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

   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 a single route:

Procedure Identification

1. Name of the procedure or surgery:
   - Administration of Doxycycline 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

Add Substance for Procedure

1. Substance:
   - Doxycycline

2. Route:
   - Intravenous

If you indicated Other, specify the route:

For a single substance with multiple routes, choose “Other” as the route then specify the routes in your protocol.

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
   Clear

Administration of Substances

If the substance is not listed:

1. * Substances:
   Insulin (Humulin)
   Other
   Clear

2. Route:
   Other
   SQ and IM

If you indicated Other, specify the route:

Example: “Administration of Substances (route)”
For multiple substances with a single route create the procedure and add all the substances used in your protocol.

**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 Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doxycycline</td>
<td>Standard</td>
</tr>
<tr>
<td>Ampicillin</td>
<td>Standard</td>
</tr>
<tr>
<td>Amoxicillin</td>
<td>Standard</td>
</tr>
</tbody>
</table>

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

Example: “Administration of Substances (all)”

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.