

REQUEST FOR INTERNAL ANIMAL TRANSFER

Institute for Animal Studies VAN ETTEN 460 - Telephone No. (718) 839-7100 Fax No. (718) 862-1886/7

ALL REQUESTS MUST BE SUBMITTED 48 HOURS IN ADVANCE TO IAS VIA FAX OR HAND DELIVERY

Approval from IAS' Veterinarian (Drs. Shrestha, Rakowski or Herbst) REQUIRED prior to movement of animals.

1. FILL IN ALL BLANKS OR INDICATE NOT APPLICABLE (N/A) & CHECK ALL APPROPRIATE BOXES.

2. PRINT AND FAX TO 718-862-1886/7 OR DELIVER TO IAS OFFICE, VAN ETTEN, ROOM 460

INCOMPLETE OR INCORRECT FORMS WILL DELAY TRANSFER AND APPROVAL UNTIL PROPERLY COMPLETED

!!!!FAILURE TO IDENTIFY THE CAGE WITH AN IAS TRANSFER CARD WILL NULLIFY THIS REQUEST!!!!

1. Date submitted: _____ By Whom: _____ e-mail or tel: _____

2. **SOURCE OF ANIMALS:** _____ **PROTOCOL #:** _____

Contact: _____ Building / Room: _____

PI: _____ Species/strain/**line**: _____

3. **TRANSFERRED TO:** _____ **PROTOCOL #:** _____

Contact: _____ Building/Room: _____

PI: _____

4. **TO BE MOVED:** NUMBER OF CAGES: _____ NUMBER OF ANIMALS: _____

5. **ANIMALS TO BE MOVED BY:** PI's staff **OR** IAS staff _____

6. **DATE** (for transfer): _____ **IAS TRANSFER CARD ON CAGE?*** NO /Yes Date: _____

***Cages to be transferred by IAS MUST BE IDENTIFIED WITH IAS TRANSFER CARD (Available in Animal Room or From Facility Supervisor) 24 HOURS IN ADVANCE of date wanted in new room (Item 6.)**

7. **REASON FOR TRANSFER:** _____ Date Collaborative _____
 Collaborative Study (provide IACUC approval date) _____ Study Approved: _____

Transfer Ownership (gift)

Other (provide justification): _____

The receiving PI's laboratory is responsible for replacing the cage card with the current PI & contact information at the time of transfer & completing the room census sheet.

8. If IAS moves cages (Item 5, above) -Do you wish to be notified when Transfer is Completed? YES NO

Name: _____

Method: Phone: _____ E-mail: _____

9. If the PI's staff is requesting to move the cages, requestor will receive notification of approval by e-mail.

IAS Use Only

Approved by:		Date:	
Moved by:		Date:	
Notified of approval /completion by:		Date:	

Security should receive a copy of this form. If security has any questions, please have them contact any of the following people:

Dr. Herbst - 718-839-7135
Mr. Bianco - 718-839-7136
Ms. Peters - 718-430-8552

Dr. Shrestha - 718-839-7145
Ms. Miller - 718-430-3565
Ms. Arce - 718-839-7140

Dr. Rakowski-Anderson - 718-839-7146
Ms. Tirado-Torres - 718-678-1004
Ms. Fillweber - 718-839-7130