

**CRYOPORT ELITE™ 28L ULTRA COLD SHIPPER**

**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 loading of the payload and dry ice.

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

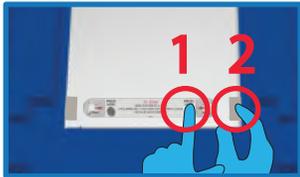


**STEP 2**

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.

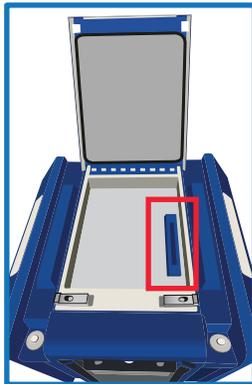
If damage is observed, please call Cryoport at 1-949-470-2305.

**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 blue lid hinge stopper.



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

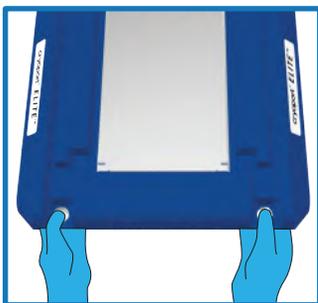
**STEP 4**



Prior to removal of white serialized zip tie, record serialized number onto all pertinent documentation. Remove serialized zip tie with wire 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**



Open the shipper by simultaneously pressing the two buttons on the front of the lid. This will release the lid and provide access to the internal payload space by lifting upward to open the lid.

**STEP 6**



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

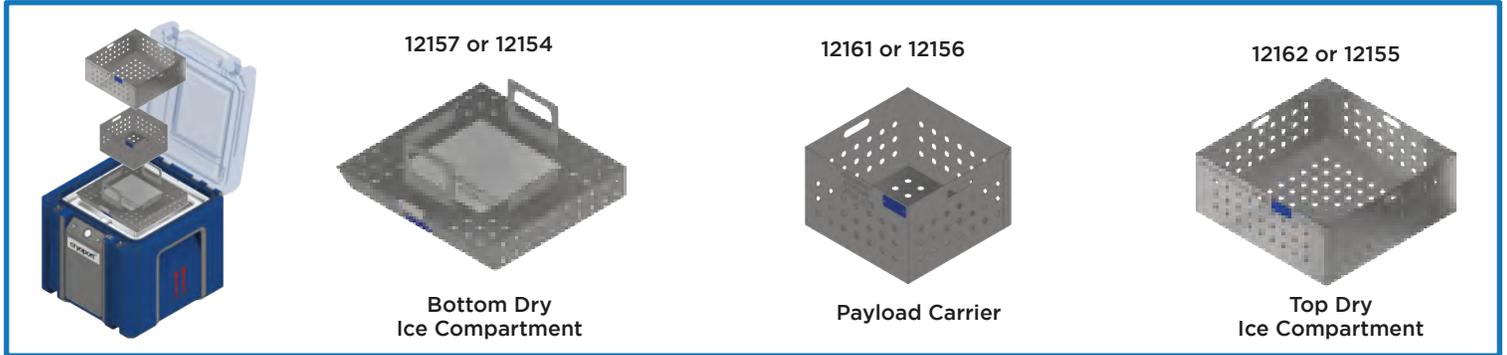
**NOTE: The Advanced Therapy Shipper™ will come with a blue lid hinge stopper. The General Purpose Shipper will come with a gray lid hinge stopper.**

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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.

