

CRYOPORT ELITE™ 28L ULTRA COLD SHIPPING SYSTEM



How to Load Samples for Shipment

PLEASE FOLLOW LOCAL RULES OF SAFE HANDLING AND DISPOSING OF DRY ICE

Step 1

Wear the appropriate personal protective equipment (PPE) for handling extreme cold temperatures for the unloading of the payload and dry ice.

NOTE: It is recommended to use fresh food grade dry ice pellets with diameter approximately 5/8"

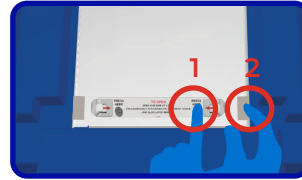


Step 2

Before beginning the process of loading the shipper with dry ice, conduct a complete visual inspection of the exterior of the shipper for any damage that may have occurred during transit.

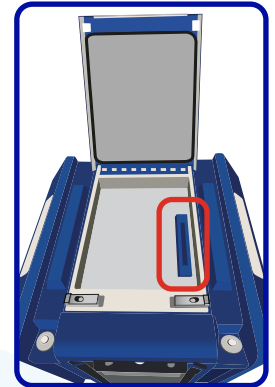
If damage is observed, please call Cryoport at +1 949.470.2305.

Step 3



Open the document enclosure lid by pressing down on the lid while simultaneously pressing in each latch on the side one at a time, and then lifting the lid up.

Once document enclosure lid is open, remove the lid wedge.



NOTE: The Advanced Therapy Shipper™ will come with a blue wedge. The General Purpose Shipper will come with a gray lid wedge.

Step 4



If a white serialized zip tie is included, prior to its removal, record serialized number onto all pertinent documentation. Remove serialized zip tie with wire cutters.

NOTE: The white serialized zip tie indicates that the shipper has been Veri-cleaned®, is certified for advanced therapy human-use only material, and has not been tampered with during Leg 1 shipment.

Step 5



The lid must be opened one side at a time. Using one hand, press down on the lid while simultaneously pressing the latch release button. Pressing down on the lid will reduce resistance on the button and more easily allow the latch to release.

Step 6



Once lid is open, utilize lid wedge to keep lid propped open and prevent any personal injury. Slide the lid wedge inward from either side to position it between the lid and shipper base.

NOTE: The Advanced Therapy Shipper™ will come with a blue wedge. The General Purpose Shipper will come with a gray lid wedge.

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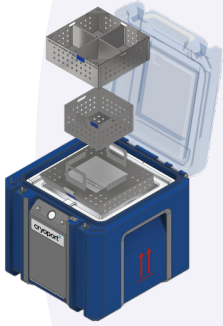


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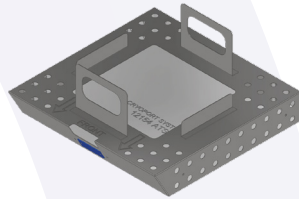
PLEASE FOLLOW LOCAL RULES OF SAFE HANDLING AND DISPOSING OF DRY ICE

Step 7

Remove each accessory and inspect for damage such as dents, cracks or broken edges that may have occurred during transit. Place any damaged accessories aside and please call Cryoport at +1 949.470.2305.

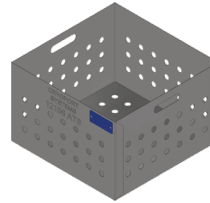


12157 or 12154



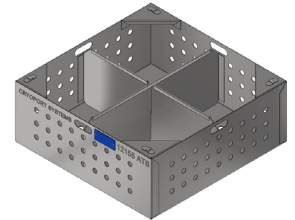
Bottom Dry Ice Compartment

12161 or 12156



Payload Carrier

12162 or 12155

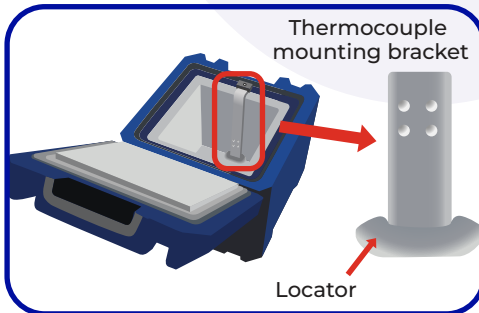


Top Dry Ice Compartment

The following Payload Holding System components will be inside the payload space:

