PROCEDURE FOR REQUESTING SHIPMENT OF ANIMALS FROM ANOTHER INSTITUTION OR NON-APPROVED VENDOR

Animals that are not from a Drexel approved vendor (Jackson, Charles River, Taconic, Harlan, NIH, NIA, Covance or John Meck Farm LLC) must be approved prior to shipment and housed in our quarantine area at the Drexel QUEEN LANE site

- 1. Email contact Dr. Huneke to request an import of animals from an outside institution.
- 2. Dr. Huneke will need the animal health reports from the room in which said animals are housed at the outside institution. He will need 1-year worth of reports. It is usually best to have the vet directly email him at rbh25@drexel.edu
- 3. IF AND WHEN THE REPORTS ARE APPROVED: you MUST return the quarantine request form (page 3 of this document) AND the IACUC transfer form (page 2 of this document) to BOTH Emily Reimold (esw32@drexel.edu) AND Dr. Huneke (rbh25@drexel.edu) for the process to move forward. The IACUC transfer form should also be sent to the ORC (email to: IACUC@drexel.edu). Failure to do so will greatly delay the shipment coordination. Please be sure to put the direct contact info of the point person at the shipping institution on the request form. Email, phone number and name of person is sufficient.
- 4. Emily will then set up the shipment and coordination with the sending institution and advise you as to when your animals will arrive. We must know who is paying for shipment you or the shipping institution. If you are paying, we need a valid cost center to charge it to.

If you have any questions about these procedures, please contact Emily Reimold at esw32@drexel.edu or call 267-574-4576.

Thank you, ULAR

Drexel University Institutional Animal Care and Use Committee **ANIMAL TRANSFER FORM**

Transfer of Animals between Institutions (Sending or Receiving Animals)

Principal Investigators may request the transfer of animals to or from the University. This transfer must be approved by ULAR. Please use this form to request approval for the transfer animals.

approved by OLAIN.	r lease use this form to request ap	provar for th	ie transier ariin	iais.	
1. Are you TRANS	ion:		YES	NO	
	you plan to send animals to another in ior Assoc. Vice Provost, Technology of drexel.edu				
2. Are you RECEIV	/ING animals FROM another institutio	n		YES	NO
3. Name of Principa	al Investigator at Drexel University:				
4. Drexel University	/DUCOM IACUC Approval #:				
5. Name of Principal institution:					
6. Other institution's	s IACUC Approval #:				
7. Name of the oth					
8. Species:					
9. Number of anima	als:				
10. Animal ID number	er(s) if any:				
11. Has this animal	been used for any research purpose	?		YES	NO
11a. If yes, give	a brief description				
-	owledge the above information is correct indicated will be in compliance wites.	_			
Signature of Principa	I Investigator releasing the animals:				
	the animals needs to be known to tran- rinarian. If you have any questions ab				*
	ULAR APP	ROVAL			
ULAR signature:			Date:		
Please note: ULAR	signature is required prior to submitting	this form to	the Office of Re	esearch	
Please send the origi	nal of the completed form to: Or ser	nd a scanned	copy of the ori	ginal to:	
2	ry Animal Resources ULA	R@Drexel.		G	

NCB Philadelphia PA 19102

QUARANTINE REQUEST FORM DREXEL UNIVERSITY

Please fill out all fields and answer all questions. Failure to do so will delay approval of shipment.

*Please write "N/A" for fields that are not applicable. Thank you.

CONTACT INFORMATION	
1. Investigator Protocol #	
2. Facility of origin (sender)	
3. Facility of origin <i>shipping coordinator</i> name/email/phone number	
ANIMAL AND HOUSING INFORMATION	
1. Species/ Strain (name)	
2. Expected population to ship (in numbers and gender)	
4. Mode of ID (check one):ear tag ear punchmicrochipno ID	
5. Approximate age (or DOB, if available)	
6. Items/ Services requested while in quarantine (check all that apply) barrier type housing Breeding while in quarantine test foods/liquids to be given while in quarantine (fee will apply).	
7. Expected / Requested animal delivery date:	
BILLING INFORMATION	
1. Fund & cost center for services* to be billed to for this period*shipping cost (if applicable), per diem rate for quarantine, health testing will be billed to the cost center/fund number provided.	
2. Who will be paying for the shipment of these animals to ULAR? If you, the PI, is paying for shipment, please provide the cost center to charge to:	
**************************************	***
1. Veterinary Director Approvalyesno * see below	
2. Date of approval *if NO, list reason	
3. Health Monitoring Method: Direct Testing of Study Animals Dirty Bedding Sentinel Animals Direct-Contact Sentinel Animals	;
4 Shipping set up? If ves, list job # and courier	