



Visual Identification and Labelling Best Practice

The AFSRB has approved the following best practices for Visual Identification and Labelling. This guideline has the intent to prevent misidentification of the decedent prior to disposition and to ensure that proper disposition is carried out according to the family's wishes. The Visual Identification and Labelling Best Practices are not mandatory for any funeral services business in the province of Alberta however these are recommended by the AFSRB. Accurate documentation of the individual funeral services business' policy/process must be developed, in place and a copy provided to the AFSRB office by January 15, 2020.

Visual Identification

Before a disposition may take place, the owner, the licensed business manager or a licensed funeral director has the option to ensure that the authorized decision maker (as per the order of priority as outlined in Section 36 of the Funeral Services Act General Regulation) or a person designated by the authorized decision maker (who is capable of making the identification), has visually identified the human remains.

Documentation required will be that the family or designated person has viewed the deceased and signed a document with regards to that action OR has opted not to view the deceased and have signed a document with regards to no action. Photograph identification would be considered acceptable and may be performed and documented by the funeral director.

The recommendation for visual identification does not provide the authorization for embalming if the authorized decision maker does not expressly agree to this.

Each funeral services business will create and follow a standardized policy regarding visual identification that takes into consideration the unique circumstances of that business and the needs of the families that they serve. The AFSRB will require that all funeral services businesses provide a copy of their policy to the AFSRB office by January 15, 2020. If a funeral services business already has a policy in place, the existing policy can be provided to the AFSRB office.

Labelling

It is recommended that every Business Manager, owner or licensed funeral director, within a funeral services business

- ✓ Ensures that human remains are labelled at all times while in the custody of the funeral home and while being brought into the care of the funeral home, regardless whether the remains are being transported by a third-party transport service; and
- ✓ Ensures that every person transporting human remains is satisfied as to the identity of the remains at the time of initially receiving the deceased and bringing them into the care of the intended destination; and
- ✓ Creates and follows a documented standardized process to ensure that the human remains and cremated remains are continuously identified, from the time of the original transfer until the body reached final disposition. This process to be provided to the AFSRB office by January 15, 2020.

The method of labelling should be such that the label cannot accidentally become separated from the human remains it is to identify.

The Business Manager is responsible for ensuring that every person transporting human remains to the funeral services business complies with the requirements set out in their policy.