



Department of Laboratory Animal Resources

### Rodent Export Request Form

- ❖ To request exportation of rodents to outside institutions, please complete this form and return it to Ronda Combs, Email: [ronda.combs@uky.edu](mailto:ronda.combs@uky.edu)
- ❖ No animals will be shipped until UK DLAR has received approval from receiving institution. You will be notified once we have authorization to ship.
- ❖ Once the shipment has been authorized, the shipment of animals will be arranged through the DLAR Animal Import Coordinator, Ronda Combs, at 323-6018.
- ❖ **A \$25.75 (domestic) or \$51.50 (international) processing fee** will be charged to your account in addition to any related DLAR shipping charges i.e., shipping crates, water source and technician time.
- ❖ **THE FORM CANNOT BE PROCESSED UNLESS COMPLETED**

#### **UK Investigator Information**

Name:	Department:	Protocol Number:
Telephone:	E-Mail Address:	Account Number:

#### **UK PI Lab Contact Information**

Name:	Telephone:	E-Mail Address:
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#### **Receiving Institution Information**

Institution or Company Name:		
Receiving Investigator's Name:	Telephone#	E-Mail Address:
Other Lab Contact:	Telephone#	E-Mail Address:
Veterinarian's Name:	Telephone#	E-Mail Address:
Shipping Coordinator:	Telephone:	E-Mail Address:

**Is a Material Transfer Agreement (MTA) necessary to proceed with this transfer?**

**It is the responsibility of the Principal Investigator to obtain MTA agreement prior to requesting export of rodents. UK MTA Coordinator can be contacted by e-mail at [ali.yankey@uky.edu](mailto:ali.yankey@uky.edu) or by phone at 859-323-6358**

Who is responsible for the courier costs?

**Description of animals to be exported.**

Species / Common Name:	Strain / genotype:
Number of animals for export:	# of Females:          # of males
Immune Status:	Special/Clinical Conditions:
Animal facility / Room number	Cage Card numbers:

**For DLAR use only, do not write in this section.**

Date form received:	Date H/H reports sent:
Shipment approved for export:	Date Approved:
Scheduled pickup date:	Scheduled pickup time:
Notes:	

Courier: \_\_\_\_\_ Account#: \_\_\_\_\_ Job/order# : \_\_\_\_\_

Completed: \_\_\_\_\_