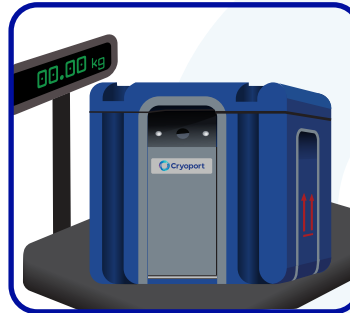
- 12157 or 12154: Bottom Dry Ice Compartment
- 12161 or 12156: Payload Carrier
- 12162 or 12155: Top Dry Ice Compartment

Step 8



Check that the thermocouple mounting bracket is aligned against the side of the shipper payload space, and is secured in the locator at the bottom of the tub.

Step 9

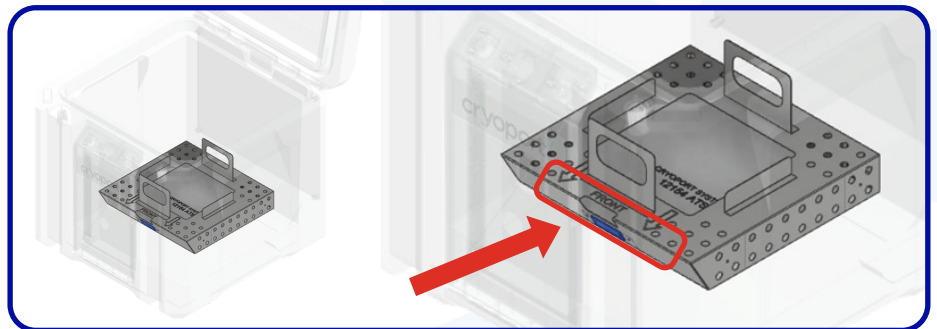


In order to calculate dry ice weight, weigh the empty shipper (with payload holding system). Ensure all accessories are in the shipper and place on a scale. Set the units of the scale to kilograms (kg) and zero out the scale.

NOTE: Shipper should remain on zero calibrated scale throughout the loading process.

Step 10

Remove the Top Dry Ice Compartment and Payload Carrier. Verify that the Bottom Dry Ice Compartment is positioned with the angled face and notch at the front of the shipper. The front of the shipper has the LCD display.



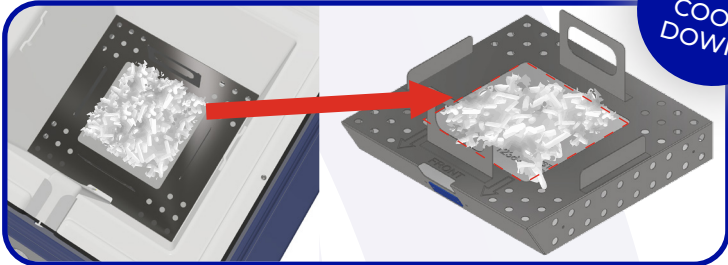
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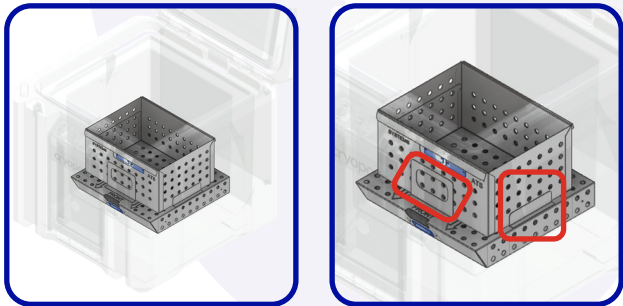
Step 11



Fill the Bottom Dry Ice Compartment with dry ice. There should be no dry ice above the level of the fill opening as this will prevent the payload carrier from fitting correctly.

