

## **FAS-OAR Animal Transfer Request Form Investigator and Research Staff Instructions**

FAS-IACUC policy requires that you complete the Animal Transfer Request Form and fax it to OAR at 617-495-4218 or bring it to the OAR at Biological Labs, room 4105. If you have any questions please contact OAR at 617-496-9989 as incomplete forms will be returned. Following approval, your transfer request will be executed within 72 hours, unless special housing or dietary items are required. If your transfer is not approved you will be notified by a return fax or email.

Approved transfers are to be performed *only* by OAR staff unless investigators are approved to do so by OAR via email confirmation. Any movement of animals, improperly executed, may jeopardize colony health status. Transfer between rodent barrier facilities with up-to-date health surveillance data (within 3 months) will not require additional serology.

If diagnostic services, in addition to the FAS-OAR basic sentinel surveillance program are deemed necessary in the judgment of the veterinary staff, these costs will be the financial responsibility of the receiving investigator.

If a transfer involves a change in animal ownership, a Principal Investigator or their designate must sign the Transfer Request Form. In addition, the FAS-IACUC approved Animal Experimental Protocol number under which the research will be conducted must be included. Non-rodent transfers will not be approved until provisions are made for caging, bedding, diets and hydration. Any dietary items accompanying a transfer must be properly labeled (identification of item with milling/manufacture date) in a securely sealed container.

4/25/2005