

## Stony Brook University DLAR Facility Transfer Form

This form is to be used when requesting the movement of animals from one DLAR animal facility to another one. This form can NOT be used to transfer animals from one protocol to another (use the Animal Transfer Form).

- 1) Investigator who is requesting the transfer of the animals can print out this form or pick it up in the main DLAR office.
- 2) Complete the form and return it to the DLAR main office. Completed forms may be faxed to DLAR (444-8843) or mailed (zip = 8611).
- 3) The cages to be transferred should be clearly labeled.
- 4) 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.

**\*\*\*\*\*PROTOCOL MUST BE ON THIS SHEET\*\*\*\*\***

### MOVE ANIMALS FROM/TO LOCATION:

Name of Investigator: \_\_\_\_\_ **PROTOCOL** \_\_\_\_\_

Building and Room number: FROM \_\_\_\_\_

Building and Room number: TO \_\_\_\_\_

Species \_\_\_\_\_

Number of Cages: \_\_\_\_\_

Number of Animals \_\_\_\_\_

Requested Date of Transfer \_\_\_\_\_

Bar Code for Mice/Rat cages \_\_\_\_\_

Bar Code Change? \_\_\_\_\_

**Please anticipate a 48 hour turn-around time for facility transfer approval and movement,**

**During normal working hours**

**Signature of PI:** \_\_\_\_\_

**Animals moved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TRANSPORT FEE RECHARGE TO:** \_\_\_\_\_