THE UNIVERSITY OF BRITISH COLUMBIA
Animal Care Services
VP Research & Innovation

Request Form for Transports & Transfers between ACUP Facilities

Centre for Comparative Medicine | 4145 Wesbrook Mall, Vancouver, BC V6T 1W5
Phone: 604-827-4938

Email completed form to anca.orders@ubc.ca with the sending Principal Investigator's name in the subject.

Please complete and submit this form electronically. You MUST be an authorized user per the ISD Form.

CONTACT INFORMATION	
Date:	Mosaic ACUP Transfer Task #:
Requested Transfer date:	Department:
Contact person(s):	
Phone:	Email:

TRANSFER DETAILS – between ACUP facilities	
SENDING INFORMATION	**RECEIVING INFORMATION**
Principal Investigator:	Principal Investigator:
Protocol:	Protocol:
Colony:	Colony:
Facility (housing area/zone/room # if known):	Facility (housing area/zone/room # if known):

TRANSPORT DETAILS	
Item (e.g. mice, rat, sample, other):	
# of animals/samples/other:	# of packages (crates, boxes):
Animal details (e.g. sex, age):	
Unique Identifier (Animal ID, Cage#)*	
Pickup Location:	Dropoff Location:

☐ Animal Care Services will arrange for transport
☐ Lab will arrange for transport (please specify transport details (who, how, etc.) in Notes below)
☐ I have read and agree to adhere to the requirements found in the appropriate UBC ACC animal transport policies

For animal transfers only: I confirm that	☐ animal # and sex are within approved # of the receiving protocol
☐ animals are healthy enough to be transferred	☐ species & strain are covered by the receiving protocol
☐ animals are naïve (If NO, specify procedural details in Notes)	☐ housing/exptl. location is covered by the receiving protocol

Notes:

* Not required if Mosaic ACUP Transfer Task # is stated

PAYMENT INFORMATION
Workday Program/Grant/Project/Gift:

INTERNAL USE ONLY	
☐ Sending Facility Manager Approval?	☐ Receiving Facility Veterinarian Approval?
☐ Receiving Facility Manager Approval?	☐ Approval documents attached?

No Pre-Approved Internal Sales Delivery Authorization? Please fill out and submit the Internal Sales Delivery Form (pre-approval form) indicating "one time." If there is a change to your Workday Worktag, please submit a signed Internal Sales Delivery Form for each Primary/Driver Worktag you wish to have set up for billing purposes with ACS.

Last revised: June 9, 2026