

Pacific Reproductive Services

444 DeHaro Street, Suite 222
San Francisco, CA 94107
Tel: (415) 487-2288

65 N. Madison Ave. Suite 610
Pasadena, CA 91101
Tel: (626) 432-1681

Email: info@PacRepro.com

RECIPIENT INFORMATION FOR ORDERING AND USE OF DONOR SPECIMENS

I. HOW TO REGISTER AND ORDER SPECIMENS

Choosing parenthood often involves many complex decisions, so PRS would like to help simplify the process of getting pregnant for you. We hope you will find the following information helpful.

HOW TO REGISTER WITH PRS

To get started quickly, Local Recipients can call PRS for an appointment for your Registration, Introductory Consultation and Medical Certification in one visit. We can have you ready to go in a few days. Or follow the easy steps below:

1. Please review, complete and sign the following four forms: (You may also download these forms from our website at www.pacrepro.com)
 - ***Client Registration Form***
 - ***Notice of Privacy Practices Summary (HIPAA)***
 - ***Agreement for Administration of Donor Sperm***
 - ***Client Agreement for Use of Cryotank***
2. You will need a completed ***Medical Certification Form***. If you live in the San Francisco Bay Area or the Los Angeles area, you can get this completed at PRS along with your Registration and Introductory Consultation. Alternately, you can have your clinician (physician, nurse practitioner, nurse midwife or physician's assistant) complete this form for you.
3. Send these forms to PRS by Fax: to **415-863-4358**

Or by U.S. mail to:

Pacific Reproductive Services (PRS)
444 DeHaro St., Suite 222
San Francisco, CA 94107

Please include your "Initial Consultation and Account Set-Up" fee.

(Please see our Recipient Price List for current account set-up fee)

You may enclose a check or provide your credit card information on the registration form.

When we have received all your completed forms, we will call or email you to schedule your introductory appointment, a consultation in which we will give you general information about the timing and types of reproductive procedures available to you and help you decide which would be best suited for you. **(For clients living outside the San Francisco or Los Angeles area, these appointments may be conducted on the telephone).**

- ❖ If you have been charting your Basal Body Temperatures (see ***HOW TO DETECT OVULATION AND TIME YOUR INSEMINATION***) it is helpful to have your charts when you have your introductory appointment. We will teach you how to use them in conjunction with the ovulation predictor kits to detect the time of your ovulation.

HOW TO CHOOSE YOUR DONOR!

PRS donor catalogs are available in hard copy, which can be mailed or faxed to you or can be viewed and downloaded from our website at www.pacrepro.com. The catalog contains each donor's ethnicity, physical description, occupation, educational background, hobbies, interests and other pertinent information about his personal and family health history. The catalog also indicates whether the donor is "Willing to be Known™," when the child reaches 18 years of age. A code number identifies each donor. To choose a donor from our catalog, we recommend that you first consider the qualities in a donor that are most important to you, and then make a list of those qualities. Review the information the catalog provides about each donor and make notations of the donors whose qualities match best with those on your list. We also recommend that you select several donors, in order of preference, in case your first donor choice is not available at the time you place your order. Our catalog is updated approximately every three months.

Donor Long Profiles, which contain a detailed personal biography of our donors (approximately 15 pages) can be emailed, faxed or mailed to you at your request for a nominal fee or can be viewed at no charge at one of the PRS offices.

ABOUT "WILLING TO BE KNOWN™" DONORS

Many of our donors are willing to be known to the children conceived from their sperm when the child has reached the legal age of consent (18 years old in the state of California). These donors agree to meet the child(ren) one time, after which, their obligation to that child has been fulfilled.

It is advisable that you keep PRS informed of any change in address, phone number and email address, in the event that we need to contact you about your donor.

Pacific Reproductive Services cannot guarantee that the meeting between the donor and child will occur. PRS must rely solely upon the donor's representation and signed written agreement that he is willing to be known.

ABOUT ICI PREPARED AND IUI PREPARED SPECIMENS

- ❖ **ICI (intracervical) prepared specimens** contain whole semen that has been frozen after the addition of a protective medium. These specimens may be safely placed in a woman's *vagina*, but can cause severe cramping and even shock if placed in a woman's *uterus* without first being "washed" (a laboratory process that separates the motile sperm cells from the seminal plasma). **PRS performs sperm washes on-site immediately prior to the intrauterine inseminations (IUI).** Most fertility specialists also perform sperm washing prior to performing IUI and always for IVF.

When to order ICI specimens:

- If you are doing a vaginal insemination at home or at your clinician's office
- If you are having an insemination at PRS
- If you are having In-Vitro Fertilization
- If you are having an IUI by a Fertility Specialist (check with them first).

