

## ANIMAL TRANSFER FORM

**ALL TRANSFERS REQUIRE AT LEAST TWO WORKING DAYS TO PROCESS. HOWEVER, IF THE TRANSFER INVOLVES ANY MOVEMENT OF ANIMALS, PLEASE ALLOW UP TO FIVE WORKING DAYS FROM THE DATE DCM RECEIVES THE COMPLETED AND APPROVED TRANSFER FORM. ALL TRANSFERS WILL BE SUBJECT TO THE STANDARD ANIMAL ORDER FEE.**

ORIGINAL PI	NEW PI
PI NAME _____	PI NAME _____
DEPARTMENT _____	DEPARTMENT _____
PHONE # _____	PHONE # _____
BOX # _____	BOX # _____
PROTOCOL # _____	PROTOCOL # _____
PRESENT HOUSING LOCATION Facility _____ Room # _____	ANIMALS TO BE HOUSED AT Facility _____ Room # _____
VENDOR _____	Will these animals be used for breeding? Yes <input type="checkbox"/> No <input type="checkbox"/>
SPECIES _____	
STRAIN _____	
SEX _____	
ID # _____	
QUANTITY (ANIMALS) _____ (CAGES) _____	
<b>EFFECTIVE DATE OF TRANSFER</b> _____	
Signature of PI or PI Designee _____	Signature of PI or PI Designee _____
<b>FACILITY MANAGER SIGNATURE</b> _____	<b>FACILITY MANAGER SIGNATURE</b> _____
<p><b>The transfer of animals will be in the quantity as indicated above and the responsibility for animal care charges will transfer per the indicated effective date, upon approval by ASC veterinary representative.</b></p>	
<b>DCM VETERINARY REVIEW</b>	
APPROVED BY _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
DATE _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Test animals for pinworms & mites?: Yes ___ No ___ Other pathogens? List: _____	
<b>COMMENTS</b>	

**INSTRUCTIONS:**

1. Return the completed form to the Facility Manager where the animals are currently housed. Upon receipt of the completed form the Facility Manager will forward to the appropriate DCM veterinary representative.
2. Be sure to indicate the number of animals and if applicable the number of cages.
3. Coordinate the actual transfer (identification of animals/ cages) with the Facility Manager where the animals are currently housed.
4. This form can be used for transfer from PI to PI or to simply request transfer to another facility. If the request is facility to facility write "SAME" where applicable in the new PI fields and indicate to which facility the animals are to be moved.
5. If the transfer is PI to PI the Facility Manager will forward copy of transfer form to DCM, CSRB-NT offices for PI protocol update.
6. Testing for parasites (pinworms & fur mites) and other rodent pathogens is optional. If requested, the transfer recipient should indicate on the form if they will pay the associated technical & lab fees (approximately \$20/cage).