



**TITLE: Animal Transfer and Reassignment**

**PROCEDURE:** An animal may be transferred when the following conditions are met:

- Transfers within the University must be documented (see below).
- The designee at the receiving location has given permission.
- For external transfers, agreements with outside institutions must contain language allowing for the transfer of animals.

A record of the Transfer Form and any supporting documentation must be maintained by the IACUC.

This should include:

- Date of transfer
- Original protocol number (PI) or external responsible party
- Receiving protocol number (PI) or external responsible party
- Signature of transferring party, receiving party, and designee approving the transfer
- For external transfers, agreement/contract with outside institution

**Approved by the IACUC 29 June 2015**

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