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-Survival 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.

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:”
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.

**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

**Administration of Substances**

If the substance is not yet created: Create Substance

1. *Substances:

   ![Substances Table]

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

   ![Procedure Description]

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