**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) or fax 541-737-5637
2. IACUC Office (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 |            |            |
|  |  |  |