

CRYOPORT ELITE™ ULTRA COLD SHIPPING SYSTEM



Dry Ice Refill Instructions

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 around 5/8".

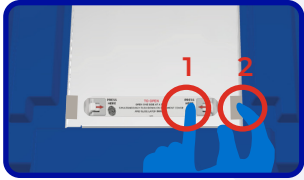


Step 2

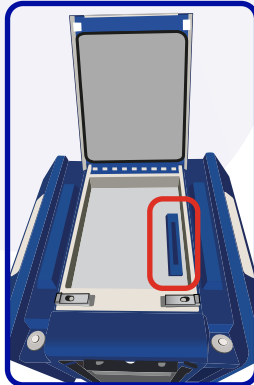
Before beginning the process of loading the shipper with dry ice, conduct a complete visual inspection of the exterior of the shipper for any damage that may have occurred during transit.

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

Step 3



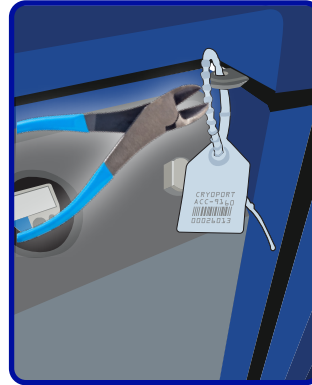
Open the document enclosure lid by pressing down on the lid while simultaneously pressing in each latch on the side one at a time, and then lifting the lid up.



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

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

Step 4



If a blue 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 blue serialized zip tie indicates that the shipper has not been tampered with during Leg 2 (or possibly Leg 3) of the 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 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.

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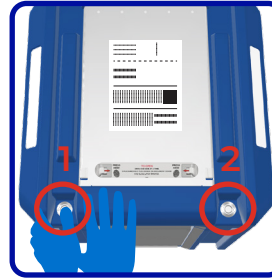
Step 7



Fill the Top Dry Ice Compartment with dry ice up to the top edge. Do not overfill as this will prevent the lid of the shipper from closing.

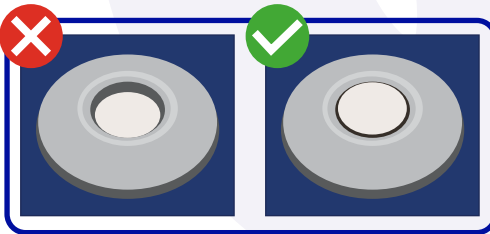
Record the time and amount of the dry ice added. (Recommended dry ice amount needed: 15 kg for 56L Shipper and 10 kg for 28L Shipper)

Step 8



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 9



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.

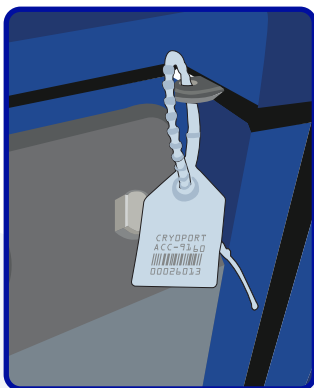
Step 10



Note the weight of dry ice from scale readout, and ensure it is equal or less than the amount indicated on the Air Waybill (32 kg for 56L Shipper and 16 kg for 28L Shipper).

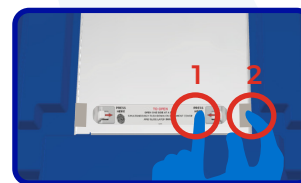
If applicable, note the total weight of shipper from scale readout on pertinent documentation.

Step 11



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 12



To obtain the 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.

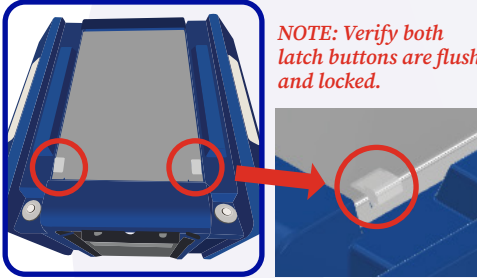
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Step 13



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.

Step 14



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

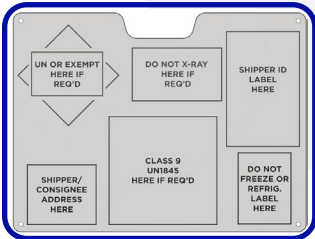
Step 15



Contact the courier to provide the weight of the dry ice contained in the shipper for generating an updated Leg 2 (and if applicable, Leg 3) Air Waybill, if needed.

If needed, print the Air Waybill provided by the courier and insert into the shipping pouch on the top of the shipper.

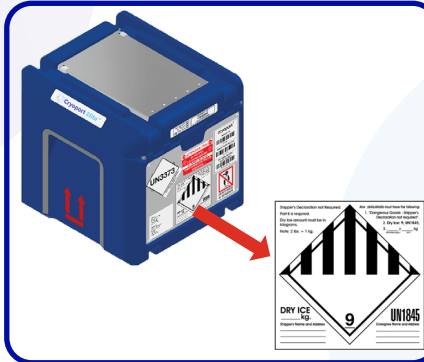
Step 16



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

If applicable, replace the labels on the designated locations on the back of the shipper.

Step 17



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.

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



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



<https://www.iata.org/contentassets/a9f496cd8c87466b98142fa6d4cdb209/shippers-declaration-column-format-fillable.pdf>