

UNIVERSITY OF WINDSOR

ANIMAL CARE COMMITTEE

**Standard Operating Procedure:** AD19 May 2015

**Animal Transfer Protocol**

**Animal Care Committee**

**Purpose:** In order to prepare regulatory reports, it is necessary to accurately account for animal use by ensuring all animals are assigned to a specific Animal Utilization Project Proposal (AUPP). To follow Canadian Council of Animal Care (CCAC) guidelines to reduce the number of animals used.

**Responsibility:** It is the responsibility of the Principal Investigators to submit the Animal Transfer Form and obtain approval from the Animal Care Coordinators office prior to transfer.

**Procedure:** Please complete the Animal Transfer form and submit to the Animal Care Coordinator by email, [acc@uwindsor.ca](mailto:acc@uwindsor.ca) or to the office located in Chrysler Hall North, Room 2138.

Once approved by the ACCs office, coordinate the transfer with the Operations manager -Central Animal Care Facility, Aquatic Technician-GLIER or Primary Investigator(PI) or PI designee-LaSalle facility.



**ANIMAL TRANSFER FORM**

Please submit the completed form to transfer animals from one Animal Utilization Project Proposal (AUPP) to another protocol.

|  |  |
| --- | --- |
| Original AUPP | New AUPP |
| PI: | PI: |
| AUPP# | AUPP# |
| Present Housing Location: Facility: Room: | New Housing location: Facility: Room: |
| Species: Strain: |  |
| Sex: Number of Animals: |  |
| Current Category of Invasiveness (COI): | COI: |
| Comments: | Comments: |

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Signature of Principal Investigator or Designee Signature of Principal Investigator or Designee

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Date Date

**ACC office only**

Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_