SDD[SM] Test Kit – Patient Specimen Instructions

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

-- 250,000 or more sperm are required for the SDD[SM] Test --

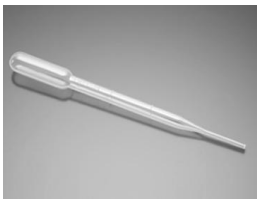
Revised 3/4/2011

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

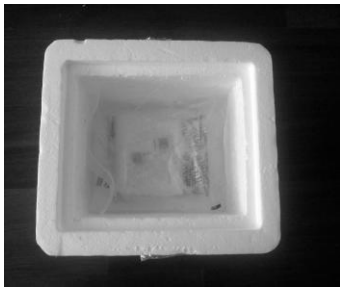
SPECIMEN COLLECTION AND STORAGE

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 cyrovial 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 4º C for up to 9 days before shipping. If shipping immediately please continue on to the next page for 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. 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 many 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 <u>must</u> be contacted at least 24 hours prior to collection to arrange a time for the pick-up.

      B. Make sure to collect and process the specimen at least <u>1 hour prior</u> 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.