

Sperm DNA Testing Specimen Preparation and Courier Pick-up Instructions For Patients

Revised 2/11/2011

READ ALL INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN COLLECTING THIS SAMPLE

**CONTACT UNILAB/ANDROJEK CLIENT SERVICES AT 877-522-5678 IF YOU HAVE ANY QUESTIONS
SPECIMEN(S) ARE TO BE SHIPPED TO UNILAB (ATTN: ANDROJEK LABORATORY) MONDAY-THURSDAY ONLY**

MALE REPRODUCTIVE HEALTH PANELSM (SDDSM, SDADSM, SCFATM)

- 1.) Follow the instructions that have been provided for preparing specimens. These instructions can also be found at www.infertilitylab.com/diagnostic_testing/specimen_collection. One collection should provide enough specimen for all 3 tests of the Male Reproductive Health Panel (MRHSM) to be completed. **Make sure to process the portion of the specimen that will be used for SCFATM testing first.**
- 2.) Contact Sonic Courier at least 24 hours prior to collection **1-800-627-6642** to schedule a day and time to pick-up for Unilab. Make sure to let them know there is a frozen specimen requiring dry ice.
- 3.) All specimens need to have a label affixed containing the appropriate patient information prior to freezing or storage at 4°C.
- 4.) The SCFATM specimen **must** be **Frozen** in dry ice within 4 hours of collection.
- 5.) Next, process the remaining specimen according to the instructions for SDDSM, SDADSM testing. These instructions can also be found at www.infertilitylab.com/diagnostic_testing/specimen_collection.
- 6.) Once the SDDSM, SDADSM specimen has been collected and processed it can be stored at 4°C (**DO NOT FREEZE!**) for 9 days. This allows for the option of batching the multiple specimens (up to 8 tubes) in one shipment. Batching specimens saves time and effort by eliminating the need to package each specimen in an individual box and calling the courier for each pick-up.
- 7.) Make sure everything is packaged and ready to go for the courier when they show up.

SCFA™ Test Specimen Collection and Shipping Instructions For Patients

READ ALL INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN COLLECTING THIS SAMPLE

CONTACT UNILAB CLIENT SERVICE'S AT 877-522-5678 IF YOU HAVE ANY QUESTIONS

SPECIMEN(S) ARE TO BE SHIPPED TO UNILAB MONDAY-THURSDAY ONLY

-- 100,000 or more sperm are required for the SCFA Test --

SUPPLIES

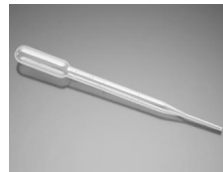
- 1 - Transfer Pipette
- 2 - Cryovials + labels (to be affixed to cryovials)
- 1 - Specimen Cup
- 1 - Biohazard Bag
- Specimen Preparation Instructions



Specimen Cup



2 ml Cryovial



Transfer Pipette

INSTRUCTION FOR SPECIMEN COLLECTION AND STORAGE

Caution:

- Use standard laboratory procedures and practices to collect and handle the specimen.
- Wear proper gloves and face protection when handling dry ice and/or liquid nitrogen.

1. Read through ALL of the instructions.
2. Contact the courier 24 hours prior to collection to arrange a day and time for the specimen to be picked up. Also make sure to let them know it is a frozen specimen requiring dry ice.
3. After two to three days of abstinence (no more than 3 days), collect semen in collection cup.
Note: More than 3 days of abstinence may affect SCFA™ results.
4. Allow the semen to liquify at room temperature for approximately 1 hour
5. Label the cryovials with patient name along with the date and time of collection.
Note: DO NOT USE Test Yolk Buffer. DO NOT USE any cryoprotectants.
6. Affix each label to its appropriate 2 ml cryovial tube(s).
7. Using the provided pipette, transfer the semen sample into the labeled cryovials. Fill the cryovials up to 0.3 to 0.5 ml (no more than 0.5ml).
 - a. Place the bulb end of the plastic pipette between your thumb and finger.
 - b. Squeeze out some air and then place the tip of the pipette into the semen in the collection cup.
 - c. Reduce the pressure of your fingers on the bulb, drawing the semen up into the pipette.
 - d. Place the pipette tip into the cryovial. Gently squeeze the bulb to allow semen to flow into the tube.
8. Quickly freeze the cryovials immediately in dry ice until frozen (this will take a few minutes).
 - If neither a liquid nitrogen tank, dry ice or a -80 °C freezer is available immediately, specimen may be stored in 4°C refrigerator for up to 4 hrs before being frozen and shipped on dry ice.
Note: Do not allow specimen to thaw once it has been frozen.

Continue to Packaging and Shipping Instructions

PACKAGING AND SHIPPING INSTRUCTIONS

1. Place the requisition form into the Biohazard bag. Seal the Biohazard bag shut and place it back on the dry ice on top of the cryovials.
2. Make sure there is a requisition form for each patient specimen to be shipped. On each requisition form you must check the appropriate billing method; either Account Bill (the practice will be paying the lab and billing the patient) or Patient Bill (the patient will be paying the lab directly).
9. For Patient Bill, the patient must pay by credit card or check to Unilab of Dade in order for the specimen to be cleared for testing.
10. Cap the Styrofoam box, seal it with tape and place the sealed Styrofoam box into the cardboard shipper.
11. Make sure to seal up the cardboard shipper with tape as well.
12. Shipping
 - I. Courier Pick Up (Available in certain areas for an extra charge. Contact physician's office or Unilab for details)
 - A. The courier must be contacted at least 24 hours prior to collection to arrange a time for the pick-up. You must inform the courier the specimen to be picked up is to be transported frozen, on dry ice.
 - B. Make sure to collect and process the specimen at least 1 hour prior to the scheduled pick-up time.

