

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

1) e-mail to transfers@lar.wisc.edu **OR** 2) print and fax to 608-265-2698

Animal Transfer Form
University of Wisconsin-Madison

Phone: 608-220-7254
Fax: 608-265-2698
transfers@lar.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

Receiving

Outside Institution (If applicable) _____

Outside Institution (If applicable) _____

Principal Investigator _____

Principal Investigator _____

Protocol # (If UW) _____

Protocol # (If UW) _____

Billing String (If UW) _____

Billing String (If UW) _____

Animal Location _____

Animal Location _____

Room # _____

Room # _____

Shipping Contact

Shipping Contact

Name: _____

Name: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Veterinary Contact

Veterinary Contact

Name: _____

Name: _____

Phone: _____

Phone: _____

Email: _____

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): _____

FOR IMPORTS AND EXPORTS FROM/TO ANOTHER INSTITUTION:

Have you completed a Material Transfer Agreement (MTA)?: Yes _____ No _____

*If you have NOT completed a Material Transfer Agreement, 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.***

Does the UW Protocol that the animals are being added to allow for animals coming from this source (N/A if being sent to an outside institution)?:

- Paper Protocol: Question 9a, **OR** ARROW: "Species Detail" --> "Bio Species Source" --> Check the "Investigator at UW-Madison/Including another protocol held by PI" box
- Paper Protocol: Question 9c, **OR** ARROW: "Species Detail" --> "Prior Use" --> Check 'Yes' in the "Prior Use" box
- Paper protocol: Question 22, **OR** ARROW: "Species Detail" --> "Disposition" --> Check the first box titled "Made available to other investigators"

YES _____ NO _____

If not, you must amend your protocol (the questions referenced above) before the transfer can be made. To do this, contact the IACUC office:

CALS/GRAD: (johnson@rarc.wisc.edu, 608-265-3989)

L&S: (spilker@rarc.wisc.edu, 608-890-4563)

SMPH: (morris@rarc.wisc.edu, 608-262-7109)

SVM: (spilker@rarc.wisc.edu, 608-890-4563)

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) you've checked the box above indicating that you would like transportation assistance &

2) transportation services are available for the building(s) involved.

Alternatively, you may move animals yourself in accordance with ACAPAC Policy No. 2011-043 (found at: <https://rarc.wisc.edu/policies.html>). Permission to transport using a person vehicle MUST be obtained. You may do this by contacting the RARC protocol office at 608-262-1238 and obtaining, completing and submitting a "Permission to Transport Animals Using a Privately Owned or Non-Dedicated Fleet Vehicle" form found here: https://www.rarc.wisc.edu/documents/Permission_to_Transport_Animals_in_a_NDV.pdf.

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

Rodent Quarantine Policy for LAR Managed Facilities

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

The quarantine period will typically last 3-4 weeks and will include:

- **Testing of all incoming rodents for excluded pathogens** (fecal/fur/oral swab PCR testing, +/- serologic testing).
- **Housing in aseptic cages; Fed irradiated rodent diet.**
- Additional treatment may be indicated based on health history or testing results (e.g. fenbendazole feed for pinworms; treated bedding and topical treatment for mites).

Other information about this policy:

- All rodents in quarantine will be transferred to the Quarantine protocol until released to researchers.
- Only LAR and RARC personnel are allowed access to the quarantine area.
- Breeding, tissue collection (tail tip/ear punch) and/or embryo collection for rederivation may be performed by quarantine veterinary staff upon request at no charge to researchers.

Cost of Quarantine:

- **Labs will be charged daily aseptic per diems and any required diagnostic testing** (approx. \$300/batch).
- Rodents from a single source will be treated as a batch (up to 10 animals).
- Additional services may be provided upon request; a fee may apply (\$40.00/hr).

Please contact RARC Quarantine Veterinary staff at quarantine@lar.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 Other UW-Madison 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 that will be incurred by my individual laboratory.