



Institutional Animal Care & Use Committee (IACUC) Request for Transportation of Animals Procedures & Form

The following procedures must be met when transporting animals off-campus, or from one building to another on-campus:

1. All USDA regulations for the animal species that is being transported must be reviewed and followed. Copies of the USDA regulations can be obtained from the Office of Research Compliance.
2. Procedures outlined in National Research Council's *Guide for the Care and Use of Laboratory Animals* must also be reviewed and followed. Copies of the "Guide" or applicable information from the "Guide" can be obtained from the Office of Research Compliance.
3. Before each instance of animal transport, investigators must "check-out" the animals by entering the transport information into the Log Book located in the ACF Manager's Office.
4. Investigator planning to transport animals over (a) weekend(s) or holiday must notify the ACF manager in advance during regular business hours
5. The IACUC protocol must include a detailed description of how the animals will be transported. If transportation requirements were not originally approved in the IACUC protocol, an amendment must be approved by the IACUC prior to transportation.
6. UTA's Attending Veterinarian must be contacted prior to the transport of the animals to assess their health and issue a health certificate if required. Also, the facility's Animal Care Technician must be contacted so the cages/crates and the vehicle can be inspected and approved for transport.
7. All animals must be transported in a static micro-isolator cage if possible and covered with a drape.
8. The animal identification card and a copy of the animal's permanent veterinary record, if appropriate, must accompany the research animal.
9. Animals must be transported in vehicles which have compatible temperatures, and cannot be placed in the vehicle's trunk.
10. Animals should be transported directly from the point of origin to point of delivery.
11. Training for these procedures must be completed with the Animal Care Facility Manager prior to transport.
12. Investigators must immediately report to the IACUC or ACF Manager any adverse events or unanticipated problems experienced during transport of animals.
13. The Principal Investigator must acquire IACUC approval before transportation of any animals by submitting the attached form.



Institutional Animal Care & Use Committee (IACUC) Request for Transportation of Animals

Animal transfers from UTA to other institutions or transportation of animals across UTA's campus must be approved by the Institutional Animal Care and Use Committee (IACUC). Complete this form and return to the Office of Research Administration at Box 19188, or fax to 817-272-1111.

INCOMPLETELY FILLED-OUT FORMS WILL BE RETURNED

Section A: Contact Information

PI / Department: _____	Date: _____
Campus Box #: _____	Phone: _____ E-Mail: _____

Section B: Protocol / Animal Information

IACUC Protocol # and Title: _____
Species: _____ Strain 1: _____ Females: _____ Males: _____
Strain 2: _____ Females: _____ Males: _____
Current Animal Location (Building/Room #): _____
What has been done to the animals at UTA? _____

Do the Animals being transported contain and/or have been exposed to any of following hazardous agents? (Please check all that apply):
1. Biological Hazards <input type="checkbox"/>
2. Chemical Hazards <input type="checkbox"/>
3. Radioactive Agents <input type="checkbox"/>
For what purpose will the animals be used at the new institution/location? _____



Section C: Transport Information

Method of Transport: Personal Vehicle University Vehicle Other _____

Preferred Date and Time of Transport: _____

What time(s) of the day and route would use while transporting the animals: _____

Will you need boxes/compartments for the shipment? If so, how many? _____

Describe how you plan to meet the procedures listed on the attachment to this form: _____

Briefly describe the appropriate caging and/or containment method you will use to ensure animal safety and comfort while preventing public visibility: _____

Briefly describe the arrangements that have been put in place at the new site to ensure proper Care for the Animals: _____

Section D: OFF-SITE Destination Information

Receiving PI Name & Institution: _____

Address: _____ Phone: _____ E-Mail: _____

Receiving Veterinarian: _____ Phone: _____

E-Mail: _____

Is ownership of the animals retained by UT Arlington? Yes No

(i) If you answered NO above, please fill out appropriate documentation e.g. Transfer Letter or purchase order with the appropriate legal or technology transfer offices or a copy of an approved protocol from the destination institution

(ii) If you answered YES above, please complete and/or provide additional information listed below:

1. Attach a copy of the protocol and an approval letter from the receiving institution's IACUC for animal protocol that covers the use of the UT Arlington animal
2. Receiving institution's OLAW Assurance number: _____
3. Receiving institutions USDA Registration Number (if applicable): _____
4. Attach a letter stating that in the event of mortality of a non-rodent animal while under study at the receiving institution, a necropsy will be performed by a veterinarian and a pathology report presented to UT Arlington IACUC for review.



Section E: Signatures

As Principal Investigator, I am aware that I have the ultimate responsibility for the proper care and treatment of the laboratory animals. I agree to adhere to all federal, state and local laws and regulations governing the use of animals in teaching and research. I further assure the University of Texas at Arlington Institutional Animal Care and Use Committee (IACUC) that the transportation of these animals has been carefully planned and considered to minimize transit time and the risk of zoonoses, protect against environmental extremes, avoid overcrowding, provide food and water when indicated, and protect against physical trauma. *I understand that if I use my own personal vehicle to transport animals, I accept liability for any losses, damages, or injuries that may arise while transporting the animal(s) and that I will make my vehicle available to the IACUC for inspection on a semi-annual basis.*

PI Signature: _____ Date: _____

I have assessed the health of the animals to be transported and find them in appropriate condition. The principal investigator is able to satisfy UTA's guidelines to minimize stress and protect the health of the animals.

Veterinarian Signature: _____ Date: _____

The IACUC has reviewed the principal investigator's transportation procedures, and finds them to be acceptable. The principal investigator is able to satisfy UTA's guidelines for safe transport of animals.

IACUC Chair Signature: _____ Date: _____