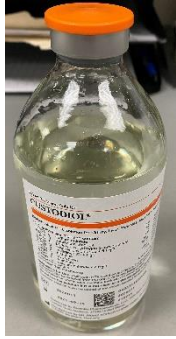


Reproductive Tissue Cryopreservation

Purpose To provide instructions in how to collect and send Ovarian Tissue for Cryopreservation (OTC) from Children’s Minnesota to the University of Pittsburgh Medical Center (UPMC) Center for Reproduction and Transplantation (CRT).

- Materials**
- Biohazard bag
 - Custodiol HTK media
 - Reproductive Tissue Cryopreservation Checklist
 - Pathology/Histology Sendout Request Form
 - UPMC Requisition
 - UPMC shipping materials (received on day-of procedure)

Process	Step	Activity	Related Document
	1	<p>Responsible Party: Laboratory Staff</p> <ul style="list-style-type: none"> • Print a copy of document 4.71a Reproductive Tissue Cryopreservation: Laboratory Checklist • Sendouts staff will ensure Custodiol HTK media is available, unexpired, and a label is attached that includes the lot #, expiration date, and media name (available in send outs department file cabinet; the OR staff will use this to label the specimen container).  <ul style="list-style-type: none"> • UPMC CRT can be reached at 412-641-7475 or fertilitypreservation@upmc.edu for any questions. 	<p>SO 4.71a Reproductive Tissue Cryopreservation Lab Checklist (childrenshc.org)</p>
	2	<p>Responsible Party: UPMC CRT Program Coordinators</p> <ul style="list-style-type: none"> • Arranges a courier pick up for 2-3 hours after the start of surgery. 	
	3	<p>Responsible Party: OR Staff</p> <ul style="list-style-type: none"> • The OR staff will retrieve Custodiol HTK media from Sendouts refrigerator before the procedure. • The OR staff will walk the specimen in Custodiol HTK media to the pathology lab. • OR staff will notify Sendouts if the courier schedule needs to be changed. Sendout staff can call the appropriate courier if pick up time needs to be changed (see OTC Checklist for current courier contact information). 	

4	Responsible Party: Pathology Staff <ul style="list-style-type: none">• Accession the specimen in CoPath as "Ovarian Tissue Cryopreservation".• Keeping the specimen container closed to maintain a sterile environment, complete gross.• Mark "Cryopreservation Tissue" on Sendouts Request Form and place OVART order in CoPath.• Deliver the following to Sendouts:<ul style="list-style-type: none">○ Specimen○ Copy of UPMC requisition form and○ Sendouts Histology Request Form	G://Lab/Histology/Histo Forms/Sendout Request Form
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5 **Responsible Party: Sendouts Laboratory Staff**

- Ensure specimen container cap is secure and place into a sealed biohazard bag.
- The specimen should be held at refrigerated temperature (2°C-8°C) prior to shipping.
- The shipping materials will arrive *with* the courier.

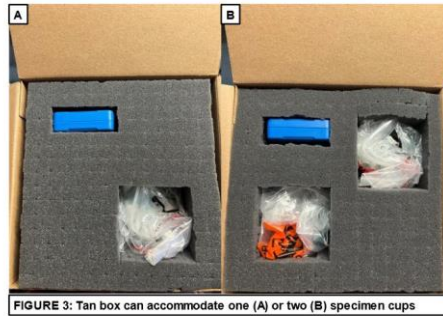
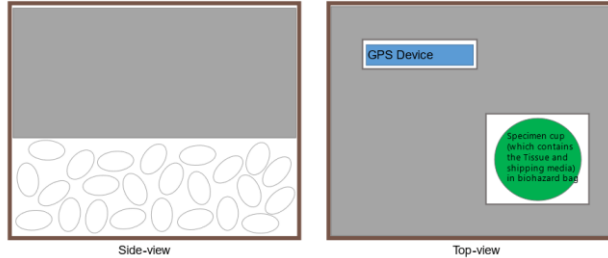


FIGURE 3: Tan box can accommodate one (A) or two (B) specimen cups



FIGURE 4: Insert specimen cup in biohazard bag, place in the shipping container, and close the shipping container

Packaging instructions:

1. Upon arrival of the courier with the shipper, place the sealed specimen into the designated space within the foam cutout, as in the diagram above. Note: The GPS tracker and temperature tracker will already be activated.
2. Close the internal cardboard specimen box.
3. Place the UPMC requisition form on top of the specimen box.
4. Place the top temperature stabilizing pack on top of the internal cardboard box.
5. Seal the outside shipping box with the tape provided with the shipping kit.

	6. Affix the shipping label provided by UPMC via email in advance. 7. Hand shipment to the courier.	
6	Responsible Party: Send Out Laboratory Staff <ul style="list-style-type: none"> When UPMC send the follow-up Cryolog via email, print and scan it into the Anatomic Pathology folder of the patient's electronic health record (EHR/Cerner Powerchart) Document the cryolog receipt step of the OTC checklist and file paperwork in the appropriate place in the Sendouts file cabinet. 	SO 1.01 Scanning Documents (childrenshc.org)

Historical Record

Version	Written/Revised by:	Effective Date:	Summary of Revisions
1	Jennifer Jacobsen Damon Olson	03/19/2021	Initial Version
2	Mindy Torres Damon Olson	12/13/2022	Updated box management and media labels.
3	Mindy Torres Damon Olson	01/31/2023	Updated courier service information
4	Sandra Tekmen	6/27/2023	Reorganized the order of the packaging instruction steps and added information about requisition form. Removed reference to a specific courier, instead referred to Checklist for current contact information.
5	Sandra Tekmen	7/31/2023	Added Materials section, edited procedure to reflect the new UPMC shipping protocol and materials, clarified step regarding the cryolog, added Sendouts Histology Request form to related documents.