Temporary Protocol Transfer (TPT) Guide

Per ACUP Policy 111 (Animal Transfer), temporary protocol transfer (TPT) requests are submitted through Research Administration Portal (RAP) AOPS via service request:

1) Click on “Request Service” button on the left-hand side of your screen.
2) Complete Basic Request Information questions #1-4.
3) For question #5, select “Veterinary Services” service type.
4) For question #6, select “Other Service (including training requests)”.
5) For question #7 (“Other Services” comment box), provide the following mandatory information in the format below and answer the questions:
   a. PI and protocol number (Transfer From)
      i. Current Housing Location (Building and Room Number)
   b. PI and protocol number (Transfer To)
      i. New Housing Location (Building and Room Number)
   c. Animal description
      i. Species
      ii. Quantity
      iii. Date animal(s) needed
      iv. Transfer duration (days, not to exceed 90 days)
   d. Previous procedures performed on the animal(s) prior to the Temporary Transfer
   e. Pain category during transfer
   f. List all procedures to be performed during the Temporary Transfer
   g. Will animal(s) be euthanized under the recipient protocol?
      i. If “No”, what additional procedures will be done once returned to original protocol?
   h. Press the “Continue” button in the bottom right corner of your screen.
6) Cage Card Selection page: completing this page is optional. When you are ready to proceed, press the “Continue” button in the bottom right corner of your screen.
7) Responsible Party page: for question #1, select “PI Staff”. Press the “Finish” button in the bottom right corner of your screen.
8) You can still review/edit the form using the “Edit Service Request” button on the left side of your screen.
9) Once the form is accurate and complete, you **MUST press the “Submit” button** on the left side of your screen.

**Allow 3 business days for the approval process.** Contact LAMS veterinary staff if you have questions about the TPT process.