**Overview**

This procedure details the process of receiving and processing of autologous bone tissue extracted through a surgical procedure (Craniotomy) performed at UWMC Operating Room or other affiliated facility.

* This is a limited process and only applicable in the case of rapid patient decline and it is determined intra-operatively by the requesting facility Attending Surgeon that the autologous cranial bone tissue will need to be implanted at a later date.
* Although received from an affiliated outside facility, Autologous bone tissue will be received and stored in the same manner as the ones from HMC.
* The requesting facility will call and notify the HMC-TSL staff of their intent to transfer bone tissue.

|  |  |  |
| --- | --- | --- |
| **Responsible**  **Entity** | **Action** | **Related Documents** |
| **Intent to submit the Autologous Bone Tissue for storage** | | |
| **UWMC or Affiliated Facility designee** | * Complete and fax a “Notification of Intent to Transfer Autologous Bone Tissue” to HMC-TSL; this will initiate the request to transfer and temporarily store the Autologous Bone Tissue in an ultra-low -80°C freezer. * Request for a validated transport container for the shipment of the Autologous Bone Tissue. * Arrange a courier pick-up for: * The transport container (containing the thermometer and dry ice) from HMC-TSL * The delivery of the autologous bone tissue from UWMC or an affiliated requesting facility to HMC-TSL. * Complete a Tissue Tracking Record (TTR) for the Autologous Bone Tissue. * Prepare and package the Autologous Bone Tissue in the validated transport container with the TTR for shipment to HMC-TSL. | Autologous Bone Tracking, Storage and Release Policy  Autologous Bone Process  UH2483:UWMC Tissue Tracking Record  UWMC Autologous Tissue Transport Record  Notification of Intent to Transfer Autologous Bone Tissue form |
| **HMC-TSL Staff** | * Provides a validated transport container with the following: * Calibrated ultra-low -80 thermometer * Two 2.5 lbs. packaging of dry ice (approximately 5.5 lbs. total) * A blank transport package label to be completed by the requesting facility. |
| **Receipt and Storage of Autologous Bone Tissue** | | |
| **HMC-TSL Staff** | * Receive and store Autologous Bone Tissue per SOP (See related document). | Autologous Bone Process |
| **Processing request for the release of the Autologous Bone Tissue for Re-implantation** | | |
| **UWMC or Affiliated Facility Designee** | * Provide notification to HMC TSL of intent to re-implant Autologous Bone Tissue at least one week prior to schedule Cranioplasty. * Sends a completed Autologous Bone Tissue Release for Transfer to Outside Facility form to HMC –TSL via Fax or Email | Autologous Bone Process  Autologous Bone Tissue Release for Transfer to Outside Facility form |
| **HMC TSL Staff** | * Retrieve the Tissue Tracking record from the corresponding binder * Locate the entry in the Autologous Tracking Log. * Remove the corresponding bone package from the ultra-low freezer * Perform visual inspection of the bone package. * Compare information on the cryo-label, the tissue tracking log and the tissue tracking record - **all three should match**. * Contact the requesting facility if there are any discrepancies. All patient ID discrepancies must be resolved prior to release. * HMC TSL staff performs a 2-person read back with either the courier or another HMC TSL staff; All patient information on the packaging should match with: * Tissue Release form * Tissue Tracking Record * Autologous Tissue Tracking Log * Complete HMC TSL portion of the Bone Release Form * Package the Autologous Bone Tissue accordingly for release (Include a thermometer and correct amount of dry ice if for transport to outside facility). *Refer to* ***Checklist*** *for Release of Autologous Bone Tissue* * Record the following on the Autologous Bone Tissue Tracking Log and Tissue Tracking Record: * Date and time of removal from freezer * Issuing TSL Tech ID * OR designee initials as “Receiver” or “Issued to” * File Tissue Tracking Record in The Tissue “Issue” binder * Update the database with the new status of the Autologous Bone tissue. | Autologous Bone Tissue Tracking, Storage and Release Policy  UH2483:UWMC Tissue Tracking Record  Tissue Release Form  ***Checklist*** for Release of Autologous Bone Tissue for Transfer to an Outside Facility |
| **Discarding Tissue** | | |
| **HMC Medical Director, Manager and Staff** | * Complete a Notification for Discard form and forward to Facility’s Neurosurgery department Attending Physician for signature * TSL Medical Director or HMC TSL Manager or Designee may approve discard prior to receipt of signed copy from the Neurosurgery department * Discard Autologous bone tissue per SOP * Reconcile paperwork and file in respective binder. * Update Database with the new status of the Autologous Bone Tissue | Discarding Autologous Bone  Notification for Discard of Autologous Tissue Form  Physician Notification Letter |

**References:**

Standards for Tissue Banking, (13th Edition), American Association for Tissue Banks. AATB, Bethesda, MD.