MEMORANDUM

RODENT TRANSFER PROCEDURES
This information is for shipping animals to and from external sources

To begin a rodent transfer to or from an institution/collaborator please do the following:

1) Submit an electronic Import or Export Request through this link: DAR RedCap Apps. 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) You can request a Rodent colony health reports via the clipboard link to the left.

4) If you are submitting an Export, please mark all of your cages with blue transport tags noting your unique project ID provided at the time of submission.

615 Michael Street, Suite G02
Atlanta, Georgia 30322
(404) 712-8829
SOM DAR-Transfers (Import/Export)

Import Options Summary

Emory Rodent Colony Health History Request

Full Email Address: SOMDAR-Transfers@mcloud.emory.net
### REQUIRED INFORMATION FOR SUBMISSIONS

<table>
<thead>
<tr>
<th>Emory Investigator Information</th>
<th>External Institution Information</th>
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</thead>
<tbody>
<tr>
<td>PI Full Name</td>
<td>Name of Institution</td>
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<tr>
<td>PI Institution Address</td>
<td>External Institution Address</td>
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<tr>
<td>PI Email</td>
<td>External Investigator Name</td>
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<tr>
<td>PI Phone Number</td>
<td>Investigator Email</td>
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<tr>
<td>Lab Point of Contact</td>
<td>Shipping Coordinator Name</td>
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<td>Point of Contact Email</td>
<td>Shipping Coordinator Office</td>
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<td>Phone Number</td>
<td>Shipping Coordinator Email</td>
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<tr>
<td>Protocol Number</td>
<td>Attending Veterinarian</td>
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<tr>
<td>SpeedType/Smartkey</td>
<td>Attending Veterinarian Office</td>
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**Protocol Segment**
(Ex: Mouse #1)

**Abeyance Protocol**
201700063
(Office Use Only)

**DON’T FORGET:**
- Cage/Animal Details and Location
  (this information can be uploaded into the electronic submission form in various formats)

### 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
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

Full Email Address: SOMDAR-Transfers@mscloud.emory.net