be provided for appropriate storage of any removed tissues, and should stay with the donor at all times.
- Only separated tissue with a size less than a pea, fluids and smears can be thrown into the main biohazard bin. The latter will be cremated in the proper way later on by the Fairview hospital.
- Each specimen is kept in a tagged container in a fixed cabinet. Enrolled members must return specimens to their assigned cabinets in their tagged containers and lock them securely with any dissected tissue in the tagged bin provided before leaving the laboratory.
Specimens must be locked in their individual assigned cabinets. Once you are allowed to have a specific specimen for dissection, you are completely reliable to any legal or ethical consequences that may arise from loss or damage to the specimen in any way.

Specimens and dissected tissues are not permitted to be intermixed or placed in a situation when its source is uncertain. Such act will be highly intolerable and will lead to permanent expulsion from the laboratory.

Enrolled members are not allowed to dissect more than one specimen on the same station. If permitted to do more than one dissection, each specimen must be set up on a different station. You must respect caution tapes if present.

Specimens must be kept moist at all times. The best method is to submerge the specimen in its assigned tagged container if you intend to leave it for more than 10 minutes or longer. In times when this cannot be done, a piece of wet muslin can be used to cover the specimen. You can also use available misting spray bottles. A dry specimen will be of less benefit to you and others and a great loss to resources.

Use provided solutions and avoid overly prolonged dissections to prevent fungal infestations of specimens. Infected specimens and related tissues will be cremated right away leading to loss of resources. A follow-up thorough inspection of the whole laboratory and other specimens may take several weeks and/or months to identify similar specimens, sanitation problems and infection sources and will hinder further work in the laboratory.

Anatomical material must not be removed from the dissecting laboratory at any time.

Waste products must be thrown in the assigned containers. Different containers are available according to the nature of the waste e.g. sharp, gloves, scrubs...etc. Biohazards must be thrown in the red biohazard bag.

Stations must be cleaned after dissections. Cleaning personnel are not allowed to the lab due to confidentiality reasons. Everything must be returned to its original place after finishing dissections.

Enrolled members will return all tissues to their original containers. They will not redistribute separated parts to new storage bags. They will not modify any specimen acquisition number tags, without the consent of a staff member and/or an instructor. If they damage an acquisition number tag, or find one damaged, they will notify a staff member and/or an instructor promptly so that a replacement tag can be made.

Enrolled members will briefly summarize any changes or processing of a specimen on the associated log sheet. Additionally, enrolled members will inform a staff member and/or an instructor when they are done using a particular specimen.

All surgical instruments should be cleaned and placed in the proper storage containers after each use.

Chemicals are kept in a special cabinet. Even all chemicals used in the lab are not flammable. It's advisable to return chemicals back to their proper place after the end of use to avoid accidents that can lead to loss of resources.

Disrespectful language, improper handling, or any other behavior deemed inappropriate in regards to the donor or dissection process will not be allowed or tolerated. Both conversational and written language relating to the donor and donor dissection by enrolled personnel must be respectful and discrete. Any information about the donor including the donor’s demographical, social or medical history is confidential and enrolled members are not allowed to disclose this information. Enrolled members will refrain from discussing details of laboratory work within earshot of non-lab personnel or the general public.
- When specimens are no longer needed, they will be sent to the Anatomy Bequest office for cremation. A staff member and/or an instructor will make arrangements with ABP for transporting the specimens.

**Non-compliance is not tolerable**

- Non-compliance with the above policies may result in an enrolled member being immediately expelled from the laboratory, the enrolled member being referred to further disciplinary actions such as a conduct review hearing, and/or criminal charges, if applicable.
| Enrollment Date | Name | AABP Human Anatomy Disclosure Form | AABP Orientation Video | Laboratory Safety Certification | Responsible Conduct of Research (RCR) Training | Blood-borne Pathogens Training | HIPAA Training or Similar Training | Neuroanatomy Lab Policies and Operations Training | OSHA Bloodborne Pathogens | Apheresis Blood Donor Training | Silicon Injection Training | General and Basic Dissection Training |...|
|------------------|------|-----------------------------------|------------------------|-------------------------------|----------------------------------|-----------------------------|-------------------------------|---------------------------------|-----------------------------|-------------------------------|-------------------------|-----------------------------|
| Start            | End  |                                   |                        |                               |                                   |                             |                                |                                 |                             |                              |                         |                             |...|