

# CRYOPORT ELITE™ 28L ULTRA COLD SHIPPING SYSTEM



## How to Unload Samples from Shipment

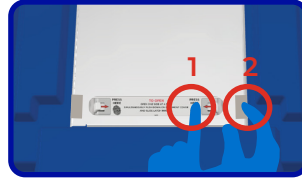
PLEASE FOLLOW LOCAL RULES OF SAFE HANDLING AND DISPOSING OF DRY ICE

### Step 1

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

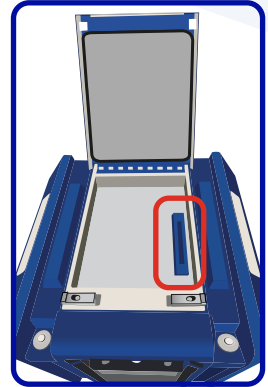


### Step 2



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 lid wedge. The General Purpose Shipper will come with a gray lid wedge.*

### Step 3



Prior to removal of the zip tie or serialized zip tie, record serialized number onto all pertinent documentation. Remove serialized zip tie with wire cutters.

### Step 4



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.

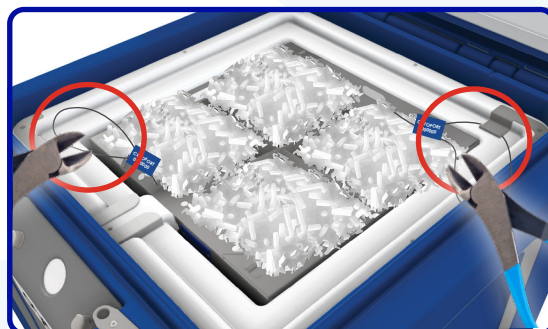
### Step 5



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 lid wedge. The General Purpose Shipper will come with a gray lid wedge.*

### Step 6



If cable serialized zip ties are included, prior to its removal, record serialized number onto all pertinent documentation. Remove serialized zip tie with wire cutters.

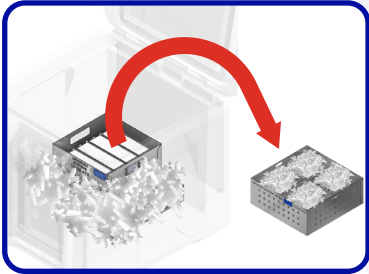
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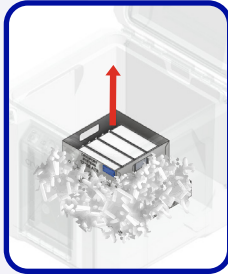
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### Step 7



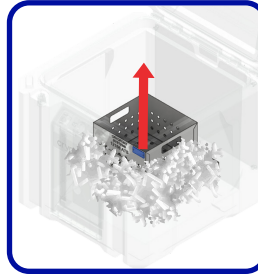
Remove Top Dry Ice Compartment with dry ice remaining inside. Properly dispose the dry ice from the Top Dry Ice Compartment.

### Step 8



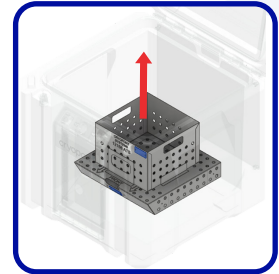
Remove the payload from the Payload Carrier.

### Step 9



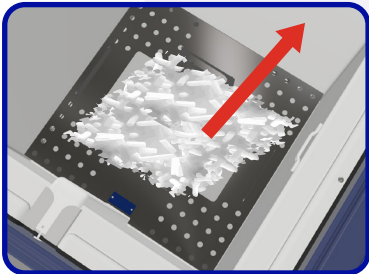
Remove and properly dispose of any remaining dry ice around the Payload Carrier.

### Step 10



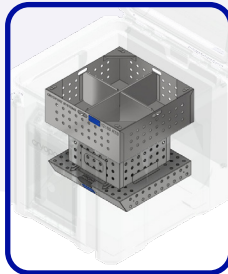
Remove the Payload Carrier to gain access to the Bottom Dry Ice Compartment.

### Step 11



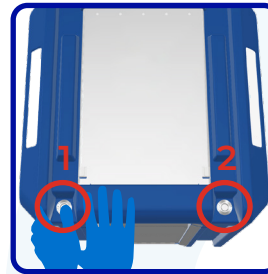
Remove and dispose any leftover dry ice in the Bottom Dry Ice Compartment.

### Step 12



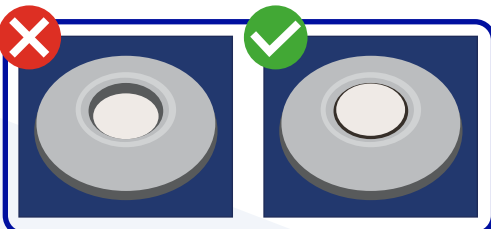
Make sure the shipper is empty of all dry ice and confirm the Payload Holding System is inside the shipper prior to the return to Cryoport.

### Step 13



When closing the shipper lid, first remove the lid wedge. 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. Place the lid wedge back into document enclosure.

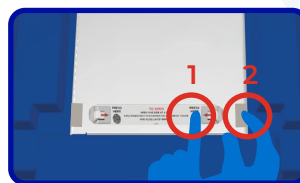
### Step 14



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 15



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. Remove the return shipping material pouch.



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### Step 16



Contact the courier to provide the weight of the shipper for generating the return Air Waybill.

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

### Step 17



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 the “Empty” labels on the UN3373, UN1845, and Class 9 DG designated locations on the back of the shipper.

**STOP!**  
PRIOR TO COURIER PICKUP, VERIFY ALL LATCHES ON SHIPPER ARE CLOSED & SECURED, AND NO DRY ICE REMAINS IN THE SHIPPER.

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