**ANIMAL TRANSFER REQUEST FORM**

*INSTRUCTIONS: The signed form should be presented to the BRF office. Note that ONLY BRF staff may move animals from one housing area to another! This ensures that they are housed properly, new cage cards are generated, census sheets are revised and required animal tracking is maintained. Until the transfer is completed, per diems will be charged to the original investigator. The receiving PI is responsible for checking that new cage cards for the animals contain all of the necessary information.*

**1. Transfer Animals FROM:**

|  |  |
| --- | --- |
| PI Name: |  |
| Email and Phone: |  |
| Protocol Number: |  |

**2. Transfer Animals TO:**

|  |  |
| --- | --- |
| PI Name: |  |
| Email and Phone: |  |
| Protocol Number: |  |

***\*\*NOTE: If the PI is transferring animals between 2 active protocols both in their name, they should sign item 5 below as both transferring and receiving PI.***

**3. Animal Information:**

|  |  |
| --- | --- |
| Species & Strain |  |
| Number of Animals |  |
| Cage Card # |  |
| Other Information/  Special Requirements |  |

**4. Animal Utilization Categories:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Animals were previously used for:** | | **Animals will be used for:** | |
|  | breeding |  | breeding |
|  | non-surgical studies |  | non-surgical studies |
|  | not used (surplus, extra) |  | euthanasia / tissue collection |
| *~~----~~* | *survival surgical procedures\** |  | non-survival surgical studies |
| *~~----~~* | *infectious/biohazard procedures\** |  | survival surgical studies |

**\* *These types of animals will generally NOT be permitted to be transferred. In special circumstances, the PIs can request IACUC and veterinary approval; allow ample time for this!***

**5. Signatures:**

TRANSFERRING PI:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

RECEIVING PI:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_