Note: If the specimen cannot be picked up the same day it is collected, then it must be stored in either a -80°C freezer, liquid Nitrogen or sufficient amount of dry ice to keep the cryovials completely surrounded.

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SPECIMEN(S) ARE TO BE SHIPPED TO UNILAB (ATTN: ANDROJEK LABORATORY) MONDAY-THURSDAY ONLY

-- 250,000 or more sperm are required for the SDDSM Test --

Revised 3/4/2011

KIT CONTENTS

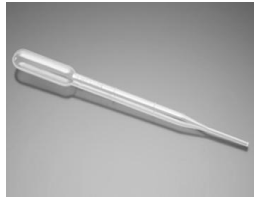
- 2 cool packs (freeze 24 hours min. prior to collection)
- 1 Cryovial (2 ml tube)*
- Labels (To be filled out and affixed to the Cryovial)
- 1 Transfer Pipette*
- 1 Collection Cup* (90 ml, Sterile)
- Biohazard Bag
- White Shipping Box
- Styrofoam Box (2 pieces)
- Prepaid FedEx Air Bill
- Bubble Wrap
- Tape



Collection Cup



2 ml Cryovial



3 ml Transfer Pipette



Complete Kit

SPECIMEN COLLECTION AND STORAGE

1. Read through ALL of the instructions.
2. Contact the courier 24 hours prior to collection to arrange a day and time for the specimen to be picked up. Also make sure to let them know it is a frozen specimen requiring dry ice.
3. The **2 cool packs must be placed flat in the freezer for a minimum of 24 hours** prior to collection of the sample.
4. After 2-3 days (2 min, 5 max) of abstinence, collect the sample in a specimen collection cup and replace the lid of the cup. (medical practices please be sure there is a min. of 250,000 sperm before sending)
5. **Important:** After sample collection, allow the semen sample to remain at **room temperature for 1 hour.**
6. Use the 3 ml transfer pipette to transfer the semen sample into the labeled 2 ml cryovial tube and cap tightly:
 - a. Place the bulb end of the plastic pipette between your thumb and finger.
 - b. Squeeze out some air and then place the tip of the pipette into the semen in the collection cup.
 - c. Reduce the pressure of your fingers on the bulb, drawing the semen up into the pipette.
 - d. Place the pipette tip into the 2 ml cryovial tube. Gently squeeze the bulb to allow semen to flow into the tube.
 - e. Repeat these steps until the 2 ml cryovial tube until all the semen has been transferred or the tube is almost completely full. Be careful not to fill the tube all the way to the top as this may cause the specimen to leak out when the cap is screwed on. Also the cap may not seal properly which would cause the specimen to leak out during transit. Make sure to screw the cap on tightly.
7. Make sure to record the date, patient name and time of collection on the provided label.
8. Affix each label to its appropriate 2 ml cryovial tube(s). Wrap the 2 ml cryovial tube(s) in the plastic bubble wrap.
9. Place the tube(s) with the corresponding requisition(s) into the Biohazard bag. **Make sure each tube is properly labeled so it can be matched up with its corresponding requisition form when it is processed at the lab.** For Patient Billing there is an area on the requisition form for the patient to include payment information. Alternatively, the patient can call Unilab to arrange for payment. Seal the Biohazard bag shut.
10. The semen can be refrigerated at 4° C for up to 9 days before shipping. If shipping immediately please continue on to the next page for shipping instructions.

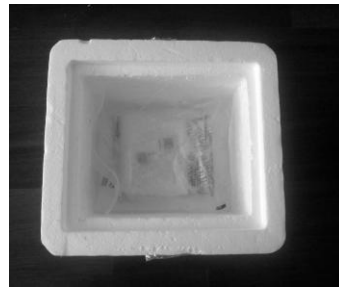
Continue to Packaging and Shipping Instructions

PACKAGING AND SHIPPING INSTRUCTIONS

1. Place 1 frozen cool pack in the bottom of the Styrofoam box.



2. Place the wrapped 2 ml cryovial tube(s) on top. Place the other cool pack on top of the tube(s) so the specimen(s) is/are sandwiched between the 2 cool packs.



3. Make sure there is a requisition form for each patient specimen to be shipped. On each requisition form you must check the appropriate billing method; either Account Bill (the practice will be paying the lab and billing the patient) or Patient Bill (the patient will be paying the lab directly).
4. For Patient Bill, the patient must pay by credit card or check to Unilab of Dade in order for the specimen to be cleared for testing.
5. Cap the Styrofoam box, seal it with tape and place the sealed Styrofoam box into the white cardboard shipper.
6. Make sure to seal up the white cardboard shipper with tape as well.
7. Shipping
 - I. Courier Pick Up (Available in certain areas for an extra charge. Contact physician's office or Unilab for details)
 - C. The courier must be contacted at least 24 hours prior to collection to arrange a time for the pick-up.
 - D. Make sure to collect and process the specimen at least 1 hour prior to the scheduled pick-up time.
8. Once testing is complete, Unilab will fax the results to the physician's office. Additional information can be found at our website www.infertilitylab.com or by calling our lab directly at 1-877-522-5678.

IMPORTANT: ONLY NON -INFECTIOUS SEMEN SAMPLES ACCEPTED. DO NOT SEND INFECTIOUS SPECIMENS.