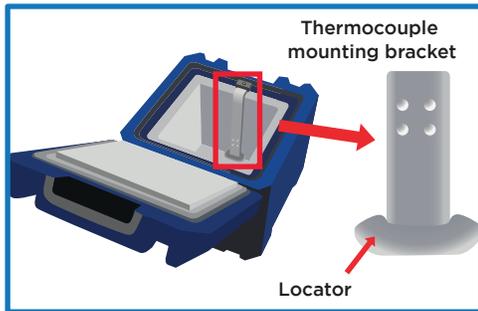


The following Payload Holding System components will be inside the payload space:

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

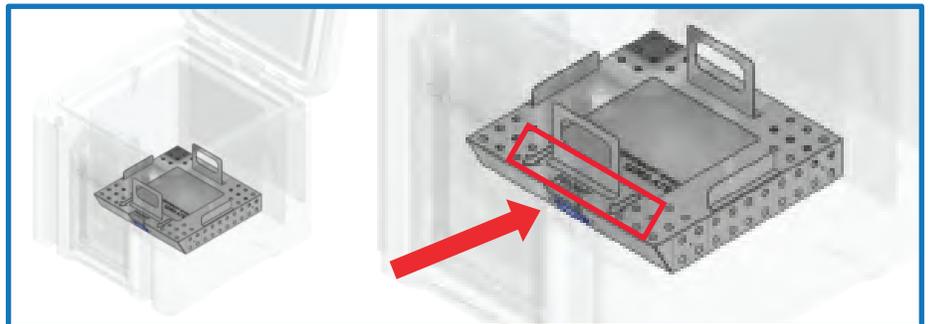
In order to calculate dry ice weight, weigh the empty shipper (with payload holding system). Ensure all accessories are in the shipper and place on a scale. Set the units of the scale to kilograms (kg) and zero out the scale.

**NOTE: Shipper should remain on zero calibrated scale throughout the loading process.**



**STEP 10**

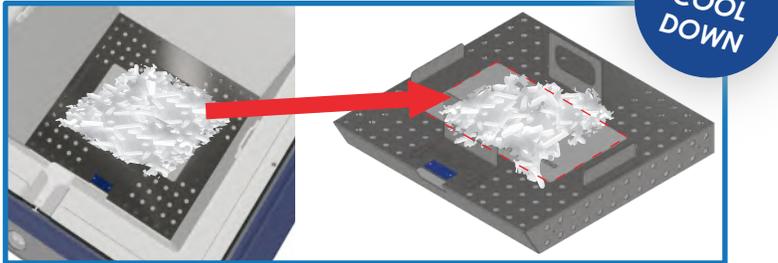
Remove the Top Dry Ice Compartment and Payload Carrier. Verify that the Bottom Dry Ice Compartment is positioned with the angled face and notch at the front of the shipper. The front of the shipper has the LCD display.



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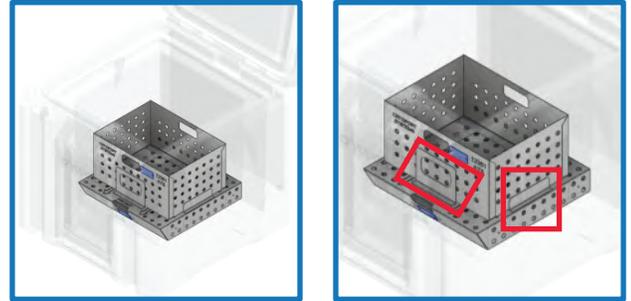
**STEP 11**



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.

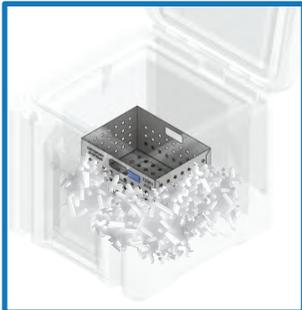
**NOTE:** Ensure to pack dry ice into the corners of the Bottom Dry Ice Compartment. Fill up the Bottom Dry Ice Compartment completely with dry ice — there should be no space without dry ice, including the inside corners.

**STEP 12**



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

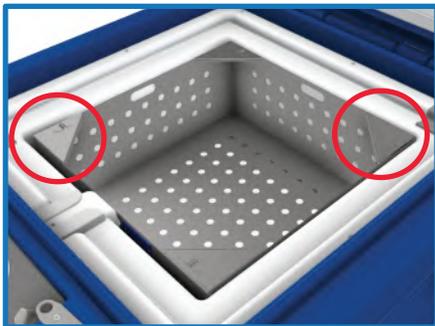
**STEP 13**



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.

