



ARIZONA REPRODUCTIVE MEDICINE SPECIALISTS

Phone (602) 343-2767 • Fax (602) 343-2766

- 1701 East Thomas Road, Building #1, Suite #101, Phoenix, AZ 85016
- 2730 South Val Vista Drive, Building #5, Suite #128, Gilbert, AZ 85295

Shipping of Frozen Specimens

Steps for Transfer

1. Notify the sending and receiving labs of the date and time of wanted pickup/delivery.
2. If using ARMS shipping tank, give at least a 48 hour notice.
3. Sign and notarize Transfer to ARMS and Cryostorage Agreement forms. Give the original copies to ARMS prior to sending specimen.
4. Contact Reprotech or Cryoport IF hand carried shipping cannot occur.
 - a) Be sure to get insurance.
 - b) Sending lab will receive the tank, place the tissue into it and ship it to receiving lab (ARMS)
5. **All tissues being shipped to ARMS must have a Summary of Records (if donor eggs or donor sperm were used), FDA Labels, a storage agreement, and the ARMS Communicable Disease Testing Form. In addition, storage fees must be paid.**

The patient must assume all responsibility and liability for the proper shipment of their tissue. ARMS will release the tissue to patients and it will be the patient's responsibility to see that these tissues are properly conveyed to their destination. ARMS recommends that these items be hand delivered by the patient. For some patients, this may not be feasible. In that case, the patient must realize that there are some risks that they will have to trade off for convenience. If the loss of these specimens involved substantial costs, or the value of these specimens is considered high due to their nature, then ARMS recommends that patients shipping tissue to other clinics take out insurance to cover all costs or damages should these specimens not arrive at their destination in perfect shape.

Because embryos and gametes are valuable, we must ensure that their transfer to another institution is well-executed. The following are important points:

- ✓ Transportation is best done by the patient so as to remove accidents that may be caused by couriers.
- ✓ Tanks need at least 48 hours prior to shipping to be prepared if using an ARMS tank. (includes a usage fee)
- ✓ Any fees are the responsibility of the patient. This includes shipping to return the tank.
- ✓ Transport should not occur during holidays or near the ends of the weeks (Thursday-Sunday).
- ✓ Always call the sending and receiving laboratories prior to picking up and dropping off embryos or gametes.
- ✓ It is the responsibility of the patient to pick up the tank and to ship it to the receiving clinic.

ARMS recommends the use of ReproTech or Cryoport for shipping all tissue that cannot be hand carried by the patient. ReproTech and Cryoport provides a service that includes the tank and shipping. ARMS will try to facilitate the shipping of these tissues as much as possible, but it will be the patient's responsibility to see that they are done as safely and controlled as possible.

ReproTech, provides long-term storage of cryopreserved specimens and as such, will also act to redistribute tissues between laboratories. In the past this cost about \$500, but you will need to contact ReproTech for exact pricing (1-888-831-2765).

Insurance is recommended and costs extra. It will also be necessary to fill out a registration form. These prices are subject to change by shipping company. Details can be found by calling ReproTech at 1-888-831-2765 (www.reprotech.com) or Cryoport 1-949-470-2300 (mycryostork.com)

Frozen oocytes, embryos, sperm and other tissue have traditionally been shipped between laboratories using shipping agents such as Federal Express and UPS. Although these systems have worked quite well in the past, the valuable nature of these tissues warrants a safer and more controlled method for shipping. Occasionally, specimens have been shipped to distant laboratories only to arrive damaged or thawed. Usually one of two items have occurred: 1) The tank has arrived without any liquid nitrogen, and due to the increased temperature, the tissues have thawed and are not useable or 2) the individual container that holds the tissue (usually a plastic vial or straw) has been damaged during shipping making it almost impossible to retrieve the tissue without damage or contamination. The most common culprits of a thawed specimen are:

- 1) Damaged tank during transport, breaking the vacuum and impairing the thermal properties of the tank
- 2) Improper shipping such that the tank is shipped upside down or lying down. This can result in a tank having 1/10th of its normal holding time.
- 3) The tank is not filled properly with liquid nitrogen or the time from filling to receipt exceeds the tank's holding time.

Proper shipping of cryopreserved tissue is both time-consuming and costly. These costs can run into the thousands of dollars, especially if hand delivery via air is necessary. Because these specimens are valuable, ARMS recommends that all shipments are insured so as to cover any incurred expenses from the loss of the tissue should that occur. It is the responsibility of each patient to locate an insurer and to properly insure each shipment to their satisfaction.



