

# CRYOPORT EXPRESS® CRYOGENIC HV3 SHIPPING SYSTEM



## Shipment Unloading Instructions

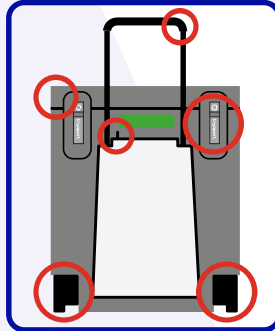
NEED HELP? CONTACT CRYOPORT SYSTEMS' CLIENT CARE AT (949) 470-2305 OR EMAIL CS@CRYOPORT.COM

### Step 1



Wear the appropriate Personal Protective Equipment (PPE) when handling cryogenic shipments.

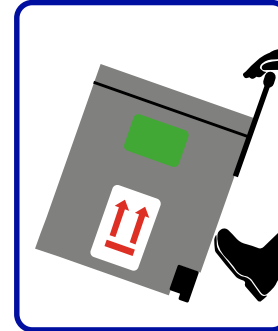
### Step 2



Once the shipping system arrives, check the enclosure and hardware for any damage that may have happened during transit.

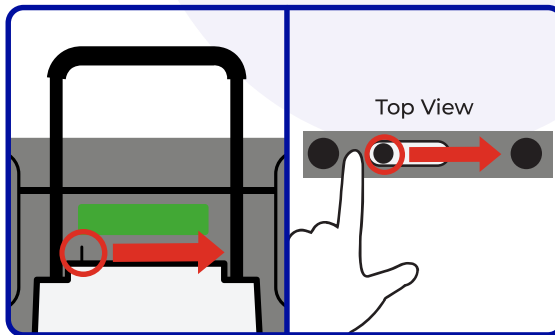
*NOTE: If you see any damage, please call Cryoport Systems' Client Care at (949) 470-2305.*

### Step 3



To lift the metal handle, see Step 4. Once the handle is up, hold it, place your foot at the bottom of the metal panel, tilt the shipper back, and use the integrated wheels to move it to the desired location.

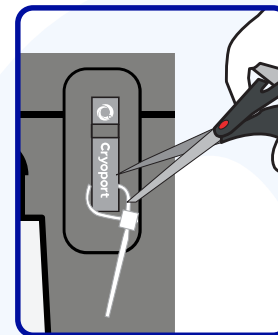
### Step 4



To unlock the metal handle, use one hand to slide the lever to the right and the other to lift or lower the handle.

*NOTE: If the metal handle is bent or broken, use the nested handles on the sides to move the shipping system.*

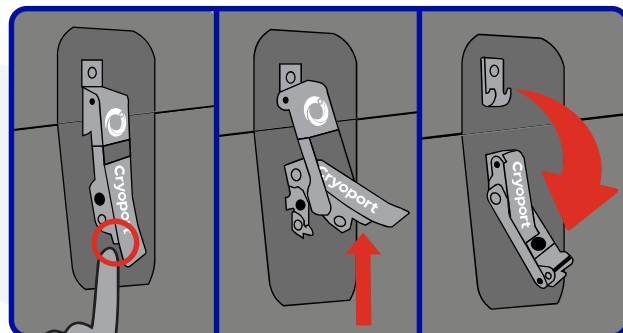
### Step 5



Use scissors to remove zip ties from both steel latches.

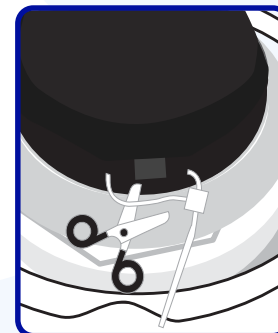
*NOTE: If a serialized zip tie is present, record the serialized number on all necessary documentation.*

### Step 6



To unlock the latches, push the button located behind the latch handle and lift. To disconnect the top, pull the latch away from the hooks.

### Step 7



To access the dewar, open the lid and cut off the zip tie on the hinged cap with scissors.

