



Glossary COMMON FUNERAL HOME AND ANATOMY BEQUEST PROGRAM TERMS

Acquisition	Obtaining anatomical material for use in education and/or research, or final disposition either directly, or indirectly through a third party such, as from a fetal tissue procurement organization. This process covers disclosure, consent, donor acceptability assessment, and initial transfer of the donor's body to the Anatomy Bequest Program facility. Also includes taking possession of anatomical material from internal units for purpose of final disposition.
Acquisition Number	A unique number assigned to anatomical material and fetal tissue from which the history of the acquisition, intake examination, quarantine, donor acceptability assessment, medical information, preparation, packaging, labeling, storage, distribution, utilization and/or final disposition of NAM can be traced.
Acute	Infections that are diagnosed less than four weeks before a donor's date of death.
Adequate Information	Information sufficient for a potential donor, or authorizing person to make an informed and voluntary decision regarding whole body donation.
AFDA	Arrowhead Funeral Directors Association.
After Hours	Outside a funeral homes' standard hours, typically after 4pm.
Alkaline Hydrolysis	A form of cremation using water, alkaline chemicals, heat, and sometimes pressure and agitation, to accelerate natural decomposition, leaving bone fragments and a neutral liquid called effluent. The decomposition that occurs in alkaline hydrolysis is the same as that which occurs during burial, just sped up dramatically by the chemicals.
Anatomical Gift	A donation of all or part of a human body to take effect after the donor's death for the purpose of research, or education.
Anatomical Material	Whole or partial human specimens from a deceased person, including whole bodies, limbs, organs, bones and tissue, not including: urine, feces, semen, or other bodily fluids, tissue biopsies which will result in terminal processing, microscopic tissue samples, human cells, hair, paraffin blocks, tissue slides, gallstones, kidney or bladder stones. Excludes human fetal tissue which is defined separately.
Arrangements	Act of arranging and planning the funeral/visitation
Attestation	A method of confirming and documenting that personnel have received and understand a policy or procedure relevant to their work duties.
Audit	A documented review of procedures, records, personnel functions, equipment, materials, facilities, and/or vendors to evaluate adherence to Anatomy Bequest Program's written standard operating procedures, University of Minnesota policies and procedures, and applicable laws and regulations.
Authorizing Person	Upon the incapacitation or death of the donor, the person, other than the donor, authorized by law to make an anatomical gift.
Bloodborne Pathogens	Microscopic organisms or germs that live in human blood and body fluids that have the ability to cause disease in humans, include but are not limited to HBV, HVC, HIV.
Biohazard Container	Used for the disposal of waste that may be contaminated with pathogens that present a danger to people and the environment.



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CANA	Cremation Association of North America - Founded in 1913, the Cremation Association of North America (CANA) is an international 501 (c)(6) trade association of over 3,300 members, composed of funeral homes, cemeteries, crematories, industry suppliers, consultants and students. CANA members believe that cremation is preparation for memorialization.
Casketed Remains	Decedents that are placed in a casket for a viewing or funeral service
Certificate of Removal	Form that is filled out by the funeral home/funeral director transfer decedent from place of death and/or transferring from one location to another location.
Chain of Custody	A process used to maintain and document chronological history by recording the sequences of individuals and/or organizations that had physical custody of the anatomical material.
Chronic	Infections which were either referred to as such in a current medical record, or were diagnosed more than four weeks prior to the donor's date of death and the donor was still exhibiting symptoms at the time of their death.
Closed Casket	Casket is closed for viewing and funeral services.
Common Carrier	A business that provides a service to transport anatomical material or fetal tissue under license or authority provided by a regulatory body.
Communicable Disease	Illnesses caused by microorganisms and infectious agents and transmitted from an infected person to another person. They may be passed by direct or indirect contact with infected persons or with their excretions or may be spread through close proximity because the microorganisms are airborne.
Complaint	Any written or oral communication expressing dissatisfaction with the quality, packaging, durability, reliability, safety, or utility of anatomical material, also an incident report category.
Concern	An occurrence, not associated with an accident, deviation, or compliant, which did not adversely impact safety, or cause reputational or financial damage but had the potential to do so. Also an incident report category.
Consent	Permission given for anatomical material acquisition by the potential donor or authorizing person after adequate information concerning the donation, acquisition, use, and final disposition of the anatomical material is conveyed.
Consent Document	A legal record of the acquisition, to take place postmortem, permitting and defining the scope of the postmortem acquisition and use of anatomical material for education and/or research, signed or otherwise recorded by the donor or authorizing person, pursuant to law.
Container	An external receptacle containing one or more packages of anatomical material and an accompanying label.
Contracted Services	Those functions pertaining to the acquisition, screening, testing, preparing, storage, and/or distribution of the anatomical material that another establishment agrees to perform.
Contract for Services	Agreement between the Anatomy Bequest Program and the providers of certain contracted services. Includes a Business Associate Agreement when applicable.
Cremation	Mechanical, thermal, or other dissolution process that reduces human remains to bone fragments.



