

How-To Series: Creating New Procedures in eIACUC		
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A procedure is defined as any experimental activity – administration, manipulation or event performed – on animals during an experiment. All procedures created are available within the "Procedures" tab in the main lab library. You will be able to embed substances within procedures that are open for editing as soon as they are created. Procedures are pulled into experimental groups within protocols to define the series of technical events any one animal in a cohort could undergo.

You can create new procedures in **two** ways:

1. By clicking the "Create Procedure" button on the lefthand side of the main lab library area

- a. You will automatically be taken to the procedure title entry, species selection, and procedure classification page.
- b. Title Box (1.0): enter the procedure title that is general enough that this procedure can be used within experimental groups under any protocol.
- c. Species Drop-Down Menu (2.0): select the desired species from the available options.
 - i. Note: multi-species user labs need to have a subset of procedures for each species they perform work with. You may want to add the species to the procedure title, so it is easily identifiable which species it covers when referencing technical details under the Procedures tab.
 - ii. Note: it is acceptable to have multiple species under the same protocol and each species will have its own experimental group/s. Species assignment is required in procedures so the software knows which subset of procedures should be allowed to be embedded within a given group.
- d. Procedure Classification (3.0): select the option most closely matching the type of procedure you wish to add to the lab library.
 - i. Note: some experimental activities may require more than one procedure type to describe. Example: surgical implantations of tumor cells need 2 procedures with different classifications - one "survival surgery" to provide the details of the implantation itself and one "tumor induction & implantation" to provide details about the tumor model, supportive care, and specific end points. Do not repeat the same details in both procedures; provide what they ask for respectively and refer them back to each other. Reach out to the IACUC Protocol Specialist for further questions on these types of procedure set ups.
- e. Click continue in the button bar in the bottom right corner of the page to advance through the SmartForms and provide the required information.
 - i. Things to consider when filling in the various required prompts:
 1. Provide ranges for ultimate flexibility when applicable regarding monitoring, doses, number of drug administrations.

2. Monitoring - avoid using the term "daily" and instead say: "Cage side observations will be performed 1-7x/week throughout the duration of a study." In situations where you may need to check on the animals daily, you can set parameters for when that should occur: "Cage side observations will be performed 1-7x/week throughout the duration of a study with an increase in frequency (ex: daily) when one or more of the animals in the cohort exhibit X, Y, and/or Z clinical observations."

3. Doses - be specific if only one dose will be used, but as applicable for the drug and experiment a range can be used. For experimental treatments where animals may receive control only, "0-100 mg/kg" but for other agents with a known lowest efficacious dose: "5-10 mg/kg."

4. Number of drug administrations - be specific if you will always use a specific schedule (ex: 2x/week for up to 8 weeks) or provide a range for ultimate flexibility in dosing schedules (ex: 0-60; you could give up to 60 doses 2x/day for 30 days, 3/week for 20 weeks, or etc. any schedule desired that doesn't exceed 60 total doses).

5. Do not provide information on drug suspension formulations within procedures.

6. Do not state building or room numbers in the text.

a. Places where procedures are performed are specified directly within protocols under the Animal Housing & Use sections.

7. Do not state the names of any specific staff or collaborators in the text.

a. This is most applicable to the training page where you want to use general terms like "experienced or senior lab staff" when describing training performers.

2. Review existing approved procedures in the lab library under the "Procedures" tab and choose an option that is the same Procedure Classification as the new procedure you wish to add. Navigate to the homepage of the chosen procedure and click "Copy Procedure" located under "My Activities" on the left.

a. A pop-up will appear with a field where you enter the new title.

i. Note: if you are copying an existing version to do an update, please include the date of the day of copy in the title as the easiest way to tell which version should be used going forward in new procedures.

b. Click "OK" in the pop-up and the copy will initiate. You will be able to access your new procedure as soon as the copy is finished via a link in the "History" section of the copied procedure's homepage or under the "Procedures" tab in the main lab library space.

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- c. You will be able to make any updates to the procedure from its home page while it is in the pre-submission draft status or when it is returned to the lab for modifications during a review process.
- i. Click 'Edit Procedure' on the lefthand side of the main lab library area.
 - ii. Refer to the previous instructions over things to consider when filling in the various required prompts.
 - iii. If updating a substance, ensure to update all the fields of the substance as needed. Refer to the instructions regarding substances if applicable.
- d. Note that if you are copying an approved procedure to make updates requested during a review process, you will need to swap out old procedure versions within protocol(s) with the updated procedure version and add the updated procedure to the Animal Use 3.0 section. You will need to redefine the staff that will perform the procedure within the "Define Procedure Personnel" section.