**Animal Import Transfer Form**

**(From Non-Commercial Institutions/Organizations to OSU)**

The OSU investigator requesting the transferred animals must complete this form in its entirety. Send the completed form to the Laboratory Animal Resources Center ([larc@oregonstate.edu](mailto:larc@oregonstate.edu)) or fax to 541-737-5637. **Incomplete forms will be returned to the investigator, and may cause a delay in the request of the animals being sent in a timely manner.**

LARC will be responsible for contacting the referring institution to request health assurance information and coordinate shipment of the animals. It is recommended that this form be submitted a minimum of four (4) weeks prior to the desired arrival date to allow adequate time for processing.

Notice: All mice and rats from non-commercial institution/organizations will be subject to an 8-10 week quarantine period at OSU. For further information about importing animals, call 541-737-2263.

|  |  |
| --- | --- |
| **Date:** |  |

**OSU Investigator Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Investigator Name:** | **Email:** | **Phone:** | **Fax:** |
| **Lab Contact:** | **Email:** | **Phone:** | **Fax:** |
| **ACUP#:** | **Index #:** | **Department:** | |
| **Animals to be housed after quarantine at:** | | | |

**Transferring Institution Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Investigator Name:** | **Email:** | **Phone:** | **Fax:** |
| **Lab Contact:** | **Email:** | **Phone:** | **Fax:** |
| **Transferring Institution/Organization:** | | | |
| **Facility Veterinarian:** | **Email:** | **Phone:** | **Fax:** |
| **Vivarium Contact:** | **Email:** | **Phone:** | **Fax:** |

**Animal Information**

*List every strain correctly and individually (attach a second transfer form if needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Species:** | **USDA Category:** | | **# of Males:**  **# of Females:** |
| **Background:** | | | **Strain:** |
| **Species:** | **USDA Category:** | | **# of Males:**  **# of Females:** |
| **Background:** | | | **Strain:** |
| **Species:** | **USDA Category:** | | **# of Males:**  **# of Females:** |
| **Background:** | | | **Strain:** |
| **Are these animals immunodeficient?** Yes No | | **Describe:** | | |
| **Is special handling or housing required?** Yes No | | **Describe:** | | |

**Instructions for Animal Transfer (from Non-Commercial Institutions)**

1. Complete the animal transfer form with the requested information.
2. Bring in the Health Certificate
3. Once the Health Certificate is approved by the LARC veterinarian, then LARC will contact the Non-Commercial Institution/Organization to ship the animals.
4. All steps must begin through LARC Office.
   1. E-mail: [larc@oregonstate.edu](mailto:larc@oregonstate.edu)