*NOTE: If a serialized zip tie is present, record the serialized number on all necessary documentation.*

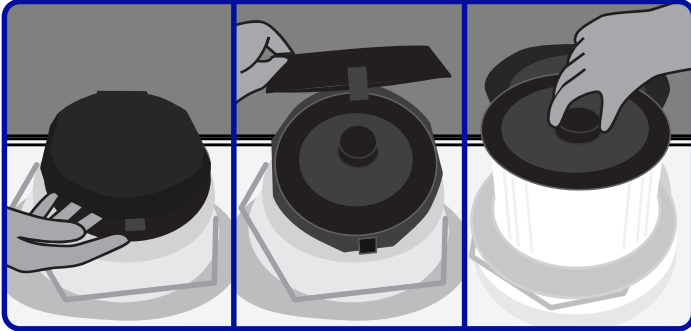
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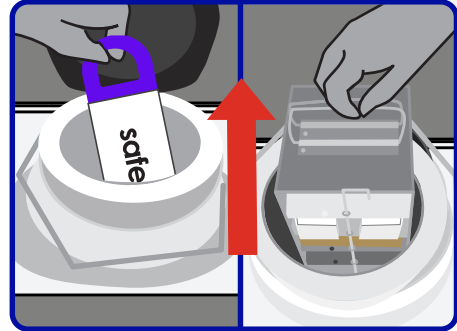
### Step 8



*NOTE: If the dewar does not emit vapor after the plug is removed, please call Cryoport Systems' Client Care at (949) 470-2305.*

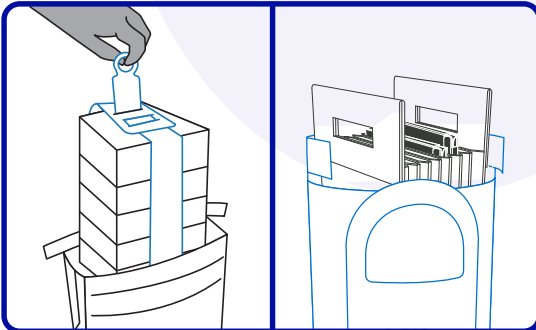
Open the hinged cap and pull up on the circular handle in the center to remove the vapor plug. Set the vapor plug aside, with fleece lining facing up.

### Step 9



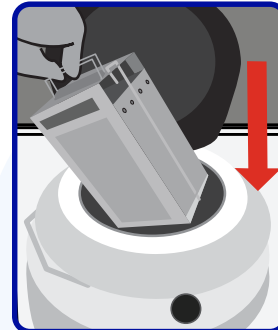
Slowly lift the packaged commodity out of the dewar by pulling upwards. Remove all secondary packaging.

### Step 10 *For Safepak® Systems ONLY*



Use scissors to cut open the top of the Safepak® System and remove the payload.

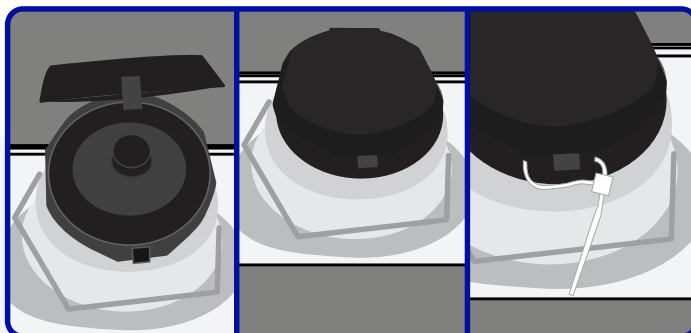
### Step 11



Place any returnable accessories back into the empty dewar.

*NOTE: Please do not place single-use accessories or trash in the empty dewar.*

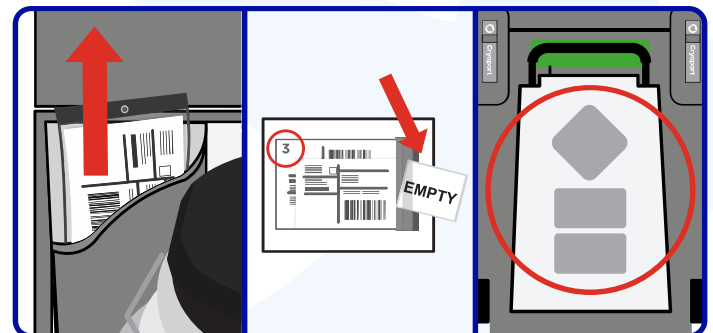
### Step 12



Reinsert the vapor plug. Close the hinged cap and secure it with a zip tie. Do not over tighten the zip tie as it will cause breakage.

