

**DLAR Animal Transfer Form**

Please print out, complete, and return to DLAR main office

**Animal Transfer Procedures:**

- 1) Investigator who is transferring the animals can print this form or pick it up in the main DLAR office.
- 2) Complete the form and return it to the DLAR main office.
- 3) The form will be sent to a DLAR veterinarian for review of animal use and approval.
- 4) Once approved, the husbandry staff will be notified and will contact the investigator to arrange for movement of the animals. DLAR staff will re-locate all animals so that they are housed properly and all census sheets are revised.
- 5) The investigator is responsible for completing new cage cards for the animals to assure that all information is transferred.
- 6) Until the animals are physically moved to the new housing location by the husbandry staff, the per diems will be charged to the original investigator.
- 7) The number of animals transferred will be subtracted from the total number of animals that have been approved.

**Current Investigator Information:**

**Transfer Investigator Information:**

Name of PI: _____	Name of PI: _____
Lab Phone # _____	Lab Phone # _____
IACUC Protocol # _____	IACUC Protocol # _____
Purchase _____ Bred _____	Purchase _____ Bred _____
Date of requested transfer: _____	(please allow up to 48 hrs) _____
Circle Pain Category: A B C _____	Circle Pain Category : A B C _____

**Note: All animals transferred to you will be Subtracted from your IACUC protocol**

**Animals were previously used for:**

**Animals will now be used for:**

<input type="checkbox"/> breeders only	<input type="checkbox"/> breeders
<input type="checkbox"/> non-surgical studies	<input type="checkbox"/> acute studies(tissue collection only)
<input type="checkbox"/> surgical studies	<input type="checkbox"/> non-surgical studies
<input type="checkbox"/> infectious/biohazard studies	<input type="checkbox"/> non-survival studies
<input type="checkbox"/> not used	<input type="checkbox"/> survival surgical studies

**TRANSFER FROM LOCATION:**

Building and Room number: **From** \_\_\_\_\_

Building and Room number: **To** \_\_\_\_\_

**Species** \_\_\_\_\_ **Animal ID#s**(required for large animals) \_\_\_\_\_

**Bar Codes for Mice Cages** \_\_\_\_\_

**Number of Cages** \_\_\_\_\_ **Number of Animals** \_\_\_\_\_

PLEASE ANTICIPATE A 48 HOUR TURN-AROUND TIME FOR ANIMAL TRANSFER APPROVAL AND MOVEMENT, DURING NORMAL WORKING HOURS

**Signatures:**

Current Investigator: _____	Date: _____
Receiving Investigator: _____	Date: _____
History/Protocol OK'd by: _____	Date: _____
Transfer entered in DLAR system by: _____	Date: _____
Animals moved by: _____	Date: _____
Cage Cards/Census sheets updated by: _____	Date: _____
Bar Code Change? _____ +	

**For Transport between buildings: Fee charged?** Yes No - **Recharge to:** \_\_\_\_\_

