



INTERNATIONAL CANINE SEMEN BANK

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PROCEDURES FOR UTILIZING YOUR STUD DOGS 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.** Your account must have no outstanding balance when a request for semen release is given. Frozen semen may not be released for shipment if an account is not paid in full. If you have any questions about your account, please call 503-663-7031.
2. **Notify ICSB 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 a completed "FROZEN CANINE SEMEN RELEASE FORM." **Located at www.ik9sb.com/forms**
3. **Allow 3 to 4 days for shipment of the frozen semen.** ICSB can ship sooner, 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 days' notice before a bitch needs to be bred, on certain holidays and on weekends.
**SHIPMENTS REQUESTED WILL BE DATED BY ICSB AND WILL BE DATED ONLY AFTER CONFIRMATION BY ICSB STAFF. RELEASE FORMS DATED LESS THAN A 2 DAYS PRIOR TO SHIPPING OUT WILL INCUR ADDITIONAL STAT FEES. **
ICSB's SHIPPING TANKS REQUIRE a minimum 24-hour period to charge fully. This ensures the shipping tank prior to retrieval of frozen semen is fully charged and safe for the transfer of frozen semen into it.
4. **When you request ICSB to ship your dog's frozen semen, please be sure you complete the Frozen Canine Semen Release Form.** This form MUST be completed with name, address and telephone number of "SHIP TO" destination. You must also SPECIFY the number of vials to release for shipment (one vial=one breeding unit). In most cases, 1 or 2 vials are shipped. **The second page must be completed with a signature & date of the credit card holder.** We accept Visa, MasterCard, Discover and American Express. We will not release frozen semen without a COMPLETED 2 PAGE FROZEN CANINE SEMEN RELEASE Form on file. Also, note, that the Frozen Canine Semen Release Form is NOT a Transfer of Ownership.
5. **ICSB will always call you upon receipt of the completed form to arrange shipment.** If you have not heard from an ICSB representative, it is likely we have not received your form.
6. **Shipping charges, tank rental and return are ultimately the responsibility of the semen owner.** It is often very expensive to ship frozen canine semen, if cost is a concern please call for a shipping estimate. We are happy to provide an approximate quote for shipping. Please have a destination postal code ready. We ship via UPS or FedEx. If you do not specify a preference, we go with the cheapest option. For domestic shipping, there is a 7-day tank rental fee of \$75.00, beginning the day the tank leaves our facility. On the 8th day, a daily late tank fee of \$15.00 applies until the tank is returned, or until the replacement cost of the tank. It is a VERY GOOD IDEA for the semen owner to emphasize the rental fee to the recipient, and that it is necessary the recipient return the shipping container as quickly as possible to avoid late charges. This is in place because our tanks are on very high demand and we would like to service all who wish to have semen shipped.
7. **ICSB is actively training new inseminators as time permits.** Please see our franchise centers or ask for an inseminator reference list to begin your search for a facility.
8. **In the event of loss or damage of frozen semen due to weather, fire, tank failure, or shipping accident/damage, ICSB will not be held liable for the loss or the replacement value of the frozen semen.**
9. **All ICSB Frozen Semen shipper tanks must be charged at least 24 hours prior to shipping semen in it. ICSB is only responsible for the required charging of shipper tanks leaving from our office traveling one way.**

Prices Subject to Change Without Notice.

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