

## Instructions for Collection and Overnight Return Shipment of Semen Specimens

These instructions are provided by Fairfax Cryobank, Inc. (hereafter referred to as Cryobank).

1. The return shipment should be made using **FedEx** Priority Overnight service which delivers by 10:30am the next business day. The specimen must arrive at Cryobank before noon, **Tuesday** through **Friday**. Each kit also includes **pre-paid FedEx** return shipment packaging for added convenience. Return by other carriers such as United Parcel Service (UPS) is at the client's expense.
2. **Please refrigerate kits upon receipt.** The transport media should be stored at 2-8°C until 1 hour prior to specimen collection. The elapsed time between specimen collection and semen evaluation is important; therefore it is to your advantage to arrange for the specimen to be collected as close to return shipment time as possible. To obtain the best quality semen specimen, the client should observe a period of 2 to 5 days of abstinence from ejaculation. If you plan to use multiple kits to bank more than one specimen, an abstinence period of 2 to 5 days is preferred; however, if that is not possible you should wait at least 24 hours between each ejaculation. Manual stimulation (masturbation) is the acceptable method of obtaining the semen specimen. If a lubricant is required, do not use any material that is spermicidal. Do not use a condom for collection of the specimen.
3. The empty plastic bottle labeled "Collection Bottle" included in the kit is for the collection of the semen specimen. Do not wash this bottle: it is sterile and ready for the collection of the semen. Prior to collection, remove the bottle with the Transport Media and allow the media to warm to room temperature (approx. 60 minutes). **Please note:** failure to warm the Transport Media to room temperature before collection could result in damage to the semen specimen. Approximately 10mL of wash media is provided in the bottle; the bottle will appear to be approximately ¼ full.
4. Following collection of the semen specimen, carefully pour the Transport Media contained in the labeled bottle into the Collection Bottle that contains the semen specimen. The media is a non-hazardous biological preservative that will act as a protectant for your specimen during transport. Discard the empty Transport Media bottle after you have emptied the media.
5. Secure the screw-top lid onto the bottle containing the Transport Media and semen. Gently tip the bottle back and forth to ensure complete mixing. (DO NOT SHAKE) Be absolutely certain that the cap is securely in place and there are no visible signs of leakage. **Print the full name of the Semen Depositor's name in the space on the Collection Bottle label.** Place the sealed, labeled bottle into the BioHazard Specimen bag and seal the bag. Place the sealed bag into one of the foam holes located in the kit. **Maintain the semen specimen at ambient or room temperature. Do not subject the specimen to extremes in temperature such as a refrigerator or freezer.**
6. Enclosed in the kit is Cryobank's "Sperm Banking" brochure. A completed Off-Site Specimen Collection Documentation is required with every shipment. With your first kit, return the Semen Evaluation, Freeze & Storage Agreement, Billing Agreement, Storage Client Information, Client Questionnaire and Medical & Genetic Tests for Client Depositors form. Please send required blood testing with your first kit or by fax within 15 days to 651-489-0340. Payment is required at time of specimen receipt for processing. Place the kit with the requested completed forms and semen specimen, in the FedEx "Diagnostic Specimen Envelope" and seal.
7. Once the specimen has been collected and the package is ready to be sent, contact Cryobank (800) 489-2294 x104 with the **FedEx** Priority Overnight tracking number. This will enable the laboratory to be prepared to handle your specimen upon receipt and trace the shipment should it not arrive on schedule. Should you call after normal laboratory hours, simply leave the information on voicemail. You may contact Cryobank for evaluation results (after 10:00am) the next business day following your specimen's arrival. We assume no liability for lost or delayed shipments or for specimens that are shipped by methods other than those previously described. **Unused kits cannot be returned to Cryobank for credit.** Specimens collected through the use of kits are intended for use in future insemination procedures with sexually intimate partners only.

If you have any questions concerning the shipment of your semen specimens, please contact us. We stand ready to provide you with personal service and assistance.