

## SCFA™ Test Specimen Collection and Shipping Instructions

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

\* For practices wanting to send multiple specimens in one kit additional collection cups, cryovial tubes and transfer pipettes can be ordered. Kits can accommodate up to 8 cryovials (2 cryovials per patient).



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. 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.**
  2. Allow the semen to liquify at room temperature for approximately 1 hour
  3. 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.**
  4. Affix each label to its appropriate 2 ml cryovial tube(s).
  5. 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.
  6. Repeat steps 1-6 if you are going to batch and ship multiple specimens (max.8 per shipper).
  7. Quickly freeze the cryovials immediately in dry ice or liquid Nitrogen until frozen (a few minutes).
    - If dry ice is not available at the time of specimen collection, quickly freeze the cryovials in a liquid nitrogen tank or -80°C freezer. Samples frozen in liquid nitrogen or a -80°C freezer may be stored up to one week before being shipped on dry ice.
    - If neither a liquid nitrogen tank, dry ice or a -80 °C freezer is available, 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 frozen cryovials 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.*** Seal the Biohazard bag shut.
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).
8. 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.
9. Cap the Styrofoam box, seal it with tape and place the sealed Styrofoam box into the cardboard shipper.
10. Make sure to seal up the cardboard shipper with tape as well.
11. Shipping
  - I. FedEx
    - A. Complete the Pre-paid FedEx Air bill by checking the following item: Express Package Service = Priority Overnight
    - B. Attach the Air bill to the white cardboard shipper
    - C. Call Unilab with the FedEx tracking number and your physical location
    - D. You may call FedEx for pick-up at 1-800-463-3339 (*business locations only*) or drop the package off at a FedEx location
  - II. 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

Once the tests are complete, Unilab will fax the results to your office. However, you may access the results via the web by logging on to [www.infertilitylab.com](http://www.infertilitylab.com) (You must establish an internet account with Unilab to access results)