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Decline	The act of refusal of an anatomical gift by an anatomical donation program.
Deviation	An event that is a departure from Anatomy Bequest Program or University of Minnesota policies or procedures, or laws and regulations, or standard practice. Also an incident report category.
Disinfection	Cleaning the environment, facilities, and/or surfaces, or instruments, supplies, and equipment, with intent to remove or reduce pathogenic microbes.
Disinterested Witness	A witness other than the spouse, child, parent, sibling, grandchild, grandparent, or guardian of the individual who makes, amends, revokes, or refuses to make an anatomical gift, or another adult who exhibited special care and concern for the individual as applicable to the Revised Uniform Anatomical Gift Act, Minnesota § 525A.02-525A.05.
Distribution	A process that includes scheduling the course or study with the end user, assignment of anatomical material, and/or transport of anatomical material to the end user.
Donation Coordinator	Personnel who facilitate donor acquisition, gather donor medical information, assess donor medical acceptability, perform death reporting and donation authorization functions, and facilitate the return of cremated remains.
Donor	A deceased individual whose body is the source of anatomical material.
Donor Acceptability Assessment	The evaluation of a donor's medical information to determine whether the donor's anatomical material meets qualifications specified in the standard operating policies and procedures to be released for use in education and/or research activities.
Donor Medical Information	A collection of medical and behavioral risk information gathered via a donor risk assessment interview, a supplemental information interview, an intake examination, and laboratory testing (if applicable), as well as information obtained from any source or records which may pertain to donor acceptability regarding high risk behaviors, and clinical signs and/or treatments related relevant communicable diseases.
Donor Registry	Paper and electronic records relating to individuals who have registered to become whole body donors including amended or revoked consent documents, maintained and secured by the Anatomy Bequest Program.
Donor Risk Assessment	Relevant medical history and social behavior information obtained at the time of death from an individual or individuals who would be knowledgeable of the potential donor.
Earth Burial	Burial of deceased that takes place in the ground.
Embalming Report	Detailed listing of body conditions and treatments performed by funeral personnel for all decedents received into a facility for preparation, sheltering, shipping to another facility, or shipped in from another funeral facility. All funeral homes typically decide and implement own form and what to include on the form.
End User	An educator, researcher, student, or other user, that requests, receives and uses a loan of anatomical materials from a donation program.



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End User Agreement	The agreement entered into between an external end user and a primary institution that defines the terms and conditions by which the end user is permitted to use anatomical materials.
Exceptional Release	Anatomical material that is either being released for usage BEFORE the full donor acceptability assessment (which may or may not include the presence of laboratory testing results); OR where a researcher will accept anatomical material that would not normally meet NADO established acceptability criteria, such as reactive or untested serology or other biological samples, infectious disease history, or other exceptional circumstance.
Evaluation of Use	The assessment of an end user's proposed use and site, if applicable, to determine whether they meet the qualifications specified in the Anatomy Bequest Program's standard operating policies and procedures. Included are external requests which require the completion of an end user agreement and are subject to the approval of the University of Minnesota's Internal/External Sales Office.
Funeral Director Assistant (FDA)	An unlicensed funeral home employee that assists with funerals, burials, transportation, and visitations, etc. In MN they are not allowed to assist in the preparation room.
Final Disposition (ABP)	The disposal of anatomical material through return to an external acquisition source per the requirements of a material transfer agreement, if applicable. Also includes cremation, burial, or terminal processing during utilization such as lysis during research. Also includes the subsequent handling of cremated remains following cremation including return or burial of the cremated remains.
Final Disposition (Funeral Home)	Burial or cremation of decedent.
First Call	The act of receiving and/or taking a death call from family, hospital staff, hospice, etc.
Funeral Service or Mass of Christian Burial	Religious service where the body is present.
Green Burial	Natural burial with no preservation or outer containers.
Hypodermic Embalming	Injection of embalming chemicals directly into the tissues through the use of a syringe and needle or a trocar.
Incident Report	A documented account of an accident, complaint, deviation, or concern.
Intake Examination	A documented evaluation of a deceased donor's body that can identify evidence of relevant communicable disease, previous surgical and medical interventions, or trauma. Also includes documentation of a donor's physical characteristics, and any personal effects which accompanied the donor during initial transfer.
Label	Any written or printed material used to identify anatomical material, personal effects, or biological samples related to a donor.
Livor Mortis	Gravitational pooling of blood to lower dependent areas resulting in a red/purple coloration. Clears.
Major Restoration	Restoration requiring advanced skills and knowledge
May	Used to reflect an acceptable method that is recognized, but not essential.



