

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,
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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.

1. Are you **TRANSFERRING** animals **TO** another institution: YES NO

PLEASE NOTE: If you plan to send animals to another institution, prior to transfer please contact Robert B. McGrath, Ph.D. Senior Assoc. Vice Provost, Technology Commercialization at 215-895-0303 or Robert.B.McGrath@drexel.edu

2. Are you **RECEIVING** animals **FROM** another institution YES NO

3. Name of Principal Investigator at Drexel University:

4. Drexel University /DUCOM IACUC Approval #:

5. Name of Principal Investigator at the other institution:

6. Other institution's IACUC Approval #:

7. Name of the other institution:

8. Species:

9. Number of animals:

10. Animal ID number(s) if any:

11. Has this animal been used for any research purpose? YES NO

11a. If yes, give a brief description

To the best of my knowledge the above information is correct. I agree that the transportation of these animals to the IACUC protocol indicated will be in compliance with all federal, state and local and our university laws, regulations or policies.

Signature of Principal Investigator releasing the animals:

Print Name:

Date:

The health status of the animals needs to be known to transfer or receive animals. Please submit a health report to the attending veterinarian. If you have any questions about health information, contact the veterinarian.

ULAR APPROVAL

ULAR signature:

Date:

Please note: ULAR signature is required prior to submitting this form to the Office of Research

Please send the original of the completed form to: Or send a scanned copy of the original to:

University Laboratory Animal Resources
245 N.15th Street MS 436 Rm 15307
NCB Philadelphia PA 19102

ULAR@Drexel.edu