- ❖ **IUI prepared specimens** have been "washed", before being frozen. It is safe to place IUI prepared specimens in a woman's uterus or vagina. **You will only need IUI specimens if you are planning an Intrauterine insemination and your clinician does not do sperm washing.**

HOW TO ORDER SPECIMENS:

You may place your first order any time after you're registered, and the specimens will be held in reserve for you until you're ready to start inseminating.

Note: Specimens cannot be *released to you* until your registration is complete, including your medical certification.

Once you have made your donor choices, you can place your order by phone or you can fax or mail the enclosed PRS Specimen Order Form, which can also be downloaded from our website. The form provides instructions for entering the information needed for your order.

You will increase your chances of getting your first donor specimen choice by ordering in advance of your cycle (see Pre-Purchasing on page 4).

If you are ordering specimens to be used in your current cycle, it is important to place your order as soon as you start your period, but **no later than the third day**, to allow time to process your order and also to avoid rush order fees.

Please provide the following information when you place your order:

1. The first and last name of the recipient who will be undergoing the insemination or other reproductive procedure.
2. The first day the most recent menstrual period started (actual bleeding, not spotting).
3. The usual length of the menstrual cycle; for example, 28 days.
4. Your first three to five donor choices, in order of preference (please be sure that you give us the correct donor I.D. numbers).
5. The type of specimens needed (ICI or IUI).
6. The date you plan to start testing for ovulation.
7. Where the procedure will be performed (home, PRS, or your clinician's office).
8. The type of procedure (Vaginal insemination, Intrauterine insemination or In-Vitro Fertilization).
9. If you are having an intrauterine insemination, does your clinician perform sperm washes?

If you're placing your order by phone and a PRS staff member is not available to take your call, please leave all the above information on our voicemail system. We will call or email you as quickly as possible to confirm your order and to provide any help you may need.

If you are ordering a shipment, see "How to Schedule Shipments," on the next page.

If you are planning a PRS insemination or a specimen pick-up from PRS: Once you placed your order, we will place you on a "standby" list for an insemination or to pick up your specimens at the time of ovulation (see Testing with an Ovulation Prediction Kit"). You may pick up specimens Monday-Friday, 9:30 am to 4:30 pm by appointment.

If you are planning a reproductive procedure at another facility, you may arrange with PRS for transport of your specimens at a pre-determined time.

If you would like our assistance with the timing of your insemination please call our toll-free number at 1-888-469-5800.

ABOUT DONOR SPECIMEN AVAILABILITY

PRS donor specimens must be kept in quarantine at least six (6) months after they are donated. There may be times when your favorite donor's specimens are *temporarily* unavailable (when all specimens that have *passed quarantine* have already been purchased). In such cases, more of this donor's sperm will be made available pending his future test results.

Donor specimens will become *permanently* unavailable when the donors reach their maximum number of pregnancies, or if they discontinue with our program for other reasons.

Pre-purchasing Donor Specimens

Women trying to become pregnant may **pre-purchase** up to six (6) specimens. Some pre-purchased specimens may still be under quarantine and **will not** be distributed until they have been released from quarantine.

Reserving Specimens for Siblings

If you have become pregnant and wish to use the same donor for a second child (for use by either you or your pre-registered partner) we recommend that you reserve (pre-purchase) at least six months worth of semen (12 specimens), to insure that your donor's sperm is available for you in the future.

HOW TO SCHEDULE SHIPMENTS

When scheduling a shipment, please give us the information listed under How to Order Specimens, above, and also the following information about your shipment:

1. Location PRS will be shipping to: your home or to a clinic or clinician's office.
2. The name of the person who will be receiving the specimens.
3. The full address and phone number of where the specimens will be received.
4. Your credit card information:
 - The name on the credit card
 - The card number and type (PRS accepts Visa and MasterCard)
 - The expiration date

It is important to place your order as soon as you start your period (*no later than the third day*) to allow time for the processing of your order, including scheduling for the timely arrival of your specimens and to avoid having to pay Rush Order Fees (see our current Recipient Price List for fees).

- ❖ **Semen is shipped in nitrogen vapor tanks** (dry shippers) and is sent via FedEx by standard 2nd day delivery. You may request a Priority Overnight shipment for an additional fee (see our current Recipient Price List for expedited fees).
- ❖ **PRS ships specimens Monday through Friday**, for shipments to arrive Tuesday through Saturday. There is an additional fee for Saturday deliveries (see our Recipient Price List for the current Saturday delivery fee). Deliveries are not possible on Sunday or Monday.
- ❖ **PRS must receive your payment by the time the specimens are to be shipped.** Credit card information can be given by phone or provided on the order form.

ABOUT DRY SHIPPERS

Your specimens will be transported in nitrogen vapor tanks (dry shippers) that maintain your specimens at very cold temperatures. Dry shippers hold their nitrogen vapor charge for approximately five to 7 days, after which your specimens may thaw unless the dry shipper is re-filled. You may obtain more liquid nitrogen, from a biological gases company or a welding company.