**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**

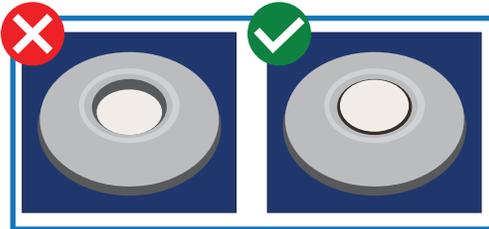


When closing the shipper lid, first remove the lid hinge stopper, and place the stopper back into document enclosure. Close the shipper by pressing down on the left corner first until you hear an audible 'click'. Then press down on the right side until you hear another 'click' to close the shipper's lid. The audible 'clicks' will ensure that 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 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**

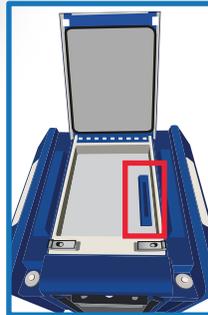
Note the weight of dry ice from scale readout, and ensure it matches the amount indicated on the Air Waybill (32 kg).

After weighing, allow the shipper to cool down for 30 minutes before moving to STEP 16.



**STEP 19**

**LOADING PAYLOAD**

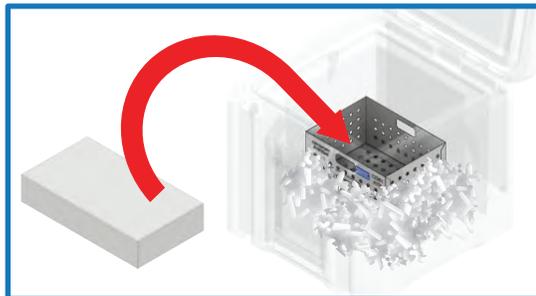


After cool down process is complete, open the shipper and remove Top Dry Ice Compartment using corner lifting tabs.

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

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

**STEP 20**



Add pre-conditioned payload boxes into the Payload Carrier.

**STEP 21**



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 shipper lid from closing.

Optional: Secure with zip tie(s). If using serialized zip ties, use part number ACC-10602. Record serialized number onto all pertinent documentation.

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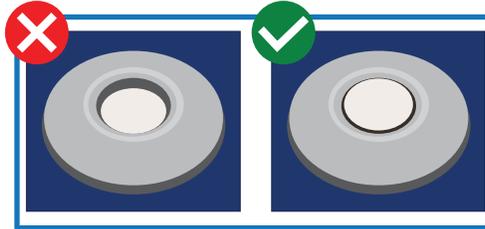
**STEP 22**



When closing the shipper lid, first remove the lid hinge stopper, and place the stopper back into document enclosure. 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 that both latches are engaged.

**NOTE:** Verify that the lid hinge stopper is placed back into the document enclosure. If shipper is returned without stopper, there will be a replacement charge.

**STEP 23**



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 24**



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

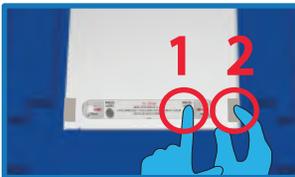
If applicable, note the total weight of shipper from scale readout on pertinent documentation.

**STEP 25**



Add a zip tie (optional serialized zip ties ACC-9160 or ACC-10602) on the outside of the enclosure to secure the shipper. Record serialized number onto all pertinent documentation.

**STEP 26**



To obtain the return 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.

**STEP 27**



**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.

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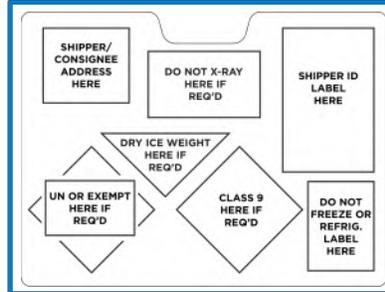
**STEP 28**



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

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

**STEP 29**



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.

**STEP 30**

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>



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.**