

# Kit Preparation, Collection and Transportation Instructions

---

## 1. Preparation information

- a. The kit includes a specimen cup and a container with preservative/transport media.
- b. Upon receipt, you will need to open the kit and immediately store the preservative/transport media in the refrigerator until you are ready to use it. Store the remaining kit in the freezer to ensure that the ice packs stay frozen inside of the Styrofoam container. Otherwise the ice packs may lose shape causing them to not fit back in the Styrofoam container properly for shipment.
- c. It is important to refrain from ejaculating for at least two to three days prior to (but not more than seven days prior to) producing your sample.
- d. Collect a semen sample on any **Monday, Tuesday or Wednesday** and ship immediately to avoid the delay in processing the samples over a weekend.
- e. The best time to collect the semen sample is late in the afternoon (2 – 3 pm) but well before the last scheduled UPS pickup in your area.

## 2. Collection and transportation

- a. It is important to refrain from ejaculating for at least two to three days prior to (but not more than seven days prior to) producing your sample.
- b. You must produce your specimen **Monday, Tuesday or Wednesday** only. It is best to do this late in the afternoon (2 – 3 pm) to ensure pickup.
- c. Manual stimulation (masturbation) is the acceptable method for obtaining the semen sample.
- d. Please try to refrain from using a lubricant to collect the specimen since many lubricants will injure sperm. If a lubricant is required, we would suggest using Pre-seed lubricant from INGfertility, which is available at local pharmacies including CVS and Walgreens.
- e. Do not use a condom for collection of the semen sample.
- f. The specimen cup provided in the kit is a sterile collection cup and is ready for use.
- g. Remove the transport media from the refrigerator one hour prior to use and allow the media to warm to room temperature.
- h. After you ejaculate into the specimen cup, you will need to immediately add the transport media/preservative to it and gently mix the medium in the semen sample. Discard the empty media bottle.
- i. Secure the top lid on the collection cup tightly. Gently tip the cup back and forth to allow the mixing of the preservative media.
- j. Complete the enclosed I.D. label and fix it to the specimen cup. place it into the biohazard specimen bag and seal the bag. Place the sealed bag in between the foam pieces in the sperm kit box for shipment back to our lab.
- k. Enclose the signed and completed forms: **Semen Collection and Storage Agreement, Patient Questionnaire, Offsite Specimen Collection Documentation Form** and **Billing Agreement**.
- l. To ensure privacy, the box slips into an unmarked UPS Clinical Pak. Apply the preprinted return shipping label to the UPS Clinical Pak. It is easy to return the specimens by dropping off the Clinical Pak at the nearest UPS drop off location. Please refer to the nearest UPS drop off locations in the printout sent with the kit