

**ANIMAL TRANSACTIONS FORMS DESCRIPTIONS**  
**Outgoing Transactions**

**Forms Generated / Distributed by CCM/Registrar:**

- Animal Transaction Confirmation** – sent to receiving institution for all outgoing transactions. Must be fully executed by all parties PRIOR to animal leaving Audubon Zoo.
- Loan Agreement** - sent to receiving institution for all outgoing loan transactions. Must be fully executed by all parties PRIOR to animal leaving Audubon Zoo.
- Specimen Report** –Generated and sent to recipient institution prior to animal leaving Audubon Zoo
- Pedigree Report** – Scanned and sent to recipient institution prior to animal leaving Audubon Zoo
- Animal Data Transfer** – see description on checklist. Send form along with other pertinent animal records (prior holding institution's specimen report and other records)
- Health Certificate** – Prepared and saved to shared drive pending file. Veterinarian completes, signature added, file protected and saved to shared drive completed file. Copy included with animal transfer paperwork. Email copy sent to state veterinarian within 5 days.
- Permits** – as required; determined on a case by case basis. Permitting is often time sensitive. Time must be factored in for the application process as well as the approval process; and, they are often only in effect for a period of time after issuance – e.g., 30 days, 45 days. International permits often require significantly longer lead times than domestic permits. Permits must accompany animals during shipment.
- APHIS Forms** – for all outgoing mammals; prepared in duplicate and must accompany animals during shipment.
- Shipper's Certificate** – for specimens travelling via Delta; must accompany specimen(s)
- Letter of Acclimation** – for all shipments; must accompany specimen(s)
- Air Waybill** – if not generated by carrier.
- Invoice** – for shipments whereby other institution is responsible for shipping costs, but for which Audubon Zoo has prepaid these costs AND for any sales of specimens. Sent to receiving institution.
- Check Request** – for each shipment for which Audubon Zoo is responsible for shipping costs or has prepaid costs not paid by P-Card. Submitted to Finance.
- Crate Invoice** – if crate is not returned; invoice recipient facility

## ANIMAL TRANSACTIONS INSTRUCTIONS

Proposals for acquisition or transfer out are generated by Section Curator or Assistant Curator using an Animal Transaction Request Form (ATRF) which is emailed to Collections in advance of the Animal Management Meeting (AMM).

### **Approval Process:**

1. Check the ATRF for accuracy and completeness. If there are errors or omissions, return to author.
2. Save ATRF in the shared folder for Transactions
3. Scan all ATRFs and other documents to be reviewed at AMM and send out to AMM committee via email in advance of meeting.
4. Bring all ATRFs to AMM for discussion, review and approval
5. If approved, obtain signatures on ATRF from senior veterinarian and GC after the meeting
6. Obtain Director's signature
7. Enter the transaction in the "Audubon transaction status worksheet.xls"
8. Create two files – one for Collections Management files and one for Animal Health Center files
9. Pull animal's record and place with Collections file
10. Prepare formal documents and records to send out to other facility – see below

### **A. For OUTGOING shipments:**

1. check the animal's ARKS specimen report to ensure accuracy before sending it to the receiving institution. Once reviewed, print the specimen report to a file to be sent electronically to the recipient
2. check ownership; if owned by another facility, send email asking for permission to transfer and generate an ATC and obtain signatures.
3. Generate the individual's medical records in a .txt file
4. prepare an Animal Transaction Confirmation (ATC) form; send to Curator for review OR,
5. prepare a Loan Agreement if the transaction is a loan; send to Curator for review
6. email the ATC, Loan Agreement (if applicable), Specimen Report and Medical File to the recipient contact
7. request preshipment testing requirements and timeline
8. prepare a health certificate and save in pending file
9. prepare an Animal Data Transfer (ADT) form and send it to the curator for completion prior to shipment. Send to recipient facility when complete.
10. prepare Shipper's Certificate - check the IATA Live Animal Shipping Requirements book for the crate specification for the species of animal being shipped (you will need to include this number on the Shipper's Certificate if the animal is shipped by air); if necessary, provide the curator with a photocopy of the specification
11. prepare an Air Waybill if the animal is traveling by air. If we do not have a paper waybill, the cargo booking agent will issue a confirmation number at the time of booking, and the waybill will be physically issued at the airport when the animal is dropped off
12. prepare a Letter of Acclimation if the animal is traveling by air confirm the temperature range with the curator, and confirm the veterinarian's agreement with that range prior to printing
13. if the animal is a mammal, prepare a USDA Record of Acquisition / Disposition
14. check with State Veterinarian to determine if entry permit is required.
15. check other applicable regulations for other permitting needs

