

# Chilled Semen Shipping Instructions

## Step 1: Freeze the Gel Packs

Place the gel packs in a freezer for a minimum of 12 hours to ensure they are completely frozen.

## Step 2: Arrange the pick up or drop off time with the Overnight Shipping Service

Note: Only overnight shipping methods should be used to ensure as many sperm as possible survive the trip.

The shipment should be given to the shipping service as late in the day as possible so that it will spend less time in the shipper. By knowing the approximate time for pick up/drop off, you can prepare the donation shortly before handing it over.

## Step 3: Prepare the Donation

Collect the semen in the donation cup. Wait a few minutes for it to come to room temperature and liquefy. Slowly draw the semen into a syringe then place the cap on the tip. You probably won't need both syringes unless you are shipping more than one donation. If preparing two donations, store the first syringe in a refrigerator until you are ready to pack the donations. Place the syringe(s) in the shipping sleeve (drawstring bag) and cinch the drawstring.

## Step 4: Pack the Donation

Place two of the frozen gel packs in the bottom of the Styrofoam shipping container. Lay the syringe(s) in the shipping sleeve on top of the gel packs then place the remaining gel packs on top of it. Fill the void with shipping material – bubble wrap, air tubes, etc. This is a very important step because if the void is not filled, the gel packs and syringe(s) can shift and the donation can be damaged. Plastic shipping material is generally better than using newspaper because of possible condensation inside the container. Plastic shopping bags could also be used. Just make sure they fill the void completely and prevent shifting. Put the lid on the Styrofoam container and tape it together with packing tape. You will probably have to pull the Styrofoam out of the cardboard shipping container to do this. Place it back into the cardboard box and close the lid. Tape it closed and attach the shipping label.

## Step 5: Give the Donation to the Overnight Shipping Service

The shipping service may give you a receipt with the tracking number on it. It is a good idea to watch the movement of the package on the shipping service's web site. You should also give the tracking number to your recipient if she does not already have it.