

CRYOPORT ELITE™ 56L ULTRA COLD ADVANCED THERAPY SHIPPER

How to Load Samples for 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.

NOTE: It is recommended to use fresh food grade dry ice pellets with diameter approximately 5/8"

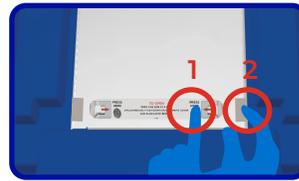


Step 2

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.

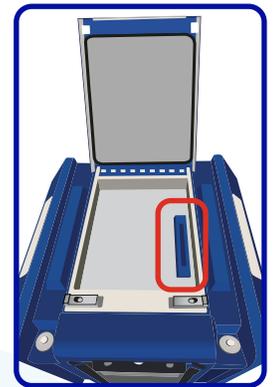
If damage is observed, please call Cryoport at +1 949.470.2305.

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 blue lid wedge and close the lid by pressing down one side at a time.



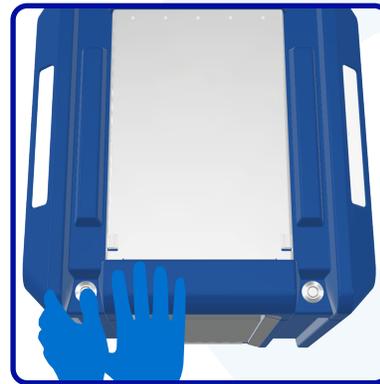
Step 4



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

NOTE: The white serialized zip tie indicates that the shipper has been Veri-cleaned®, is certified for advanced therapy human-use only material, and has not been tampered with during Leg 1 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. 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.

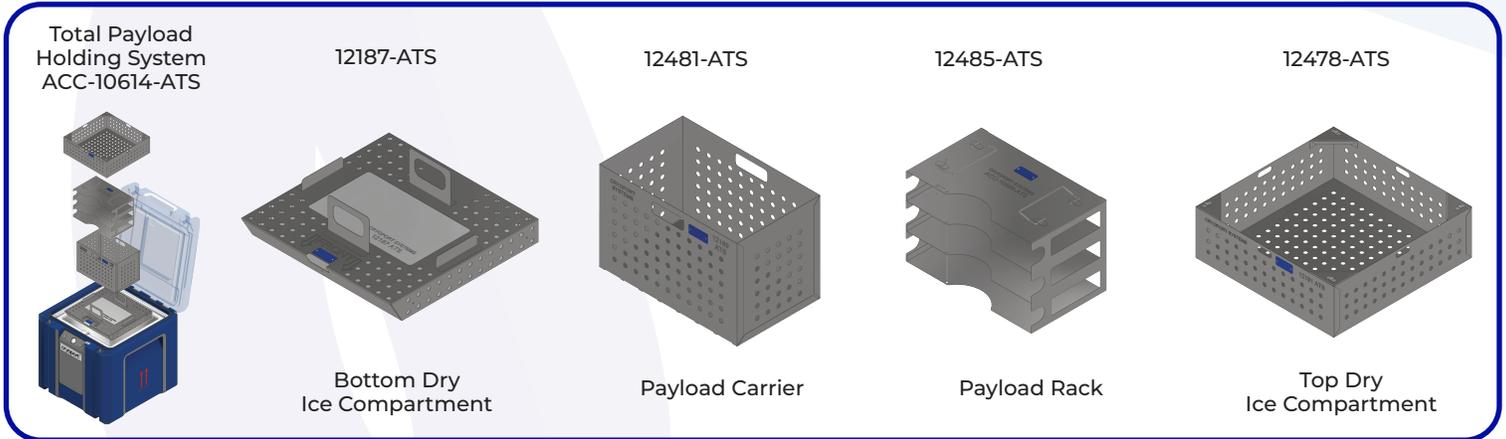
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Step 7

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.

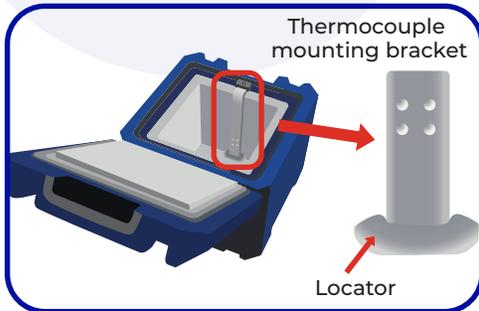


The following Payload Holding System components will be inside the payload space (The total system set, ACC-10614-ATS, which is inclusive of the following individual components):

- 12187-ATS: Bottom Dry Ice Compartment
- 12481-ATS: Payload Carrier
- 12485-ATS: Payload Rack
- 12478-ATS: Top Dry Ice Compartment

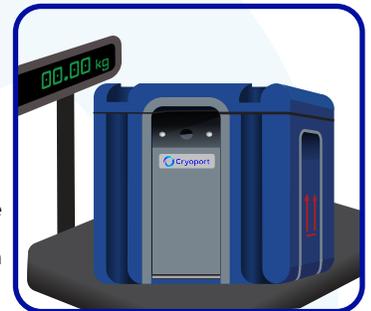
Step 8

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.



