

CRYOPORT ELITE® 28L ULTRA COLD SHIPPING SYSTEM



Shipment Loading 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) 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"



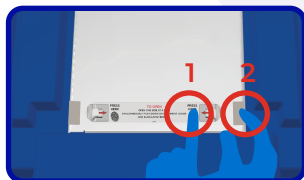
Step 2



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

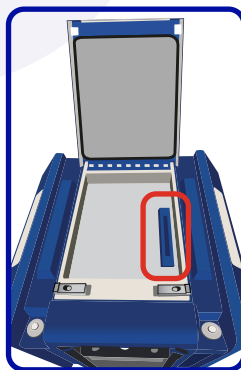
NOTE: If you see any damage, please call Cryoport Systems' Client Care at (949) 470-2305.

Step 3



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



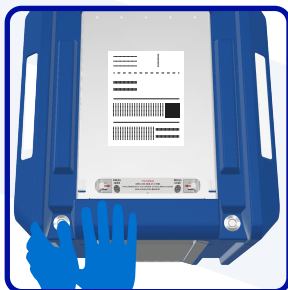
NOTE: Advanced Therapy Shippers® include a blue lid wedge, and General Purpose Shippers come with a gray wedge.

Step 4



If a serialized zip tie is present, record serialized number onto all pertinent documentation prior to removal. Use wire cutters to remove serialized zip tie.

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 easily allow the latch to release.

Step 6



Once the 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 shipping system base.

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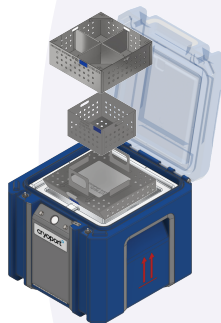


How to Load Samples for Shipment

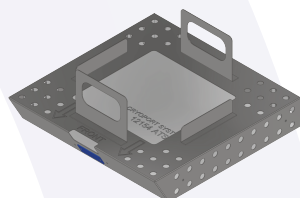
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Step 7

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 call Cryoport Systems' Client Care at (949) 470-2305.

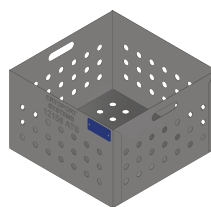


12157 or 12154



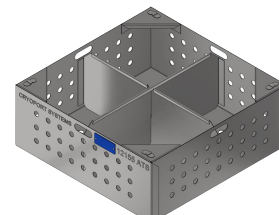
Bottom Dry Ice Compartment

12161 or 12156



Payload Carrier

12162 or 12155



Top Dry Ice Compartment

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

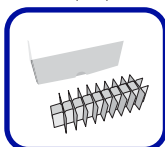
- 12157 or 12154: Bottom Dry Ice Compartment
- 12161 or 12156: Payload Carrier
- 12162 or 12155: Top Dry Ice Compartment

Step 8

Before accessing the payload holding system, secure your payload with secondary packaging and/or a compatible accessory.

ACC-9043 Cryovial Box

Holds 30 (2ml) vials.



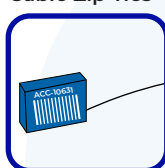
ACC-9140 Safepak®XL

Holds 10 boxes (2" x 5.75" x 2"), or 2 standard boxes (2" x 5" x 5").



NOTE: We recommend using Safepak® Systems for enhanced immobilization. For Category B infectious substances, please refer to the Safepak® System instructions.