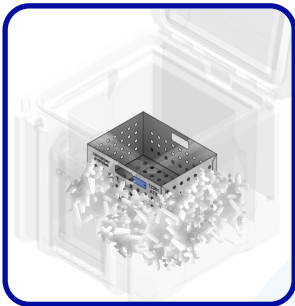
NOTE: Ensure to pack dry ice into the corners of the Bottom Dry Ice Compartment. Fill up the Bottom Dry Ice Compartment completely with dry ice — there should be no space without dry ice, including the inside corners.

Step 12



Load the Payload Carrier into the shipper in between the vertical tabs on the Bottom Dry Ice Compartment.

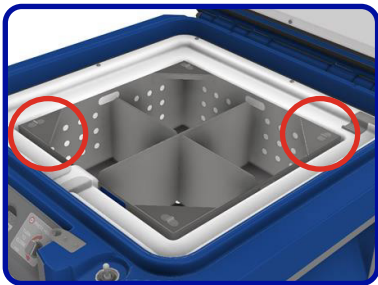
Step 13



Completely fill the space around the Payload Carrier with dry ice to avoid gaps. The dry ice should not exceed the height of the Payload Carrier as this will prevent the Top Dry Ice Compartment from fitting correctly.

NOTE: Fill up the area around the payload carrier completely with dry ice — there should be no gaps. Hold time will be compromised if the dry ice is not loaded into the shipper properly.

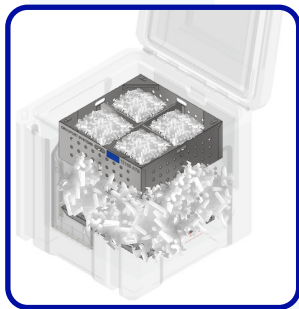
Step 14



Place the Top Dry Ice Compartment into the shipper using the corner lifting tabs.

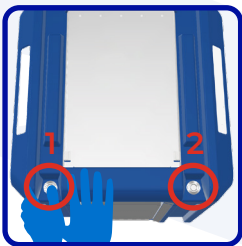
If there is any resistance or the compartment does not sit flush, remove from shipper, rotate 90 degrees and reinsert into the shipper.

Step 15



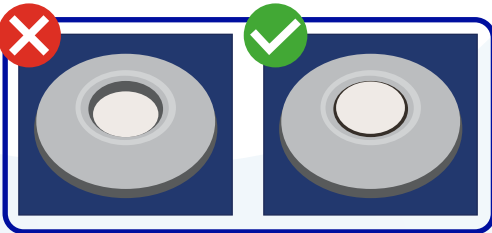
Fill the Top Dry Ice Compartment halfway with dry ice. Do not fill completely as it will be too heavy to remove after cool down.

Step 16



When closing the shipper lid, first remove the lid wedge, and place it back into the document enclosure. Close the shipper by pressing down on the left corner first until you hear an audible 'click'. Then press down on the right side until you hear another 'click' to close the shipper's lid. The audible 'clicks' will ensure the both latches are engaged.

Step 17



The center buttons will eject and appear flush when the latches are successfully engaged.

NOTE: As stated in the prior step, users must hear an audible 'click' from both sides in order for the center buttons to eject and the latches to successfully engage.

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Step 18

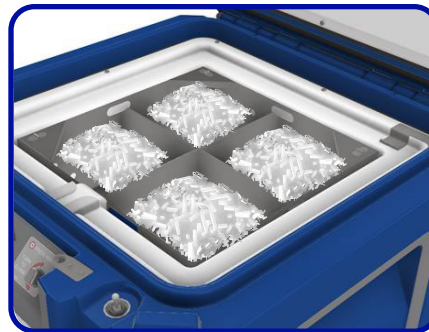
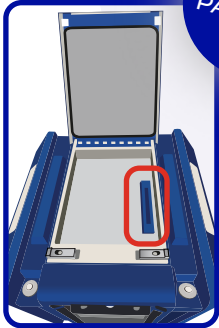
Note the weight of dry ice from scale readout, and ensure it matches the amount indicated on the Air Waybill (16 kg).

