

Batch Amendments Instructions

“Batch Amendments,” a new feature in eACUC, allows you to amend multiple approved substances and/or procedures in the same amendment without manually copying substances or procedures.

Please keep in mind since approved substances are embedded within procedures, amending an approved substance will also amend the approved procedure in which the substance is embedded. The same goes for Anesthetic Regimens, which can and will be embedded within surgical or other types of procedures.

“Batch Amend Procedures or Substances” is located under “Create Personnel Amendment(s)” in the PI Library. Click the link to begin.

The system will display any protocols are currently unavailable to amend via batching within a red box after you click the “Batch Amend Procedures or Substances” link.

1. First, select whether you are amending a substance or procedure. You may select both, if applicable:

The purpose of this activity is to amend multiple substances and procedures in a batch process.

1. What would you like to amend:

- Substance(s)
- Procedure(s)

2.1 If you select “Substance(s),” you may select any approved substance in the 2.1 field by clicking the purple “Add” button:

The purpose of this activity is to amend multiple substances and procedures in a batch process.

1. What would you like to amend:

- Substance(s)
- Procedure(s)

2.1. Please "Add" the Substance(s) that you would like to have amended:

Add

Name	Type	Pharmaceutical Grade?	Hazard?	PI Lab
There are no items to display				

Batch Amendments Instructions

2.2 If you select “Procedure(s),” you may select any approved procedure in the 2.2 field by clicking the purple “Add” button:

The purpose of this activity is to amend multiple substances and procedures in a batch process.

1. What would you like to amend:

- Substance(s)
 Procedure(s)

2.2. Please "Add" the Procedure(s) that you would like to have amended:

Add

Name	Species	Type
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There are no items to display

3. After you select the items you wish to amend, click the purple “Build Amendment List” button below:

3. Please click "Build Amendment List" below to generate a list of possible usages for those substances and procedures. Update the generated list as needed.

Build Amendment List

The system will then generate a list of ALL possible usages for the substance/procedure(s) you have selected. If you need to add an additional substance or procedure to your list, the purple button under 3 will have changed to “Rebuild Amendment List:”

3. Please click "Rebuild Amendment List button" below to regenerate a list of possible usages for those substances and procedures. Update the generated list as needed.

Rebuild Amendment List

Batch Amendments Instructions

4.0 The substance or procedure you have selected to amend will appear at the top of the list, followed by all possible usages for the substance or procedure and a list of active protocols in which the substance or procedure is used.

* 4. Provide the "Amendment Description" to indicate the change(s) being made in each Substance or Procedure. The list below includes all possible usages of the substance(s)/procedure(s) selected above. You can remove specific procedures and/or protocols from the amendment list by clicking on the "Update" button. Once you have completed the updates, click on "OK" to initiate the creation of amendments on all applicable protocols.

Amendment List			
Update	Type	Substance	
	Source Name	Isoflurane	
Procedure Targets	Name	Species	Type
	Isoflurane Anesthesia	Mice	Anesthetic Regimen (e.g., surgery, restraint, imaging)
Parent Procedures	Name	Species	Type
	Craniotomy with window implantation	Mice	Surgery: Survival
	Muscimol injection	Mice	Administration of Substances
	Thoracotomy/Perfusion	Mice	Surgery: Non-Survival
	Craniotomy	Mice	Surgery: Survival
EMG implantation and Headplate Attachment	Mice	Surgery: Survival	
IACUC Targets	Name	ID	
	Motor cortical involvement across motor learning	IS00007525	
* Amendment Description	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>		

If you wish to amend all substances and procedures in the list, you can simply provide an amendment description in the text box and click "OK" at the bottom of the screen to initiate creation of the amendment.

If you wish to remove certain associated procedures or protocols from the amendment, click the "Update" button and you will see the pop-up screen below:

Batch Amendments Instructions

Selected Substance to Amend:

Isoflurane

1. * If you selected a substance or anesthetic regimen procedure, the procedure(s) listed below utilize that substance or anesthetic regimen. If you do not wish to amend a particular procedure(s) in this list, you may click "Remove" to remove it.

