**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.

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| **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 RecordUWMC 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.
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| **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 ProcessAutologous 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 PolicyUH2483:UWMC Tissue Tracking RecordTissue 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 BoneNotification for Discard of Autologous Tissue FormPhysician Notification Letter |

**References:**

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