16. if the animal is traveling by air, you will need the crate size(s) and approximate weight(s) (with and without animal) in order to make air reservations; get this information from the curator and log the crate being used. Standard Sky Kennel sizes are as follows:

Kennel Name	Kennel #	dimensions	crate wgt (lbs)
small	100	21"L x 16"W x 15"H	5
medium	200	27"L x 20"W x 19"H	10
intermediate	300	32"L x 22"W x 23"H	15
large	400	36"L x 24"W x 26"H	20
extra large	500	40"L x 27"W x 30"H	25
giant	700	48"L x 32"W x 35"H	44

17. if the animal is traveling by commercial carrier – airline, Federal Express - the recipient of a shipment typically is responsible for shipping charges; if the curator has not provided you with the recipient's airline account number, contact the recipient and see if they have an account. If not, charge the shipment to Audubon airline account or charge to p-card
18. if animal is traveling by air, complete the health certificate no earlier than 10 days before travel and send to veterinarian for wording and approval. If traveling by land transport the certificate should be generated within 30 days of transport.
19. generate a shipping paperwork envelope with all pertinent transport and specimen information, place all travel documents in the envelope and give to curator. In the envelope:
- i. Permit(s) (original + 1 copy, each)
  - ii. Health Certificate (in duplicate)
  - iii. APHIS form (in duplicate)
  - iv. Shipper's certificate (in duplicate)
  - v. Letter of Acclimation (in duplicate)
  - vi. ATC (1 copy)
  - vii. ADT (1 copy)
  - viii. Specimen report (1 copy)
20. on the day of travel, send email to recipient facility after animals has been taken to airport to confirm that the transport will occur and request that they inform you when animal has arrived – track during the day and notify of any problems
21. inform curator of animal's safe arrival when receive confirmation
22. ensure that the section reports transfer on daily report
23. transmit copy of health certificate to Louisiana State Veterinarian office within five (5) days of transport
24. Generate check request to pay shipping costs
25. invoice recipient facility for shipping costs and purchase price
26. generate invoice for crate if not returned
27. Notify SSP Leader and / or Studbook Keeper of transfer (if managed program)
28. Request new accession ID from recipient facility
29. Enter all information in animal's record and generate final specimen report
30. check file to be sure that all pertinent transaction documents are contained within file and all notes are entered in records and accurate;
31. note date and type of transfer on file tab; bring to CCM for signature and final check
32. file transaction file and animal record file

**B. For INCOMING shipments**

1. contact the sending facility to request their ATC and/or Loan Agreement form if the transaction is a loan, OTHERWISE,
2. generate ATC and / or Loan Agreement
3. request a copy of the animal's Specimen Report, ADT, medical and diet records
4. if owned by another facility, request permission to receive and work out transfer agreement (ATC or loan agreement)
5. send preshipment testing requirements and timeline for receipt
6. check applicable regulations to determine if permitting is required
7. coordinate date of receipt with section, hospital and other facility
8. when animal is received, send note to sending facility (and owner, if not sending facility) advising receipt and condition of animal
9. Assign accession number and log animal's arrival
10. Ensure that section and hospital record animal's arrival on grounds
11. Send specimen report to section curator, assistant curator, section staff and hospital
12. Print specimen report in duplicate; create file for Collections and Hospital
13. Send note to sending facility and advise accession number
14. Notify SSP Leader and / or Studbook Keeper of transfer (if managed program)
15. Generate check request to pay shipping costs
16. check file to be sure that all pertinent transaction documents are contained within file and all notes are entered in records and accurate;
17. note date and type of transfer on file tab; bring to CCM for signature and final check
18. file transaction file and animal record file