

Division of Animal Care

Checklist for New Incoming Shipment Requests

The Division of Animal Care would like to make your submission of new incoming shipment requests from non-approved vendors as easy as possible and thus have created the following quick checklist to help you through the process.

1. Information needed from the Institution of Origin (IO)

- IO Principal Investigator Name, Email Address, and Phone Number
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- IO Principal Investigator Lab Contact Name, Email Address, and Phone Number
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- IO Veterinarian Name, Email Address, and Phone Number
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- IO Shipping Coordinator Name, Email Address, and Phone Number
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2. Animal Information

- Species and Strain Name
 -
- Number of Males and Females available
 -
- Number of cages of animals to be shipped
 -
- Do the animals have any special housing needs (food, water, sterile housing, etc.)?
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3. Other required information

- Protocol number
- Center number(s)
 - per diem charges
 - quarantine lab charges
 - transport charges

Helpful information for the sending institution

- VUMC Shipping Coordinator Contact
 - Tressa Flores DAC.shipments@vumc.org or 615-322-7237
- VUMC Veterinary Contact
 - Dr. Erin Yu Erin.n.yu@vumc.org or 615-322-8499
- Courier information and delivery address will be provided upon shipment approval