Name	Species	Type	
Isoflurane Anesthesia	Mice	Anesthetic Regimen (e.g., surgery, restraint, imaging)	<button>Remove</button>

2. If you selected a substance as the source and an anesthetic regimen procedure in 1., the procedure(s) listed below utilize those anesthetic regimens. If you do not wish to amend a particular procedure(s) in this list, you may click "Remove" to remove it.

Name	Species	Type	
Craniotomy	Mice	Surgery: Survival	<button>Remove</button>
Craniotomy with window implantation	Mice	Surgery: Survival	<button>Remove</button>
EMG implantation and Headplate Attachment	Mice	Surgery: Survival	<button>Remove</button>
Muscimol injection	Mice	Administration of Substances	<button>Remove</button>
Thoracotomy/Perfusion	Mice	Surgery: Non-Survival	<button>Remove</button>

3. * Selected protocols to amend. All projects entered above are in use in some way by the selected protocols. Protocols that currently have a submitted amendment or an amendment designated for personnel changes will not be available to choose. If you do not wish to amend a protocol(s) in this list, you may click "Remove" to remove it.

ID	Name	
IS00007525	Motor cortical involvement across motor learning	<button>Remove</button>

Lab protocols with submitted amendments or amendments designated for personnel changes (You will not be able to create a new amendment for the protocols listed here until the current amendment is Approved or Withdrawn):

Protocol ID	Protocol Name	Amendment ID	Amendment State
There are currently no protocols with submitted amendments or amendments designated for personnel changes.			

4. * Amendment Description: Briefly summarize the requested change(s).

Adding scavenging information to [Isoflurane](#) substance.

* Required

OK

Cancel

Batch Amendments Instructions

1. If you have selected a substance to amend that is an anesthetic, the associated Anesthetic Regimen procedures will appear here.

If you have selected an Anesthetic Regimen procedure to amend, the associated “parent procedure(s)” (i.e. surgeries, blood collection, imaging, etc.) that contain the Anesthetic Regimen procedure will appear under 1. You can remove any procedures you do not wish to amend.

2. If you have selected a substance to amend that is an anesthetic, the “parent procedure(s)” will appear here (i.e. surgeries, blood collection, imaging, etc.) in which the Anesthetic Regimen procedure is embedded. Otherwise, no data will populate in this list. You can remove any “parent procedures” you do not wish to amend here.

3. All protocols that utilize the substance/procedure you are amending will appear on this list. You can remove any protocols you do not wish to include in the amendment. 3. will again indicate whether you currently have any protocols with open or submitted amendments.

4. If you entered an Amendment Description on the previous page, it will populate here. If not, enter your Amendment Description here, then click “OK.”

* 4. Provide the "Amendment Description" to indicate the change(s) being made in each Substance or Procedure. The list below includes all possible usages of the substance(s)/procedure(s) selected above. You can remove specific procedures and/or protocols from the amendment list by clicking on the "Update" button. Once you have completed the updates, click on "OK" to initiate the creation of amendments on all applicable protocols.

Amendment List				
Update	Type	Substance		
	Source Name	Isoflurane		
	Procedure Targets	Name	Species	Type
		Isoflurane Anesthesia	Mice	Anesthetic Regimen (e.g., surgery, restraint, imaging)
	Parent Procedures	Name	Species	Type
Thoracotomy/Perfusion		Mice	Surgery: Non-Survival	
IACUC Targets	Name	ID		
	Motor cortical involvement across motor learning	IS00007525		
* Amendment Description	<input type="text" value="Adding scavenging information to Isoflurane substance."/>			

The procedures you have removed will not appear on the list after you have clicked “OK,” like in the above image. If the procedures listed are the correct ones you wish to amend, click the “OK” button under 4. The system will verify if you would like to continue. Repeat this process for the substance(s) and procedure(s) you initially selected to amend.

