REQUEST TO SHIP ANIMALS TO ANOTHER INSTITUTION
University of South Florida
Comparative Medicine

FORM #:

Shipments of animals to another institution must be requested in writing, approved, arranged and accomplished by Comparative Medicine.
USF/Moffitt Faculty: Please complete **Parts 1-4**, and return by Email to ***CompMed@usf.edu*** to initiate a request to ship animals.
.

PART 1: CONTACT INFORMATION

A. SHIPPING:

Principal Investigator:

IACUC Protocol #:   Phone:

Email:

Shipping Contact: __**Fiscal & Business Specialist**__

Phone: __**(813) 974-3844**__

Email: __**Animalorders@usf.edu**__

B. RECEIVING:

Principal Investigator:

Receiving Institution:

Phone:

Email:

Veterinarian:

Phone:

Email:

PART 2: BILLING INFORMATION

Bill to USF/Moffitt Investigator: ☐   Bill to Receiving Institution: ☐

Billing Contact Name:

Billing Email/Phone:

Billing Account/PO #:

Courier & Account #:

Shipping Contact:

Phone:

Email:

SHIP-TO ADDRESS:

PART 3: ANIMAL INFORMATION

Species:

Strain/Line/Genotype*	Total #	# Males	# Females	Weight/Age	Special Requirements (e.g., Husbandry, Unique Identification)

*Insert additional rows if needed. For large shipments, submit a spreadsheet with the information above and any unique identification (e.g., tattoo, ear tag)

PART 4: CONDITIONS

Status of Animals for Export:

☐ **Naïve for Breeding**   ☐ **Ongoing Experimental Procedures (On-study)**

1. Inter-institutional collaborations involving animals should be described in a formal written memorandum of understanding which specifies responsibility of offsite animal care and use, animal ownership, and IACUC review and oversight.

MOU Status Confirmed by:

2. Inter-institutional departure of animals must first be approved by the USF Technology Transfer Office or the Moffitt Office of General Counsel prior to animals leaving campus.

MTA Status Confirmed by:

3. Animals on-study are reviewed by a veterinarian prior to departure.

Animals Reviewed By: