

INSTRUCTIONS FOR TRANSFER REQUESTS

The **Request for Transfer of Cage Cards Form** is to be used to transfer animals to a different protocol or location.

Please note that transfers can take 1 – 2 weeks - even if no problems arise. The timeline can be significantly extended if issues are identified with respect to approved protocol information or diagnostic testing of animals or space allocation.

Transfer requests must be reviewed by the IACUC:

- To ensure that both PIs have authorized the transfer
- To ensure that the species and strains for transfer are appropriately covered on valid protocols
- To ensure that the reason for the transfer is within animal research regulations (procedures must be covered on an IACUC approved protocol)

Transfer requests must be reviewed by the Veterinarian:

- To ensure that no pathogen transmission can occur as animals transfer from one housing room to another

Transfer requests must be reviewed by the Facility Manager:

- To ensure that appropriate space is available to allow the transfer

Transfer requests must be reviewed by the OLAR Business Office:

- To ensure that the animal usage counts are correctly adjusted for both protocols
- To ensure that cost centers, account numbers and billing information is adjusted for both protocols

Tips for Completing the Form:

- Please provide all cage card numbers and the strains/lines of the animals (the table can be expanded or an excel spreadsheet can be attached if needed). **When filling out the strain please make sure you use the name that is listed in the receiving protocol.**
- Please indicate the total number of animals to be transferred – this allows number of animals to be correctly adjusted for both donor and recipient protocols. Only whole cages are transferred.
- Please indicate the reason for the transfer and if any procedures have been performed under the donor protocol; movement of animals between protocols must have a rationale; animals should not have procedures conducted on multiple protocols; all procedures should be covered under the one approved protocol; an amendment should be submitted to request permission to conduct a new procedure on an approved protocol rather than transfer animals.
- Billing investigators and account number and cost center information (type of caging) must be supplied so that per diems and testing fees can be appropriately charged to the correct speed types.
- The housing room numbers (from and to) must be provided so that the veterinarians can judge health status issues around movement between "clean" and "dirty" areas.
- The housing room numbers (from and to) must be provided so that the facility manager can allocate space appropriately.
- Since the PIs are ultimately responsible for actions on their protocols only the PI can authorize transfers, but a separate contact can be listed for card pick up, etc.

The completed form should be sent as an e-mail attachment in the following order:

1. Donor PI to Recipient PI (both PIs are authorizing the transfer)
2. Recipient PI to IACUC Office (IACUC@cuanschutz.edu)
3. IACUC Office to Veterinarian
4. Veterinarian to Facility Manager
5. Facility Manager to OLAR Office
6. OLAR Office
7. CCM Staff for cage card replacement (e-mail notice to PI of cage card placement and transfer)