

# Animal Transport Elevator (1F to 3F)

- I. Instructions for use (for transfer-related affairs, please dial #7152):
1. The animal elevator can only be operated by personnel of the Laboratory Animal Center (hereinafter “this Center”). Unauthorized use is prohibited.
  2. Those wishing to use the equipment on the first or third floors for experimental purposes must first apply. Unauthorized transfer of the equipment is prohibited.
  3. Please apply 3 working days prior to the expected day of transport for staff to make the relevant arrangements.
  4. Please clearly mark the animal to be transported for identification by staff of this Center.
  5. Fees for taking care of the animals during the transport period are calculated based on the number of animals and cages since the day of transport. The number of animals and cages, as stated in the application, cannot be changed.
  6. Instructions for writing the start and end dates of the transport:  
Staff of this Center will transport the animals on the previous working day of the start date and on the next working day of the end date. For example, if the dates of January 10 (Monday) to January 12 (Wednesday) have been applied for and approved, the personnel of this Center will transport the animals out from the original breeding facility on January 7 (Friday) and back to the original breeding facility on January 13 (Thursday).
  7. During the transportation period, the animals are temporarily placed in a fixed breeding facility. Please do not place the animals in our custody for arbitrary reasons. The temporary placement period cannot exceed 7 days.

II. Reservation system column instructions:

Unit

Principal investigator

Contact person

Contact number (extension and mobile phone)

Contact e-mail

Original breeding facility (please provide information according to the labeling on the door of the breeding facility instead of only the floor)

Code of consent form/serial number of entry

Total number of animals/cages (e.g., 5/2 represents 5 animals and 2 cages)

Start date (animal transport on the previous working day)

End date (animal transport on the next working day with a maximal transport period not exceeding 7 days)

Equipment expected to be used

Start and end dates