

INTERNATIONAL CANINE SEMEN BANK-ATLANTA

(ICSB - Atlanta)

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PROCEDURES FOR UTILIZING YOUR STUD'S FROZEN SEMEN

When you wish to utilize the frozen semen you have stored at ICSB-Atlanta, the following steps should be followed in order to assure that shipping and artificial insemination are carried out efficiently.

1. **Check your account with ICSB-Atlanta.** Your account should show a zero balance in order for frozen semen to be released for shipment. If you have any questions about your account, please call.

2. **Notify ICSB-Atlanta early in the bitch's estrous cycle.** For example, on the first or second day that you notice a red vaginal discharge from the bitch. Send ICSB-Atlanta a completed "FROZEN SEMEN RELEASE " form.

3. **Allow 3 to 4 days for shipment** of the frozen semen. Usually, ICSB-Atlanta can ship sooner than this, however, allow a safe margin of time for the shipment to be handled. It is very difficult, or may be impossible, to ship with just one or two days' notice before the bitch needs to be bred, or on a holiday weekend. **For shipments requested with less than 24 hour notice, an additional handling, "STAT" fee is charged.** (Normally, a minimum 24 hour period of time is required to charge the shipping tank prior to retrieval of the frozen semen and transfer to the shipping tank.)

4. If you call to request ICSB-Atlanta to ship your dog's frozen semen, please have the **name, address, and telephone number** of the shipment destination. Specify **how many vials of semen** you wish to be shipped. (One vial = One insemination). In most cases, 1 or 2 vials are shipped. Usually the bitch owner pays for the shipping and return of the tank. Please note that we do need the completed "Frozen Semen Release" form for our files. The person responsible for the charges should complete a "Credit Card Authorization Form" and return it to ICSB-Atlanta in advance of the shipment date. The "Frozen Semen Release" and "Credit Card Authorization Form" are available for download at www.icsbatlanta.net.

5. **ICSB-Atlanta will arrange for the shipping of your dog's frozen semen.** If ICSB-Atlanta does not have a trained inseminator close to the bitch, then we can provide detailed written instructions and telephone assistance. We have many litters resulting from artificial insemination by untrained inseminators. The retrieval and thawing of the frozen semen involves just a few steps and is not difficult.

6. **Shipping charges, tank rental and return are ultimately the responsibility of the semen owner.** At this time, we ship the semen one of two ways: Federal Express or United Parcel Service. For domestic shipping, there is a standard shipping preparation charge (for 1 to 4 vials) of \$65.00, a shipping documentation charge of \$50.00, freight document preparation fee of \$50.00 plus a tank rental charge of \$75.00 for the first 7 days, beginning the day the tank leaves our facility. On the 8th day, a daily tank rental fee of \$15.00 is charged until the tank is returned, or until the cost of the tank is reached. It is a very good idea for the semen owner to emphasize the rental fee to the recipient, and that it is necessary for the bitch owner or veterinarian at the bitch's location to return the shipping tank as quickly as possible to avoid additional rental charges. The actual shipping costs for UPS or FedEx, including return of the empty shipping tank usually range between \$175 to \$300, depending on which carrier is used, and if the shipment is a rush order. For standard shipping fees, we should be notified two (2) working days prior to shipment.

7. Charges by the inseminators are not controlled by ICSB-Atlanta

8. If you have any questions, please do not hesitate to contact ICSB-Atlanta at the above number.

Prices are subject to change without notice.