



**ART Institute of Washington, Inc.
at Walter Reed National Military Medical Center**

**CHECKLIST FOR SHIPPING CRYOPRESERVED SPECIMEN(S) TO
ART/WRNMMC**

1. Request “Checklist for Accepting Cryopreserved Specimen” form from ART Institute at Walter Reed National Military Medical Center (Institute). To complete:
 - Have form completed by current storage/cryopreservation facility
 - Send form (traceable mail, email or fax)
2. Once sample(s) are accepted, complete the “Consent to Ship and Store Cryopreserved Specimen(s)” form. To complete:
 - All parties involved need to sign and be witnessed (we can serve as a witness if completed in house)
 - Send Form (traceable mail, email or fax)
3. Mailing Address (Please do not use certified and only USPS):
DEPARTMENT OF DEFENSE
WALTER REED NATIONAL MILITARY MEDICAL CENTER
ARC CLINIC ART INSTITUTE
BUILDING 10 FLOOR 2 SUITE 2104
4855 SOUTH PALMER ROAD
BETHESDA MD 20889-5632
4. Complete Medical and Financial Clearance with the Institute
 - Orientation
 - Medical Workup
 - Payment: Point of Contact (POC) is Leslie Strothers at 301-400-2143 or Leslie.strothers.ctr@mail.mil
5. Complete Paperwork Required by Storage/Cryopreservation Facility
6. Once you have been cleared by the Institute to ship, you need to arrange shipment of specimens to the Institute. Please keep potential weather and/or holiday schedule delays in consideration when making arrangements.
 - Method(s):
 - Accepting Facility Tank Loan (shipped or hand carried)
 - Third Party Shipping Company (shipped or hand carried)
 - When you should ship:
 - Embryo(s) – once medically and financially cleared
 - Sperm – at time of baseline date
 - Acceptable Tank Arrival Time:
 - Monday through Friday between 7:30am and noon
 - Tank Departure:
 - Must arrange for a pre-paid shipping label to send the tank to final destination (unless hand carried)
7. Shipping Address (No USPS, only Professional Shippers such as Fedex or UPS)
The A.R.T. Institute of Washington, Inc. at WRNMMC
Attn: Aidita James
8901 Wisconsin Ave.
Bldg. 10, 2nd Floor, Ste. 2104
Bethesda, MD 20889
8. Notify us of Shipping Arrangement at 301-400-2149 (even for hand carried arrangements)
 - State your name
 - Contact information
 - Date and time of arrival
 - Tracking Information