



# CRYOPORT ELITE™ 28L ULTRA COLD ADVANCED THERAPY SHIPPER

## How to Load Samples for Shipment

**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.

#### 25 COUNT PAYLOAD HOLDING SYSTEM

ACC-10627-ATS accessory will be inside the payload space.

The accessory has 4 components:

- Top Dry Ice Compartment - 12521
- Payload Lifter - 12520
- Payload Carrier - 12156
- Bottom Dry Ice Compartment - 12154

#### 50 COUNT PAYLOAD HOLDING SYSTEM

ACC-10627-ATS accessory will be inside the payload space.

The accessory has 4 components:

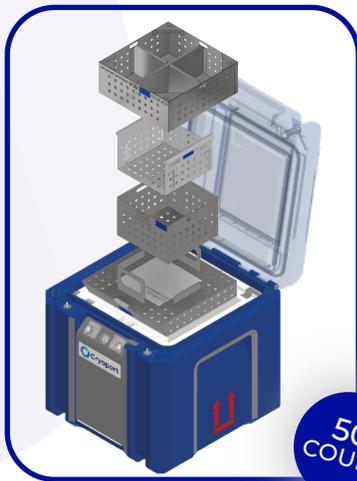
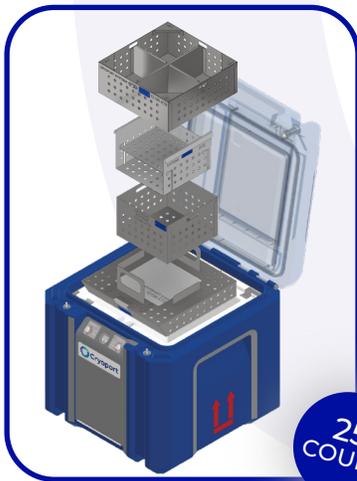
- Top Dry Ice Compartment - 12521
- Payload Lifter - 12520
- Payload Carrier - 12156
- Bottom Dry Ice Compartment - 12154

#### 70 COUNT PAYLOAD HOLDING SYSTEM OR 1 COUNT PAYLOAD HOLDING SYSTEM

ACC-10598-ATS accessory will be inside the payload space.

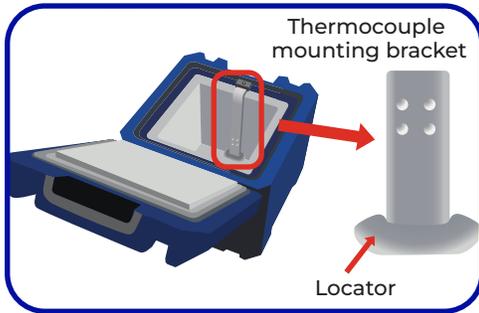
The accessory has 4 components:

- Top Dry Ice Compartment - 12521
- Payload Lifter - 12522
- Payload Carrier - 12361
- Bottom Dry Ice Compartment - 12363



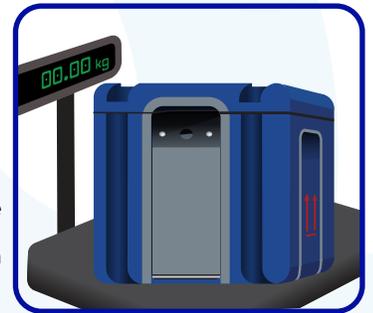
### Step 8

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.



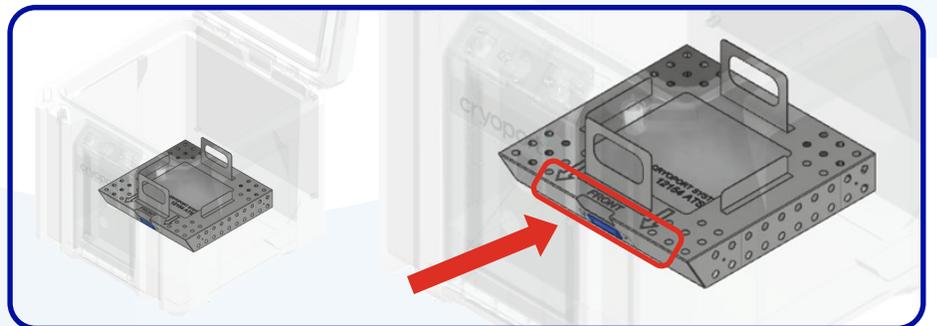
### Step 9

OPTIONAL: If dry ice weight calculation is desired, 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. Shipper should remain on zero calibrated scale throughout the loading process.



### Step 10

Remove the Top Dry Ice Compartment and Payload Carrier (Including Payload Lifter). Before reinserting the Bottom Dry Ice Compartment, verify that it is positioned with the angled face and notch at the front of the shipper. The front of the shipper has the LCD display.

