



NYC
**Office of Chief
Medical Examiner**

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Memorandum

Date: July 7, 2022

To: Greater New York Hospital Association
Health & Hospitals Corporation
New York City Health Care Facilities, Nursing Homes and Long-Term Care
Facilities

From: Vincent Ruggiero
Director of Forensic Operations
Forensic Operations and Investigations Division
Office of Chief Medical Examiner (OCME)

Re: **Requirements for Cases Being Removed by OCME**

Effective immediately, please note the following requirements for any case being removed by the Office of Chief Medical Examiner:

1. All required paperwork must be submitted to the OCME Communications Unit prior to removal of any decedent. This includes the patient's face sheet, OCME Clinical Summary Worksheet and death certificate. Please carefully follow the instructions printed on the Clinical Summary Worksheet and fill all applicable fields. Additionally, for cases where the next-of-kin (NOK) have requested city burial, the signed NOK authorization and burial permit indicating the appropriate disposition, must also be submitted. For further information about paperwork requirements please visit www.nyc.gov/ocmereportacase.
2. The facility is required to place each decedent properly into a human remains pouch (aka body bag), please see required specifications below*. Decedents who are placed face down or have excessive bodily fluids will not be removed by OCME.
3. The decedent must have an identification wrist band and toe tag indicating the decedent's full and correct name, date of birth and medical record number (MRN) attached to them. The human remains pouch must also have an identification tag attached to the zipper.
 - This information must match the information given to OCME at the time of the case being reported.
 - Please note at the time of removal the OCME Medical Examiner Transport Team (METT) personnel are not permitted to provide OCME case numbers or any other OCME original paperwork.
4. If any of the above requirements are not met the case cannot be removed by OCME.

**Body bag specifications:*

- 100% Leak proof
- 7-9 mil thick vinyl
- Heavy duty #7 zipper
- 2-way zipper with 2 sliders that allows the pouch to be opened and closed at any point
- 2 large lockable pulls to secure the human remains pouch
- Sizes for adult 94" x 36", Infant 24" x 12"