



## Transfer of Animals Between Outside Institutions and Emory

### 362.1 Policy

Research animals are the property of Emory University and their exchange or transfer between institutions or investigators must be properly approved and accounted by the animal resources programs acting on the behalf of the IACUC. Consequently, animals obtained for research use at the university, whether purchased or donated, must be acquired through the animal ordering processes of the appropriate Emory University animal resources program.

Animal colonies at the university and its affiliates are valuable and of varying health status. The indiscriminate transfer of animals may jeopardize animal health and threaten research. Consequently, all transfers of animals into and out of the university may only be done for bona fide scientific purposes and with the verification by animal resources personnel that the animals are not under quarantine or isolation for an infectious disease or are not of a lesser health quality than colonies at the destination site. Certain transfers may require quarantine, isolation, health assessment, and management to control disease before use for research.

Those who fail to comply with this policy may be reported to the IACUC and may be subject to specific action including suspension of research privileges with animals.

### 362.2 Applicability

This policy applies to all Emory research related animal activities that fall under the IACUC's jurisdiction.

### 362.3 Guidelines

This policy addresses the following situations:

- 362.3.1** Transfer of animals from Emory University to an outside institution (i.e., another university, NIH, Atlanta VA Medical Center, etc.).
- 362.3.2** Transfer of animals from an outside institution, such as another university, pharmaceutical company, or other source not approved by the veterinary staff, to Emory University.

### 362.4 Procedure for Transfer of Animals from Emory to an Outside Institution:

- 362.4.1** Obtain request form from the appropriate animal resources program, complete any forms or paperwork and submit it to the appropriate veterinary staff. Note that for Yerkes the form can be found on the Yweb. SOM DAR instructions for shipping animals can be found at [http://www.dar.emory.edu/pi/ship\\_out.php](http://www.dar.emory.edu/pi/ship_out.php).
- 362.4.2** The veterinary staff will obtain approval for the transfer from the receiving institution and prepare a health certificate.
- 362.4.3** The shipment of deceased animals for necropsy will be considered on a case- by-case basis.
- 362.4.4** For patented genotypes of animals, you must contact the university Office of Technology Transfer to determine if a material transfer agreement (MTA) is needed.
- 362.4.5** Packing for shipment can be arranged through veterinary staff on a fee- for-service basis or can be done by specific laboratories that meet veterinary, institutional, and regulatory shipping requirements.

### **362.5 Transfer of Animals from an Outside Source to Emory:**

- 362.5.1** Outside sources are defined as noncommercial suppliers of animals including other universities, drug companies, commercial vendors or other entities that are not approved in advance by the appropriate animal resources program. This policy does not apply to approved suppliers.
- 362.5.2** Animals may only be acquired for use by an investigator with an approved IACUC protocol for the species.
- 362.5.3** For patented genotypes of animals, you must contact the university Office of Technology Transfer to determine if a material transfer agreement (MTA) is needed.
- 362.5.4** Obtain request form from the appropriate animal resources program, complete the form, and submit it to the appropriate veterinary staff. Note that for Yerkes the form can be found on the Yweb. SOM DAR options and forms for importing animals into Emory University can be found at the following link:  
[http://www.dar.emory.edu/vetcare/importing\\_options.php](http://www.dar.emory.edu/vetcare/importing_options.php)
- 362.5.5** The veterinary staff will obtain health information from the shipping institution and place or approve an animal order on behalf of the investigator.
- 362.5.6** Animals will be received by the veterinary or animal care staff, as appropriate, and housed accordingly in quarantine.

### **362.6 Document Properties**

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