

Permanent Protocol Animal Transfer

Process for permanent protocol-to-protocol animal transfers (same or different PI)

- Please ensure all staff follow the process outlined below.
- Contact LAMS (lams@uc.edu) with questions.

Identifying cages for transfer

- Place **Red "Transfer" tags** on all cages to be transferred to a different IACUC protocol number.
 - Red "Transfer" tags can be picked up in LAMS main offices.
- LAMS **will not** process the transfer unless the cages are appropriately tagged.

Preparation for electronic transfer

- Prior to creating the electronic transfer in [AOPS](#), the lab will need to complete the following steps:
 - Determine which barcode numbers will be transferred to another IACUC protocol number.
 - Count all animals in each cage (by barcode number) and update the animal count/barcode in AOPS.

Creating the electronic transfer

- Create the [protocol-to-protocol transfer](#) in [AOPS](#).
 - Note: you will not be able to select a "Receiving PI" until all bar codes to be transferred have been added to the request.
 - If you do not have a "Submit" button, contact LAMS (lams@ucmail.uc.edu) to update your AOPS permissions.
- Currently, the AOPS e-mail notification matrix is under repair. Please notify all parties to ensure routing of the request through AOPS is timely:
 - Sending PI – notify the Receiving PI to log into AOPS and accept the transfer.
 - Only the Receiving PI can accept an AOPS transfer. Unlike IACUC, there is no proxy on the AOPS side of RAP.
 - Receiving PI – notify the Fiscal Approver to log into AOPS to complete fiscal review.
 - Fiscal Approver – notify LAMS Veterinary Staff (lams-veterinary@uc.edu) that a transfer is pending LAMS completion.

Completing the transfer

- LAMS staff will now process and complete the transfer.
 - LAMS Vet Staff has 1 business day to review and complete the electronic transfer.
 - LAMS Husbandry Staff will have 1-5 business days to print new cage cards, move the cages, place **Green "Transfer Complete"** tags on the cages, and notify the Receiving PI's lab (via e-mail).
- Completion timeline will vary based on building and campus:
 - Same vivarium- 1 business day
 - Same campus- 3 business days
 - Different campuses- 5 business days
- The transfer is not complete until the Red Transfer tag has been replaced by the Green Transfer Complete tag.
- The Receiving PI's staff are to remove the Green "Transfer Complete" tags from the cages and return them to LAMS for reuse (place in the packet on the back of the door in the housing room).
 - If not removed within 2 weeks of the transfer, LAMS will remove the tags.