

Citing the Use of Core Services within Protocols

The procedure classification “Core Lab Procedure” can be used in your protocol to cite procedures that Cores at NU will perform without having to re-enter the entire procedure information in eIACUC.

I. Add “Core Personnel” as a Lab Member to indicate that the personnel listed on the Core protocol will perform the Core Procedure(s) included in your protocol.

1. Navigate to the PI Library and click “Edit Lab Members” (1.).
2. Click “Add” (2.).
3. Type “Core Personnel” in the search bar to add that selection to the PI Library (3.). Click “OK” on all pop-ups to complete.

The screenshot shows the 'Edit Lab Members' page in the eIACUC system. The navigation menu at the top includes 'My Home', 'PI Labs', 'Animal Operations', 'IACUC Studies', 'Procedures', 'Substances', 'Committee', 'Researcher Profiles', 'Reports', and 'Class Training'. The current page is 'PI Labs > PI Test Lab'. On the left sidebar, the 'Edit Lab Members' link is circled in red and labeled '1.'. Below it, the 'Add' button is circled in red and labeled '2.'. The search bar contains the text 'Core Personnel' and is circled in red and labeled '3.'. The search results show a table with columns 'Name', 'Species', and 'Type'. The first row is 'Administration of Agent 1' with 'Mice' as the species and 'Administration of Substances' as the type. Other rows include 'Administration of Agent 2', 'Breeding', 'CO2 Euthanasia', 'Ear Tagging', 'Surgery 1', 'Surgery 2', and 'Tail Biopsy for Genotyping Under 24 Days of Age'. At the bottom right, there are buttons for 'OK', 'OK and Add Another', and 'Cancel'.

Name	Species	Type
<input type="checkbox"/> Administration of Agent 1	Mice	Administration of Substances
<input type="checkbox"/> Administration of Agent 2	Mice	Administration of Substances
<input type="checkbox"/> Breeding	Mice	Breeding
<input type="checkbox"/> CO2 Euthanasia	Mice	Euthanasia
<input type="checkbox"/> Ear Tagging	Mice	Identification Only
<input type="checkbox"/> Surgery 1	Mice	Surgery: Non-Survival
<input type="checkbox"/> Surgery 2	Mice	Surgery: Survival
<input type="checkbox"/> Tail Biopsy for Genotyping Under 24 Days of Age	Mice	Tail Biopsy

II. Add the Core Procedure(s) to your PI Library for selection in your protocol. Since the procedures the Cores perform are listed within their protocols, you do not need to replicate the entire procedure for your protocol, only indicate which procedure(s) the Core will perform.

1. Navigate to the PI Library and click “Create Procedure.”
2. Copy the procedure name from the Core Protocol you will be using and enter it in the Procedure Name. **Do NOT include “version numbers” or dates within this field.**
3. Select the species.
4. Select “Core Lab Procedure - only select this if the ACUC has instructed you to do so.” as the Procedure Classification. Click “Continue.”
5. In “1.0 Please indicate the details regarding this procedure and the lab that will be performing it (PI, protocol number, etc.):” enter the PI name, Protocol title, and Procedure name in this field. **If the Core you are using is performing a surgery, please verify that their personnel will be performing the post-surgical aftercare. If your lab will be performing post-surgical aftercare, please create an “Other” procedure type that includes a description of the aftercare.**
6. If the answer to “2.0 Is this a survival surgery?” is “Yes,” then indicate whether the surgery is major or minor. Click “Continue.”
7. On the “Training, Qualifications, and Attachments” page, type “See associated Core protocol.” Click “Finish.”

Procedure Definition

1.0 * Procedure Name:

2.0 * Species:

3.0 * Procedure Classification:

- AAP
- Administration of Substances
- Alert Animals: Behavioral Testing
- Alert Animals: Forced Exercise
- Anesthetic Regimen (e.g., surgery, restraint, imaging)
- Breeding
- Core Lab Procedure - only select this if the ACUC has instructed you to do so.
- Death as an endpoint studies
- Effect of trauma, burns, pain or physical injury
- Euthanasia
- Hybridomas
- Identification Only
- Imaging

Core Lab Procedure

1.0 * Please indicate the details regarding this procedure and the lab that will be performing it (PI, protocol number, etc.):

Jenny Zhang - IS00001663 - Experimental Microsurgery Core

The procedure "Bile Duct Ligation - Mice" will be performed, along with the associated anesthetic regimen procedure, by Dr. Jenny Zhang's Core Lab Personnel.