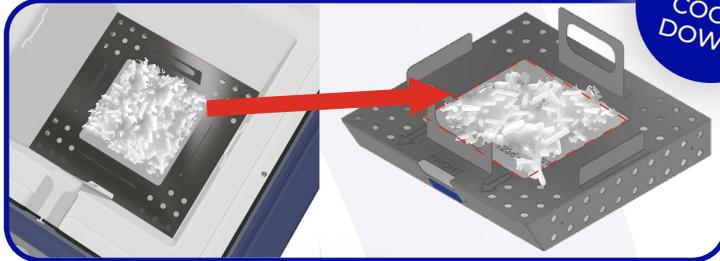


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PLEASE FOLLOW LOCAL RULES OF SAFE HANDLING AND DISPOSING OF DRY ICE

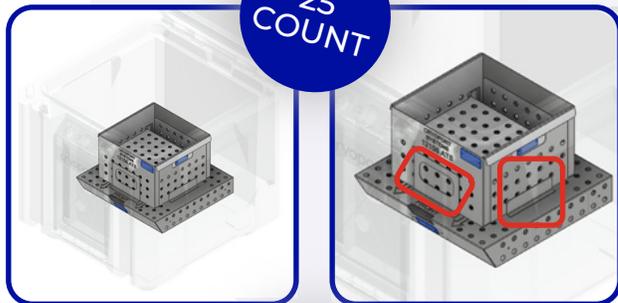
### Step 11



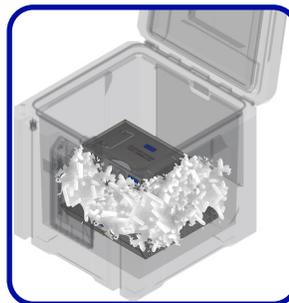
Fill the Bottom Dry Ice Compartment with dry ice. There should be no dry ice above the level of the fill opening as this will prevent the payload carrier from fitting correctly.

*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



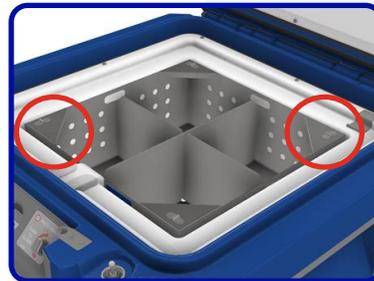
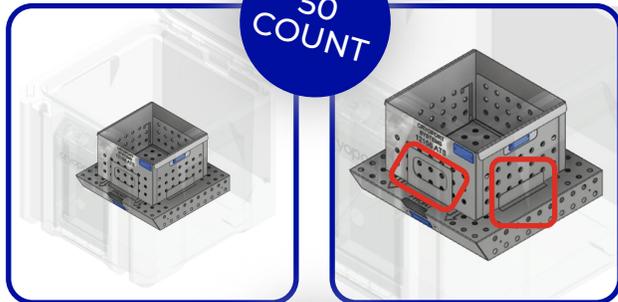
### Step 13



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.*

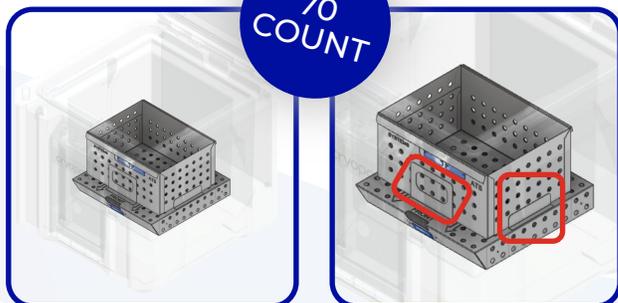
### Step 14



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



Completely fill the Top Dry Ice Compartment with dry ice to the top edge. Do not over fill as this will prevent the shipper lid from closing.

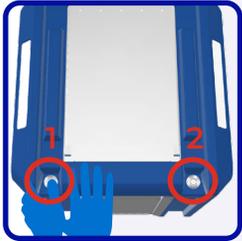
Load the Payload Carrier (Including Payload Lifter) into the shipper in between the vertical tabs on the Bottom Dry Ice Compartment.

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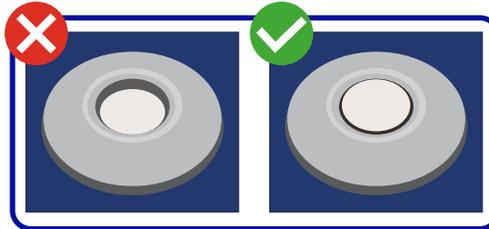
PLEASE FOLLOW LOCAL RULES OF SAFE HANDLING AND DISPOSING OF DRY ICE

### Step 16



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.

