

Animal Transfer Policy

October 2015

Alicia Frank and Danielle Reiser

Billiar Animal Transfer Policy

Transfers will be submitted on Thursdays ONLY unless otherwise requested – see Quick Transfers procedure below.

In order to be compliant with University IACUC and DLAR policies, the following steps will need to be completed for an animal transfer. Before an animal can be used in an experiment, it must be on the correct IACUC protocol. **None** of the mice bred by Danielle on site are under an experimental protocol.

1. Fill out the [Mouse Request Form](#). This form can be found at the bottom of the General Surgery and Vascular Labs homepage. The form cannot be submitted if you do not fill in all required information (starred):
 - a. Requestor Name
 - b. Contact Information (your email, not your PI's email)
 - c. PI name
 - d. New protocol number
 - e. Strain
 - f. New Housing room
 - g. Total number of Mice Requested
 - h. Sex
2. The inventory technician (Danielle, Alicia, or assistant) will check every Thursday morning (before 8am) for transfers for the week.
3. While at the animal facility performing the inventory, the technician will mark boxes containing the correct number of mice with a pink card. This card will be marked with the PI name and protocol number to which the box will be transferred.
 - a. For internal transfers (Billiar to Billiar), there is a color coded sticker system that can be used on the laminated pink cards. Both cards and stickers can be found in the Billiar housing rooms in small black index card holders.
4. After all transfers have been marked, Danielle or Alicia will complete the DLAR transfer form (located at www.dlar.pitt.edu) and email to supervisor (Matt Mihalik MattMihalik@pitt.edu) and Tech III (Brent Barbe bdb36@pitt.edu) for EBST facility.
 - a. Matt or Brent will check to make sure there is appropriate housing space for the boxes to be moved before signing off and sending to the facility veterinarian.
 - b. The facility veterinarian checks the receiving protocol to make sure the transferring species is listed on the receiving protocol. If approved, the vet will send back to the Supervisor/Tech III.
 - c. Matt and Brent will then print new CAMs cards with the new protocol number and hand out to the husbandry technicians to perform the physical transfer.

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- d. After passing through all three phases of approval, they will email the transferring PI that the transfers have been approved.
 - e. **This approval process will take *at least* 48 hours, but plan for transfers to take a week from submission to completion of box movement.**
 - i. **ONCE THE PAPERWORK HAS BEEN SUBMITTED TO DLAR, MICE AND BOXES CANNOT BE REMOVED WITHOUT MESSING UP THE CAMS SYSTEM! DO NOT EVEN ASK IF YOU CAN HAVE THE ANIMALS BEFORE APPROVAL AND CAGE MOVEMENT HAS OCCURRED!**
5. Once approved, the inventory sheet will be updated (on the next inventory day) to show the new protocol number next to the box ID numbers for internal transfers. If the transfer was sent to another PI, the box will be removed from our inventory.

Quick Transfers

If for some reason you need a transfer to be completed before the next submission date:

1. Fill out the [Mouse Request Form](#). This form can be found at the bottom of the General Surgery and Vascular Labs homepage. The form cannot be submitted if you do not fill in all required information (starred):
 - a. Requestor Name
 - b. Contact Information (your email, not your PI's email)
 - c. PI name
 - d. New protocol number
 - e. Strain
 - f. New Housing room
 - g. Total number of Mice Requested
 - h. Sex
2. Contact Danielle or Alicia to explain the situation. The best way to do this is to talk to them, but an email or note left at their desk will also work.
3. If they are able, they will mark your boxes with a pink transfer card. If they are unable, you will need to go to the facility and mark the boxes yourself. While there:
 - a. **Record the barcode number from the CAMs cage card**
 - b. Record the total number of mice
 - c. Record total number of boxes to be transferred
 - d. Record the current protocol number that the boxes are on
4. Give the information to Danielle or Alicia and they will submit the transfer form as soon as possible.
5. Mice and/or boxes cannot be used until the transfer process has been completed.