

# Division of Animal Resources

## TRANSPORT REQUEST

Please email to: [darcust@emory.edu](mailto:darcust@emory.edu)

**This form NOT to be used for animal transfers to/from Yerkes or ATL VA  
DAR A2 form "Shipment Request" must be used**

**Minimum of 24 hour advance notice** - All other requests are subject to a late charge.

Date of Request: \_\_\_\_\_ Date to Transport: \_\_\_\_\_

Investigator: \_\_\_\_\_ Department: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Speed Type to bill: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Animal Species: \_\_\_\_\_ Other: \_\_\_\_\_

Qty to Move: \_\_\_\_\_ Return to Pick Up? Yes  No  Time: \_\_\_\_\_ am / pm

Pick Up Bldg: \_\_\_\_\_ Rm: \_\_\_\_\_ Time: \_\_\_\_\_

Drop Off Bldg: \_\_\_\_\_ Rm: \_\_\_\_\_ Time: \_\_\_\_\_

Wesley Woods Standard Delivery: Wednesday Return to Campus: Friday No Charge

Special Requirements, Comments, Equipment Description:


Receiving Information for Animal Transports:

Room: \_\_\_\_\_ Time: \_\_\_\_\_ Scanned new location  Technician Initials: \_\_\_\_\_

Animal condition: \_\_\_\_\_

For Office Use Only:

To be billed: Yes  No

Weight at delivery (biowaste) \_\_\_\_\_

Transport Request # \_\_\_\_\_

Completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Time Completed: \_\_\_\_\_ am / pm