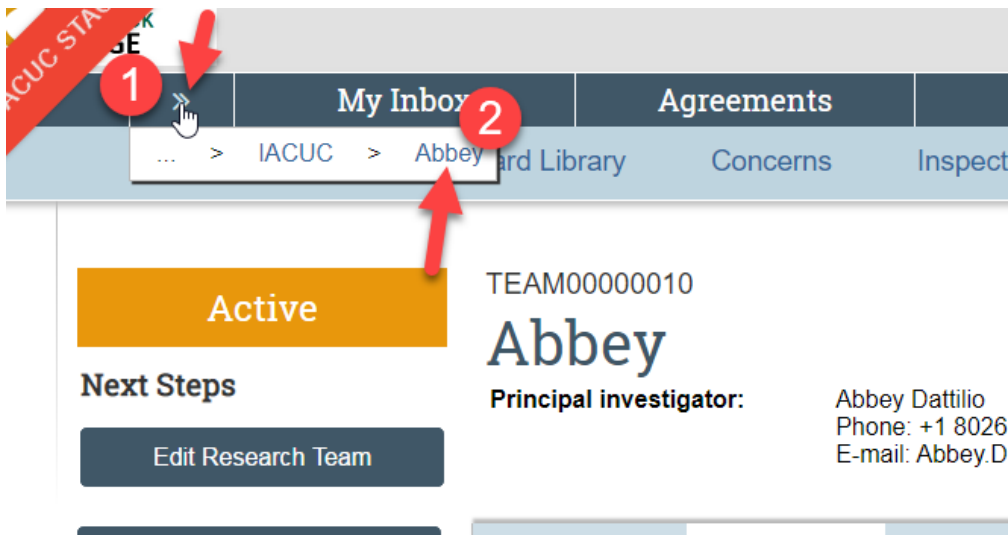


How to Make Changes to a Substance and/or Substance Administration Procedure in UVMClick

How to create a new substance:

Once they are on an approved protocol, substances cannot be changed. The easiest way to make changes to a substance is to create a new one (these forms are very short).

1. To get to your main Team page (you can do the following from any of the main pages in UVMClick):
 - 1) Click the ">>" in the corner next to the My Inbox tab.
 - 2) Click on your Team name when it comes up.



- 1) Click "Create Substance" on the left-hand side of the Team page. You will need to recreate this very short form:

The screenshot shows the UVMClick interface for the 'Abbey' team. On the left-hand side, there is a 'Next Steps' section with several buttons: 'Edit Research Team', 'Create Protocol', 'Create Procedure', and 'Create Substance'. A red circle with the number '1' and a red arrow point to the 'Create Substance' button. The main content area displays the team page for 'Abbey', including the team name, principal investigator information, and a table of substances. The table has columns for 'Name', 'Date Modified', and 'Type'. The substances listed are: Pentobarbital Solution for Euthanasia, Pentobarbital Solution for Euthanasia- Updated, 4-Aminopyridine, AAV-BNF Standard, Adeno-associated virus, Alpha Chloralose, Bupivacaine, and Buprenorphine.

Name	Date Modified	Type
Pentobarbital Solution for Euthanasia	6/14/2021 9:17 AM	C
Pentobarbital Solution for Euthanasia- Updated	6/14/2021 9:40 AM	C
4-Aminopyridine	7/1/2020 2:40 PM	E
AAV-BNF Standard	10/19/2020 10:41 PM	A
Adeno-associated virus	11/18/2019 12:18 PM	V
Alpha Chloralose	8/15/2019 6:59 PM	A
Bupivacaine	8/15/2019 6:59 PM	A
Buprenorphine	8/15/2019 6:59 PM	A

- 2) Enter all the substance information on the new substance form. See the form below as an example. If this is an updated substance (new version to an existing version in your protocol), use the same name but include the word 'UPDATED' and the date at the end of your new substance name, as this will make it easier to find later. **Make sure you click "Save" at the bottom of the form when you are finished.**

Substance Information

Check the [Substance Library](#) before creating a new substance.

1. * **Name:**

Pentobarbital Solution for Euthanasia- Upc

Add "updated" at the end of your substance name so you know which one is most current.

2. * **Is this a hazardous agent:**

Yes No [Clear](#)

a. Are there human risks?

Yes No [Clear](#)

b. List the route of exposure, signs/symptoms, treatment options, and required personal protective equipment and devices:

Please make sure all hazard information has been entered here

c. Are there animal risks?

Yes No [Clear](#)

d. Is there special animal care required relating to the use of hazardous materials?

Yes No [Clear](#)

e. Are there special containment facility requirements?

Yes No [Clear](#)

3. * **Substance types:** (select all that apply)

- Analgesic
- Anesthetic
- Antibiotic
- Antifungal Agent
- Bacteria
- Cell Line
- Chemical Agent / Hazard
- Controlled Substance
- Enzyme
- Experimental Agent
- Feed Additive
- Hormone
- Nutrient / Mineral / Vitamin
- Paralytic Agent
- Parasite
- Radioactive Agent / Radioisotopes
- Recombinant / Synthetic Nucleic Acids
- Toxin / Toxicant
- Virus
- Other

If your substance is a controlled substance, ensure this box is checked.