Batch Amendments Instructions

You will then be taken to the Dashboard screen:

This process will take a while, please wait. The below statuses will automatically refresh every two seconds until "Complete."

Job Status: Processing 

Source		Procedures		Studies		Overall
Isoflurane	Queued	Isoflurane Anesthesia	Queued	Motor cortical involvement across motor learning	Queued	Queued
		Thoracotomy/Perfusion	Queued			

Close

The system will create any clones/copies of the substance(s)/procedure(s) you have selected so that you may edit them. **This process may take several minutes depending on how many items you are amending.**

You can use this screen as a Dashboard to navigate to the copies of each substance or procedure to make the necessary edits, then click on the protocol title to be taken to the amendment screen for that protocol:

Job Status: Complete.

- You may use this page as a "dashboard" to navigate to the substances, procedures, and protocols you wish to amend.
- Amended (copied) substances and procedures will also be found in the PI Library with today's date listed in the title.

Instructions:

- Click each hyperlinked substance and/or procedure below to make edits to the new version of that substance and/or procedure.
- Navigate to each protocol listed under "Studies" to make edits to the protocol itself and submit the amended protocol. You **MUST** navigate to each protocol being amended and submit each amended protocol separately.
- If this dashboard window is closed, you may reopen it by refreshing the PI Library in your browser and clicking "View Status" under the "Batch Amendment History" tab next to "Member Training" tab.

Source		Procedures		Studies		Overall
Isoflurane	Copy Complete	Isoflurane Anesthesia	Copy Complete	Motor cortical involvement across motor learning	Amendment Created Status: Pre-Submission	Complete
		Thoracotomy/Perfusion	Copy Complete			

These links will take you to the copied substances/procedures so you can edit them.

The protocol title link will direct you to the amendment screen for each applicable protocol.

Close

If you close this dashboard screen and want to re-open it later, simply click the "Batch Amendment History" tab in the PI Library and then "View Status:"

Members	Substances	Procedures	Protocols	Member Training	Batch Amendment History
Activity		Author		Activity Date	
Lab Batch Amendment		Funk, Jesse		6/7/2018 10:21 AM	
 View Status					

Any substances or procedures you have selected to amend will also appear in your PI Library as Draft copies with the date of creation beside them:

Isoflurane	2/26/2018 3:38 PM	Anesthetic	yes	no
Isoflurane (6/7/2018)	6/7/2018 10:22 AM	Anesthetic	yes	no

Batch Amendments Instructions

Isoflurane Anesthesia	2/7/2018 9:27 PM	Approved	Mice	Anesthetic Regimen (e.g., surgery, restraint, imaging)
Isoflurane Anesthesia (6/7/2018)	6/7/2018 10:22 AM	Draft	Mice	Anesthetic Regimen (e.g., surgery, restraint, imaging)

Any procedures you have amended via Batching will automatically:

- Retain the personnel attached to the previously approved procedure.
- Retain the lab location (on the “Animal Housing and Use” page, 3.0 Animal Use) attached to the previously approved procedure.
- Anesthetic Regimens embedded within other procedures will automatically be updated to the newly created version, as long as you have elected to amend the other procedure the Anesthetic Regimen is embedded within.

Any substances you have amended via Batching will automatically:

- Replace the original substance with the amended version in the procedure(s) they are used in, as long as you have elected to amend the procedure(s) the substance is used within.

If you are amending multiple substances and procedures, each “Amendment Description” you provide will populate automatically. So if you have three substances you are amending on the same protocol, the three Amendment Descriptions will auto-populate on one amendment.

You will still need to submit the protocol amendments one-by-one and edit any additional Sequence and Timing information if that needs to be amended as well.

If you need to also add a brand new substance or procedure, you may during the batch amendment process, but will still have to create the new substance or procedure and add it to the Experimental Groups page.