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Department of Anatomy and Cell Biology  
Standard Operating Procedures

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Extra-Departmental Use of Cadaveric Material for  
Research Purposes

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## Request for Cadaveric Material for Research - Overview

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Introduction	These standard operating procedures provide a detailed outline of policies and procedures regarding the use of cadaveric material for extra-departmental research purposes. They have been developed in consultation with The General Inspector of Anatomy and have been approved by the Clinical Anatomy Executive Committee.
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Section 1 Department of Anatomy and Cell Biology – About the body bequeathal program

Western University has maintained a whole body donation program through the Department of Anatomy and Cell Biology, Schulich School of Medicine and Dentistry since 1947. Western is designated as a School of Anatomy within Ontario and is subject to the Anatomy Act of Ontario. We receive oversight and instruction from the General Inspector of Anatomy in Ontario and the Office of the Chief Coroner of Ontario. The Bequeathal Program and all records are reviewed by the Office of the Chief Coroner on an annual basis, including a summary of donors used for research or extracurricular educational programs, when requested. The Cadaveric Research Ethics Sub-board (CREB) is responsible for the oversight and review of research using cadaveric material. The CREB operates under the oversight of the Health Science Research Ethics Board (HSREB) and is required to file an annual report stating the number of approved studies, renewed studies and closed studies over the calendar year. All SOP's that direct the HSREB must also be upheld by the CREB.

Section 2 Contact Information for Associated Individuals

Following is the complete contact information and the email correspondence for CAEC and CREB.

Department of Anatomy and Cell Biology  
Schulich School of Medicine & Dentistry  
Western University  
Medical Sciences Bldg., Rm. 443  
London, ON. Canada N6A 5C1  
t. 519-661-3014 f. 519-661-3969  
[www.schulich.uwo.ca](http://www.schulich.uwo.ca) [www.uwo.ca/anatomy](http://www.uwo.ca/anatomy)

Clinical Anatomy Executive Committee

Dr. Alison Allan	Associate Professor & Chair	<a href="mailto:Alison.Allan@lhsc.on.ca">Alison.Allan@lhsc.on.ca</a>
Dr. Brian Allman	Associate Chair of Clinical Anatomy	<a href="mailto:Brian.Allman@schulich.uwo.ca">Brian.Allman@schulich.uwo.ca</a>
Dr. Marjorie Johnson	Clinical Anatomy Executive Member	<a href="mailto:Marjorie.Johnson@schulich.uwo.ca">Marjorie.Johnson@schulich.uwo.ca</a>
Haley Linklater	Laboratory Supervisor	<a href="mailto:Haley.Linklater@schulich.uwo.ca">Haley.Linklater@schulich.uwo.ca</a>
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Dr. Kat Willmore	Assistant Professor	<a href="mailto:Kat.Willmore@schulich.uwo.ca">Kat.Willmore@schulich.uwo.ca</a>
Dr. Tim Wilson	Associate Professor	<a href="mailto:Tim.Wilson@schulich.uwo.ca">Tim.Wilson@schulich.uwo.ca</a>
Dr. Charles Rice	Professor	<a href="mailto:crice@uwo.ca">crice@uwo.ca</a>

Cadaveric Research Ethics Sub-board

Dr. Brian Allman	Chair	<a href="mailto:Brian.Allman@Schulich.uwo.ca">Brian.Allman@Schulich.uwo.ca</a>
Dr. Marjorie Johnson	Expert/Ethics	<a href="mailto:Marjorie.Johnson@Schulich.uwo.ca">Marjorie.Johnson@Schulich.uwo.ca</a>
Dr. Michelle Mottola	Ethics	<a href="mailto:mmottola@uwo.ca">mmottola@uwo.ca</a>
Dr. Ted Tweedie	Expert	<a href="mailto:Edward.Tweedie@lhsc.on.ca">Edward.Tweedie@lhsc.on.ca</a>
Haley Linklater	Law	<a href="mailto:Haley.Linklater@schulich.uwo.ca">Haley.Linklater@schulich.uwo.ca</a>
Mark Linklater	Community	<a href="mailto:mliinkfd@gmail.com">mliinkfd@gmail.com</a>

Section 3 Submitting Requests for Cadaveric Specimens

For research to be carried out on cadaveric specimens provided by the Department of Anatomy and Cell Biology either within the confines of ACB labs or an outside space, the following criteria must be met.

