

1. Definition

Also called as Morgue. Mortuary is a building (or room) where dead bodies/ mortal remains are kept before burial or cremation.

2. Scope of services (as applicable)

The Mortuary is generally used for the following:

1. To preserve and Identification of dead bodies.
2. Conduction of autopsy/ post mortem examination.

3. Infrastructure

Location of mortuary

- The site of the Mortuary should be selected after taking into account the lighting, ventilation and isolation on the ground floor. Mortuary should be located either at one end or slightly away from main hospital building, but never be located in the basement or around the refuse or dumping area of the hospital waste.

Accessibility

Mortuary complex should have separate access as follows:

- Direct access from the Hospital for internal transportation of the dead body.
- Direct but separate and discreet access for relatives of the deceased from all relevant areas of the hospital to Mortuary waiting/ viewing area.
- Adequate access for vehicle parking and screening provision surrounding the collection of bodies.
- Adequate access for Hearse van/ Ambulance delivering bodies.
- Adequate access for police vehicles

Autopsy Block — An autopsy block (approx 4000 sq. Ft area) with facilities for cold storage for dead bodies, ante-rooms, adequate water supply with washing facilities, waiting hall, office etc. The location of mortuary/autopsy block should be either in the hospital or adjacent to the hospital in a separate structure. It should be located on ground floor. If feasible, should have separate entrance for relatives and hearse vans.

Cold storage of mortuary- Every mortuary must provide dead body cold storage facility with maintenance of temp between 4-8 deg Celsius. A minimum of 4 dead body capacity cold storage facilities must be available at each mortuary. The number may increase depending upon the need of the hospital. MLC Bodies should be kept separate from Non-MLC cases.

Physical facilities – specifications

- Floors: the floors should be hard, durable, and moisture resistant, of material which can be easily cleaned.
- Walls: the walls of the Mortuary should be of permanent, durable to bear accidental hit by stretcher trolley, and there should be scope for future expansion. Finish of the walls must be impermeable and washable/glazed tiles.
- Ceilings: the ceiling should be made of material that is easily cleaned. The height of the ceiling should not be less than 10 feet.

Windows: Natural day lighting by windows should be provided wherever possible. Windows should generally have opaque glass and opening side should be fitted with external fly proof screens. Window sills should not be placed below height of 5 ft. from floor. The dimensions of the windows should be 5ft * 3ft minimum

- Doors: sliding or double doors of adequate width should be provided between the primary rooms to allow easy passage to trolleys, portable X-ray etc. in the post-mortem room.
- Corridors: should be wide enough to allow passage of trolleys. Width should not be less than 8 ft.
- Lighting: minimum 100 lux lighting (preferably LED) may be used. Uninterrupted power supply should be provided.
- Ventilation: Adequate ventilation to be maintained
- Air- Conditioning: A standalone system (window or split) is recommended.
- Hot and Cold-Water Supply: arrangement should be made to provide hot and cold-water supply to the Mortuary.
- Post-mortem tables should be fitted with individual water hoses with proper drainage facility. All taps in the working area should be elbow-operated type.
- The Mortuary should have a dedicated landline. To address public/police PA system should be provided (desirable).
- Fire Alarms and Fire Fighting Equipment (as per applicable norms): Fire Alarm system should be installed, firefighting equipment should be provided, and fire exit routes to be clearly marked with red paint.
- Dedicated area for performing rituals and handing over the dead body with adequate water supply.
- Separate toilet for men and women with facility for proper drinking water.
- Separate room (15'x10'ft) for sitting of police and making various facilities.

4. Human Resource

For initial 100 autopsies/year

- Registered Medical Practitioner (M.B.B.S), preferably M.D Forensic Medicine-2
- Post mortem Technician — 2
- Post mortem Assistant — 2
- Clerk/Steno — 1
- Chowkidar -- 4
- Peon — 1
- Sweeper/Morgue Attendants — 8

For Additional 100 autopsies/year

- Registered Medical Practitioner (M.B.B.S), preferably M.D Forensic Medicine -1
- Post mortem Technician — 1
- Post mortem Assistant — 1
- Photographer (Desirable)- 1

5. Equipment/instruments/ consumables

- The Mortuary shall have essential equipment as per Annexure no.3
- Adequate space for storage of equipment shall be provided. The equipment shall be of adequate capacity to meet work load requirement.
- For transportation of the dead body after autopsy the dead body should be handed over in proper body wrapping clothes.
- All equipment shall be in good working condition at all times. Periodic inspection, cleaning, maintenance of equipment shall be done as per norms.

