Creating Procedures

If you are unable to locate a procedure in the Standard Library, you will need to create it and the substance will be a Team Procedure.

1. From the Research Team workspace, click “Create Procedures”

2. Enter the name the procedure/surgery and answer all questions marked with a *

Procedure Identification

1. * Name of the procedure or surgery:

2. * Select procedure type:
   - Antibody Production
   - Behavioral
   - Euthanasia
   - Food or Fluid Restriction
   - Imaging
   - Non-Surival Surgery
   - Physical Restraint
   - Substance Administration
   - Survival Surgery
   - Tissue/Blood Collection
   - Non-Surgical
   - Clear

3. * Species:

4. * Will administering this procedure cause any more than momentary pain and distress?
   - Yes
   - No
   - Clear

3. If you are administering a substance (with the exception of anesthesia and analgesia – these are in the standard library) you will need to create a procedure that shows how you are giving the drug/compound. We recommend the following methods:
For a single substance with multiple routes, choose “Other” as the route then specify the routes in your protocol.

Name your procedure: **Administration of (drug/substance name)**

Example: “Administration of Insulin”

**Procedure Identification**

1. **Name of the procedure or surgery:** Administration of Insulin

2. **Select procedure type:**
   - Antibody Production
   - Behavioral
   - Euthanasia
   - Food or Fluid Restriction
   - Imaging
   - Non-Survival Surgery
   - Physical Restraint
   - Substance Administration
   - Survival Surgery
   - Tissue/Blood Collection
   - Non-Surgical

**Administration of Substances**

If the substance is not listed, select “Other” and specify the route.

1. **Substances:**
   - Insulin (Humulin)

2. **Route:** Other

If you indicated Other, specify the route: SQ and IV
For multiple substances with a single route create the procedure and add all the substances used in your protocol.

Name your procedure: **Administration of Substances (route)**

Example: “Administration of Substances IV”

Procedure Identification

1. *Name of the procedure or surgery:*

   Administration of Substances IV

2. *Select procedure type:*
   - Antibody Production
   - Behavioral
   - Euthanasia
   - Food or Fluid Restriction
   - Imaging
   - Non-Survival Surgery
   - Physical Restraint
   - Substance Administration
   - Survival Surgery
   - Tissue/Blood Collection
   - Non-Surgical
     - Clear

**Administration of Substances**

If the substance is not yet created: Create Substance

⚠️ Important! Make sure you add your new

1. *Substances:

<table>
<thead>
<tr>
<th>Substance</th>
<th>Substance S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doxycycline</td>
<td>Standard</td>
</tr>
<tr>
<td>Amoxicillin</td>
<td>Standard</td>
</tr>
<tr>
<td>Amoxicillin</td>
<td>Standard</td>
</tr>
</tbody>
</table>
For multiple substances with multiple routes, create the procedure, add all substances used in your protocol and upload a document that includes:

- Name/agent/compound class
- Dose range
- Route
- Frequency

This information is found in previous protocol format in question 18.

Name your procedure: Administration of Substances (all)

Example: “Administration of Substances (all)”

Procedure Identification

1. * Name of the procedure or surgery:
   Administration of Substances (all)

2. * Select procedure type:
   - Antibody Production
   - Behavioral
   - Euthanasia
   - Food or Fluid Restriction
   - Imaging
   - Non-Survival Surgery
   - Physical Restraint
   - Substance Administration
   - Survival Surgery
   - Tissue/Blood Collection
   - Non-Surgical
   - Clear

Administration of Substances

If the substance is not yet created: Create Substance

1. * Substances:
   - Add
   - Update
   - Dexamethasone
   - Diazepam
   - Amphotericin
   - Atracurium (Acetylpromazine)
   - Cefazolin (Cephalazolin)

2. * Describe step-by-step the procedure for administering the substance:
   - See attached

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