

ACAP: Transfers between Investigators

Any time an investigator transfers an animal from investigator to investigator they need to have present on the animal order the following items.

The receiving investigator will fill out the following as part of the animal order:

- The protocol number
- The account number
- The strain of animal
- The sex and number of animals receiving
- Where the animals will be housed

The sending investigator should send the following information so the receiving investigator can paste it into the "Instructions to Vendor" section:

- The sending protocol number
- The strain of animal being sent
- The sex and number of animals being sent
- The room in which the animals are coming from
- The barcoded cage card number in which the animals are housed

All of these items for both investigators must be on the animal order when submitted. The sending investigators information can be placed in the Vendors note section.