

 RECEIPT OF PACKAGE**GENERAL INFORMATION:**

California Cryobank ships specimens in “Dry” shippers, which have been validated (at room temperature in an upright position) to maintain the temperature of the specimens below -150°C during the shipping process. It is important that you take proper safety precautions when handling the shipper and/or specimens by wearing eye protection and gloves to protect you from both biohazard and the extremely cold temperature created by liquid nitrogen vapor within the dry shipper. **DO NOT TOUCH THE INNER CONTENTS WITH A BARE HAND.**

INITIAL RECEIPT:

Upon the initial receipt of the package, IMMEDIATELY check the condition of the tank and perform an inventory of the specimen in the following manner.

Check the tank conditions as follows:

1. Open the box, but do not remove the tank from the box; save the box for the return shipment.
2. Verify that there is a blue sealed strap securing the tank lid to the tank, and then cut the blue strap to gain access to the tank.
3. Lift the cap off the tank by raising it straight up (do not twist).
4. Visually observe the presence of cold vapor (smoke) when the lid is removed from the tank.

Check the specimen Inventory as follows:

1. Compare the shipping document to the actual specimen label(s).
2. Verify that the Item No., the Item Description, and the Quantity Received are correct.

IF ANY OF THE FOLLOWING CONDITIONS EXIST:

- The blue strap seal is broken or missing upon receipt
- The tank does not have the presence of cold vapor (smoke) upon initial opening of the shipper
- The specimen item numbers on the shipping document do not match the specimen labels

Continue to transfer specimens as instructed below and notify California Cryobank immediately (866-927-9622). Do not use the specimen(s) unless approved by California Cryobank.

SPECIMEN TRANSFER AND STORAGE:

The dry shipper is a shipping container and is only designed and intended for maintaining the proper temperature of specimens during transport. **The dry shipper tank is NOT a storage tank** and should not be used as such.

Upon receipt and verification of the contents, IMMEDIATELY transfer all specimens into a storage container capable of maintaining the temperature below -150°C in the following manner:

1. Lift the cap off the tank by raising it straight up (do not twist).
2. Lift the inner canister by the handle and carefully remove the cane(s) from the canister.
3. Transfer the specimen(s) into a specimen storage tank immediately. Do not expose the specimen(s) to the room temperature for more than 6 seconds during this process.
4. Continue to store the specimens in a specimen storage container that is capable of maintaining the temperature below -150°C until specimens are being prepared for immediate use.



THAWING & UTILIZATION OF SPECIMEN

It is the responsibility of the inseminating physician both to appropriately maintain the specimen prior to insemination and to maintain recipient records for the purpose of tracing tissue post-transplantation.

No known test methods can offer absolute assurance that human semen will not transmit infectious agents. Adverse outcomes potentially attributable to tissue must be reported promptly to California Cryobank.

Media used to prepare semen specimens contains human serum albumin. No known test methods can offer absolute assurance that products derived from human blood will not transmit infectious agents.

THAWING INSTRUCTIONS:

1. **Direct Use:** Place vial(s) in warm water (ambient-body temperature) for 15 minutes. Use for insemination within 2 hours.
2. **For Laboratory Validation Before Use:** Thaw the vials(s) at 37°C/98°F for 10 minutes in a water bath or 25 minutes in a Dry Heat Block (13mm holes, minimal air around cryovial).

When the specimen is completely thawed, do not mix by inversion, as the contents may be displaced into the vial cap leading to partial loss of the sample volume. Mix the sample by slowly pipetting the entire volume up and down with the positive pressure disposal device prior to slowly recovering the sample from the vial.

SAMPLE UTILIZATION:

1. For ICI (Intra-cervical insemination) semen specimens, aspirate the content into the insemination device. The specimen is now ready for intra-cervical insemination. Use for insemination within 2 hours after thawing. **Note: If ICI specimens are to be used for intrauterine insemination (IUI), further processing is required to remove the seminal plasma.**
2. IUI (intrauterine insemination) semen specimens do not require further processing as they have been processed prior to freezing to remove seminal plasma, round cells, and reduce non-motile sperm. CCB donor IUI vials are identified by a green band. These specimens may be used directly for intrauterine insemination without further processing. Use for insemination within 2 hours after thawing.
3. Both ICI and IUI prepared specimens require further processing for IVF procedures.



TANK RETURN

The Client is responsible for returning the tank to California Cryobank. If the tank was received or left at a physician's office, the client must make arrangements with the physician's office for the tank return.

If the returning tank still contains specimens, please call Client Services at 866-927-9622 for further assistance. Please note that California Cryobank cannot buy back specimens due to late shipments, miscalculated cycles, or missed cycles.

In order to avoid a late-return fee, the tank must be returned or picked up by our designated courier on or before the deadline indicated on the packing slip/shipment document. Failure to return the tank will result in a replacement fee of \$700.

TANK RETURN OPTION A: CLIENT RETURN

Please return the tank to the nearest facility during regular business hours:

Los Angeles, CA 1935 Armacost Ave. Los Angeles, CA 90025 Phone: (310) 443-5244 Fax: (866) 625-7336	Palo Alto, CA 4294 El Camino Real Los Altos, CA 94022 Phone: (650) 324-1900 Fax: (650) 317-4721	Cambridge, MA 950 Massachusetts Ave. Cambridge, MA 02139 Phone: (617) 497-8646 Fax: (617) 497-6531	New York 369 Lexington Ave., Ste. 401 New York, NY 10017 Phone: (212) 779-1608 Fax: (212) 779-2054	Houston, TX 9000 Kirby Dr. Houston, TX 77054 Phone: (888) 811-2796 Fax: (888) 317-3710
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TANK RETURN OPTION B: COURIER RETURN

1. You have been provided with a plastic pouch and a return label or airbill.
 - a. Place a label or airbill into the plastic pouch and adhere it to the top of the box.
 - b. It is recommended that you retain a copy of the shipping documents for your records.
2. Call the courier at the phone number listed on the enclosed shipping document to request tank pickup.
3. Record the tracking or confirmation number for your records.