*NOTE: If a serialized zip tie is present, record the serialized number on all necessary documentation.*

### Step 13



Locate the shipping envelope in the document storage compartment. Remove the EMPTY label and place it over the classification label on the metal panel.

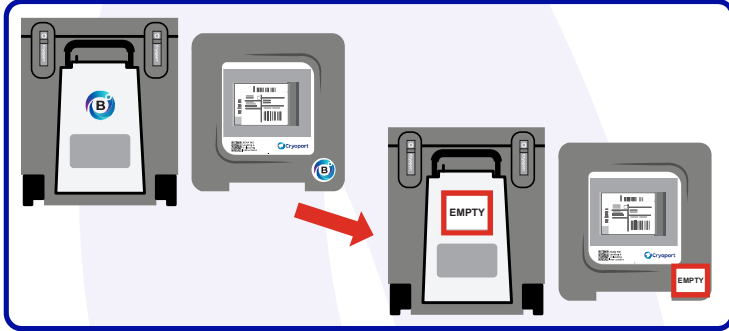
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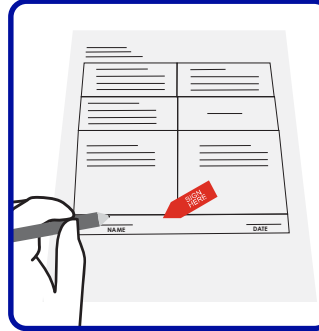
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### Step 14 For BioServices Shipments ONLY



Place the other two (2) EMPTY labels over the BioServices labels on the enclosure and metal panel.

### Step 15 For International Shipments ONLY

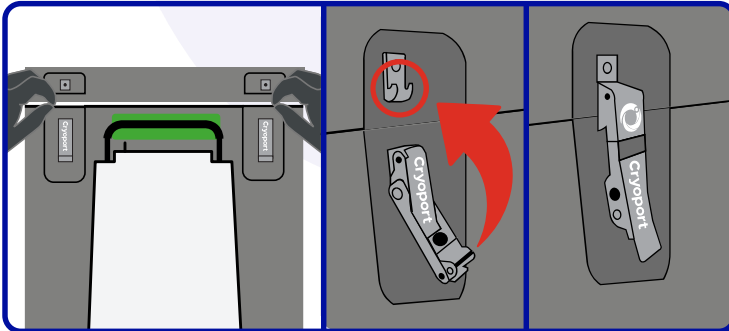


Remove the commercial invoices located in the shipping pouch. Then sign and date.



Return all shipping documents behind the Air Waybill, including any permits, forms, licenses, etc.

### Step 16



Close the lid and align it with the base. After aligning the enclosure, lift the latch handles and connect them to the hooks. Then, pull the latch handle down towards the enclosure until you hear a click to secure the latch. Complete this step for both latches.

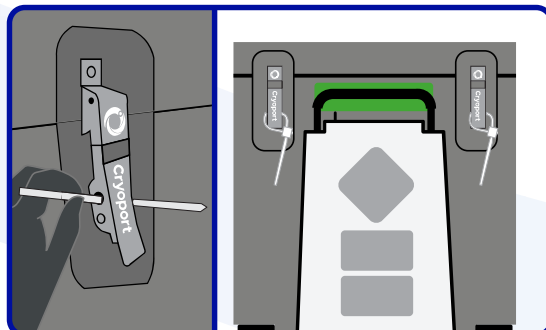
### Step 17



Pack the necessary documents into the Leg 3 envelope, with the air waybill on top. Then seal the envelope, remove the sticker backing, and place it on the enclosure's lid placard.

**NOTE:** Documents will include the air waybill and the QA certification (if necessary).

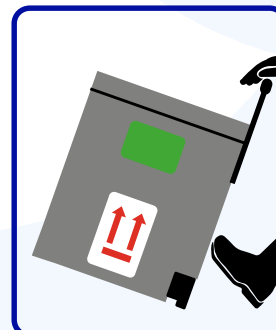
### Step 18



Insert the zip tie from left to right through each metal latch hole, wrap it around each latch, tighten it, and secure the lid.

**NOTE:** If a serialized zip tie is present, record the serialized number on all necessary documentation.

### Step 19



Place the shipping system on flat ground. See Step 4 to lift the metal handle with your hands, then place your foot at the bottom of the metal panel, tilt the shipper back, and use the integrated wheels to move it to the desired location.