1. Purpose
The purpose of this procedure is to formalize the principles that underlie Burrell’s use of cadavers in medical education, as well as to guarantee and document that all who have been granted access to the Gross Anatomy Lab, whether temporary or on-going, have been made aware of the safety, behavioral, and attitudinal expectations that accompany said access.

2. Related Policy/Authority
Access regulations to the Gross Anatomy Labs comes from the custodial agreement between the College and any state/commission/board that has oversight of the lab.

3. Faculty/Staff Responsibilities
Director of the Gross Anatomy Lab — maintenance of lab logs; facilitation of card access; pre-lab orientation & training, lab safety orientation, maintenance of Access Approved list.

4. Definitions/Abbreviations
The Gross Anatomy Labs are located at the Las Cruces (NM) campus and Melbourne (FL) campus.

Electronic ID card access in this SOP means the ability to use one’s swipe card to gain entry into the Gross Anatomy Lab during normal building hours. Card access also assumes that a person with this access has undergone the required orientation, training, and has formally recognized their responsibility to abide by the lab rules as to attitude, behavior, and safety.

5. Procedural Steps
1. Any person entering the lab (faculty, employees, students or residents, invited guests) must sign the Pledge of Respect form prior to entering the lab.
   a. The signed Pledge of Respect form by students is managed by the Director of the Gross Anatomy Lab and maintained in the College’s student information system.
   b. The signed Pledge of Respect form by faculty and employees is managed by the Director of the Gross Anatomy Lab and maintained in the Office of Human Resources.
   c. The signed Pledge of Respect form by residents and invited guests is maintained by the Director of the Gross Anatomy Lab at each campus.
2. Any person accessing the Gross Anatomy Lab must have an orientation to the Gross Anatomy Lab as directed by the Director of the Gross Anatomy Lab or their designee.
3. Only authorized personnel, inclusive of students, faculty and staff are permitted inside the laboratory facilities. All access is controlled and logged via a key card control system and is managed through the Office of IT in consultation with the Gross Anatomy Lab Director.
   a. Authorized students, faculty, and staff must use their ID card to badge into the lab. Access to the lab is recorded in the College ID card access database.
   b. Sharing of the electronic ID card is not permitted.
c. Students are not permitted to access the gross lab on their own; at least one other authorized student or faculty member is required to be present.

4. Residents and invited guests must have prior permission from the Director of the Gross Anatomy Lab to access the lab, must have an academic purpose, and must be accompanied by authorized faculty or staff while in lab.

5. Authorized persons using the Gross Anatomy Lab will be made aware of the lab hours by the Director of the Gross Anatomy Lab.

6. Reports/Charts/Forms/Attachments/Cross References

Pledge of Respect – Students and Residents (attached)
Pledge of Respect – Faculty (attached)
Pledge of Respect -Employee (attached)
Pledge of Respect – Invited Guests (attached)

7. Maintenance

Director of the Gross Anatomy Lab

Department Chair of Anatomy and Cell Biology

8. Signature

Approved By: Director of Gross Anatomy Lab
Date: 5/16/2024

9. Distribution List

Internal/External

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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<tbody>
<tr>
<td>8/23/18</td>
<td>All</td>
<td>New procedure</td>
<td>NEW</td>
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<tr>
<td>5/16/2024</td>
<td>All</td>
<td>Revised to align with Florida Anatomical Board provisions; Change in title to just Access to Gross Anatomy Lab</td>
<td>NEW</td>
<td>5/16/2024</td>
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