**Animal Transfer Form (Internal)**

**Use this form to:**

1. Transfer animals between different ACUP #’s (same PI)
2. Transfer animals from one PI’s ACUP to another investigator’s ACUP
3. Transfer animals to the Attending Veterinarian’s Animal Holding ACUP

\*For expiring ACUPs: animals must be transferred to the Animal Holding ACUP no later than the **date of expiration**

***Instructions:***

Send the completed form to **both** the LARC and the IACUC:

1. Laboratory Animal Resources Center ([LARC@oregonstate.edu](mailto:LARC@oregonstate.edu)) or fax 541-737-5637
2. IACUC Office ([IACUC@oregonstate.edu](mailto:IACUC@oregonstate.edu))

**Incomplete forms will be returned.**

**Section A:**

|  |  |
| --- | --- |
| Date of Transfer Request: | |
| Person Making Request: | **Phone:** |
| Principal Investigator: | **Phone:** |
| Date of Animal Transfer: | |

**Section B:**

**Transfer From:**

|  |  |  |
| --- | --- | --- |
| PI: | ACUP #: | Facility and Room #: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Transfer To:**

|  |  |  |
| --- | --- | --- |
| PI: | ACUP #: | Facility and Room #: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section C:**

|  |  |  |
| --- | --- | --- |
| Index Information per animal group | | |
| # of Animals: | **Strain/Species:** | **New Index #:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Attention:**

* There is a $16.00 per day charge for use of the LARC Holding ACUP after the first 10 business days.
* PHS/NIH/NSF and potentially other grant funds cannot be used to pay for animal care or expenses while animals are on the Animal Holding ACUP. An alternate index must be provided.

**For LARC use only**

|  |  |  |
| --- | --- | --- |
| Transfer Information | Date: | Initials: |
| Transferred |  |  |
| PI Notified |  |  |
| Transferred back  (Holding ACUP) |  |  |
| PI Notified |  |  |
|  |  |  |