

REQUEST TO RECEIVE ANIMALS CHECKLIST

_____ DATE

_____ REQUEST TO RECEIVE FORM RECEIVED

_____ NOTIFY MTA DEPARTMENTS

_____ USF TECHNOLOGY TRANSFER OFFICE

_____ MOFFITT

_____ MTA COMPLETED ____/____/____

_____ CONFIRM IF AN ON-STUDY COLLABORATION

_____ CHECK IF MOU IS APPROVED & ATTACHED TO PROTOCOL

_____ CONFIRM APPROVED IACUC PROTOCOL # _____

_____ MOUSE COLONY REQUIRED FOR BREEDING

_____ CONFIRM SPECIES IS APPROVED

_____ CONFIRM REQ TO RECEIVE FORM COMPLETED

_____ ACCOUNT INFORMATION COMPLETE

_____ VET CONTACT INFORMATION

_____ SHIPPING COORDINATOR CONTACT INFORMATION

_____ SEND EMAIL

_____ REQUEST HEALTH REPORT

_____ REQUEST TO RECEIVE ANIMALS

_____ HEALTH REPORT RECEIVED

_____ SEND APPROVAL, GENERAL USF SHIPPING GUIDELINES & SHIP TO ADDRESS

_____ DETERMINE SENDING INSTITUTION SHIPPING COSTS

_____ DETERMINE METHOD OF PAYMENT

_____ VISA _____ PO _____ CHECK

_____ REQUEST INVOICE

_____ REQUEST PAYMENT (PO, CHECK)

_____ COORDINATE SHIPPING ARRANGMENTS

_____ GENERATE QUARANTINE SHEET

_____ GENERATE ANIMAL ARRIVAL SHEET

_____ SEND PAPERWORK TO FACILITY MANAGER

_____ EMAIL FROM QUARANTINE

_____ PI NOTIFIED OF ARRIVING SHIPMENT

_____ HEALTH STATUS ON ARRIVAL

_____ ANIMAL #S

_____ IF ON-STUDY, VET HAS REVIEWED

_____ ADJUST ANIMAL INVENTORY

_____ UPDATE SHIPPING FILE