After weighing, allow the shipper to cool down for 30 minutes before moving to STEP 19.

STOP!
COOL DOWN
FOR 30 MINUTES
BEFORE
LOADING

Step 19

LOADING
PAYLOAD

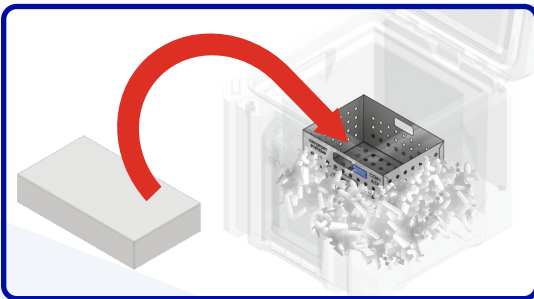


After cool down process is complete, open the shipper and remove Top Dry Ice Compartment using corner lifting tabs.

NOTE: The Advanced Therapy Shipper™ will come with a blue lid wedge. The General Purpose Shipper will come with a gray lid wedge.

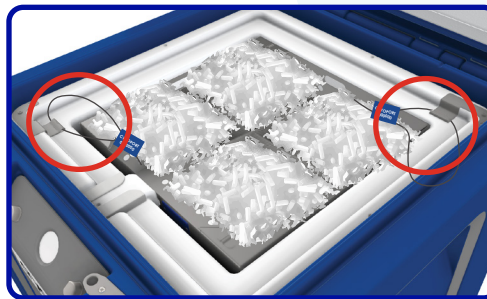
NOTE: Once lid is open, utilize lid wedge to keep lid propped open and prevent any personal injury. Slide the lid wedge inward from either side to position it between the lid and shipper base.

Step 20



Add pre-conditioned payload into the Payload Carrier.

Step 21



Replace Top Dry Ice Compartment using the corner lifting tabs, and then completely fill the remaining space of the Top Dry Ice Compartment to the top edge. Do not over fill as this will prevent the shipper lid from closing.

Optional cable serialized zip ties part number ACC-10631 are available to provide extra security and prevent access to the payload. Record serialized number onto all pertinent documentation.

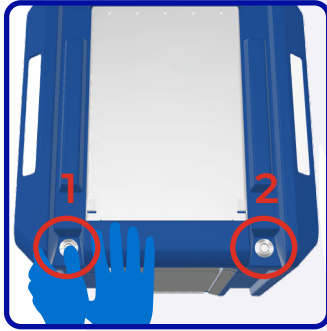
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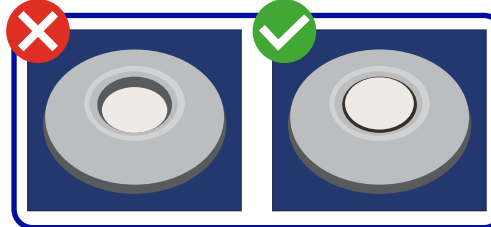
Step 22



When closing the shipper lid, first remove the lid wedge and place it back into the document enclosure. Close the shipper by pressing down on the left corner first until you hear an audible 'click'. Then press down on the right side until you hear another 'click' to close the shipper's lid. The audible 'clicks' will ensure the both latches are engaged.

NOTE: Verify that the lid wedge is placed back into the document enclosure. If shipper is returned without wedge, there will be a replacement charge.

Step 23



The center buttons will eject and appear flush when the latches are successfully engaged.

NOTE: As stated in the prior step, user must hear an audible 'click' from both sides in order for the center buttons to eject and the latches to successfully engage.