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Memorial Service	Title given to a funeral where the deceased body will not be present. Typically given when the decedent has been cremated.
MFDA	Minnesota Funeral Directors Association.
Minor Restoration	Restoration requiring minimal skills.
MUST	Used to indicate a mandatory requirement. The same as SHALL.
NFDA	National Funeral Directors Association.
Night Attendant	Typically students who assist with visitations after hours and often live at the funeral home while attending school for mortuary science.
On-Call	Employee that takes calls after hours or when funeral home is not staffed.
Open Casket	Casket is open for viewing/visitation.
Personnel	All Anatomy Bequest Program employees including student employees. Does not include vendors.
Postmortem Stain/PM Stain	Bluish or reddish-purple discoloration due to capillo-venous distension with blood, at the undersurface of the skin of the dependant parts of the body, due to settling of blood in those areas due to pull of the gravity, when circulation to keep the blood in motion ceases. Stains the skin, does not clear.
PPE	Personal Protective Equipment, includes gloves, gowns, masks, scrubs, etc.
Preparation (ABP)	Any activity performed other than donor screening, donor testing, acquisition, storage, distribution, or final disposition functions to enable the use of anatomical material for education and/or research. It includes but is not limited to, returned inventory intake, cleaning, preservation, disarticulation, dissection, segmentation, recovery, skeletonization and/or plastination, packaging, and labeling of anatomical material.
Preparation (Embalming/Prep) (Funeral Home)	Process of chemically treating the dead human body to reduce the presence and growth of microorganisms, to temporarily inhibit organic decomposition, and to restore an acceptable physical appearance.
Pre-Embalming Analysis/Embalming Analysis/Case Analysis	That consideration given to the decedent before, during, and after the embalming procedure is completed. Documentation is recommended.
Pre-Planning	Act of arranging and planning the funeral/visitation prior to death.
Preservation	The use of chemical agents during preparation to prevent or retard biological or physical deterioration of anatomical material.
Private Viewing	Reserved for immediate family members of the deceased. Typically occurs prior to a public visitation, when deceased will not be embalmed, if deceased will have closed casket, or if deceased will be cremated without viewing.
Procedure	A series of steps to be taken and the sequence in which to perform those steps in order to achieve a specific outcome as intended by a policy.
Process	A series of related tasks, procedures, and policies that together encompass a function or area of operations.
Professional Staff	All Anatomy Bequest Program employees with exception of student employees. Does not include vendors.



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Qualification	The process of establishing confidence that equipment, materials, chemicals, supplies, systems and tests are capable of consistently performing within established limits and tolerances.
Quarantine	The identification of anatomical material as medically unacceptable or yet to be determined as eligible for use in education and/or research. Quarantine includes the clear identification, tracking, and storage of such anatomical material to prevent the inadvertent release of the anatomical material for education and/or research use.
Record	Documents in any format (including written and printed matter, drawings, maps, plans, photographs; microforms; motion picture films, sound and video recordings; electronic data or copies thereof) made or received by an academic or administrative office of the University of Minnesota in connection with the transaction of University business, and retained by such office as evidence of the activities of the University or because of the information contained therein.
Recovery	The removal, via dissection or another method, of an anatomical material.
Relevant Communicable Disease	A communicable disease determined to be a concern for whole body donation operations due to the seriousness of the disease and/or the degree of probably of encountering the disease in the donor population, for which donor medical acceptability and screening policies, procedures, and processes have been implemented in order to reduce the risk for potential transmission.
Resolved	Past infections that have been described as such in the medical record, or have been successfully treated.
Responsible Person	A person who is authorized to perform designated functions for which they are trained and qualified.
Restoration/Restore	Treatment of the deceased in the attempt to recreate natural form and color.
SHALL	Used to indicate a mandatory standard, same as MUST.
Should	Used to indicate a recommendation; advisory, indicating a commonly accepted activity for which there may be effective alternatives.
Site Visit	A physical inspection of an end user's facility performed in order to confirm an end user's compliance with agreements, policies, and procedures.
Standard Operating Policy and Procedures Manual	A group of standard operating policies and procedures used by the personnel to carry out the functions of the Anatomy Bequest Program.
Supplemental Information	A collection of biographical information for the death record (i.e., death certificate) additional medical, surgical, and behavioral information for the purposes of assignment, and acceptability assessment, obtained from an individual or individuals who would be knowledgeable of the donor, after the donor's body has been transferred to the Anatomy Bequest Program.
Surface Embalming	Direct contact of body tissues with embalming chemicals.
Teaching Collection	Bones, preserved, or platinated anatomical material retained for use in education for an extended period of time.
Temporary Preservation	Science of treating the body chemically so as to temporarily inhibit decomposition



