

Instructions for Collection and Overnight Return Shipment of Semen Specimens

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

- **Refrigerate kits upon receipt.** The transport media must be stored at 2-8°C until 1 hour prior to specimen collection.
- Kit includes: Specimen cup with transport bag, a bottle of transport media, return packaging, and all paperwork.
- **Arrange for the specimen to be collected as close to return shipment time as possible.** Kits MUST be shipped on same day as specimen collection. If you plan to send in multiple kits, wait a minimum of 48 hours between each ejaculation.

Collection and Shipping Instructions:

- For the best quality semen specimen, the client should observe a period of 48 to 120 hours of abstinence from ejaculation.
- Prior to collection, allow the Transport Media to warm to room temperature (approx. 60 minutes).
 - o ****Failure to warm the Transport Media to room temperature could result in damage to the semen specimen.**
- Manual stimulation (masturbation) is the acceptable method of obtaining the semen specimen.
 - o If lubricant is required, do not use any item that is spermicidal. **Do not** use a condom for collection.
- The empty plastic bottle labeled "Collection Bottle" included in the kit is for the collection of the semen specimen.
 - o Do not wash this bottle: it is sterile and ready for the collection of the semen.
 - o **Print the full name of the Semen Depositor's name in the space on the Collection Bottle label.**
- Collect the specimen into the collection bottle.
- Following collection, gently pour the "Transport Media" into the Collection Bottle that holds the semen specimen.
 - o The media is a non-hazardous biological preservative that will protect your specimen during transport.
 - o Discard the empty Transport Media bottle after you have emptied the media in the specimen collection.
- Firmly screw the lid on the bottle holding the Transport Media and semen. Gently tip the bottle back and forth to mix.
 - o **DO NOT SHAKE.** Be certain that the cap is securely in place and there are no visible signs of leakage.
- Place the sealed, labeled bottle into the Biohazard Specimen bag and seal the bag.
- Place the sealed bag into one of the cardboard cutouts located in the kit.
- **Maintain the semen specimen at ambient or room temperature for shipping. Do not refrigerate after collecting.**
- You **MUST** return the completed Off-Site Specimen Collection Documentation, Semen Freeze & Storage Agreement, Billing Agreement, Storage Client Information, Client Questionnaire and Medical & Genetic Tests for Client Depositors form. If no paperwork is included with the kit, we will be unable to process the sample as we will be unable to accurately identify who sent us the kit.
- **Payment is required at time of specimen receipt for processing. – You MUST return your COMPLETED billing agreement.**
- Place the kit box with the completed forms and semen specimen, in the orange and white **FedEx** Pak and seal.
- Stick the pre-paid **FedEx** Priority Overnight Billable Stamp on the **FedEx** Pak to ensure delivery of the kit by 10:30am the next business day. The specimen must arrive at Cryobank **Tuesday** through **Friday**.
 - Return by other carriers such as United Parcel Service (UPS) is at the client's expense.
- When the package is ready to send, contact Cryobank at Rosevillecryo@fairfaxcryobank.com with the **FedEx** tracking number. The tracking number is a 12-digit number under the barcode on "Billable stamp." the Failure to Email your tracking number, may result in a delay in processing your specimen.
- Bring to a **FedEx** Drop Box or Print & Ship Center before the last cut off time of the day you collect the sample
- Send required blood testing with your kit, fax to 651-489-0340 or Email: Rosevillecryo@fairfaxcryobank.com
- Cryobank staff will Email stored vial information by 4pm, CST, the next business day after your kit arrives.

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 using kits are intended for use in future insemination procedures with a sexually intimate partner only.

If you have any questions concerning the shipment of your semen specimens, please contact us at 1-800-338-8407.