

# ULAR - Request to Transfer Animal(s)

Revised 06/08/15

1. Principal Investigator must provide all information requested on this form, and sign and obtain signature from recipient PI.
2. BA of the **Transfer To:** PI must sign and TAC authorizing form.
3. You must print your Active Cage Card list with the specific cage cards indicated or provide a typed list of cage cards. If USDA covered species, you must also provide the animal ID numbers.
4. Fax signed form and typed cage card list to 215.898.0309 or email to ular-procure@lists.upenn.edu.
5. If cages will be transferred and relocated, place **tan** colored acetate over the cage card of every cage to be transferred and complete a **Request for Animal Relocation Form**. Animals may not be used on a new protocol until ULAR Procurement has notified all parties by email that transfer has been approved.

**Type of Transfer - check appropriate box(es):**                      **Non-USDA Species**                          **USDA species**                     

<b>TRANSFER FROM:</b>				<b>TRANSFER TO:</b>			
Protocol#	<input type="text"/>	Biohazardous Protocol?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Protocol#	<input type="text"/>	ProtABSL	<input type="checkbox"/>
Principal Investigator	<input type="text"/>	Email:	<input type="text"/>	Nickname / Account#:	<input type="text"/>		
Contact:	<input type="text"/>	Work Phone:	<input type="text"/>	Principal Investigator	<input type="text"/>	Email:	<input type="text"/>
Contact Email:	<input type="text"/>	PennID#:	<input type="text"/>	Contact:	<input type="text"/>	Work Phone:	<input type="text"/>
Facility:	<input type="text"/>	Room/ABSL:	<input type="text"/>	Contact Email:	<input type="text"/>	PennID#:	<input type="text"/>
Species:	<input type="text"/>	Sex:	<input type="text"/>	Facility:	<input type="text"/>	Room/ABSL:	<input type="text"/>
Stock/Strain:	<input type="text"/>	Age:	<input type="text"/>	<b>BA Name:</b> <input type="text"/> <b>TAC</b>			
Weight:	<input type="text"/>	<b>Signature</b> _____					
Total # of Animals:	<input type="text"/>	Total # of Cages:	<input type="text"/>				

<p>I certify that the animals to be transferred are naïve or previous use is outlined as follows:</p> <p>Principal Investigator Signature: _____ Date: _____</p>	<p>The animals are appropriate for transfer to this protocol. I agree to assume responsibility for per diem charges upon final approval of the transfer.</p> <p>Principal Investigator Signature: _____ Date: _____</p>
--	---

**Requested Transfer Date:** As soon as possible  OR / / (specify requested date)

<b>APPROVALS:</b>	<b>ULAR Staff Veterinarian/Diagnostic Services:</b>
<p><b>ULAR Procurement:</b></p> <p>Approved <input type="checkbox"/>      Disapproved <input type="checkbox"/></p> <p>Signature: _____</p> <p>Printed Name: _____</p> <p>Reason for Disapproval _____</p>	<p>Approved <input type="checkbox"/>      Disapproved <input type="checkbox"/></p> <p>Signature: _____</p> <p>Printed Name: _____</p> <p>Reason for Disapproval _____</p>

<b>ULAR OFFICE USE ONLY</b>	Transfer #	Date transfer completed:
-----------------------------	------------	--------------------------