ACC-10631 Cable Zip Ties



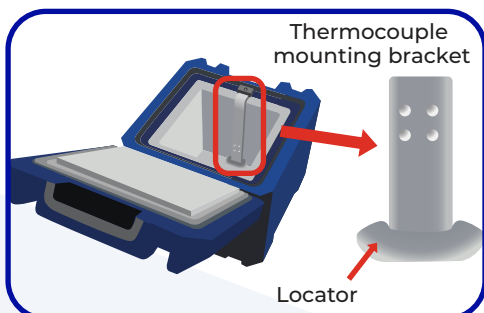
ACC-9160 Serialized Seal



ACC-10647 Do Not Open Label

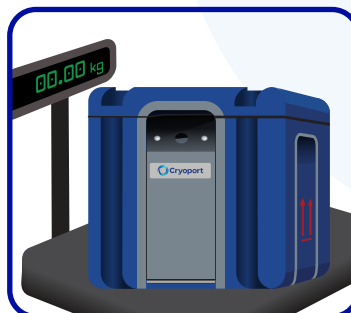


Step 9



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

Step 10



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

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

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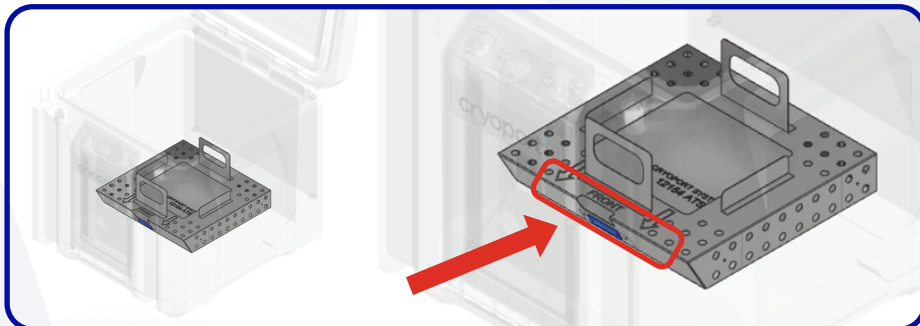


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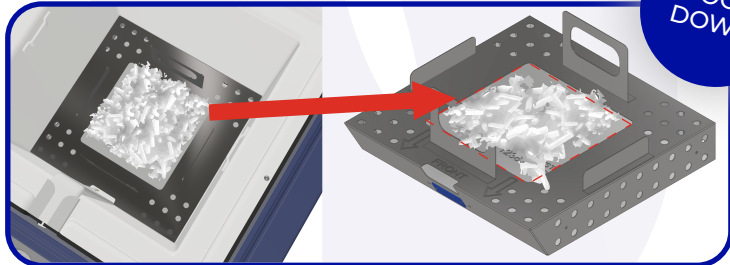
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Step 11

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 shipping system. The front of the shipping system has the LCD display.



Step 12

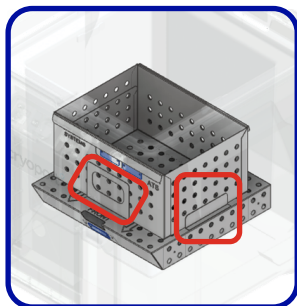
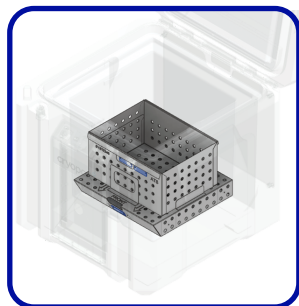


COOL
DOWN

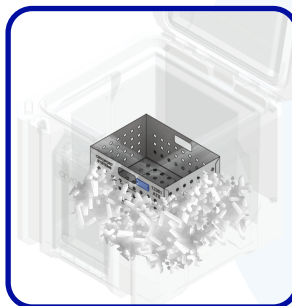
Fill the Bottom Dry Ice Compartment with dry ice. There should be no dry ice above the level of the fill opening as this will prevent the payload carrier from fitting correctly.

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 13



Step 14

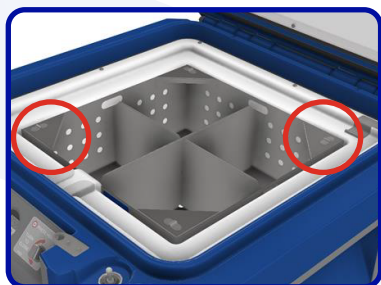


Completely fill the space around the Payload Carrier with dry ice to avoid gaps. The dry ice should not exceed the height of the Payload Carrier as this will prevent the Top Dry Ice Compartment from fitting correctly.

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 shipping system properly.

