**INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)**

**INTER-INSTITUTIONAL ANIMAL TRANSFER AGREEMENT FORM**

This is an Animal Transfer Agreement between the University of Wisconsin Oshkosh, College of Letters and Science and      . This agreement is intended for use in transferring animals between Principal Investigators at different institutions (inter-institutional transfer). Complete this form then return to the Laboratory Animal Manager at the University of Wisconsin Oshkosh via mail or scanned document ([hagedorns@uwosh.edu](mailto:hagedorns@uwosh.edu)).

**Please provide the following shipping details:**

1. **Sender Information**

|  |  |
| --- | --- |
| **Sending PI (name, email, phone):** |  |
| **Primary Sending Contact (name, email, phone if different from PI):** |  |
| **Current location of animals to be sent:** |  |
| **Sender's IACUC protocol number:** |  |

1. **Receiver Information**

|  |  |
| --- | --- |
| **Receiving PI (name, email, phone):** |  |
| **Primary Receiving Contact (name, email, phone if different from PI):** |  |
| **Full, Detailed Destination Address for animal receipt (for required mailing labels):** |  |
| **Receiver's IACUC protocol number:** |  |

1. **Animal Information**

|  |  |
| --- | --- |
| **Species:** |  |
| **Strain:** |  |
| **Females/number:** |  |
| **Males/number:** |  |
| **Have any animals undergone surgical procedures?**  **Yes**  **No**  **If yes, please explain:** | |
| **Have animals been genetically altered or infected with pathogens, parasites, etc.?**  **Yes**  **No**  **If yes, please explain:** | |

**IMPORTANT**: **A copy of the animal’s individual record should be transferred with the animal so the receiving PI has a complete record of all procedures each animal has experienced.**

1. **Shipment Details**

Use of a USDA-licensed shipping company is required; find that list here: [www.aphis.usda.gov/animal\_welfare/downloads/List-of-Active-Licensees-and-Registrants.pdf](file:///\\WFC.uwoad.it.uwosh.edu\Shared\Grants%20&%20Faculty%20Development\IBC%20Administration\IBC\Material%20Transfer%20Agreements%20(MTA)\www.aphis.usda.gov\animal_welfare\downloads\List-of-Active-Licensees-and-Registrants.pdf)

|  |  |
| --- | --- |
| **Date of Shipment:** |  |
| **Institution responsible for arranging and payment for shipping:** | **Sender**  **Recipient** |
| **USDA-licensed Shipping Company to be used:** |  |
| **Shipping Company Contact (Name, email, phone):** |  |
| **Job number:** |  |
| **Pick up time from Sending Institution:** |  |
| **2-4 hour delivery window at Recipient Institution:** |  |

1. **Shipping Confirmation:** UWO SOP#30 for animal transport states “Destination facility must confirm with

the shipping facility that a person will be available to receive animals on the given date/time. Animals will not be shipped without confirmation from personnel at the Destination.”

|  |  |
| --- | --- |
| **Name of Individual Confirming Animal Arrival:** |  |
| **Date and Time of Confirmation of Arrival:** |  |

1. **Signatures:**

The recipient agrees to use the animals solely in connection with biomedical or behavioral research or teaching applications. By signing this agreement, the receiving institution accepts full ownership, custody, control, and care of the animal(s). Shipping institution is transferring the animal(s) as a service to research. The animal(s) is/are transferred to the recipient with no warranties, including any warranty of fitness for a particular purpose. **I certify that the PI, animal facility manager, animal facility veterinarian, and any other parties required by each institution have ALL been notified and have approved this animal transfer.**

|  |  |
| --- | --- |
| **Shipping Institution Signatory (Name, Position, Phone):** |  |
| **Shipper Signature and Date:** |  |

|  |  |
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| **Receiving Institution Signatory (Name, Position, Phone):** |  |
| **Receiver Signature and Date:** |  |

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Note: If requested, relevant documents regarding medical history, breeding, and research use (including prior surgical procedures and any pathogen exposure) will be attached to this agreement. Health certificates are also supplied by the Shipping PI upon request.

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