

Steps to Transferring Frozen Specimens

Because embryos or gametes are valuable, we must ensure that their transfer to another institution is well-executed. This is a complex process that may take several weeks to accomplish and involves the coordination of efforts of two laboratories. The following are important points:

- ✓ Transportation is best done by the patient so as to remove accidents that may be caused by couriers.
- ✓ Tanks should be prepared by the sending institution. (Tanks are available at ARMS and require a deposit and liquid nitrogen filling fee.)
- ✓ Any shipping fees are the responsibility of the patient. This includes shipping to return the tank.
- ✓ Transport should not occur during holidays, near the ends of the week or during lunchtime.
- ✓ Always call the laboratory prior to picking up and dropping off embryos or gametes.
- ✓ Your financial account should be paid up to date to avoid any delays.

Here are the steps that are necessary for transport:

1. Call up the sending party to determine their requirements for release of the specimens.
2. Notify the laboratory you are shipping the specimens to a full description of the contents of your vials/straws as well as any thawing instructions, if these are embryos.
3. Be sure to write down the name of the contact person and phone number on the enclosed form.
4. Deliver the enclosed form, signed and witnessed to ARMS. We will then contact the outside laboratory to verify delivery.
5. We must also have a form similar to our "FDA Eligibility Determination Form" if items are being shipped to ARMS. (We will send this form filled out to any lab we are shipping specimens to.)
6. Notify sending and receiving labs of the date and time of the pick up and delivery.
7. ARMS can only accept specimens where an FDA Eligibility Form, a Transfer Form, a Storage Contract and payment of storage fees are received.

If you have any questions, please contact the ARMS laboratory (Stacey Folley) at (602) 343-2764 to help you with this process.