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 an *

Procedure Identification

1. *Name of the procedure or surgery:

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

3. *Species:

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

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.

Example: "Administration of Insulin"

In order to specify "other routes" you must indicate in the box below Route but also specify in the text box for section 2. "Describe step-by-step the procedure for administering the substance:"

Administration of Substances

1. * Substances:
   - Add
     - Insulin (Humulin)
     - Other
   - SQ and IV

2. * Describe step-by-step the procedure for administering the substance:
   - IV and SQ
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

ℹ️ 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>

Clear
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.

**Administration of Substances (all)**

Example: “Administration of Substances (all)”