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

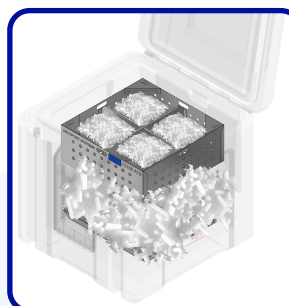
Step 15



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

If the compartment is not flush or there is resistance, remove it from the shipping system, rotate it 90 degrees, and reinsert it.

Step 16



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.

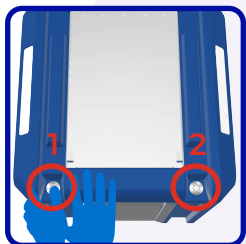
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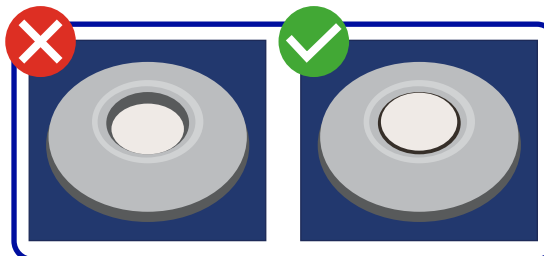
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Step 17



To close the shipping system, remove the lid wedge and return it to the document compartment. Close the shipping system's lid by pressing down on the left corner first until you hear a click and then press down on the right side until you hear another click. The audible clicks will ensure both latches are engaged.

Step 18



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

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

Step 19

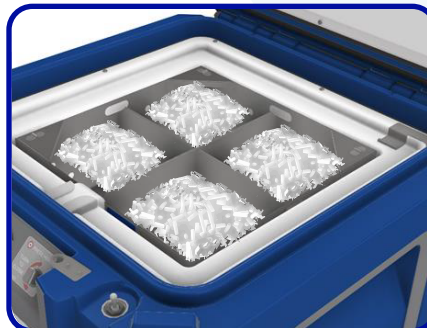
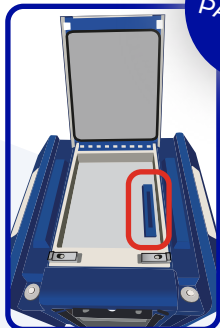
Note the weight of dry ice from scale readout, and ensure it matches the amount indicated on the Air Waybill (16 kg).

After weighing, allow the shipping system to cool down for 30 minutes before moving to STEP 20.

STOP!
COOL DOWN
FOR 30 MINUTES
BEFORE
LOADING

Step 20

LOADING
PAYLOAD



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

NOTE: Slide the lid wedge inward from either side to position it between the lid and shipping system's base. To prevent injuries, use the wedge to keep the lid open.

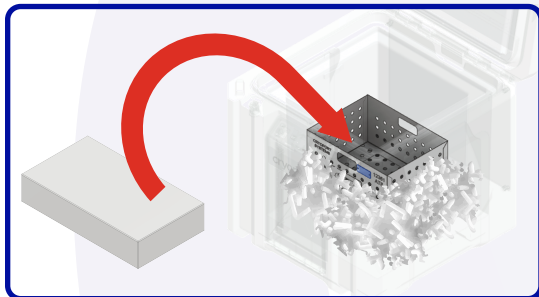
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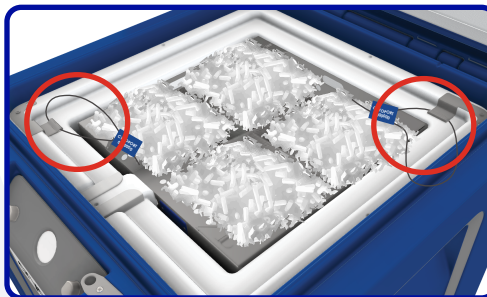
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Step 21



Add pre-conditioned payload into the Payload Carrier.

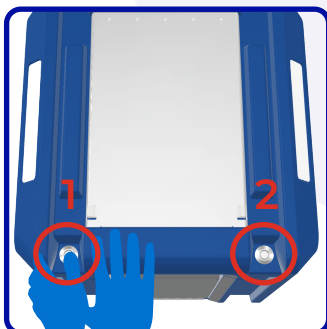
Step 22



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 shipping system's 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.

