

# 1. Human Tissue Disposal Procedure

## Purpose

To ensure all human tissue or body part not indicated to be returned to the patient, is appropriately labelled, packed, recorded, tracked and disposed of in a respectful and safe manner.

## Scope

All CDHB staff.

## Definitions

### *Body parts*

Any body part or tissue removed from the body, excluding false teeth, artificial limbs, pacemakers, prostheses. Encompasses gross specimens, processed tissue, and tissue slices. Does not include blood or body fluids.

### *Products of conception*

Any baby/foetus less than 20 completed weeks gestation and weighing less than 400grams, placentas, membranes, cord and other products of conception not recognised as a foetus.

### *Recognisable small parts*

Any part containing bones or recognisable as being part of an organ.

### *Waste contractor*

The party with whom the CDHB holds a contract for the waste disposal.

### *Waste generating site*

The area where the tissue/body part is placed into the provided yellow wheelie bins with red lids for disposal and may also be the site from where the bins are picked up for disposal by the waste contractor. These sites could include, but are not limited to theatres, wards, birthing units and mortuaries.

### *Waste pick-up/collection site*

The site from where the bins are collected by the waste contractor for disposal.

## Supporting Documentation

### *Standards*

NZS 4304:2002; Management of Healthcare Waste

Infectious Substances and Diagnostic Specimens Shipping Guidelines (IATA)

***CDHB Manuals***

Volume 2 - Legal and Quality  
Waste Management Policy

Volume 10 - Infection Control  
Standard Precautions  
Blood, Body Fluid Exposure

Volume 11 - Clinical  
Body Parts Policy

***Site Specific Manual***

Histology Section Manual  
Protocol for Return of Tissue from Histology Specimens from Anatomical  
Pathology

Ashburton Hospital Operating Theatre Policy and procedure Manual  
Body Parts Returned Policy

**Associated Forms*****CDHB Forms***

Cremation Record Form (Ref 1025)  
Cremation Waste Tracking Form or log book (Ref 1024)  
CDHB Forms are available on the Intranet

***External Forms***

Dangerous Goods Declaration Form  
(Provided and retained by the waste contractor)

Records of completed forms should be readily available for audit or  
inspection purposes when required, and retained for a minimum of 10  
years.

**Equipment required**

Cremation Record Form (Ref 1025)  
Cremation Waste Tracking Form or log book (Ref 1024)  
Patient labels, where available  
120L yellow wheelie bin with red lid  
120 micron plastic bags

**Ordering details:**

PACKAGING HOUSE, Blenheim Rd, Christchurch  
Telephone: 03 - 3433244

- 120 micron clear 375 x 500 mm order number 1035841
- 120 micron clear 300 x 450 mm order number 300700 (50/pkt  
and 16pkt/box)

**Infection Control Measures**

Staff should follow standard infection control precautions at all levels. Refer to the Volume 10 Infection Control manual for standard precautions and blood/body fluid exposure.

**Protocol**

<b>Action</b>	
<b>(A) - Tissue/body part packing procedure</b>	<b>Waste generating site</b>
<p>Use 120 micron plastic bags to double bag parts in such a way that, under normal conditions of transport, they cannot break, be punctured or leak their contents into the secondary packaging. Secondary packaging must be secured in outer packaging with suitable cushioning material or outer packaging. Any leakage of the contents must not substantially impair the protective properties of the cushioning material of outer packaging. Packing must be prepared as follows:</p> <p><b>Large parts:</b></p> <ul style="list-style-type: none"> <li>i. Ensure all formalin is drained off prior to packing the human tissue/body part.</li> <li>ii. All large human tissue/body parts for cremation must be double bagged and sealed into a 120 micron secondary plastic bag.</li> <li>iii. The parcel is to be labelled on the outside, ensuring it stays dry, with the identification of the patient (where available) and the nature of the human part (eg placenta). Patient labels could be used when available or by writing directly on bag or onto another plain sticky label. Place into bin (see C).</li> </ul> <p><b>Small parts:</b></p> <ul style="list-style-type: none"> <li>i. Small recognisable human tissue/body parts are kept in the original pottle, with the formalin drained if possible. Small volumes of formalin are acceptable.</li> <li>ii. No additional labelling is required, if specimen is already labelled with the patient’s details and tissue identification. Place into bin (see C).</li> </ul>	
<b>(B) - Labelling of bins and forms</b>	
<ul style="list-style-type: none"> <li>1. Coded 120L yellow wheelie bins are provided by waste contractor. The bin numbers are printed on the side of the yellow wheelie bin.</li> <li>2. Transcribe the CDHBCr bin number – referred to in Step 1 - to CDHB Cremation Record Form.</li> </ul>	

<b>Action</b>	
<b>(C) - Recording of human tissue/body parts</b>	<b>Waste generating site</b>
<p>Record the following information on the Cremation Record Form at the time the tissue/body part is placed in the disposal bin:</p> <ul style="list-style-type: none"> <li>• Patient name/identification, where available (patient labels can be used on form).</li> <li>• Nature/description of tissue/part.</li> <li>• Date placed in disposal bin.</li> <li>• Signature of person who placed tissue/part in bin.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Ensure that the Cremation Record Form is labelled with the same number as the designated disposal bin.</li> <li>• Where established systems are in place for recording samples that were placed in disposal bins, the forms in use containing the details as mentioned above, could be attached to the Cremation Form instead.</li> <li>• The completed Cremation Record forms are to be retained by the waste generating site for a minimum of 10 years and are <u>not to be sent with wheelie bins.</u></li> </ul>	
<b>(D) - Arranging for waste collection/pick-up</b>	<b>Waste generating site</b>
<p>The waste site representative would arrange with the waste contractor for appropriate times for bins to be collected for disposal by manner of cremation. Factors to consider when deciding on pick up times are health and safety and available storage space.</p> <p>A Dangerous Goods Declaration Form is completed by the waste contractor at the time of waste pick-up.</p> <p>Bins from Christchurch Hospital are collected by the orderlies and taken to the Mortuary to be collected by the waste contractor.</p> <p>Other sites have to arrange directly with the waste contractor for the collection of the bins for disposal.</p>	

<b>Action</b>	
<b>(E) - Cremation Waste Tracking process</b>	<b>Waste contractor &amp; waste generating/pickup site</b>
<p>The cremation bins to be collected by the waste contractor have to be recorded on the CDHB Cremation Waste Tracking Form or a Waste Tracking logbook.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>All documents must be retained at the waste generating/pick-up site for a minimum period of 10 years.</li> </ul> <p>The waste contractor will provide the Daily Summary Sheet on a monthly basis that would include the cremation bin number, the cremation number provided by the crematorium.</p> <p>The Daily Summary Sheet will be faxed to all areas involved to be checked against the CDHB Cremation Waste Tracking Form or logbook at each waste generating/pick-up site for correctness. The waste contractor must be informed of any discrepancies.</p> <p>The copy is retained at the CDHB waste generating/pick-up site for a minimum period of 10 years.</p>	
<b>Process of disposal of ashes obtained from cremation process</b>	
<p>The ashes from the cremation process are returned to the waste contractor who then disposes of the ashes via the compactor, which then goes to the landfill.</p>	

<b>Policy Owner</b>	Quality Manager, Laboratories
<b>Policy Authoriser</b>	Clinical Board
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