



International Canine Semen Bank – Colorado (ICSB-CO)

Brighton Animal Clinic

180 E. Bromley Lane

Brighton, CO 80601

Ph. 303-659-2472 Fax 303-637-7697

www.coloradoicsb.com

PROCEDURES FOR UTILIZING YOUR STUD'S FROZEN SEMEN

When you wish to utilize the frozen semen you have stored at ICSB-CO, please use the following steps and guidelines in order to insure that your stud's semen is prepared and released in an efficient and timely manner.

1. Verify that your account with ICSB-CO is current.

Your account should show a zero balance and/or payments on account should be up to date prior to the release of the semen. If you have any questions about your account, please call our office.

2. Notify ICSB-CO early in the bitch's estrous cycle.

If you are anticipating using your stud's frozen semen for a breeding, please notify ICSB-CO by phone on the first or second day of the bitch's heat cycle. This will allow our office ample time to reserve and prepare a shipping tank for you, verify your account status and initiate the file preparation to ship the semen. In general, *standard fees will apply to all release notifications of 7 business days or greater.* For release notifications of 6 days or less, additional fees will apply. Please see "Release Fees" sheet for a list of fees.

3. Complete "Authorization to Release" form and mail to ICSB-CO.

The "Authorization to Release Frozen Semen for Utilization" form should be completed, signed and the original in possession of ICSB-CO prior to the release and/or shipment of the semen. On the release form you will need to specify the number of vials (# of vials = # of inseminations) you wish to have shipped; the name, address and phone numbers of the inseminating veterinarian and bitch owner; the anticipated date that the semen should arrive; and the method of payment (credit card information). In the event of an emergency/stat shipment (less than 3 days notice) a fax copy of the release form will suffice in order to release and ship the semen. *HOWEVER, the original form must be received by ICSB-CO within ten days of the semen shipment.*

4. Coordinate shipping date and breeding dates.

In general, the semen will be scheduled to arrive on the date specified on the "Authorization to Release" form. This date usually coincides with the anticipated breeding dates of the bitch. Extra time should be allowed for arrival dates on or around Holidays and weekends. Keep in mind that a fee is being assessed for the use of the shipping container. Less expense will be incurred the less time the container is away from ICSB-CO. In some cases, the inseminating veterinarian may have a storage tank to transfer the semen into upon its arrival. In this instance, the semen can be shipped at an earlier date and stored at the inseminating facility until the bitch is ready to be bred.

5. Responsibility for fees.

Release fees, shipping charges and tank rental are usually taken care of by the bitch owner. *HOWEVER, the semen owner is ultimately responsible to ICSB-CO for ALL charges associated with the process.*