6. Legal/Statutory Requirements

S. No	Name of the Act/License	Department/Area	Licensing body
1.	Biomedical Waste Management (Amendment) Rules, 2018	Administration	State pollution control Board

- Legal / statutory requirements such as registration with State Pollution Control board with registration number and date of expiry (as applicable). Site, Space, Location and building to be as per State/local bye law
- NOC for Fire Safety (as applicable)

- Compliance under Water (Prevention & Control of Pollution) Act 1974(as applicable)
- Compliance under Air (Prevention &Control of Pollution) Act 1981(as applicable)
- Hg free environment (no mercury instruments) (as applicable)

7.Record Maintenance and reporting

Mortuary Records

- It is important to maintain the proper and accurate records of dead bodies, coming to, stored at, and going out of mortuary. A Record Register, recording all relevant details, in column wise format, of each dead body / case coming to mortuary, should be meticulously maintained so that details of each case are readily available when required.
- The Register should record the date and time of receipt, as well as disposal of the dead body in / from the mortuary, along with the signatures and other contact details of the person to whom the dead body is handed over to legal heir or relatives in case of non-MLC bodies and concerned police official in case of MLC bodies.
- A unique serial number should be allotted to each dead body, which should also be reflected upon the cabin where dead body is stored. Under no circumstances, any dead body should be stored in the mortuary, without first entering in the Record Register.
- Outside or non-hospital dead bodies should be stored / preserved in cold storage of the mortuary, only after due and proper permission from the concerned competent authority.
- The storage and maintenance of mortuary records to be followed as per applicable guidelines by the Directorate General Health Services.

8. Basic Process

- To take all precautions to control infections like practicing hand hygiene etc.
- Availability for drinking water facility.
- Availability of clean water for hand washing /liberal use of sanitizer shall be maintained throughout the working hours.
- Sanitation and hygiene of the toilets shall be maintained.
- Biomedical waste shall be managed in accordance with the Biomedical Waste Management Rules, 2018

- The waste generated shall be segregated at source.

Annexure 1

Infrastructure Requirement for Autopsy Block

Minimum area required for shall be as follows: (approx. 4000 Sq. ft. area)

COMMON AREA (approx)		Operatory area (approx)
Reception 200 Sq ft	Waiting 500 Sq ft	2000 Sq Ft

Specifications for various rooms essential within the mortuary infrastructure, including

- Store room- 200 Sq ft
- Exhibit/viscera room- 200 Sq ft
- Changing facilities, - 200 Sq ft
- Staff accommodations- 200 Sq ft
- Doctors room with toilet- 300 Sq ft
- Corridors- 200 Sq ft
- Waiting area (including toilets)- 500 Sq ft
- Reception- 200 sq ft

Annexure 2

Furniture/fixtures (add as per requirement)

S.N.	Articles (as per requirement)
1.	Office Table
2.	Chairs
5.	Foot Step
6.	Stools
7.	Secured Storage Cabinet for records etc.
8.	BMW storage

Annexure 3

Equipment/Instrument

- Autopsy table (modern type)- stainless steel
- Electrical autopsy saw, with accessories
- Weighing machine for organs
- Folding metal scale to measure upto 7 ft.
- Mortuary wheel Trolley/stretchers- 2

Dissection sets, consisting of Cutting instruments etc.

- a. Electrical autopsy saw with vacuum and accessories- 1 (+1 as back up desirable)
- b. Organ knife 10 inch blade, solid forged – 1
- c. Organ knife 6 inch blade, solid forged – 1
- d. Cartilage knife 5-1/2 inch blade, solid forged – 2
- e. Rib cutter- 1
- f. Brain knife 10 inch blade, solid forged – 1
- g. Resection knife 3 inch blade solid forged – 2
- h. Scalpels, BP Handle with autopsy blades no. 14 – 2 sets
- i. Neck rest block (preferably hard plastic)

Scissors (stainless steel)

- a. Scissors; blunt sharp 8 inch – 1
- b. Scissors; blunt/ sharp 6 inch -1
- c. Scissors; dissecting 5 inch with one probe point for coronary artery - Desirable
- d. Scissors; bowel, Bernard 11 inch- Desirable

Forceps (stainless steel)

- a. Bone cutting forceps 10" straight – 1
- b. Bone cutting forceps 10" angled – 1
- c. Rib-shears 9-1/2" – 1
- d. Dissecting forceps 6" – 1
- e. Dissecting forceps 8" – 1
- f. Dissecting forceps 10" – 1- Desirable
- g. Toothed and blunt forceps – 6 each

Viscera packing material-

- Wooden box for carrying viscera jars
- Glass bottles of capacity of 2 liters (viscera) and 100 ml (blood) with wide mouth. Facilities for preservatives viz. saturated solution of common salt for toxicological analysis and formalin for histopathological analysis.
- Proper sealing material having clear impression of official seal, sealing wax. This sealing area should be separate and away from fire-fighting system.

- Suturing Material- Hard sturdy thread and straight needles

Instrument tray & trolley- 1

Consumables

1. Gloves
2. Masks
3. Gum boots
4. Gowns
5. HIV kit
6. Goggles
7. Cotton/gauze
8. Head cover
9. Shoe cover
10. Coffin cloth (dead body wrapping cloth)
11. Body Bags (desirable)
12. Formalin
13. Common salt