



Montana Body Donation Program
*Supporting the MT WWAMI Medical Education Program at MSU
and Health Science Education Programs throughout Montana*

APPLICATION FOR OBTAINING A CADAVER FOR EDUCATIONAL USE

Date of Request: _____

Requester: (Must be a faculty member within an institution of higher education)

Name: _____ Title: _____

Name of Institution: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-Mail: _____

Requester's Supervisor: (Dean/Department Head)

Name: _____ Title: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-Mail: _____

Financial Contact: (Accountant responsible for payments to the MBDP)

Name: _____ Title: _____

Address: _____

City, State, Zip: _____

Telephone: _____ E-Mail: _____

A hard copy purchase order is required prior to the allocation of a human cadaver.

PO number: _____

Note that the submission of this request is no guarantee that anatomical material will be available. To help ensure your request is fulfilled, we request 6 months advance notice whenever possible.

Please use the following section to fully describe your request.

The Montana Body Donation Program provides cadavers for anatomical studies/classroom instruction to institutions of higher learning in Montana. The cadavers are embalmed and can be used for 1- 5 years.

Number requested: _____ Date desired: _____

Length of use: _____ Expected return date: _____

Special requests (e.g., sex): _____

Please provide that following additional information with your request:

- Description of the anatomical training and teaching experience of the instructor(s) performing/supervising dissection.
- List all faculty participating in the instruction or dissection of the cadaver.
- List the course(s) in which cadavers will be used for anatomical study.
- List any required texts, atlases, and dissections guides being in your course descriptions.

Anatomical Materials Usage Agreement

- 1) Donations to the Montana Body Donation Program (MBDP) are confidential and donor anonymity shall be preserved. A donor's name shall not be disclosed except where legally required. To protect the privacy of the donor, the face or any other identifying feature of the material shall never be publicly displayed. This includes display to students, staff, visitors and faculty not participating in the intended use of the material.
- 2) The cadaver on loan to your organization remains the property of the MBDP and can be recalled at any time at the sole discretion of the MBDP. User institutions shall not sell, transfer, or loan anatomical materials to any third party under any circumstances.
- 3) The cadaver shall not be used for any purpose other than the educational studies that you specified in your use description without request and express permission from the MBDP.
- 4) The cadaver and any specimens, including organs, prosections, and tissue samples shall remain within the educational facility described in the use agreement. These materials shall be kept in a locked room when not in use. Removal of specimens from the facility requires explicit approval by the MBDP and must be accompanied by institutional faculty. Under no circumstances shall the cadaver be taken from the laboratory or storage area, except for acquisition and return.
- 5) Appropriate signage must be present in locations containing human anatomical material (e.g., no admittance, authorized personnel only, no photography, no minors).
- 6) Guests and visitors of the laboratory space viewing the cadavers and specimens stored within are permitted only under the supervision of institution faculty and for educational purposes.
- 7) Changes in personnel (faculty or staff) who have oversight responsibilities regarding the procurement, educational use, storage, and security of the allocated cadaver must be reported to the MBDP within 30 days.
- 8) The cadaver is sent with an identification tracking number on the anatomical tracking form, cadaver information sheet, and on the ear tag. This number must remain attached to the specimen.
- 9) The MBDP reserves the right to conduct a site visit before approving the use of a cadaver at your institution. Additional inspection may be conducted on an annual basis or as often as deemed necessary by the MBDP. Failure to pass a site inspection may result in the immediate revocation of the loan of a cadaver.
- 10) All preserved cadavers must be considered potentially infectious. Preserved materials must be considered to contain hazardous chemicals. Universal Precautions are to be observed in all handling of the anatomical material. Users are responsible for keeping materials labeled appropriately and stored in compliance with applicable laws and regulations. While a cadaver is in your care, you assume the responsibility for providing appropriate health and safety training and supervision of all personnel and students.
- 11) Final disposition of the cadavers shall be carried out by the MBDP. The institution will contact the MBDP when anatomical studies have been completed to make arrangements for the return of the cadaver. All remains, including soft tissues, will be labeled with the proper identification and returned. Specimens may only be retained if explicit consent has been provided by the donor in question and approved by the MBDP. Any retained specimens must remain labeled and tracked until their eventual return.

On behalf of the organization named herein, we accept full responsibility for the proper use, handling and storage of all cadavers while under our care. By signing this document, we certify that we have read, understand and agree to abide by the conditions provided in this application and will contact the MBDP if we have any questions.

Requestor Signature

Date

Responsible Institutional Representative Signature

Date

For internal use only

Date received: _____

Reviewed by: _____

Date reviewed: _____

Approved

Denied, reason: _____

Contact Information

Cassie Cusick, Ph.D., Director
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