

How-To Series: Creating New Substances in eIACUC		
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A substance is defined as any agent (including implantable devices) that is administered directly to animals during an experiment. All substances created are available within the "Substances" 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. Substances get embedded within procedures describing their use and those procedures are then pulled into experimental groups where they are part of the technical workflow.

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

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

- a. You will automatically be taken to the substance title entry and type selection page.
- b. Name (1.0): Use an appropriate name that is general enough that this substance can be embedded within as many future procedures as possible.
 - i. Note: it is a recommended best practice to provide the CAS# directly in the title for any non-USP grade substances your lab uses.
- c. Substance Type (2.0): Select the option that most closely matches the agent you wish to add to the lab library.
 - i. Note: the most commonly used classification is "Chemical Agents." If you are unsure about what to choose, you can always start off the review process with this option and plan to update it later based on Protocol Review Team or Committee Member comments.
 - ii. Note: You do need to create a substance for implantable devices and the "Other" classification option should be chosen.
- d. Certain substance classifications have some additional pages or different formatting but generally, they contain "Hazard Info" and "Pharmaceutical Grade" pages.
- e. Hazard Info:
 - i. If the agent is non-hazardous, select "no" and move on to the next page.
 - ii. If the agent is hazardous, select "yes" and then provide answers or information for the prompts that appear.
 1. Say "yes" to designate who the substance hazards will impact - lab staff and/or animal care staff.
 2. Important things to remember when entering risk assessment text in the prompts:
 - a. Do not list building names, floor numbers, and room numbers.
 - b. Do not provide the names of any lab staff, facility staff, or collaborators.
 - c. Try not to repeat the agent's name throughout the information prompts and opt towards using general

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terms (ex: agent, product, drug, compound, solution, etc.).

f. Pharmaceutical Grade:

i. Northwestern has an IACUC Policy on Use of Non-Pharmaceutical Agents in Animal Experimentation that requires the use of USP-grade agents when they are available.

1. If your agent is available as USP-grade and acceptable for use in experiments, then you can select "yes."
2. If your agent is available as USP-grade but not acceptable for use in experiments, select "no" and provide a scientific justification in Box 2.0, basic instructions on sterility in Box 3.0, and a pH range in Box 4.0.
3. If your agent is unavailable as USP-grade, select "no" and state "USP-grade is not commercially available." in Box 2.0, basic instructions on sterility in Box 3.0, and a pH range in Box 4.0.

2. Review existing approved substances in the lab library under the "Substances" tab and choose an option that is the same type as the new agent you wish to add. Navigate to the homepage of the chosen substance and click "Copy Substance" 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, include the date the substance was copied 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 substance as soon as the copy is finished via a link in the "History" section of the copied substance's homepage or under the "Substances" tab in the main lab library space.
- c. You will be able to make any updates to the substance 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 Substance' on the lefthand side of the main lab library area.
 - ii. Refer to the instructions above (specifically 1b, 1e & 1f) when updating the various required prompts.
- d. For more in-depth questions, refer to the "Protocol Entry Resources" section within the "Protocol Submission & Review" tab on the IACUC website. There is a video resource titled "How-To Series: Substances" that discusses all the different types of substances in eIACUC, how to create them, and how to add them to the animal study protocol in detail.