

Transfer animals to an external researcher/entity

The following information provides you with an overview of submitting a transfer request for **Transfer animals to an external researcher/entity**.

- [Cheat sheet - Ship to unaffiliated organization](#)
- [Cheat sheet - Transfer to TBRI or VA from HSC](#)

- From the ORCA Dashboard, locate the protocol you need to transfer animals into
- Click the Action drop down
- Click Animal Transfer/Relocation
- Select a Transfer Type: **Transfer animals to an external researcher/entity**
- Proceed to the sections: Move Animals FROM; Move Animals TO and Animals to be relocated.

Move Animals FROM (this protocol) – *where your species are located* (required fields are marked)

Campus: select the campus where your species are currently located **not required*

Building: select the building location where your species are currently located **not required*

Room: select the room location where your species are currently located **not required*

Contact Person: the person who is completing the request will have their name automatically entered. If the contact person is someone other than the person completing the form enter their full name. **required*

Contact Phone/Email: the person who is completing the request will have their email and phone number automatically entered. If the contact person is someone other than the person completing the form, enter their phone number and email address. **required*

The system will automatically populate the name and phone number of the person completing the form. The person logged on will have the ability to edit the information.

Move Animals FROM (this protocol):	
Campus:	Select Campus ▼
Building:	Select Building ▼
Room:	Select Room ▼
Contact Person: (if different than requester)	Michelle Mendoza
Contact Phone/Email:	mendezamm@uthscsa.edu / 210-562-5691

Move Animals TO (all fields in this section are required)

Organization: select an organization from the drop down list. **required*

- Texas Biomedical Research Institute
- South Texas VA

- Other

Other Organization Name: enter name of 'Other' organization into this field when 'Other' is selected.*required

Transported By: select the transporting method. Options:*required

- DLAR Staff and Vehicles (default if STVA is chosen)
- Shipping vendor arranged by DLAR
- Shipping vendor arranged by the external organization

Contact Person: the person who is the contact for this transfer at the selected organization. If there is also a shipping coordinator, their name must be included in this field. *required

Contact Phone/Email: the person who is the contact for this transfer at the selected organization. If there is also a shipping coordinator, their email must be included in this field. *required

Move Animals TO:	
Organization:	Select Organization <input type="text"/>
Transported By:	Select Transport Method <input type="text"/>
Contact Person:	Enter name of contact for the transfer. Also enter shipping contact/coordinator name if different. <input type="text"/>
Contact Phone/Email:	Enter email and/or phone number for contact person. Also enter shipping contact/coordinator's email and phone number if <input type="text"/>

Animals being relocated (all fields in this section are required)

Species: all species associated with the protocol will be displayed (only one species can be transferred per form)

Number of Animals: enter the number of animals to be relocated.

Instructions:Enter any other special instructions that may be needed and will be helpful to the request.

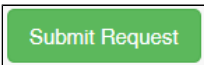
**If you are requesting a transport of animals on a Reciprocal IACUC protocol (VA or TBR) please indicate that in the instructions.*

Animals being received:	
Species:	Rabbit(s) <input type="text"/>
Number of Animals:	Indicate the number of animals. <input type="text"/>
Instructions:	Enter any other special instructions that may be needed. <input type="text"/>

Requested Completion Date: select a date, which is greater than today's date, you would like the species transferred. *Please note, this date can be changed by either the IACP or LAR office if they deem necessary. The date you are able to select cannot be less than 72 hours from the day the form is created.*

Requested Completion Date:	<input type="text"/>
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Submit a Request



Once you complete all required field, click the **Submit Request** button. Once submitted the IACP office will be notified. Once approved by the IACP office, the request will be routed to LAR.

History

The status of the request can be viewed in the Protocol History page. To access, from your protocols listed on your dashboard, click the



History icon . Once clicked, you will be directed to the protocol history page.

Date	Event	Category	Outcome	Last Updated By	Details
10/28/2014 07:18 am	Administrative Changes		Review Complete	Michelle Mendoza	Transfer animals to another HSC protocol: Forwarded to DLAR