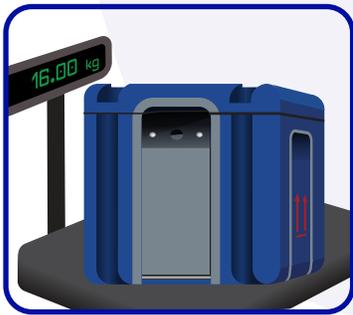
### Step 17



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 18



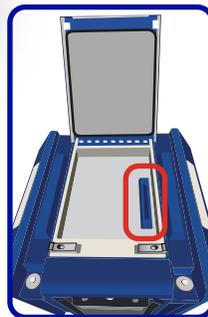
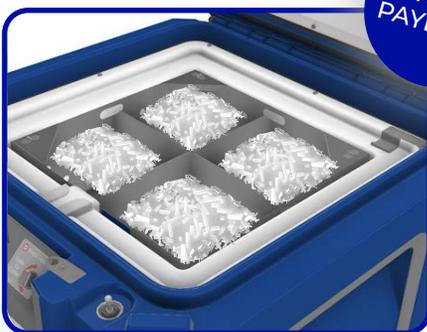
The weight of the dry ice can be referenced from the scale to confirm it matches the rounded amount indicated for the Air Waybill.

After weighing, allow the shipper to cool down for 1 hour before moving to STEP 19.



### Step 19

LOADING PAYLOAD



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

*NOTE: Once lid is open, utilize lid wedge to keep lid propped open and prevent any personal injury. The lid wedge should be placed by sliding inward from either side position of the hinge (located between the lid and the base). Lid wedge is located in the document enclosure.*

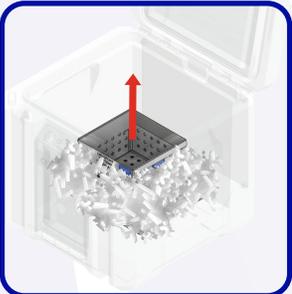
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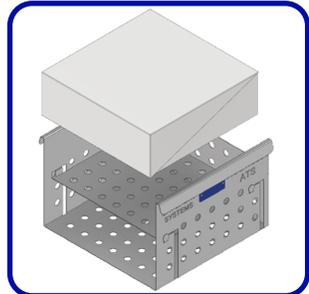
25 COUNT

Step 20A



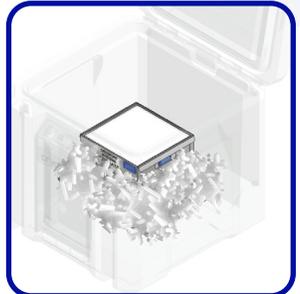
Remove only the Payload Lifter from Payload Carrier using the handles.

Step 21A



Ensure Lifter Shelf is in the up position. Add the pre-conditioned payload into top shelf of Payload Lifter with the tamper seal visible.

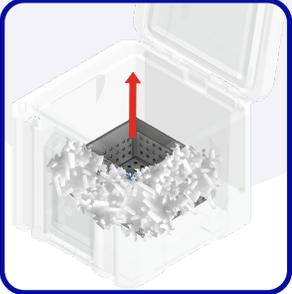
Step 22A



Insert the loaded Payload Lifter back into the Payload Carrier.

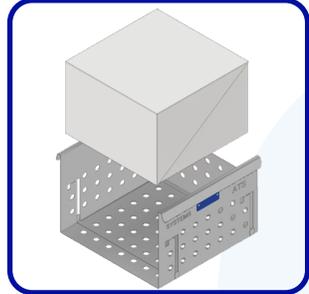
50 COUNT

Step 20B



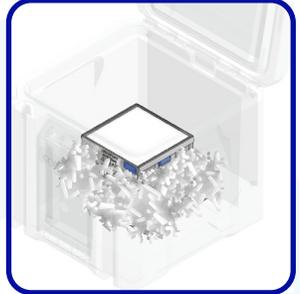
Remove only the Payload Lifter from Payload Carrier using the handles.

Step 21B



Ensure Lifter Shelf is in the down position. Add the pre-conditioned payload into top shelf of Payload Lifter with the tamper seal visible.

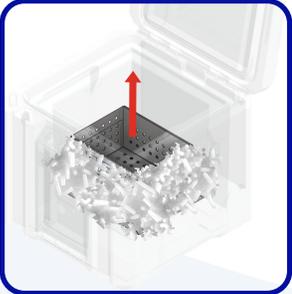
Step 22B



Insert the loaded Payload Lifter back into the Payload Carrier.

