

## How to Create a New Team Procedure

Team procedure or substance – Defined as a procedure or substance created by the PI that is not yet approved by IACUC.

- 1) From the PI's Team Workspace, select "Create Procedure":

The screenshot shows a user interface for a team workspace. On the left, there is a vertical stack of buttons: 'Active' (orange), 'Next Steps', 'Edit Research Team', 'Create Protocol', 'Create Procedure' (highlighted with a red box), and 'Create Substance'. On the right, the team name 'Abbey' and ID 'TEAM00000158' are displayed. A red arrow points to the team ID. Below the team name, the principal investigator's name 'Abbey' is shown. To the right of the name, the letters 'A', 'F', and 'E' are stacked vertically. Below this, there are tabs for 'Submissions' and 'Procedure'. A 'Filter by' dropdown menu is set to 'ID'. Below the filter, the ID 'IPROTO202200000007' is displayed.

- 2) The "Procedure Identification" window will appear. Fill out all relevant information. Be sure to select the procedure type that fits the type of procedure you wish to create as this will ensure the appropriate questions populate on subsequent pages.

### Procedure Identification

1. \* Name of the procedure or surgery:

2. \* Select procedure type: ?

- Antibody Production
  - Behavioral
  - Food or Fluid Modification
  - Euthanasia
  - Food or Fluid Restriction
  - Imaging
  - Non-Survival Surgery
  - Physical Restraint
  - Substance Administration
  - Survival Surgery
  - Tissue/Blood Collection
  - Other
- [Clear](#)

3. \* Species:

4. \* Would this procedure cause more than momentary pain or distress if anesthesia and/or analgesia were not provided?

- Yes  No [Clear](#)

3) Continue to fill out questions and click  at the bottom of each page. Once all questions have been completed, be sure to click the  button.

4) All completed Team procedures are listed on the procedure tab of the Research Team workspace. Team procedures can be viewed as needed through this tab.

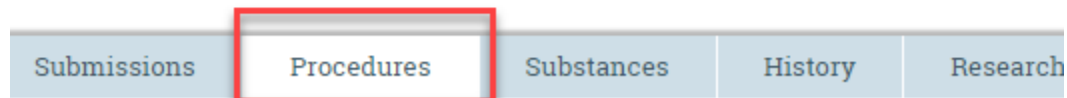
TEAM00000158

# Abbey

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5)

### Creating a Substance Administration Procedure:


A substance can only be added to a protocol experiment if it has been associated with a substance administration procedure.


- 1) To create a substance administration procedure, follow step 1 above. The “Procedure Identification” window will open and you can select “Substance Administration” under question #2:

Creating New: Procedure ◀ Go to forms menu Help

### Procedure Identification

1. \* Name of the procedure or surgery:

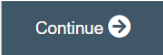
2. \* Select procedure type: 

- Antibody Production
- Behavioral
- Food or Fluid Modification
- Euthanasia
- Food or Fluid Restriction
- Imaging
- Non-Survival Surgery
- Physical Restraint
- Substance Administration 
- Survival Surgery
- Tissue/Blood Collection
- Other

[Clear](#)

3. \* Species:



4. \* Would this procedure cause more than momentary pain or distress if anesthesia and/or analgesia were not provided?  
 Yes  No [Clear](#)

- 2) Once you’ve completed the Procedure Identification page, click  and the “Administration of Substances” page will appear. Here you will check the Substance Library for the substance of interest. In order to do so, click on the “+ Add” button in question #1 and the “Add Substance for Procedure” window will appear.

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## Administration of Substances

1. \* Substances: **(Make sure you check the Standard Library for the Substance you are using.)**

Substance	Substance Score	Route	Other Route	Dose	Dosage Frequency	Concentration	Volume	Potentia Effects
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- 3) Begin typing in the substance of interest in question #1.
  - a. **If the substance has already been created**, the name of the substance will pre-populate. Note there are Standard and Team substances to choose from. Standard substances are substances that have been created and are already approved by the

IACUC.

## Add Substance for Procedure

### 1. \* Select an existing substance:

ketamine| ...

Name	Scope
<b>Ketamine</b>	Team

Yes  No [Clear](#)

note the scope is either Team or standard

- b. Once you have entered the substance name, answer the remaining questions on the page and click **OK** at the bottom of the page when complete.
- c. **If the substance has NOT already been created**, the name of the substance will not be pre-populated. Note in the example below that Ketamine is NOT currently in the Substance Library, so a NEW substance will need to be created.
  - i. Create a new substance by answering “yes” to the question “Do you need to create a new substance?” Answer all the questions that follow.

## Add Substance for Procedure

### 1. \* Select an existing substance:

Ketamine| 0 results...

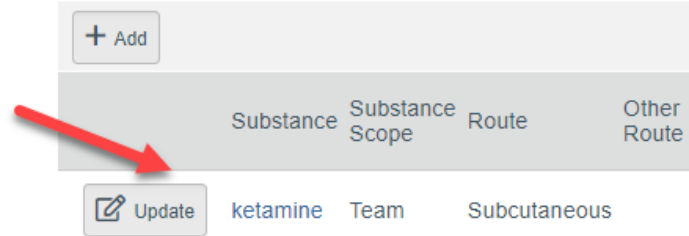
Do you need to create a new substance?

Yes  No [Clear](#)

- ii. Once this is complete, click **OK** and the newly created substance will be added to your substance administration procedure.

## Administration of Substances

1. \* Substances: (Make sure you check the Standard Library



The screenshot shows a user interface for managing substances. At the top left, there is a '+ Add' button. Below it is a table with the following columns: Substance, Substance Scope, Route, and Other Route. The first row of data contains the text 'ketamine', 'Team', and 'Subcutaneous'. Below the table, there is an 'Update' button with a pencil icon. A red arrow points from the left towards the 'Update' button.

- 4) Continue to fill out questions on the Substance Administration form and click **Continue** at the bottom of each page. Once all required questions have been completed, be sure to click the

**Finish** button.