

Animal Transfer Form

University of Wisconsin-Madison

Save the file as a pdf to your desktop, complete the form from using Adobe Acrobat (i.e. do not complete in web browser) then:

e-mail one week prior to transfer date: **transfers@ahw.wisc.edu**

Requested by: _____ Request Date: _____
Email: _____ Phone: _____
Desired transfer date or range (include time(s) and return trip request, if needed): _____
Are these animals going to a lab for a terminal procedure? Yes No If yes, put lab room #:

Sending

Outside Institution (If applicable) _____
Principal Investigator _____
Protocol # (If UW) _____
Billing String (If UW) _____
Building Location _____
Room # _____
Shipping Contact
Name: _____
Phone: _____
Email: _____

Receiving

Outside Institution (If applicable) _____
Principal Investigator _____
Protocol # (If UW) _____
Billing String (If UW) _____
Building Location _____
Room # _____
Shipping Contact
Name: _____
Phone: _____
Email: _____

Veterinary Contact
Name: _____
Phone: _____
Email: _____

Veterinary Contact
Name: _____
Phone: _____
Email: _____

Final Shipping address will be given upon approval.

Animal Information

Species _____ # of animals (M,F) _____ # cages _____
Strain _____ Age (range) _____ Coat Color _____

For USDA covered species, give animal ID Number(s):

MATERIAL TRANSFER AGREEMENTS (MTAs)

FOR **EXPORTS** TO ANOTHER INSTITUTION: MTAs are **required** for all transfers of research material leaving UW.

Have both parties signed an MTA for this transfer? Yes No

FOR **IMPORTS** FROM ANOTHER INSTITUTION: MTAs are **only necessary if required by the providing institution**

Is the providing institution requiring us to sign a Material Transfer Agreement? Yes No

If yes, have both parties signed an MTA for this transfer? Yes No

*If you have NOT completed a Material Transfer Agreement, and one is required, please contact the UW Office of Industrial Partnerships (<https://research.wisc.edu/projectagreementsip/oip/>) for assistance with finalizing your MTA prior to submitting this transfer request.

Required/Current Husbandry Practices:

Housing Requirement (select one): Aseptic (sterilized) OR Conventional

Water Source (current practice): Automatic OR Bottle

Feed Type*(select one): Maintenance Diet OR Breeder Diet

* The appropriate corresponding diet will be fed dependent on the housing type chosen.*

Are these animals of BSL-2 status?: YES NO

If you have special husbandry requirements, you must speak to the Supervisor for the facility your animals are moving to

- Receiving UW Protocol must have relevant source checked
- Sending UW Protocol must have "made available to other investigators" checked in Species> Disposition page

If protocol changes are needed for this transfer contact your facility veterinarian for a VVC (Veterinarian Verification and Confirmation) or contact:

- CALS/LSVC: Diane Johnson (johnson@rarc.wisc.edu)
- SMPH/SVM: Debbie Morris (morris@rarc.wisc.edu)

Please check any supplies needed by your lab to complete the shipment of this transfer

Gel Packs How many?

Shipping Containers How many?

Other

FOR INTERNAL TRANSFERS ONLY:

Do you want assistance from campus transportation in moving or shipping these animals if approval is received?

Yes No

If yes, how will cages be marked so transportation staff can recognize them?

***NOTE: Campus transportation services are NOT available for all facilities.**

The campus Animal Transfer Coordinator will automatically send transfer approval and a transport request to the transportation staff on site at the facilities involved in the transfer if:

- 1) the box above requesting transportation assistance is checked, and if
- 2) transportation services are available for the building(s) involved.

Animals may be transported in accordance with Policy No. 2011-043 (found at: <https://rarc.wisc.edu/policies.html>).

For training and permission to transport submit a "Permission to Transport Animals Using a Privately Owned or Non-Dedicated Fleet Vehicle" form: (https://www.rarc.wisc.edu/documents/Permission_to_Transport_Animals_in_a_NDV.pdf). This form also needs to be attached to ARROW protocol under Species > Transport #4

FOR ALL RODENT IMPORTS INTO UW ANIMAL FACILITIES FROM EXTERNAL INSTITUTIONS: The following page regarding Rodent Quarantine must be READ and COMPLETED for rodent quarantine.

RARC Rodent Quarantine Policy for BRMS Managed Facilities

****All rodent shipments from non-approved vendor sources require quarantine****

The quarantine period will typically last 1-2 weeks and will include:

- Testing for excluded pathogens through pooled PCR fecal and fur/skin swab testing (up to 12 rodents/testing panel).
- Housing in aseptic caging; fed irradiated rodent diet.

Important Information:

- Only BRMS and RARC authorized personnel are allowed access to the quarantine area.
- All rodents in quarantine will be transferred to the quarantine protocol and will not be available for research work until approved for release to the lab by RARC Veterinary Staff.

Cost to PI/Research Lab:

- Any shipping fees not covered by sending institution
- Daily aseptic cage per diems while housed in quarantine
- All required diagnostic testing (approx. \$160-180/group of up to 12 rodents)
- Treatment for excluded pathogens and re-testing (ex. Topical medication for mites or medicated chow for pinworms)

Please contact RARC Quarantine Program Coordinator at quarantine@ahw.wisc.edu with any questions.

For Rodent Imports, please check the box confirming you have read and understood the above SMPH Rodent Quarantine policy.

Rodent Quarantine Policy for Non-BRMS Facilities

The rodent quarantine policies for other UW-Madison facilities are entirely facility dependent. Always check with your facility veterinarian/facility supervisor for the current quarantine requirements and any subsequent costs.

I understand that it is my responsibility to check with my facility veterinarian and/ or facility supervisor to determine what the current rodent quarantine policy is and to determine if there are any associated costs I will incur.