

TTUHSCEP LARC Animal Export Request Form

The LARC routinely assists investigators in the shipping of animals to other institutions/vendors. It is important for the PI/Lab to plan ahead since there are numerous steps that have to be completed by both the sending and receiving institutions. The steps for exporting animals are outlined below:

PI/Lab responsibilities:

1. Initiate the process and contact the receiving institution to determine proper procedures
2. Work with Sponsored Programs to determine MTA needs and follow up as needed
3. Determine type of service needed. If not regular animal transfer, please consult with LARC staff/Veterinarian
4. Coordinate with receiving vendor/company on all details of animal transport including:
 - a. shipping information
 - b. IDs
 - c. cages
 - d. carrier information
 - e. preferred date
 - f. request quote

**Please note that seasonal temperature restrictions may apply. Check with courier.*
5. Request health reports and/or health certificate from LARC staff, if needed
6. Submit completed Animal Export Request Form to larcelp@ttuhsc.edu (copy to Veterinarian). Please provide a minimum of 3 business days advance notice. The TTUHSCEP Attending Veterinarian or Delegate must approve all exports before animals may be shipped from any TTUHSCEP LARC facility to another institution.
7. Once the LARC staff approves Animal Export Request, form will be returned to the PI/Lab
8. Process Purchase Order
9. Notify LARC employees of the pickup date/time, location, courier information, as well as all relevant pickup details (LARC staff is available M-F 9am-4pm).
10. After animals have been exported, follow up with institution/vendor to confirm that transport was successfully executed

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LARC responsibilities:

1. Provide health reports and/or health certificate, if needed
2. Verify information on Animal Export Request Form
3. Approve all exports before animals may be shipped from any TTUHSCEP LARC facility to another institution.
4. Coordinate with PI/Lab to verify all information noted in #9 above
5. Prepare animals for transport
6. Once animals are picked up, notify PI/Lab

I. Animal Origin Information

Date of Request: _____

PI: _____

Protocol #: _____

Appropriate Research Contact: _____

Email: _____

Phone: _____

Facility and room number (current room and previous rooms in which animals are housed): _____

Are these animals genetically manipulated (transgenic)?: _____ No _____ Yes. If yes, provide the name/description of the transgenic: _____

MTA Reference #: _____

Animals to be shipped:

Please add any detailed information if special housing arrangements are needed prior to shipment.

Species	Strain	Numbers		ID or Tag # (if applicable)
		F: _____	M: _____	

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II. Animal Destination Information

Destination Address: _____
Institution/Vendor: _____
PI: _____
Protocol #: _____
Appropriate Research Contact: _____
Email: _____
Phone: _____
Veterinarian: _____
Email: _____
Phone: _____
Courier: _____

I confirm that all guidelines/requirements have been followed:

Principal Investigator

Attending Veterinarian or Delegate