

BASIC INFORMATION SECTION

Date Form Completed: Principal Investigator:

Principal Investigator's e-mail: Phone number:

Species: Strain:

IDs: (Sex, pen #, tag # etc.) Biohazardous (ABSL-2): Yes No

No. of animals to be moved or transferred: No. of cages to be moved or transferred:

Building animals sent from: **Room Number:**

Protocol Animal is currently under:

Per Diem Fund Code:

Principal Investigator's Signature
Date

Section One: PROTOCOL TRANSFER REQUEST

Building Animals to be housed in:

Building: Room Number:

Protocol Animal is being transferred TO:

Principal Investigator:

Per Diem Fund Code:

Section Two: DELIVERY REQUEST

Date Delivery Needed: Time Delivery Needed: AM PM

Deliver to: Building: Room Number:

**Animals must be fully alert in order to be returned to animal housing*

.Return transport to originating facility and room? Yes No. If Yes, Pick-up time:

How will cages be marked for transport?

INSTRUCTIONS FOR COMPLETING FORM

- Everyone should complete the BASIC INFORMATION SECTION at the top of the form.
- If you are only **transferring** an animal(s) from one protocol to another, complete **Section One**.
 - **Animals that have had any experimental manipulation may not be transferred between animal protocols.**
 - **Only the signature of the principal investigator will be accepted for transfers between animal protocols.**
 - **ABSL2 cages must be enclosed in a paper or plastic bag and labeled with the biohazard symbol.**
- If you are requesting **delivery only** of an animal(s) from one place to another complete **Section Two**. 24 hours notice and veterinary approval from the Director of Comparative Medicine is required for delivery of an animal(s) from one vivarium to another, e-mail shf2b@virginia.edu and state where they are coming from and going to.
- If you are requesting **transfer** of an animal(s) from one protocol to another **and** also requesting **delivery** to another location **complete both sections one and two**.
- Fax to the completed form to 4-0354.