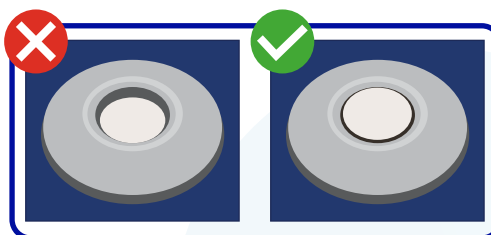
Step 23



To close the shipping system, remove the lid wedge and return it to the document compartment. Close the shipping system's lid by pressing down on the left corner first until you hear a click and then press down on the right side until you hear another click. The audible clicks will ensure both latches are engaged.

NOTE: Verify that the lid wedge is returned to the document enclosure. If the shipping system is returned without a wedge, there is a replacement fee.

Step 24



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

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

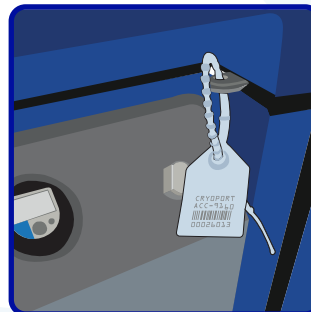
Step 25



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 the shipping system from the scale readout on pertinent documentation.

Step 26



Add a zip tie onto the outside of the enclosure to secure the shipping system.

NOTE: Optional serialized zip ties are available (ACC-9160). If a serialized zip tie is used, record the serialized number on all necessary documentation.

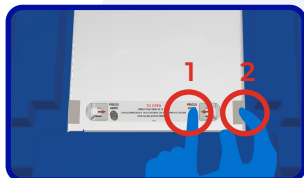
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Step 27

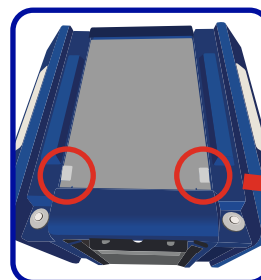


Obtain the necessary documentation by pressing down on the document compartment lid while simultaneously pressing in each latch on the side one at a time, and then lifting the lid up.

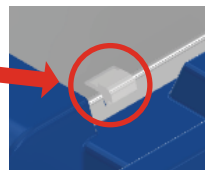
The document compartment will contain a shipping envelope with the necessary documents and labels.



Step 28

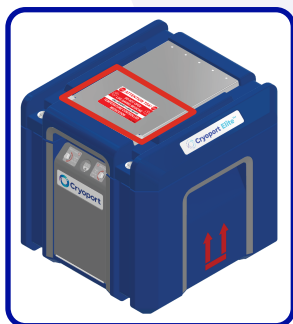


NOTE: Verify both latch buttons are flush and locked.



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

Step 29



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

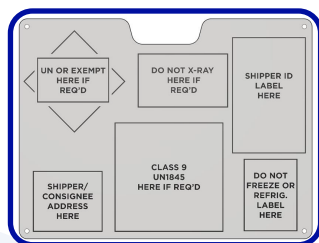
Step 30



Contact the courier to provide the weight of the dry ice contained in the shipping system to generate the Leg 2 Air Waybill.

Print the Air Waybill provided by the courier and insert into the shipping envelope on the top of the shipping system.

Step 31



Remove any courier labels or stickers featured on the Cryoport Elite® Shipping System. Replace the labels with those found in the shipping envelope inside of the document compartment.

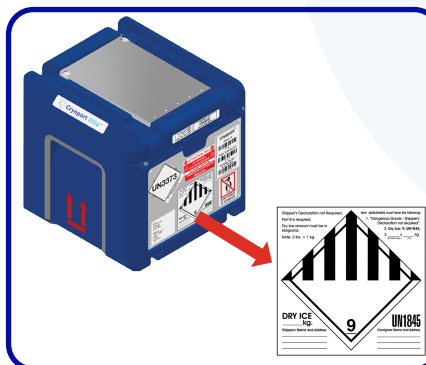
Place each applicable label on the designated locations on the back of the shipping system.

Example of label placement on the shipping system's back panel (below).



Step 32

For International Shipments ONLY



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

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 shipping system.

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

Step 33



Review and complete a Dangerous Goods declaration for dry ice. Download the form **here at iata.org**