

REQUEST TO RECEIVE ANIMALS CHECKLIST

____ USF TECHNOLOGY TRANSFER OFFICE
____ MOFFITT
____ MTA COMPLETED ____ / ____ / ____
____ CONFIRM IF AN ON-STUDY COLLABORATION
____ CHECK IF MOU IS APPROVED & ATTACHED TO PROTOCOL

- ____ CONFIRM APPROVED IACUC PROTOCOL # _____
- ____ MOUSE COLONY REQUIRED FOR BREEDING
- ____ CONFIRM SPECIES IS APPROVED
- ____ CONFIRM REQ TO RECEIVE FORM COMPLETED
- ____ ACCOUNT INFORMATION COMPLETE

- ____ VET CONTACT INFORMATION
- ____ SHIPPING COORDINATOR CONTACT INFORMATION

- ____ SEND EMAIL
 - ____ REQUEST HEALTH REPORT
 - ____ REQUEST TO RECEIVE ANIMALS

- ____ HEALTH REPORT RECEIVED

- ____ SEND APPROVAL, GENERAL USF SHIPPING GUIDELINES & SHIP TO ADDRESS

- ____ DETERMINE SENDING INSTITUTION SHIPPING COSTS
 - ____ DETERMINE METHOD OF PAYMENT
 - ____ VISA ____ PO ____ CHECK
 - ____ REQUEST INVOICE
 - ____ REQUEST PAYMENT (PO, CHECK)

- ____ COORDINATE SHIPPING ARRANGMENTS

- ____ GENERATE QUARANTINE SHEET

- ____ GENERATE ANIMAL ARRIVAL SHEET

- ____ SEND PAPERWORK TO FACILITY MANAGER

- ____ EMAIL FROM QUARANTINE
 - ____ PI NOTIFIED OF ARRIVING SHIPMENT
 - ____ HEALTH STATUS ON ARRIVAL
 - ____ ANIMAL #S
 - ____ IF ON-STUDY, VET HAS REVIEWED

- ____ ADJUST ANIMAL INVENTORY

- ____ UPDATE SHIPPING FILE