

## Clinical Process Instruction Manual

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### Storage and Disposal of Organs Process Instruction

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#### Policy:

Trillium Gift of Life Network (TGLN) ensures that proper storage and disposal protocol is maintained for organs and tissues that are not transplanted. The Clinical Services Coordinator (CSC) and/or delegate is responsible for confirming and approving that organs delivered to the Transplant hospitals are discarded appropriately in these instances. At all times, organs/tissue for disposal are treated with respect and in accordance with disposal instructions as per the donor family and/or coroner/forensic pathologist.

If after delivery of organs and/or tissue, disposal is deemed necessary, the establishment in possession of the organs and/or tissues (e.g., transplant program, tissue bank) are responsible for disposal.

Unused organs and tissues are generally incinerated unless otherwise specified.

#### Process:

1. If a recovered organ is declined for transplantation by all transplant programs as per *Coordination of Organ Placement – All Organs Process Instruction, CPI-9-302*, the CSC and/or delegate must confirm there are no donor family wishes and/or coroner/forensic pathologist's instructions regarding unused organs.
2. When a transplant program notifies the Provincial Resource Centre (PRC) that disposal of organ(s) is required after its delivery, the CSC and/or delegate will request that the transplant program provide the following:
  - Donor TGLN #
  - Recipient TGLN#, if available
  - Organ type
3. The CSC and/or delegate will review the donor profile in the organ allocation and transplant system and ensure that the organ offer has been cancelled and the recipient has been unallocated.
4. The CSC and/or delegate will review the *Consent Form to Donate: Organs and/or Tissues* and the "Planned disposition of unused organs and tissues" field in the donor chart.

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- 4.1. If there are no special considerations for the planned disposition of the unused organ(s), the CSC and/or delegate will advise the transplant program that they can dispose of the organ(s). The CSC documents this in the clinical notes.
- 4.2. If there are special considerations regarding the return of unused organs noted, the CSC and/or delegate will make the necessary arrangements to have the organs returned to the body or coroner/forensic pathologist, as required. The Surgical Recovery Coordinator (SRC) and/or designate will be responsible for pick-up and delivery of the organ. The CSC documents this in the clinical notes.
5. Upon completion of disposal, the Transplant program will notify TGLN. The CSC documents this in the clinical notes.
5. The SRC will pick-up the cooler and clean it at the TGLN offices.

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#### Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
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No records.

#### References:

- *Coordination of Organ Placement – All Organs Process Instruction, CPI-9-302*
- *Routine Practices and Personal Protective Equipment Process Instruction, CPI-9-1504*
- *CSA Standard Z900.1-03. Cells, Tissues, and Organs for Transplantation and Assisted Reproduction: General Requirements 2022.*