

Internal/NIH/IC Rodent Transfer Request Form

Sending Investigator				Date Request Submitted:			
Principal Investigator *		IC/Lab/Branch		ASP # *		CAN	
Point of Contact		Email		Building/Room #		Phone #	
Sending Animal Facility & Animal Information				Date Request Processed:			
Animals currently housed in:	Bldg. #	Room #	Requested Transfer Date: Comments:	Critical: Yes No			
Species	Strain		Sex: M F Pairs	# of cages	# of animals	Rack	ID #
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Are the animals hazardous? Yes No				Special handling/housing requirements (i.e. sterile caging)			
Are the animals immunocompetent? Yes No Unknown							
Sending Facility Veterinarian Name: <i>Signature not required</i>				Telephone			
Sending Facility Manager/Shipping Coordinator Name:				Telephone	Transfer Approved: Yes No		
Comments/Requirements:							
Receiving Investigator (if same as sending, check here)				Date Request Submitted:			
Principal Investigator *		IC/Lab/Branch		ASP # *		CAN	
Point of Contact		Email		Building/Room #		Phone #	
Receiving Animal Facility Contact & Animal Housing Information				Date Request Processed:			
Bldg. #		Room #		Rack		Cage #	
Receiving Facility Veterinarian Name: Signature: _____				Transfer Is Approved Yes No		Quarantine Required Yes No Location:	
Receiving Facility Manager/Shipping Coordinator Name: Signature: _____				Transfer Is Approved Yes No		Agreed Upon Transfer Date:	
Receiving IC Veterinarian/or Designee Approval Yes No Name: _____				Signature: _____			
Date Animals Received and Condition on Arrival:		Receiving Technician		Investigator Informed of Arrival:			
Comments/Requirements: (length of quarantine, etc.)							

- The sending investigator must identify cages housing the animal(s) to be shipped.
- The sending facility manager will coordinate examination of the animals by the facility veterinarian when required and will ensure the receiving veterinary staff receives appropriate animal health information if requested.
- * If not the same, the PI must notify the IC ACUC of transfer.