4. * **Is this a pharmaceutical grade (USP) substance?**

Yes No [Clear](#)

a. * If No, justify use of non-USP product:

- Not available in USP formulation
 - Available in USP but inappropriate due to form or concentration
 - Other
- [Clear](#)

If using non-USP form, this language is appropriate.

b. * If non-USP, describe how the product will be prepared in order to assure safety and sterility:

This product comes prepared in an injectable vial. Sterile syringes and

- 3) To add your updated substance to your protocol, **you will need to make a copy of your substance administration procedure** (these also cannot be edited once on an approved protocol):
 - 1) Go back to your main Team page by clicking the “>>” in the corner next to the My Inbox tab.
 - 2) Click the Procedures tab in the middle of the page.
 - 3) Find the procedure you need to change.

The screenshot shows a web application interface for a team named 'Abbey'. The top navigation bar includes 'My Inbox', 'Agreements', 'COI', 'Facilities', and 'Grants'. Below this, there are tabs for 'Submissions', 'Standard Library', 'Concerns', 'Inspections', 'Meetings', 'Reports', 'Training', and a menu icon. The main content area shows the team's details, including the principal investigator 'Abbey Dattilio' and contact information. A table of procedures is displayed, with columns for 'Name', 'Execute Activity', 'Date Modified', 'State', and 'Version'. The table contains five rows of procedure data. Red arrows and numbers 1, 2, and 3 highlight specific elements: 1 points to the '>>' button in the top navigation, 2 points to the 'Procedures' tab, and 3 points to the 'Sodium Pentobarbital Administration for Euthanasia' row in the table.

Name	Execute Activity	Date Modified	State	Version
Administration of Isoflurane	Actions ▾	6/14/2021 2:29 PM	Active	1
dsf	Actions ▾	12/20/2019 12:12 PM	Active	1
Injection into Brain	Actions ▾	11/18/2019 12:09 PM	Active	1
Injection into Brain	Actions ▾	11/18/2019 12:08 PM	Active	1
Sodium Pentobarbital Administration for Euthanasia	Actions ▾	6/15/2021 2:03 PM	Active	1

- 4) Make a copy of the procedure:
 - 1) Click “Copy Procedure” on the left side of the screen.
 - 2) Click on the copied procedure, and give this procedure the same name and include the word ‘UPDATED’ and the date at the end of your procedure name, as this will make it easier to find later.
 - 3) Select your team, and click “OK”.
 - 4) Refresh your browser after 20 seconds. The copy should appear in the History tab.
 - 5) Click on the new copy that appears in the History tab, then click “Edit Procedure”.

Active PROC00004193

Sodium Pentobarbital Administration for Euthanasia

Procedure type: Substance Administration
Procedure scope: Team
Species: Mouse
Version: 1

```

    graph LR
      A([Pre-Review]) --> B([IACUC Review])
      B --> C([Review Complete])
      B --> D([Clarification Requested])
      D --> B
  
```

[Edit Procedure](#)
[Printer Version](#)
[View Differences](#)

[Create New Version](#)
[Add Comment](#)
[Promote Procedure](#)
[Copy Procedure](#)
[Archive Procedure](#)

History Documents Related Protocols Related Procedures Versions

Filter by **Activity**

Activity	Author
Procedure Copied	Dattilio, Abbey L.
New copy: PROC00004195 Sodium Pentobarbital Administration for Euthanasia- Updated	
Procedure Created	Dattilio, Abbey L.

- 5) Once you have made a new copy of the procedure, the fields can be edited (example: remove the old substance and add the new substance to question #1 on page 2).
- 6) You don't need to remove the entire line in the table; click "Update" and begin typing in the name of the updated substance (see below) in question #1. Click "Continue" then "Finish".

Administration of Substances

If the substance is not yet created: [Create Substance](#)

Important! Make sure you add your new substances to this procedure, if appropriate.

1. * **Substances:** **(Make sure you check the Standard Library for the Substance you are using. If it has not yet been created, click the link above to create a new Team substance.)**

Substance	Substance Scope	Route	Other Route	Dose	Dosage Frequency	Concentration	Volume	Potential
<input type="checkbox"/> Update Pentobarbital Solution for Euthanasia	Team	Intraperitoneal		150 mg/kg	Once	N/A	Determined by weight	N/A- Us

2. **Edit Substance for Procedure**

1. * **Substance:**
 Pentobarbital Solution for Euthanasia

2. **Route:**

If you indicated Other, specify the route:

3. *Once you delete the old substance, start typing the name of the new substance in the box and your new one should come up. Alternately, you can click the "..." to the right of the box and a list will come up.*

Complete all required fields below: if a field is unknown, indicate it as "Not Applicable" or "N/A"

Final steps:

1. Go back to the "Experiments" section of the protocol.
2. Select the experiment you need to modify.
3. Under question #4 of that experiment, swap out the old substance administration procedure by clicking the "X" in the far right to delete it. To add your new, updated substance administration procedure, start typing in the name of the new, updated substance administration procedure, and it should appear in the drop down below for you select it. Once you select it, it will appear under question #4.
4. Click "Save" then "Finish".
5. Repeat steps #1-4 as needed.
6. Click "Submit Response" on the amendment page to move the submission back for review.