Our shipping fee includes the dry shipper rental for five (5) days. **There is an additional tank rental fee charged per day if the tank is kept longer than five (5) days** (see our current Recipient Price List for fee). PRS requires your credit card information as security deposit for the dry shipper. The replacement cost for lost or damaged dry shippers is \$800 to \$1000.

MATERIALS THAT ACCOMPANY A SPERM SHIPMENT

For your home inseminations, PRS includes syringes and instructions for thawing and performing the insemination with each shipment. If no syringes are included with your shipment, an eyedropper or medicine dropper (a larger size is preferable) from your local drugstore is an excellent alternative.

STORAGE AND DISTRIBUTION OF SPERM FROM OTHER SPERM BANKS

PRS will gladly perform inseminations with, or store semen specimens from other FDA approved and New York licensed sperm banks. However, we cannot guarantee the quality of sperm received from other sperm banks. There is an extra retrieval fee plus a dry shipper fee for pick-up or delivery of specimens that have been sent to PRS from other sperm banks (see our Recipient Price List for current retrieval and dry shipper fees).

PRS'S SEMEN SPECIMEN WARRANTY

PRS guarantees a volume of 0.8 ml to 1.0 ml and 20 million motile cells for ICI specimens and 0.4 ml to 0.5 ml and 10 million motile sperm for IUI specimens. Because of variations of specimen assessment among laboratories, credit for substandard specimens will be considered for variations of 20% or greater. PRS semen specimens are warranted to contain the qualities described above for a period of up to 30 days from the date of shipment, provided the specimens were maintained in liquid nitrogen or nitrogen vapor at a temperature not to exceed (minus) -150 degrees centigrade. Occasionally during the transport, handling, or thawing process, specimen quality may be compromised. Should this occur, PRS should be notified immediately and we will do everything within reason to accommodate the replacement any specimen found to be substandard. We are usually able to send an emergency replacement shipment, at no cost to you, for insemination the next day, if we are notified of such a loss and it occurs on Monday through Friday.

PRS REFUND POLICY

PRS does not provide refunds on pre-purchased or unused specimens.

PRS SPECIMEN RETURN POLICY

Specimens that have been distributed from the PRS cryobank may be returned to PRS cryostorage only for the recipient's future personal use. In such cases, PRS storage fees will apply.

II. HOW TO DETECT OVULATION AND TIME YOUR INSEMINATION

HOW TO DETECT OVULATION

Ovulation can best be predicted by using a combination of using Basal Body Temperature charts (BBT) and the Ovulation Predictor Kits (OPK).

BASAL BODY TEMPERATURES (BBT)

A woman's temperature rises by $\frac{1}{2}$ to 1 degree over the first one to three days after ovulation, due to the release of the hormone progesterone. Note in the example on the back of the enclosed Basal Body Temperature (BBT) Chart that the woman's temperature rose significantly on her cycle day 14. This indicates that she most likely ovulated on her *cycle day 13*. The BBT is most useful by allowing you to look at your recently completed cycle to see when you typically ovulate and to document the usual number of days in your cycle. Knowing this will help you know when to expect your OPK to be positive when you start your first cycle (see below). Instructions for how to take and chart your BBT are on the back of the BBT charts and will also be reviewed during your introductory visit. The BBT cannot be used alone to help time your insemination, because ovulation may have occurred by the time you see the temperature rise and it may be too late for an insemination.

OVULATION PREDICTOR KITS (OPK)

Ovulation predictor kits (OPK) test for a surge of the hormone called luteinizing hormone (LH), which becomes detectable in the urine approximately 12 to 36 hours before ovulation. This is called the LH Surge. During your introductory consultation, you will learn more about the LH Surge and how to use the OPK. The kits contain clear instructions for when to begin testing.

When your OPK test gives a positive result, it is detecting the LH-Surge and you will most likely ovulate sometime the same day or the next day. Ovulation occurs about 12 to 36 hours after the LH Surge.

It's important to begin your testing on the appropriate day of your cycle (you should see a negative result for the first one or 2 days). If your test is positive on the first test day, it may also have been positive the day before, and you may miss the optimal timing of your insemination. Women do not always have their LH Surge on the same cycle day every month. We encourage you to follow the instructions in the OPK for when to start testing to avoid missing your ovulation. Please call PRS for assistance if you have questions about using the OPK.