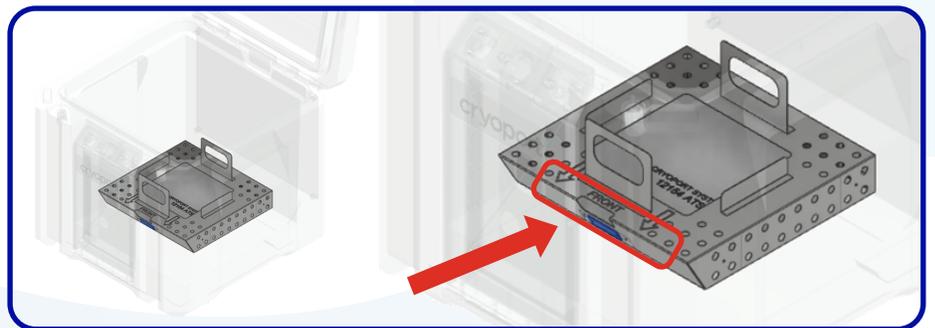
Step 9

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.

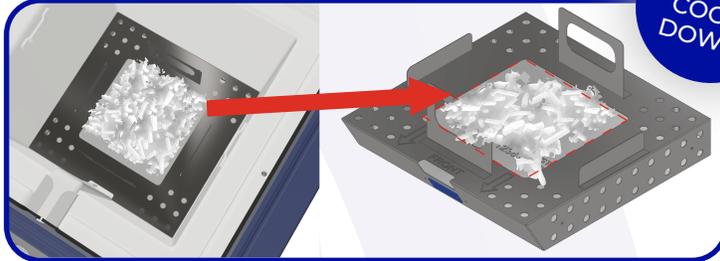


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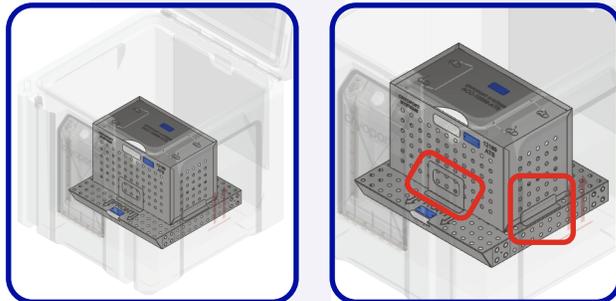
Step 11



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



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

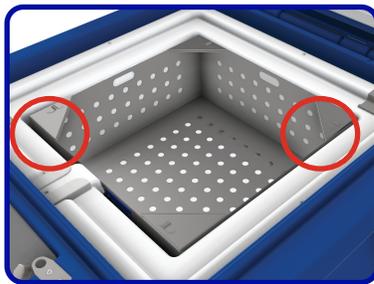
Step 13



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.

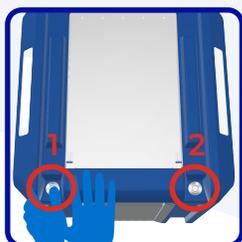
If there is any resistance or the compartment does not sit flush, remove from shipper, rotate 90 degrees and reinsert into the shipper.

Step 15



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.

Step 16



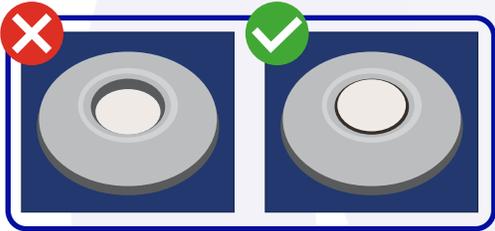
When closing the shipper lid, first remove the lid wedge. Close the shipper by pressing down on the left corner first until you hear an audible 'click'. Then press down on the right side until you hear another 'click' to close the shipper's lid. The audible 'clicks' will ensure the both latches are engaged.

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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

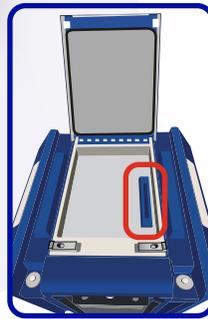
Allow the shipper to cool down for 1 hour before moving to STEP 19.