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Tissue	A functional group of cells.
Topical Disinfection	Disinfection of the surface of the body or an object.
Tracking	The ability to locate anatomical material during any step of the donation process including acquisition, medical acceptability, tracking, preparation, preservation, storage, evaluation of use, tracking, distribution, transportation, use, and final disposition.
Traditional Service	Title given to a funeral where the deceased body is present in a casket.
Transfer (ABP)	To carry, move, or convey anatomical material from one place to another. Includes the removal of the donor's body from the place of death and subsequent conveyance of the body to the Anatomy Bequest Program facility. Also includes the conveyance of anatomical material to the crematory for final disposition.
Transfer/Removal (Funeral Home)	Act of moving the decedent from place of death.
Transport (ABP)	The act of moving a donor from one institution to another approved facility for the purpose of education and/or research that is accompanied by a chain of custody and appropriate approvals and documentation.
Transport (Funeral Home)	Act of moving the decedent from place of death and/or to final resting place.
Universal Precautions	An approach to infection control in which all human blood and certain human body fluids are treated as if they are contaminated with HIV, HBV, and other bloodborne pathogens.
Use	Refers to the appropriate utilization of anatomical material in the pursuit of an educational or research outcome.
Viewing/Visitation	Time that family and friends come to see the deceased after they have been prepared.
Whole Body Donation	A form of nontransplant anatomical donation for the purpose of medical education and/or research.
Witness	An individual who signifies in writing, or in electronically recorded format, that he or she has observed the execution or verbal authorization of the consent. The witness' signification must be contemporaneous with execution. The witness must be 18 years of age, able to verify the legal competency, and identity of the person making the consent. An Anatomy Bequest Program employee should not serve in this capacity.
Anysurem Hook	Used for blunt dissection and in raising vessels. (other uses for setting features as well).
Webril	Flat cotton, comes in a roll/sheets
Cotton	Fluffy and comes in a roll. Has many uses during embalming and post embalming.
Eyecap	Thin domelike shell made of hardened cloth, metal, or plastic placed beneath the eyelids to restore natural curvature and to maintain the position of the closed eye.



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First Call Table/Embalming Table/Prep Table	Table decedent is placed on for embalming or preparation
Dressing Table	Table that comes in different widths and can fold to save space. Typically narrow. Decedent is placed on after embalming and placing of clothes and cosmetics takes place while donor is on table. Decedents can also be placed here after transfer is a preparation table is not available. Decedent is also placed here if embalming is not required/requested.
Dryene	Chemical, cauterant and bleaching agent.
Mortuary Putty/Mastic Compound	Puttylike substance, absorbent scaling adhesive that can be injected under the skin or applied to surface tissues to establish skin contour. (Has consistency of peanut butter).
Leak Proof	Powder substance that is placed in incisions and other areas to prevent leakage, absorbs and swells from moisture.
Head Block	Device that is placed under the head to aid in positioning the decedent during embalming. Often left under head post-embalming and removed after deceased is placed in casket.
Arm Block	Device that is placed under the arms, legs, heels to aid in positioning the decedent during embalming. Styrofoam ones can be utilized if needed to aid in positioning when decedent has been casketed.
Positioning Blocks	Devices that aid in positioning the decedent during embalming or for casketing.
Plastina	Similar to INR-SEAL, but is moldable, more pliable, and less messy.