

DAR Form A-2

Policy On Transfer of Research Animals to Other Institutions

Research animals are the property of Emory University and their exchange or transfer between institutions must be approved and accounted by the Institutional Animal Care and Use Committee (IACUC).

Animal colonies at the university and its affiliates are valuable and of varying health status. The indiscriminate transfer of animals may jeopardize animal health and threaten experiments. Consequently, all animal transfers between Emory animal research facilities (including the Yerkes Center, Briarcliff, Wesley Woods, the Atlanta VAMC), and with other institutions may only be done with the approval of the DAR veterinary staff. These transfers may require quarantine and health surveillance of the animals prior to transfer.

Procedures for transfer of animals from Emory to other institutions:

1. The process of an animal transfer must be initiated by submitting a DAR A2 Animal Shipment Request Form to the veterinary staff. Blank copies of the form are available at the DAR home page www.emory.edu/whsc/med/dar/index.htm. Failure to fill out the form completely may result in delays.
2. Billing and cost recovery for shipping and/or sale of animals is the responsibility of the Emory PI/department. Before submitting this form to DAR, please resolve with the receiving party who will pay these costs. Due to the effort involved in gathering information and creating records, charges will be incurred immediately regardless of whether or not animals are ultimately transferred. If the intended recipient is to pay for the shipment, please notify them that there will be charges for shipment coordination, even if the shipment is eventually declined. Should DAR have difficulty collecting payment, the Emory PI will be billed. Transfers/sales of animals will not be processed until billing information is received.
3. The cages or enclosures containing the animals to be shipped should be clearly identified with blue 'Transport' labels available from your facility supervisor so that the veterinary staff can find, examine and crate them.
4. Upon receipt of a completed DAR A2 Animal Shipment Form, the DAR veterinary staff will contact the veterinary staff at the receiving institution and issue reports as to the health status of the facility and room the animals originate from. At this point, it is possible the receiving vet staff will require testing of the actual mice to be shipped. Delays of up to 10 days or more to complete testing and receive results are common. The Emory shipping coordinator cannot ship animals until shipment is approved by the receiving vet staff. Approval can take a few as 2-3 days, however it is not uncommon for there to be delays of several weeks while awaiting replies from receiving institutions.
5. Once the receiving institution has approved the transfer, the DAR will coordinate shipment with the receiving institution. All animals must be crated by DAR. Permanent individual identification of rodents (ear tags, tattoos etc...) is recommended when animals of different genotypes are to be shipped.
6. Billable shipping charges include processing time, local transportation and shipping supplies. Veterinary examinations of animals and preparation of health certificates are not billed.
7. Questions regarding shipping of animals from Emory can be directed to the Shipping Coordinator, Karen Lieber, RVT, RLATG at klieber@dar.emory.edu or 404-712-9902.



EMORY
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MEDICINE

Division of Animal Resources

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DAR Form A-2
Request for Rodent Shipment to Other Institution

Please provide full information. Failure to provide full information may result in delays and additional shipping charges.

Emory Investigator Information

Date Request Initiated: _____ Requested Shipment Date: _____
 Full Name: _____ Department: _____
 Contact Person (if different from PI): _____
 Campus Address: _____
 Phone: _____ Fax: _____ E-mail: _____
 Approved Emory IACUC Protocol #: _____ Emory Account #: _____

Receiving Investigator Information

Full Name: _____ Department: _____
 Name of Institution: _____
 Contact Person (if different from PI): _____
 Phone: _____ Fax: _____ E-mail: _____
 Can the receiving institution rederive frozen embryos? Yes No
 Would you like to use this option? Yes No

If yes, Emory's Mouse Transgenic Core Lab (<http://corelabs.emory.edu/tmf/>) can assist you with the creation of embryos. Please complete the remainder of this form as the receiving institution will still wish health status reports.

If no, please explain why not:

Full address animals are to be shipped to:

Receiving Veterinarian

Full Name: _____ Department: _____

Phone: _____ Fax: _____ E-mail: _____

ANIMAL INFORMATION

Emory Housing Site (include building, room, rack#): _____

Genus and Species (or common name): _____

| Strain/Stock (Complete strain name required or form will be returned) | Sex | Number of animals | Date of birth or approximate age | Identification number and/or color |
|---|-----|-------------------------|-------------------------------------|---------------------------------------|
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What is the phenotype? Is the animal expected to develop a disease or to become ill?

Are there special husbandry instructions (sterile caging, specific needs for backcrossing) that should be conveyed to the receiving institution?

Do you need sterile crates for shipping? Yes No

Describe how cages will be identified. _____

Are you paying the courier shipping charges? Yes No

Are you paying Emory's shipping charges? Yes No

If the other institution is paying please provide the following:

1. PO number for the payment at the other institution

2. Name and address of the person at the other institution who pays the charges_

* Please note that in times of extreme temperatures, (e.g. Summer & Winter), shipping may be delayed.