Some Important Things To Know About Using Ovulation Predictor Kits:

- Do not test first morning urine because it is very concentrated and could result in a false positive result. Test any other urine between 10am and 8:00 p.m.
- **Be sure your test is 100% positive before you inseminate.** If your test line is almost as dark as the reference line, but not quite, it is **not yet** a positive result. A test is not positive until your test line shows exactly what your kit defines as positive (**as dark or darker**) than the reference line.
- **Once your test is definitely positive, stop testing and proceed with your insemination.** Please call PRS if you have any questions about the test or how to do it.
- We recommend that you test at least one month prior to beginning your first cycle in order to become familiar with the appearance of a positive test and also about when in your cycle that you ovulate.
- We recommend the ovulation predictor kit listed below, as not all ovulation predictor kits are equally

accurate. Some are more sensitive than others, but some tests may give false positive results, resulting in an ill-timed insemination.

Kit We Recommend:

Product: OVUSponse

OVUSponse is available for purchase at our office. It is a 1- step LH ovulation predictor test that yields results in about 3 minutes. Each kit comes with 9 tests. For more information on OVUSponse go to:

<http://www.ovusponse.com> or call: (877) 546-4223.

HOW TO INSURE A WELL-TIMED INSEMINATION

We recommend doing an insemination the day your OPK is first positive and again the following day. PRS recommends two inseminations per cycle when using frozen sperm, because frozen sperm only survives for about twelve to 24 hours in a woman's body.

If you are a local PRS client and plan to inseminate at PRS, at home or at another medical office, please be sure to test and call us by 1:00 p.m. (on weekdays) to let us know if your result is positive. We can then set up an appointment for an insemination or pickup for that afternoon, or as indicated by your clinician. *(Please see Weekend Scheduling, below for how to get services during the weekend).*

If you have received a sperm shipment and plan to inseminate at home, proceed with your insemination the same day your test is positive, and again the next day.

WEEKEND SCHEDULING: HOW TO GET SERVICES DURING THE WEEKEND

PRS does not conduct regular business on the weekends, nor are our regular telephone lines answered. Local Clients whose ovulation might occur over the weekend are put on a weekend "standby" list by PRS staff. **Be sure you call to place your order by the third day of your cycle, whether you have pre-purchased your specimens or not (see "How to Order specimens on page 3).**

- **If you are planning to pick up your specimens** for a weekend insemination at home or your clinician's, please make an appointment to retrieve your semen by **4:30pm on Friday**. Your specimens will be given to you in a nitrogen vapor tank (see "About Dry Shippers" on page 5). PRS requires your credit card information as security deposit for the dry shipper and the rental fee is \$30 for a weekend and \$30 per night week nights. The replacement cost for lost or damaged dry shippers is \$800 to \$1000.
- **If you're planning a weekend insemination at PRS:**
Although PRS does not conduct regular business on the weekends, our Clinicians do come in to do inseminations for recipients that have been put on the Weekend Standby list. **It is necessary to be on the standby list in order to be inseminated on a weekend.**
 1. PRS will confirm your weekend status by Friday at 4 p.m. and will remind you to test for ovulation both Saturday and Sunday mornings by 8am.
 2. Be sure you test your urine by 8 am Saturday and Sunday.
 3. If your OPK is positive, call PRS by 8:30am at 415-705-0969. PRS staff will check the messages by 8:30 am and will prepare the specimens for your insemination by 11 am.
 4. After you have made the call, please come to the PRS office at 11 am. The main doors to the building are locked on the weekend. Please use the smaller doors on DeHaro Street closer to 17th street, where a guard is on duty.

***Messages are checked once daily at 8:30 am on Saturday and Sunday.
If you have not left a message with your name and phone by 8:30 am we will be unable to
arrange an insemination for you for that day.***

In order to be certain that you don't miss your insemination:

- ❖ Please call to place your standby order within the first three days of starting your period, **even if you have pre-purchased your specimens.**
- ❖ Please be sure to talk with us by Friday afternoon before the weekend.
- ❖ Please be sure to make that second call by 8:30 am on Saturday or Sunday.

USING A HOME PREGNANCY TEST

If you have inseminated and want to test for pregnancy, we recommend that you test fifteen (15) days after insemination if you have not had a period or if your period is abnormal. Use a first-morning urine specimen. You can also call our office or your regular medical practitioner if you want to do a blood pregnancy test.

ONCE YOU'RE PREGNANT

Reporting Pregnancies and Their Outcomes

PRS is required by FDA regulations to keep records of all pregnancies and their outcomes. Please report any positive pregnancy test to us as soon as possible and let us know about the outcome, whether it was a normal birth, a miscarriage or whether the pregnancy had to be terminated for any reason.

Pregnancy and birth information is also necessary for us to later facilitate contact between your child and the donor.

PRS guarantees that all information in your file is confidential, and will not be released to anyone without your express, written authorization.

Folic Acid Supplementation

For women considering or attempting pregnancy, we recommend that you begin to take a vitamin with .04 mg Folic acid (folate) even before you get pregnant, as this has been known to prevent spine defects in newborns. We recommend a vitamin such as Theragram or Centrum. Prenatal vitamins may also be taken, but they contain more iron than is usually needed before pregnancy.