



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

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

1. Request “Consent to Ship” form from ART Institute at Walter Reed National Military Medical Center (Institute). To complete:
 - Indicate Facility and Address to “Ship to”
 - Sign (both partners, if applicable), Notarize and Copy (keep copy for file)
 - Send **Original** Form (traceable mail, do not fax or email)
2. Complete Medical Records Release Form (for Institute Use only, may need another one for Outpatient Medical Records)
 - For Embryos need information for both partners (if applicable)
 - Send Form (traceable mail, email or fax)
3. Letter of Acceptance from the future facility (on Letterhead, acceptable by mail, email or fax)
4. Finish all financial business with the Institute
Point of Contact (POC) is Leslie Strothers at 301-400-2143 or Leslie.strothers.ctr@mail.mil
5. 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
6. Complete Paperwork Required by Accepting Facility
 - Embryo/Sperm Information: POC is Aidita James at 301-400-2149 or aida.james.ctr@mail.mil
 - Fertility Cycle/Stimulation Information: POC is Darshana Naik at 301-400-2151 or Darshana.naik.ctr@mail.mil
 - Required Medical Blood and Urine Testing: POC is Outpatient Medical Records at 301-295-5150
7. Arrange Shipment of Specimens from the Institute. Please keep potential weather and/or holiday schedule delays in consideration when making arrangements. Please ship as early as possible to prevent potential delays in your treatment.
 - Method(s):
 - Accepting Facility Tank Loan (shipped or hand carried)
 - Third Party Shipping Company (shipped or hand carried)
 - Acceptable Tank Arrival Time:
 - Monday through Friday between 8am to noon
 - Tank Departure:
 - Must arrange for a pre-paid shipping label to send the tank to the accepting facility (unless hand carried)
8. 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
9. 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