



# MEMORANDUM



## RODENT TRANSFER PROCEDURES

This information is for shipping animals to and from external sources

### EXPORT PROCEDURES

To begin a rodent transfer **to an external** institution/collaborator please do the following:

- 1) Submit an electronic [Emory Rodent Export Request](#) form to initiate a request (click link). If you have difficulty, contact the transfer team at the email link to the **left**.
- 2) A member of the DAR transfer team will contact you to coordinate the shipment and supporting documents will be provided/requested accordingly.
- 3) Rodent colony health reports may also be requested via the clipboard link to the **left**.
- 4) Facility description details can be accessed via the link to the **left**.

### IMPORT PROCEDURES

To begin a rodent transfer **from an external** institution/collaborator please do the following:

- 1) Submit an electronic [Emory Rodent Import Request](#) form to initiate a request (click link). If you have difficulty, contact the transfer team at the email link to the **left**.
- 2) A member of the DAR transfer team will contact you to coordinate the shipment and supporting documents will be provided/requested accordingly.
- 3) Import Options can be accessed via the link to the **left**.

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30322



(404) 712-8829



[SOM DAR-Transfers  
\(Import/Export\)](#)



[DAR Facility  
Descriptions](#)



[Import Options  
Summary](#)



[Emory Rodent  
Colony Health  
History Request](#)



## REQUIRED INFORMATION FOR SUBMISSIONS

Emory Investigator Information		External Institution Information	
PI Full Name		Name of Institution	
PI Institution Address		External Institution Address	
PI Email		External Investigator Name	
PI Phone Number		Investigator Email	
Lab Point of Contact		Shipping Coordinator Name	
Point of Contact Email		Shipping Coordinator Office Number	
Phone Number		Shipping Coordinator Email	
Protocol Number		Attending Veterinarian	
SpeedType/Smartkey		Attending Veterinarian Office Number	
Protocol Segment (Ex: Mouse #1)		<b>DON'T FORGET:</b> <ul style="list-style-type: none"> <li>• Cage/Animal Details and Location (this information can be uploaded into the electronic submission form in various formats)</li> </ul>	
AbeYance Protocol 201700063 <i>(Office Use Only)</i>			

## MATERIAL TRANSFER AGREEMENTS (MTA'S)

- 1) If there is an MTA required, this must be in place prior to submitting a request.
- 2) Emory Office of Technology Transfer (OTT) should be contacted to assist with an MTA
  - a. [http://ott.emory.edu/documents/forms/mta\\_instructions.pdf](http://ott.emory.edu/documents/forms/mta_instructions.pdf)
  - b. (404) 727-2211
  - c. [OTT-MTA@emory.edu](mailto:OTT-MTA@emory.edu)
- 3) The investigator/company you wish to receive animals from will determine if an MTA is necessary.
- 4) Failure to execute an MTA can result in additional charges if the shipment has been approved.
  - a. Emory Import approvals expire after 90 days.
  - b. MTAs can be a lengthy process and may take more than 90 days to execute
  - c. Shipping institutions typically will not release animals until the MTA is complete