

Transfer Request to Ship Animals from MSM to Another Institute

Morehouse School of Medicine

Center for Laboratory Animal Resources
Phone 404-752-1199
Fax 404-756-5268

Date Request Initiated _____
Requested Shipment Date _____
Email dfloyd@msm.edu

*** Please Provide Complete Information. Failure to Provide Complete Information*
*May Result in Delays and Additional Shipping Charges***

Shipping Investigator

Full Name _____ Department _____

Contact Person (if different from PI) _____

Phone _____ Fax _____ E-mail _____

Account # (for shipping charges and optional use of a crate and/or technical assistance in crating)

Receiving Investigator

Full Name _____ Department _____

Name of Institution _____

Phone _____ Fax _____ E-mail _____

Full address animals are to be shipped to:

Receiving Veterinarian

Full Name _____ Department _____

Phone _____ Fax _____ E-mail _____

Animal Information

Housing Site (including building and room) _____

Genus and Species (or common name) _____

Strain/Stock (Complete strain required or form will be returned)	Sex	Number of Animals	Date of Birth or approx. age	Identification Number and/or color

What is the phenotype expression of the genotype (is the animal expected to develop a disease)? _____

Are there special husbandry instructions (sterile caging, specific needs for backcrossing) that should be conveyed to the receiving institution?

Do you need sterile crates for shipping? Yes No

Describe how cages will be identified _____

Are you paying shipping charges? Yes No

Are all Animal Transfer releases (MTA's) signed? Yes No

Investigator Signature Required _____

Please note that in months of extreme temperatures (e.g. Summer & Winter), shipping may be delayed.

Policy on Transfer of Research Animals to Other Institutions

Research animals are the property of _____ and their exchange or transfer between institutions must be approved and accounted by the Institutional Animal Care and Use Committee (IACUC).

Animal colonies at the university and its affiliates are valuable and of varying health status. The indiscriminate transfer of animals may jeopardize animal health and threaten experiments. Consequently, all animal transfers between animal research facilities and with other institutions may only be done with the approval of the veterinary staff. These transfers may require quarantine and health surveillance of the animals prior to transfer.

Procedures for Transfer of Animals

1. The process of an animal transfer must be initiated by submitting an Animal Shipment/Transfer form to the veterinary staff. Blank copies can be obtained from CLAR. Failure to fill out the form completely may result in delays.
2. Billing and cost recovery for shipping and/or sale of animals is the responsibility of the Principal Investigator. Before submitting this form to CLAR, please resolve with the receiving party who will pay these costs. Transfers/Sale of Animals will not be processed unless they can be billed to a MSM account or the receiving party arranges for CLAR to use their account with a commercial shipper. Charges that are not reconciled within 120 days will be the responsibility of the Principal Investigator.
3. The cages or enclosures containing the animals to be shipped should be clearly identified so that the veterinary staff can find, observe and, if necessary, crate them.
4. When the veterinary staff has received a completed Animal Shipment/Transfer form, the animals will be examined by the veterinary staff and a health certificate will be prepared (allow 48-72 hours).
5. The CLAR Veterinary staff will contact the veterinary staff at the receiving institution to inform them of the health status of the animals, ensure the receiving institution is prepared for the transfer, and that the receiving investigator is approved to use them (allow a minimum of an additional 24-48 hours).
6. Once the receiving institution has approved the transfer, CLAR will coordinate shipment with the receiving institution. Non-rodent animals must be crated by CLAR. Rodents may be crated by CLAR or by the investigator or their designee. Permanent individual identification of rodents is recommended when animals of different genotypes are to be shipped.
7. Billable shipping charges include processing and local transportation, shipping crates and optional crating by CLAR, Veterinary examinations of animals and preparations of health certificates are not billed.