Step 19



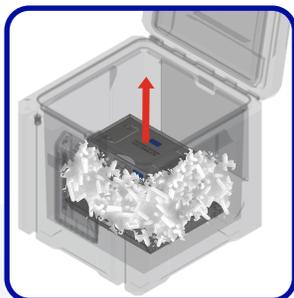
LOADING PAYLOAD



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

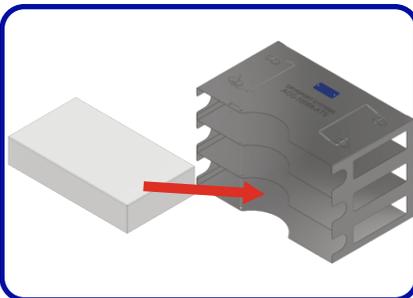
NOTE: Once lid is open, utilize lid wedge to keep lid propped open and prevent any personal injury. The lid wedge should be placed by sliding inward from either side position of the hinge (located between the lid and the base). Lid wedge is located in the document enclosure.

Step 20



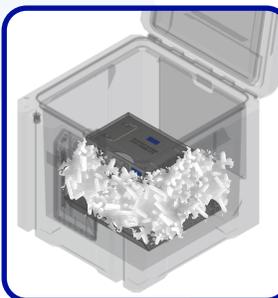
Remove only the Payload Rack from the Payload Carrier using the handles on top of rack. Remove the locking rod from the Payload Rack.

Step 21



Add pre-conditioned payload boxes into the Payload Rack. Fill the rack starting with the bottom shelf. Next, reinstall the locking rod before inserting the Payload Rack back into the shipper.

Step 22



Insert the loaded Payload Rack back into the Payload Carrier.

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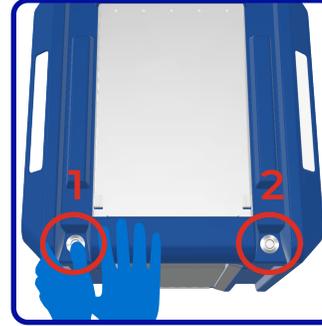
Step 23



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.

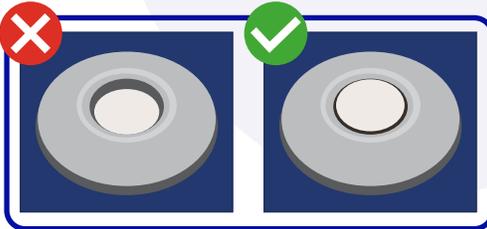
NOTE: Make sure to pull the zip tie such that the serialized tags are set and placed inside the Top Dry Ice Compartment. If done incorrectly, the shipper lid will not properly close.

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



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

Step 27



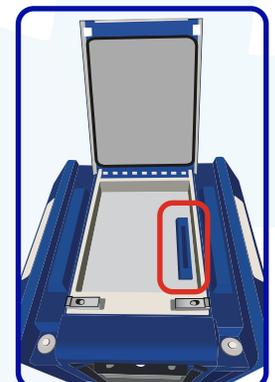
Add a serialized zip tie (ACC-9160) on the outside of the enclosure to secure the shipper. Record serialized number onto all pertinent documentation.

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.

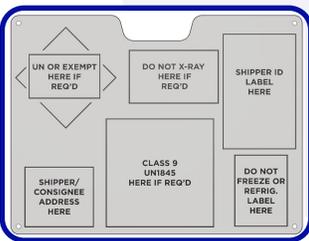
Step 31



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.

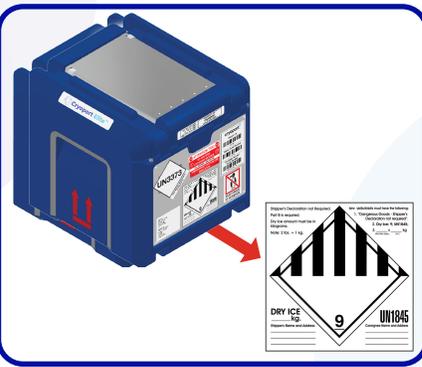
Remove the labels from the shipping envelope on top of the shipper.

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.

Document Approvals for FORM-1082 v7.0

Task: Approvers Approval Verdict: Approve changes & release Approval to be made Effective	Allison Gerber, Vice President - Marketing (agerber@cryoport.com) Approval 10-Nov-2025 21:03:40 GMT+0000
Task: Approvers Approval Verdict: Approve changes & release Approval to be made Effective	Gwendolyn Erskine, Senior Director - Consulting Services (gerskine@cryoport.com) Approval 18-Nov-2025 01:33:35 GMT+0000
Task: QA Approval Verdict: Approve changes & release QA Approval to be made Effective	Gregory Amano, Senior Director - Quality Assurance (gamano@cryoport.com) Quality Assurance Approval 18-Nov-2025 20:42:21 GMT+0000