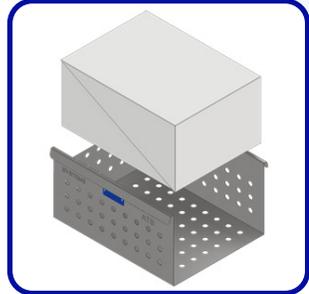
70 COUNT

Step 20C



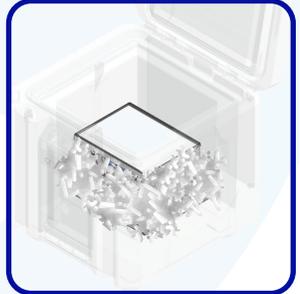
Remove only the Payload Lifter from Payload Carrier using the handles.

Step 21C



Add the pre-conditioned payload to Payload Lifter with the tamper seal visible.

Step 22C



Insert the loaded Payload Lifter back into the Payload Carrier.

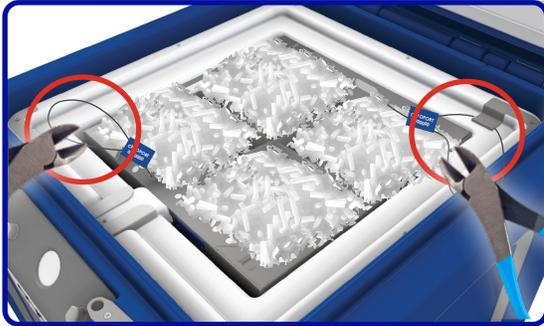
40X/1 COUNT

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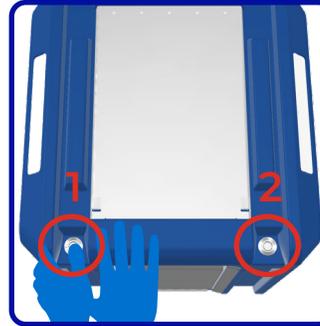
### Step 23



Replace Top Dry Ice Compartment using the corner lifting tabs, and secure with serialized zip ties (ACC-10631). Record serialized number onto all pertinent documentation.

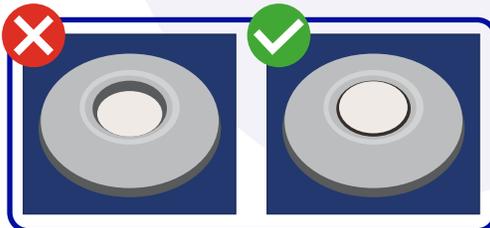
**NOTE:** Make sure to pull the zip tie such that the serialized tags are set and placed inside the Top Dry Ice Compartment. If done incorrectly, the shipper lid will not properly close.

### Step 24



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.

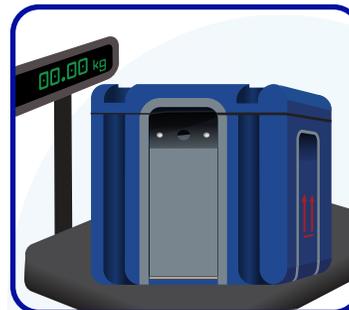
### Step 25



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 26



OPTIONAL: If total shipper weight is needed for documentation, tare (zero out) the scale before removing shipper from scale.

### Step 27



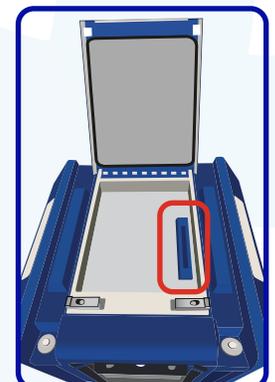
Add a serialized zip tie (ACC-9160) on the outside of the enclosure to secure the shipper. Record serialized number onto all pertinent documentation.

### Step 28



Supporting documents may be placed in the document enclosure.

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.



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### Step 29



**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 30



Apply the ATTENTION TSA Labels.

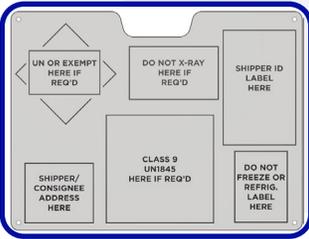
### Step 31



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 envelope on the top of the shipper.

### Step 32



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

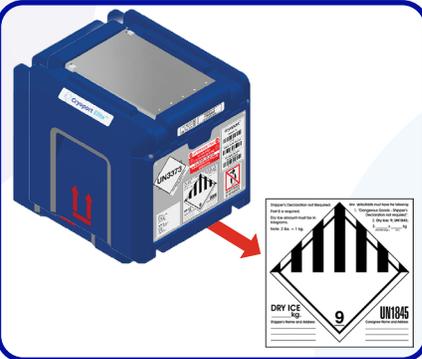
Remove the labels from the shipping envelope on top of the shipper.

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

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



### Step 33



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.