Surgical aftercare will be provided by the Zhang Core.

2.0 * Is this a survival surgery?
 Yes No [Clear](#)

* Surgery Type:

ID

- Major
- Minor

[Clear](#)

III. Add the new Core Procedure(s) and Core Personnel to your Protocol

1. Add the new procedure to the relevant Experimental Group(s) in your protocol.
2. Describe the time points of procedures in 4.0 Sequence and Timing within Experimental Groups.
3. Click “Continue” on the main Experimental Groups page to go to “Define Procedure Personnel.”
4. Add the “Core Personnel” lab member to each procedure the Core will perform.
5. On the “Animal Housing and Use” page, under 3.0 Animal Use, indicate the building and room where the Core Procedure will be performed. If the procedure is performed in a procedure room in the centralized facility, you can indicate “CCM Facility.” If animals will remain in satellite housing over 24 hours with the Core Lab, under 1.0 Animal Housing, select “Conventional” as the Housing type, indicate the building, and “[NAME of Core] Satellite” for the room number.

Procedures and Animal Numbers

1.0

* Procedures:

Add						
	Order	Name	Survival Status	Surgery Type	Notes	Reviewer Shortcut
Update	1	3.A.4.b. Implant / (JR) Intracerebral Implantation (Mice)	Draft	Major		SmartForm Delete
Update	2	Administration of Agent 2	Draft			SmartForm Delete
Update	2	Administration of Agent 1	Draft			SmartForm Delete
Update	3	CO2 Euthanasia	Draft			SmartForm Delete

* Animal Use:

Add					
Procedures	Species	Campus	Building	Room	Duration
Procedure		Chicago	Lurie	CCM Facility	< 12 hours
3.A.4.b. Implant / (JR) Intracerebral Implantation (Mice)	Mice				Delete

Indicate Procedure Personnel for this Protocol

Lab members indicated in the PI Lab as qualified to perform these procedures have defaulted in below. To modify the personnel for THIS protocol, click Update on the specific procedure(s) below. To modify the default procedure personnel in the PI Lab, execute the Edit Lab Members activity in the PI Lab workspace.

	Procedure	Procedure Category	Procedure Lab Training	Species	Personnel (for this protocol)
Update	3.A.4.b. Implant / (JR) Intracerebral Implantation (Mice)	Core Lab Procedure - only select this if the ACUC has instructed you to do so.	See associated Core protocol.	Mice	Core Personnel

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Full Core Procedure Example:

- 1.0 *** Procedure Name:**
3.A.4.b. Implant / (JR) Intracerebral Implantation (Mice)
- 2.0 *** Species:**
Mice
- 3.0 *** Procedure Classification:**
Core Lab Procedure - only select this if the ACUC has instructed you to do so. Please consider the use of an AAP. The list of available AAPs can be found [here](#).

Core Lab Procedure

- 1.0 *** Please indicate the details regarding this procedure and the lab that will be performing it (PI, protocol number, etc.):**
Apkar Apkarian - "Center for Chronic Pain and Drug Abuse" Core protocol (IS00008924).

The procedure "3.A.4.b. Implant / (JR) Intracerebral Implantation (Mice)" will be performed, along with its associated anesthetic regimen and post-surgical care, by the Apkarian Core Lab.

- 2.0 *** Is this a survival surgery?**
 Yes No

*** Surgery Type:**
Major

Surgery Types:

Major: Penetrates and exposes a body cavity or produces substantial impairment of physical or physiologic functions (e.g., laparotomy, amputation of limb).

Minor: Does not expose body cavity and causes little or no physical impairment (e.g., cut-downs, needle aspirations).

Additional Substances

- 1.0 **If there are any substances that haven't been previously entered on the Procedure, please add them here:**

Substance	Type	Dose	Maximum Dosage Volume	Route Of Administration	Route Of Administration Other Description	Site(s) of Injection	Number of Administrations	Range of Needle Gauge Size	Desired Effect	Duration of Survival	Hazard?	Pharmaceutical Grade? (Justification if not)	Pain or Distress? (Description if so)	Reviewer Shortcut
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There are no items to display

Training, Qualifications, & Attachments

- 1.0 *** List the training and qualifications required to complete this procedure below, and include how competency will be assessed:**
See associated Core protocol.