

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.