

INTERNATIONAL CANINE SEMEN BANK-GV, Inc  
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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, 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-GV** 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-GV 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-GV a completed "FROZEN SEMEN RELEASE" form.

**3. Allow 4 to 5 days for shipment** of the frozen semen. Usually, ICSB-GV 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 72 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-GV 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. We accept **Visa and Mastercard** for the shipping charges, and it is usually the bitch owner who pays for the shipping and return of the tank. Please note that we do need the completed "Frozen Semen Release" form for our files.

**5. ICSB-GV will arrange for the shipping of your dog's frozen semen.** If ICSB 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 three ways: by Federal Express, United Parcel Service, or by air cargo. For domestic shipping, there is a tank rental charge of \$40.00 for the first 7 days, beginning the day the tank leaves our facility. On the 8th day, a daily tank rental fee of \$10.00 will be 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. Shipping costs, including return of the empty shipping tank usually range between \$150 and \$175, depending on which carrier is used, and if the shipment is a rush order. For standard shipping fees, we should be notified three (3) working days prior to shipment. **Additional charges may result if we are notified in less than 3 working days. We also cannot guarantee shipment if 3 day's notice is not given**

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

8. If you have any questions, please do not hesitate to contact ICSB-GV at the above numbers. Prices subject to change without notice.