



### Requirements:

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1. Animal movements can be scheduled on either Tuesday or Thursday mornings
2. Requests require 3 business days
3. Complete information must be provided for efficient processing
4. Cages should be **clearly marked by the research team** for ease in identification
5. Transport Requests
  - In Eprotocol<sup>1</sup> (transfer between ULAR facilities, protocol transfer), select “ULAR transport” to initiate the movement. Transfers done in the eProtocol system do not require an email.
  - For all other types of animal movement, send an email to the ULAR-Transport-Specialist at [ULAR-Transport-Specialist@osu.edu](mailto:ULAR-Transport-Specialist@osu.edu).  
Email should include the following information:
    - PI & Protocol
    - Workday (Account) tags:
    - Contact information: (name, email, and cell phone)
    - Current Housing Location: (Facility/Room/Rack/Cage Location)
    - Number of cages to be moved:
    - Desired delivery date/time:
    - Delivery location (ULAR vivarium):  
Do you have access to this vivarium?
      - If Yes, animals will be placed in designated location inside the vivarium
      - If NO, arrangements must be made to be present at vivarium entrance when delivery occurs.
    - Final Destination if not the ULAR Vivarium (must be approved location in animal use protocol if outside ULAR)

*Special accommodations (deliveries outside transfer windows, directly to lab, and last minute requests) when able to be accommodated, will accrue a delivery service fee<sup>2</sup>*

### References

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1. Online Animal Transfer Handout <https://ular.osu.edu/training/e-protocol/>
2. ULAR rates and fees