



Guidelines and Rules for Use

Access

- EyeExchange is a resource for the exchange of ocular tissue between eye banks. Only eye bank employees may use EyeExchange to review, select or request tissue.
- To maintain equity among all EyeExchange users; Medical Directors may not be granted access to EyeExchange, even though they may be eye bank employees. Exceptions will be considered only if your Medical Director actively serves in a distribution capacity.
- Every individual using EyeExchange is a unique user and must register with a unique email address. Users will be prompted to provide contact email addresses for the purpose of coordinating communication; this may be different than the user's log-in address, and may be a group address (i.e. a distribution group email address)
- EyeExchange users whose employment is terminated must be promptly removed from access to EyeExchange by eye bank staff with administrative rights. To deactivate eye bank staff with administrative rights, the eye bank should deactivate their access and notify EBAA for account deletion.

Posting Tissue

- Source eye banks must post complete and accurate information about available tissue.
- Tissue posted to EyeExchange must be intended for potential distribution; source banks should not post tissue known to be assigned internally.
- Use the Notes section of the tissue posting form to provide information not included in the listing, including pertinent information from the Tissue Report Form.
- Tissue that has not yet cleared must be indicated as such and must be updated or removed after final determination. Posted tissue information requiring update for any reason must be updated promptly.
- Tissue Report Forms and specular images are not required but are strongly encouraged.
- Actively monitor EyeExchange or email for notification of reservations on tissue and respond promptly to these inquiries. Communication between the source eye bank and requesting eye bank occurs off-line (e.g. phone or direct email communication).
- Tissue requestors have a 60-minute reservation time limit. Because coordination between the source and requesting eye bank may take more than one hour to complete, source eye banks may remove tissue from EyeExchange to provide more time for the tissue offer process.
- Tissue that is used by the source eye bank, placed outside of EyeExchange, or is otherwise no longer available for placement must be promptly removed from the system.

Requesting Tissue

- Users may request any number of tissues at one time, but may reserve no more than $n+2$ tissues at a time, where n =the number of tissues needed.
- Users may not misstate the number of tissues needed to obtain access to more than $n+2$ posted tissue records.
- Users may not inquire about tissue they do not reasonably expect to use.
- Include any tissue processing or handling needs in the comments section of your request.
- Actively monitor EyeExchange or email for notification of request acceptance or posted tissue removal, and respond promptly as necessary.
- Promptly release any reserved tissues that are no longer needed. Reservations on tissue are limited to 60 minutes to facilitate good stewardship of tissue, a responsibility inherent to the source eye bank. Contact the source eye bank if more time is needed to offer tissue to the surgeon.

Tissue Transfers

- All operational, logistical, and financial aspects of tissue transfers shall be agreed upon by the source eye bank and the importing eye bank before final acceptance of tissue and shall be conducted outside of EyeExchange.
- Both parties to a tissue transfer will fulfill their obligations promptly.
- EBAA shall not be liable for any losses caused by EyeExchange service outages, technical difficulties, or the failure of either party to fulfill their obligations.

Administration

- EBAA will monitor all aspects of EyeExchange's ongoing operations to evaluate the system's utilization by members and its efficient functioning.
- EBAA reserves the right to examine the posting, request, and placement records for individual users or eye banks to ensure adherence to these rules and guidelines.
- EBAA reserves the right to suspend or rescind access to EyeExchange by eye banks or individual users in response to violations of these rules and guidelines or other abuse of the system.
- Members with questions, concerns, or suggestions about EyeExchange can contact EBAA at contact@eyeexchange.restoresight.org.