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TRANSFER OF CRYOPRESERVED SPECIMENS TO ARMS

Name _____ Date _____ Phone _____

We _____ and _____ (patient's name) request that our cryopreserved specimens be sent to Arizona Reproductive Medicine Specialists from the agent of _____ (sending

clinic). ARMS recommends that all valuable cryopreserved specimens be hand delivered by the client to the receiving laboratory in order to minimize the possibility that the specimens are handled improperly by a shipping agent. ARMS also recommends that a new and tested shipper be used for the shipping of all valuable specimens.

We understand that we (client) are responsible and liable for all negative outcomes in processing and shipping. We agree to hold ARMS blameless for any damage or accidents to frozen tissues shipped. This includes loss or destruction of the tissue due to mishandling, thawing of tissue, and failure or loss of the tank or tissues. We also understand that there are inherent risks in shipping these specimens (such as loss of and/or thawing of specimens) and we assume all of these risks and release Arizona Reproductive Medicine Specialists of any liability. We (client) assume the risks of damage, accidental thawing, and decreased viability of all shipped specimens. We further realize that specimens frozen at one facility may have poorer thaw survival when thawed at another facility due to differences in protocols, equipment and personnel.

If a dry shipper is used we assume the responsibility for the return of that dry shipper and agree to pay the cost of a replacement dry shipper at market value should that shipper be lost, damaged or not returned after 10 days. We also understand that dry shippers may deteriorate or fail and we assume these risks and hold ARMS blameless. We understand that in order to reduce the costs of shipping of frozen specimens' dry liquid nitrogen shippers are not tested for any function and we (client) assume risks inherent to this.

We have been advised that to reduce possible damage to frozen tissue we should purchase a new and recently inspected and tested shipper. We also understand that ARMS recommends that the client insure these specimens prior to shipping for the value (replacement and any other costs) that these specimens have for the client and that the patient use ReproTech or Cryoport for shipping. Regardless, the client assumes all risks inherent or otherwise in the transfer and shipping of these specimens. We also understand that the amount of time these specimens will stay frozen cannot be determined accurately as it is a function of the handling of the container. Containers shipped on their side or upside down may have 1/10th of the standard holding time. ARMS does not ship frozen specimens, but will release these specimens to clients or agents of clients for shipping. ARMS will fill the nitrogen shippers if instructed to by the client, but ARMS does not warrant the quality of the liquid nitrogen or the filling process. The client holds ARMS blameless from any untoward affect due to the quality of the liquid nitrogen or shipper and holds ARMS blameless for the loss of the tissue due either to misplacement or damage during the entire shipping process. A processing fee will be necessary for the shipment of specimens from ARMS. **If vials larger than 1.2mL or any straws are being transferred an additional yearly fee of \$150 shall be charged.**

Address to be shipped to: 1701 E Thomas Road Bldg 1 Ste 101 Phoenix, AZ 85016

Name of lab to be shipped to: _____

Contact Name and Number: _____

Number of vials to be shipped: _____ **Contents of vials:** Eggs Embryos Sperm

Date Tissue Extracted (if known) _____

Details of shipping (when would you like to ship/carrier, etc.):

How to Ship?

- Patient Will Hand Deliver
- Receiving Laboratory Will Ship
- 3rd Party Shipper



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Client (Print) _____ Signature (Client) _____
 Client's Partner (Print) _____ Partner Signature _____
 Witness (Print) _____ Witness Signature _____
 Phone Number _____ Date _____
 Address _____

Complete below this line ONLY if Notarizing

This document must be signed by both parties in the presence of a notary and notarized. No specimens will be released until receipt of this document and a verbal verification of one of the partners. Payment of storage fees and patient's account must be paid in full prior to release of specimens

*This document must **be signed by both parties in the presence of a notary and notarized**. No specimens will be released until receipt of this document and a verbal verification of one of the partners. **Storage fees** for current year and receipt of a **Storage Agreement** are required prior to acceptance of specimens. We must receive the form completed and a donor eligibility determination from your clinic with a summary of the screens and results. If exempt, we must have HIV-1 and -2 and HepB results for the couple*

SSN: _____)
 _____)SS:
 County of _____)

On this, the _____ day of _____, _____, before me
 a notary public, the undersigned officer, personally appeared
 _____, known
 to me (or satisfactorily proven) to be the person whose name is subscribed
 to the within instrument, and acknowledged that he executed the same for
 the purposes therein contained. In witness hereof, I hereunto set my hand
 and official seal.

Notary Public