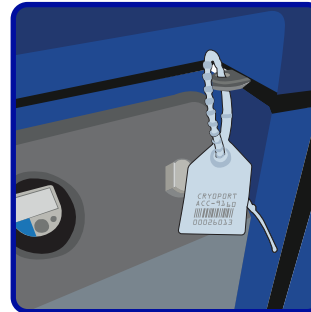
Step 24



Note the weight of dry ice from scale readout, and ensure it matches the amount indicated on the Air Waybill (16 kg).

If applicable, note the total weight of shipper from scale readout on pertinent documentation.

Step 25

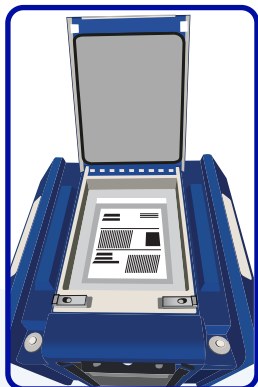


Add a zip tie (optional serialized zip tie ACC-9160) on the outside of the enclosure to secure the shipper. Record serialized number onto all pertinent documentation.

Step 26

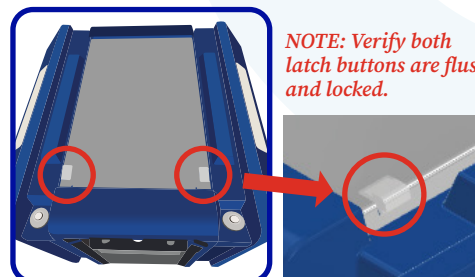


To obtain the return shipment documentation, open the document enclosure lid by pressing down on the lid while simultaneously pressing in each latch on the side one at a time, and then lifting the lid up.



The document enclosure will contain a pouch with the necessary documents and applicable labels.

Step 27



NOTE: Verify both latch buttons are flush and locked.

Close the lid back to its latched position. The latches will re-engage with the lid. Verify both latch buttons are flush and locked by pushing down on each side and not in the middle.

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Step 28



Optional "Attention Do Not Open" label part number ACC-10647 available to be placed on the document cover.

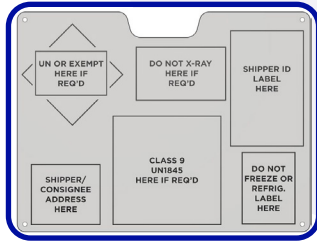
Step 29



Contact the courier to provide the weight of the dry ice contained in the shipper for generating the Leg 2 Air Waybill.

Print the Air Waybill provided by the courier and insert into the shipping pouch on the top of the shipper.

Step 30



Remove any courier labels or stickers currently on the Cryoport Elite™ Shipping System.

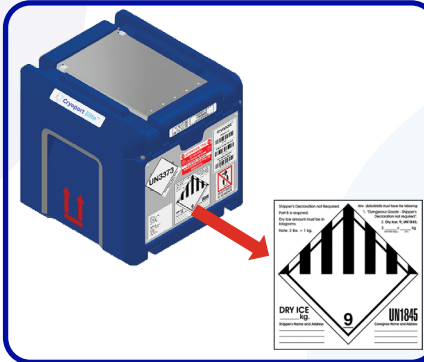
Remove the labels from the shipping pouch on top of the shipper.

Place each applicable label on the designated locations on the back of the shipper.

Example of sample labels on shipper back panel (below).



Step 31



For international shipments:

- Remove all four (4) copies of the Commercial Invoices from the shipping envelope on top of the shipper.
- Sign all four (4) copies.
- Place all four (4) signed copies of the Commercial Invoices inside the shipping envelope on top of the shipper.

Fill out the weight of dry ice contained in the package in kilograms (kg) on the UN1845 Dry Ice label located on the rear panel of the shipper.

NOTE: It is required that the weight indicated on UN1845 label matches the weight on the Air Waybill.

Review and complete a Dangerous Goods declaration for dry ice. Download the form here:



<https://www.iata.org/contentassets/a9f496cd8c87466b98142fa6d4cddb209/shippers-declaration-column-format-fillable.pdf>