- 3.1 A detailed proposal outlining the project and desired use of specimens must be submitted electronically to the Associate Chair of Clinical Anatomy. Each request for cadaveric material will be reviewed by the CREB. This committee consists of appointed members of Clinical Anatomy faculty and staff as well as a member of the Pathology Department at LHSC (currently Dr. Ted Tweedie). External department members and community members are appointed by the committee chair.
- 3.2 All cadaveric material must be returned after its intended use complete and labelled appropriately for a final disposition of cremation. A proposed date for return should be listed on the proposal submission and all material should be returned to Haley Linklater, Laboratory Supervisor.
- 3.3 Proposal Submission will need to include details on whether the desired cadaveric material is required to be Fresh/Frozen, Fixed (embalmed) or Floppy (embalmed without fixative). Type of specimen needed will determine where the cadaveric material may be used. Fresh/Frozen material is only to be dissected in a facility rated Biohazard Level 2.
- 3.4 The written request should be submitted via email to CREB member Haley Linklater by completing Appendix I which addresses the following headings:

**Name(s) & Title(s) and contact information of applicant(s)**  
**Title of Project**

**Hypothesis**  
**Description of Project**  
**Significance/Relevance of Study**  
**Source of Funding**  
**Confidentiality and Responsibilities**

3.5 Proposal submissions will be given an identifying number assigned to the project which may be used for identification purposes between CAEC, CREB, HSREB and other authorized bodies.

Section 4 Storage and Transportation

4.1 Specimens must be transported to and from the Department of Anatomy and Cell Biology concealed in appropriate containers that give no indication as to content and accompanied by an approved member of the department of Anatomy and Cell Biology. If the specimens are to be moved from the Medical Sciences Building, a letter from the department authorizing their transportation must accompany the specimens.

4.2 Specimens must be stored in a secure location, out of public view. Similarly, the research must not be carried out in a public place.

4.3 Extreme care must be taken in the care of specimens at all times and during the thorough cleaning and disinfection of the instruments utilized and the physical space that the material is stored and transported in.

Section 5 Safety Policies

5.1 If specimens are to be used in the cadaveric anatomy lab in the medical/dental sciences buildings, investigators must follow the laboratory policies and procedures regulations. See Appendix II.

5.2 All persons associated with the use of the cadaveric specimens must receive the appropriate safety training necessary by the Occupational Health & Safety department. ie. Biohazard, Waste Management, WHMIS.

- 5.3 All persons involved in the care of cadaveric specimens must utilize the appropriate personal protection equipment (PPE).
- 5.4 Acceptance of each new donor to the body donation program includes screening for infectious/contagious diseases through verbal exchange with a health care practitioner as well as examination of the medical certificate of death, but no physical swabs are taken in this department. For that reason, universal precautions around each specimen should always be maintained.
- Section 6 Photography and Videography
- 6.1 The taking of photographic images or video of the specimens is strictly prohibited unless the form for Photography/Videography is completed and approved as a part of the application. See Appendix III.
- 6.2 If approved, all images or video content must be submitted with the statement of completion and summary of project.
- 6.3 Any images taken must obscure any identifying characteristics of the cadaver. ie. Tattoos, facial features.
- Section 7 Fees
- 7.1 Fees may be applicable. Fees are discussed during the approval process by the CAEC and are based on current guidelines.
- 7.2 Appropriate Fees will be outlined in the approval email of the project and an invoice will be issued.
- Section 8 Data and Records Management
- 8.1 Proposal Submissions and statements of completion will be kept by this department for seven years.
- 8.2 Information provided to the PI regarding the cadaveric specimen demographics will include the anonymized cadaver ID number, the

sex, age and cause of death of the donor. No other information will be provided.

8.3 Dates of transportation and dissection of specimen(s) must be recorded and a log kept. It must be provided to this department during the course of the project, and a complete log should be included in the statement of completion.

## Section 9 Publication and Authorship Policies

9.1 For acknowledgement purposes, please refer to the Body Bequeathal Program, Department of Anatomy and Cell Biology, Western University. The anatomy lab in medical sciences building room 483 shall be referred to as The HEART Lab – Haase Education in Anatomy & Research Technologies.

## Section 10 Amendments and Completion

10.1 A formal written amendment application must be submitted to the CREB if any changes to the original application are expected. This application will be reviewed by the CREB and it will be approved or have recommendations requested.

10.2 A formal written continuing ethics review form must be submitted to the CREB if the research project will span over a year in length. Must be compliant with HSREB SOP 406.006.

10.3 A statement of completion and a summary of project findings is to be submitted by the project PI no later than one year after termination of the study via a Study Closure Form. See Appendix IV.