

## TRANSPORT INSTRUCTIONS

### **When transporting cryopreserved materials **TO Columbia University:****

- Complete all forms and return to the respective department via information below. Once all paperwork is completed, then the Laboratory can proceed with scheduling the transport. There are 3 forms to be completed:
  1. Release of Liability Waiver. This will need to be signed in the presence of a notary.
  2. Authorization for Release of Health Information Pursuant to HIPAA.
  3. The transport questionnaire **must to be completed by the former cryopreservation program and faxed to Columbia laboratory for review (212-314-8801)**. Once approved for transport, then we can proceed.
- The cryopreserved materials will need to be transported or shipped in a tank called a Dry Shipper. This can be obtained from your former Clinic or a third party (we can recommend a few).
- Once all paperwork is completed and returned to the respective department for review, then the Laboratory can proceed with scheduling the transport. Intake and Storage fees will apply (contact the billing department for billing questions).
- Patients are responsible for all cost associated with the transport including an intake fee and storage fees.

### **When transporting material **OUT of Columbia University:****

- Complete all forms and return to the respective department via information below. Once all paperwork is completed, then the Laboratory can proceed with scheduling the transport. There are 2 forms to be completed:
  1. Release of Liability Waiver. This will need to be signed in the presence of a notary.
  2. Authorization for Release of Health Information Pursuant to HIPAA.
- The cryopreserved materials will need to be transported or shipped in a tank called a Dry Shipper. This can be obtained from your new Clinic or a third party (we can recommend a few).
- A \$200 transport administration fee is charged for all outgoing materials and patients accounts must be cleared with the billing department prior to the day of transport.
- Please have your new facility contact us and send any paperwork they need filled out to our respective emails. (See below for info).

### **CONTACT INFO AND RETURN MAIL ADDRESS:**

**ADDRESS:** ATTN: Laboratory @ Columbia University - 5 Columbus Circle PH Floor New York NY 10019

**EMBRYOS:** Email: [fertility-lab@cumc.columbia.edu](mailto:fertility-lab@cumc.columbia.edu) Phone: 212-314-8809 Fax: 212-314-8801

**SPERM:** Email: [fertility-lab@cumc.columbia.edu](mailto:fertility-lab@cumc.columbia.edu) Phone: 212-314-8825 Fax: 212-314-8801