

IACP Analyst-Processing Transfer Requests

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IACP Analyst

The following will provide you with an overview of the IACP Analyst business process for completing an animal transfer request.

Transfer/Relocation Request types, Relocate Animals and Transfer Animals to an external entity will **automatically be routed** to the Department of Laboratory Animal Resources (DLAR). The following two types will be routed to the IACP Office, first. Once approved, the DLAR inbox will receive notification.

1. Transfer animals to another protocol (Protocol to Protocol)
 1. Transferring to a different PI
 2. Transferring to the same PI, but a different protocol.
2. Request authorization to deliver animals from an external organization.
 1. TBRI
 2. VA
 3. Other

Once the IACP Analyst accesses the request, an overview of the request will be displayed, along with the following actions: **Approve, Deny, Edit and Comment.** **Item** column will include the type of request; **Details** column will include all information entered by the PI or research staff. Comments entered can be viewed by the DLAR office.

IACP Staff Checklist Protocol to Protocol:

- Can animals be added to this protocol?
 - if No, enter comments providing justification for the request being denied. Comments will include the date/time once save is clicked.
 - Click Deny (red X). Request will not be routed to DLAR.
 - if Yes, go to next question.
- Does the receiving PI/Research staff approve of this transfer in? *When completing the request, the PI /staff who are losing the animals must complete the form. The person receiving the animals does not complete the form.*
 - If No, enter comments providing justification for the request being denied and indicate the date when the OIACP analyst spoke with the receiving investigator. Comments will include the date/time once the save is clicked.
 - Click Deny (red X). Request will not be routed to DLAR.
 - PI/Contact will receive notice of the request being denied with any comments.
 - if Yes, enter comments of the approval and indicate the date when the OIACP analyst confirmed with the receiving investigator. Comments will include the date/time once the save is clicked.
 - Click Approve (green check mark). Request will be routed to DLAR

IACP Staff Checklist Request Authorization to deliver animals from an external organization:

- Is this a reciprocal protocol with no increase in animal numbers?
 - If Yes, enter comments indicating this is a reciprocal protocol and animal numbers are not being increased. Go to last step.
 - If No, go to next step.

- Can animals be added to this protocol?
 - if Yes, enter comments. Comments will include the date/time once save is clicked. Go to next step.
 - if No, enter comments providing justification. Comments will include the date/time once save is clicked.
 - Click Deny (red X). Request will not be routed to DLAR.
 - PI/Contact will receive notice of the request being denied with any comments. Subject of notice: **ORCA Transfer Request Review Decision**

- Click Approve (green check mark). Request will be routed to DLAR.
 - PI/Contact will receive notice of the request being denied with any comments. Subject of notice: **ORCA Transfer Request Submission**

If contact details are incorrect, IACP staff has the ability to edit.

Comments: If the request is a protocol to protocol, the comment should indicate the date when the OIACP analyst confirmed with the receiving investigator. Multiple comments can be entered for the request. From the comments window, you have the ability to Approve or Deny.

Reports

The transfer requests will include links to the species and study personnel report. To access click the person or rat silhouette.

Due Date:	2099-12-31	Status:	APNC-Approved / No Changes
Protocol #:	1999999AR / 99999x  	Investigator:	Mendoza, Michelle (mendezamm@uthscsa.edu) 210-562-5691
Title:	Test Protocol - Created for IT Testing	Co-PI:	Blalock, Cheryl (blalock@uthscsa.edu)

[Sample: Protocol to Protocol Transfer](#)

Request Type:	Transfer animals to another HSC protocol		
From:	Protocol ID: 2013012AP / 13012x	Contact: Angelique Colby colby@uthscsa.edu / 210-567-6163	
	Review Committee: UTHSC IACUC		
	Campus: Joe R. and Teresa Lozano Long Campus	Building: DENTAL SCHOOL BUILDING	Room: 1.388U.08
To:	Protocol ID: 2011093AT / 11093x	Contact: Hacker, Sander Hackers@uthscsa.edu	
	Review Committee: UTHSC IACUC		
	Campus: Joe R. and Teresa Lozano Long Campus	Building: DENTAL SCHOOL BUILDING	Room: 1.388U.06
Species:	Code: 34 - Name: Mouse(Mice)		
	No. of Animals: 24		
	Special Instructions: Pink transfer slip on each cage		
	Requested Transfer Date: 2014-11-28		



Sample: Receive animals from an external organization or affiliate

Species Transfer	Request Type:	Receive animals from an affiliate organization		
	Transportation:	Shipping vendor arranged by the external organization		
	From:	Protocol ID: External	Contact: John Jett jettj3@asu.edu / 217-564-7979	
		Review Committee:		
		Location Other: Arizona State University		
	To:	Protocol ID: 2002005AR / 02005A	Contact: Colby Jack jackcolby@uthscsa.edu / 210-562-5555	
		Review Committee: UTHSC IACUC		
		Campus: Greehey Academic and Research Campus	Building: SOUTH TEXAS RESEARCH FACILITY	Room: S.002 .20
	Species:	Code: 34 - Name: Mouse(Mice)		
		No. of Animals: 600		
	Special Instructions: My special instructions would be entered here.			
	Requested Transfer Date: 2014-12-05			



Pending Transfers

(added July 2015)

Within the Analyst view for animal transfers, you will see a message if there are pending transfers FROM or TO the protocol.

<p>Pending transfers to move animals FROM this protocol: 600 Mouse(Mice) to 2009092AR / 09092x</p> <p>No pending requests TO transfer animals to this protocol.</p>
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The species report has also been added to the Analyst view for animal transfers:

Protocol	Name	Species Code	Regulated	Approved	Total Added	# Added Since Last Rpt	Last Rpt Date	Rpt Date Source
2009092AR / 09092x	Mouse(Mice)	34	-	1974	1354	232	06/15/2015	ORCA Prg Rpt
2009092AR / 09092x	Rabbit(s)	51	✓	2	2	0	06/15/2015	ORCA Prg Rpt

Please remember, at the time of the pending transfer message, a transfer request may be in the IACP Analyst queue **OR** in the LAR queue.

Animal numbers will not update until the day after LAR processes the transfer request (next business day).

Q&A

When is LAR notified?

Once the request is approved an email notification will be routed to the (DLAR). Individuals in the DLAR office who will monitor the requests are Amy Groff and April Jaimes.

Can I view the transfer history?

Protocol History will list details of the transfer request as it moves along its process.

When are animal numbers in the species report updated after a transfer request has been completed?

Animal numbers will not update until the day after LAR processes the transfer request (next business day).

What is the transfer request frequency?

Transfer requests that will involve the IACP office will average about 2 per week.

What are the differences between requests in ORCA and the paper form?

1. PIs/staff requesting and receiving the species were required to sign the paper form. In the new system, that option is not included.
2. On the paper form, errors were identified when completed (Protocol No., specifically) by the PI/Staff. With ORCA, drop down options with the protocol information is made available to the person requesting a transfer. Room for error decreases when we present the PI/Staff with a list of their protocols, and a list of others' protocols.
3. The paper form did not indicate turn around time from when a request was started to when it reached the LAR Office. Once a request is submitted, a date and time stamp is placed on the following actions: when a request was submitted and when the request transitioned from the IACP office to the DLAR office and when the request was either approved, or denied.
4. Protocol to Protocol transfers must be initiated by the PI/Staff who are "losing" species, not gaining.
5. For all transfers, a PI/Staff cannot request a completion date less than 72 hours from beginning the transfer request.