

# REQUEST TO SHIP ANIMALS CHECKLIST

\_\_\_\_\_ D \_\_\_\_\_ ~~MTA~~ DEPARTMENTS  
\_\_\_\_\_ USF TECHNOLOGY TRANSFER OFFICE  
\_\_\_\_\_ MOFFITT  
\_\_\_\_\_ MTA APPROVED \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ CONFIRM IF AN ON-STUDY COLLABORATION  
\_\_\_\_\_ CHECK MOU APPROVED & ATTACHED TO PROTOCOL

\_\_\_\_\_ DETERMINE ACCOUNT INFORMATION COMPLETED

\_\_\_\_\_ FORM COMPLETED BY RECEIVING INSTITUTION

\_\_\_\_\_ HEALTH REPORT SENT

\_\_\_\_\_ SHIPPING APPROVAL RECEIVED

\_\_\_\_\_ DETERMINE SENDING INSTITUTION SHIPPING COSTS

\_\_\_ VISA

\_\_\_ PO

\_\_\_ REQUEST INVOICE

\_\_\_ REQUEST PO

\_\_\_ SHIPPING CONTAINERS

\_\_\_ HANDLING FEE

\_\_\_ ADMINISTRATIVE FEE

\_\_\_\_\_ CONTACT THE VIVARIUM MANAGER/PI

\_\_\_ CONFIRM ANIMAL CAGES FLAGGED

\_\_\_ CONFIRM ANIMAL #S

\_\_\_ DETERMINE TYPE & # SHIP CRATES

\_\_\_ CONFIRM IF ON-STUDY, VET HAS REVIEWED

\_\_\_\_\_ SHIPPING COURIER CONTACTED

\_\_\_\_\_ GENERATE SHIPMENT DOCUMENTS

\_\_\_ AIR BILL

\_\_\_ SHIP-TO & LIVE ANIMAL LABELS

\_\_\_ HEALTH CERTIFICATES (IF NEEDED)

\_\_\_ EXTRAMURAL DEPARTURE SHEETS

\_\_\_ SENT TO MANAGER

\_\_\_\_\_ NOTIFY RECEIVING INSTITUTION SHIPMENT DETAILS

\_\_\_\_\_ CONFIRM HEALTH STATUS UPON ARRIVAL

\_\_\_\_\_ INVOICE RECEIVING INSTITUTION

\_\_\_\_\_ UPDATE SHIPPING FILE

\_\_\_\_\_ ORIGINAL TO ACCOUNTANTS