**Instructions for**

**Human Anatomical Material Access Agreement**

## *Background & Intent*

The Office of the General Counsel (OGC) has created a standard Human Anatomical Material Access Agreement (*see OGC standard form OGC-SC130*) which is required for access to all Human Anatomical Material. Always use a copy of the latest contract version from the [Standard Contracts Library.](https://policy.umn.edu/contracts-library)

## *Primary Purpose*

In general, an agreement (or contract) has two primary purposes:

* Defines a mutual written understanding with the customer. The understanding includes the University's obligations to the customer and the customer's obligations to the University. The intent of the agreement is both parties have a clear understanding of their individual obligations and who to contact if there are changes to the agreement.
* Mitigate risk to the University by clearly stating or disclaiming provisions such as compliance with conditions of use, warranties, termination, and indemnification.

## *How to fill out the Human Anatomical Material Access Agreement*

The department making the external sale completes the gray-shaded areas of the OGC approved Human Anatomical Material Access Agreement, to include:

* First paragraph and Recitals:
	+ Customer’s legal name (“Requester”)
		- Can be validated by customer or on customer’s website if available
	+ Proposal Date
* Item 13 “Notices”:
	+ Enter the contact information of the customer into the *If to Requester* field
		- Witness Whereof:
* The left signature block is the University employee who has the delegated External Sales Signature Authority for the Unit. Enter the employee's Name and Title (refer to the Delegations Library to see who has been delegated this authority).
* The right signature block is for the Customer’s Company Name, Authorized Signer and Title. The customer should sign first and then return to the department for signature.
* Exhibits:
	+ Exhibit A: Requester’s Proposal
	+ Exhibit B: Special Conditions of Use
	+ Exhibit C: Policies and Procedures
	+ Exhibit D: Cost Reimbursement Schedule