

**UVA Center for Comparative Medicine
Animal Protocol and / or Delivery Request Form**

BASIC INFORMATION SECTION

Protocol Number Animal is currently listed under: _____

Principal Investigator: _____

Principal Investigator's e-mail: _____ Telephone number: _____

Species: _____ Strain: _____

ID: (Sex, pen #, tag # etc.) _____

Section One: PROTOCOL TRANSFER REQUEST

Number of animals to be transferred: _____ Number of cages to be transferred: _____

Building animals sent from:

Building _____ Room Number: _____

Protocol Number Animal is being transferred FROM: _____

Principal Investigator: _____

Principal Investigator's e-mail: _____ Telephone Contact #: _____

Principal Investigator's Signature _____

Date _____

Building Animals to be housed in:

Building _____ Room Number: _____

Protocol Number Animal is being transferred TO: _____

Principal Investigator: _____

Per Diem Fund Code: _____

Section Two: DELIVERY REQUEST

Date Delivery Needed: _____ Time Delivery Needed: _____ AM PM

Location of animals: Building _____ Room Number: _____

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

1. Complete the BASIC INFORMATION SECTION
2. If you are only **transferring** an animal(s) from one protocol to another, complete **Section One**.
 - a. **Animals that have had any experimental manipulation may not be transferred between animal protocols.**
 - b. **Only the signature of the principal investigator will be accepted for transfers between animal protocols.**
1. 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.
2. 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.
3. Fax to the completed form to 4-0354.