CARE ANIMAL TRANSFERS

1. PURPOSE

1.1. The purpose of this ACUP is to outline the procedures for the transfer / movement of animals within or between Center for Animal Resources and Education (CARE) at Cornell University facilities. This ACUP is approved by the Cornell Institutional Animal Care and Use Committee (IACUC). Any deviation must be approved by the IACUC prior to its application.

2. SCOPE

2.1. This ACUP is intended for use by any individual(s) housing / transferring animals within a CARE animal facility.

3. INTRODUCTION

3.1. This ACUP presents the proper procedures for the transfer / movement of animals within or between CARE animal facilities to assist in the keeping of an accurate census and ensure that Principle Investigators (PIs) / departments are properly charged for related costs. Contact CARE at care@cornell.edu for more information or for assistance.

4. MATERIALS AND EQUIPMENT

4.1. Animal Transfer Cards – ACF-FORM-001-0-V00 (see Appendix 9.1)
4.2. Non-Rodent Transfer Agreement – ACF-FORM-002-0-V00 (see Appendix 9.2)
4.3. Rodent Transfer Agreement – ACF-FORM-003-0-V00 (see Appendix 9.3)
4.4. Appropriate vehicle for animal transfers (department-owned or other approved vehicle)

5. PROCEDURE

5.1. Animal Care

5.1.1. Facility managers or designee will inform Principle Investigator (PI) and staff of animal transfer procedures during facility-specific Module 2 training.
5.1.2. PI / staff requesting the transfer must complete the appropriate (Non-Rodent or Rodent) Transfer Agreement form and submit it to the source facility manager at least 24 hours prior to transfer (see Appendix 9.2 and 9.3).

5.1.3. PI / staff requesting the transfer must complete yellow Animal Transfer Card and place the yellow Transfer Card(s) on the appropriate cage(s) or pen(s) to identify the animal(s) to be transferred at least 24 hours prior to the transfer (see Appendix 9.1).

5.1.4. CARE personnel arrange and handle physical transfer of animal(s).

NOTE: Transfers between facilities should be done with an approved vehicle. Refer to ACUP 547 Animal Transport Outside Animal Facilities.

6. PERSONNEL SAFETY

6.1. Medical Emergencies: CALL 911.

6.2. When working with animals wear appropriate PPE, observe proper hygiene, and be aware of allergy, zoonosis, and injury risks. Refer to the CARE Occupational Health and Safety webpage for more information.

7. ANIMAL RELATED CONTINGENCIES

7.1. Post contact information for emergency assistance in a conspicuous location within the animal facility.

7.2. Non-emergency veterinary questions and requests for care, email CARE veterinary staff at care@cornell.edu.

7.3. Emergency veterinary care is available at all times including after working hours and on weekends and holidays by calling the CARE pager (1-800-329-2456).

8. REFERENCES

8.1. ACUP 547 Animal Transport Outside Animal Facilities:
https://ras.research.cornell.edu/care/documents_k/ACUPs/ACUP547.pdf

8.2. Animal Transfer Card (ACF-FORM-001-0-V00)

8.3. Non-Rodent Transfer Agreement (ACF-FORM-002-0-V00):
http://ras.research.cornell.edu/care/documents_k/Forms/Rodent%20Transfer%20Agreement.pdf

8.4. Rodent Transfer Agreement (ACF-FORM-003-0-V00):
http://ras.research.cornell.edu/care/documents_k/Forms/Rodent%20Transfer%20Agreement.pdf

8.5. CARE Occupational Health and Safety webpage:
http://ras.research.cornell.edu/care/OHS.html
9. **APPENDIX**

9.1. Animal Transfer Card

![Animal Transfer Card](image)

10. **HISTORY**

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<tr>
<td>03 AUG 17</td>
<td>Most Recent Annual Review – Reviewed by: E. Silvela</td>
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<tr>
<td>05 OCT 15</td>
<td>New Format – Converted by: J. Kirby</td>
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<tr>
<td>31 MAR 10</td>
<td>New Issued – Original Author: K. Yager; Referee: Dr. T. Pavek</td>
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