



ANIMAL RESOURCE CENTER

List Maintenance

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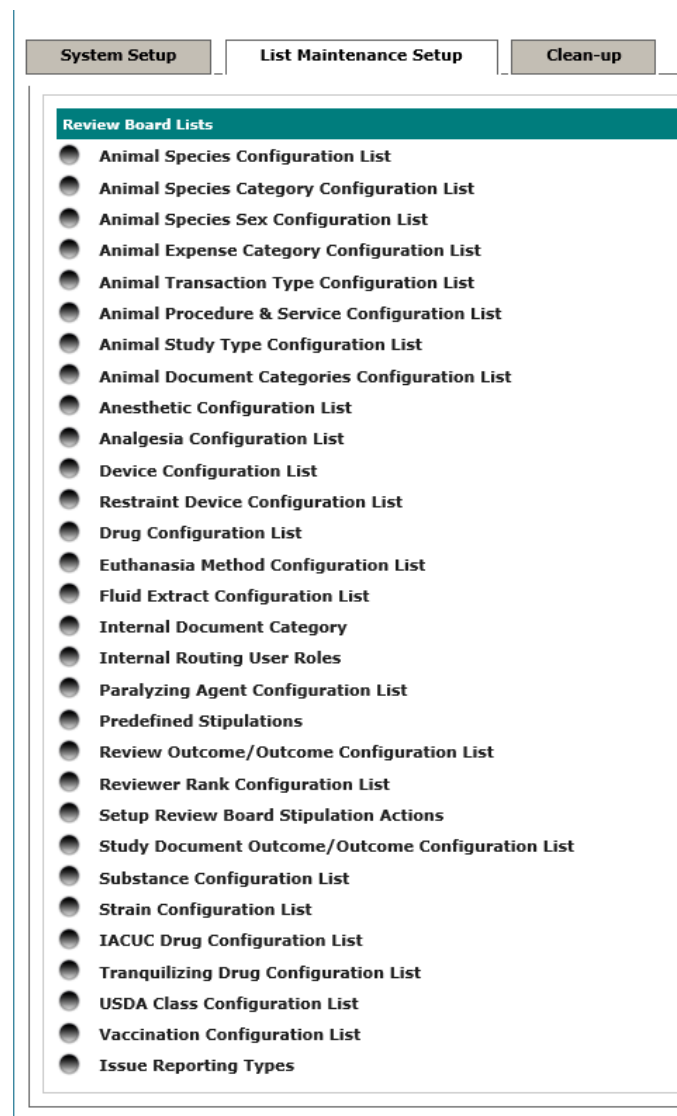
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Introduction

The iRIS™ system provides numerous picklists on system pages and forms. Some of these lists exist to save users the time and trouble of manually typing in frequently used data items. Other lists exist to enforce data validation requirements.

In the Animal Resource Center module, lists are managed on the **List Maintenance Setup** tab. To access this area, navigate to Animal Resource Center > Review Board Administration > **List Maintenance Setup** tab.



*Note that many of the lists linked here are also available in the **List Maintenance Setup** tab under Animal Resource Center > Review Board Administration. Institutions utilizing both the IACUC Assistant and ARC modules: refer to the IACUC Assistant – Animal Resource Center Integration Guide for information about proper list setup and configuration requirements.*

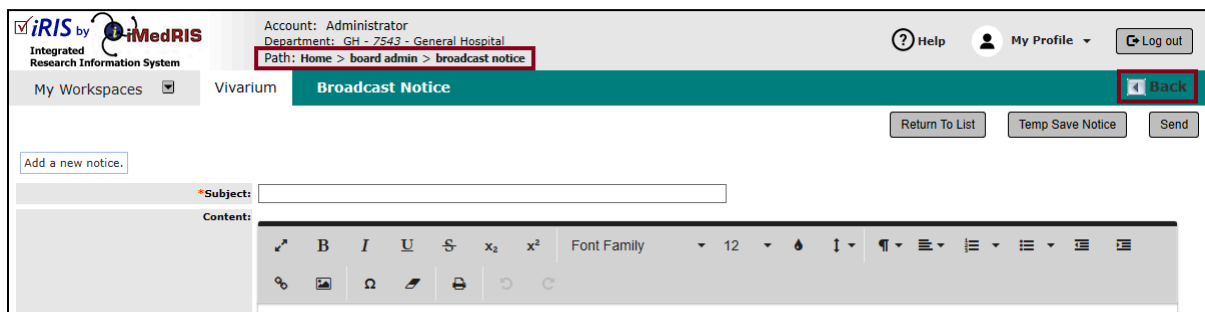
Navigation in iRIS™

iRIS™ includes two standard navigation tools on all pages nested one or more levels beneath the primary Workspace page of the module currently in use (e.g., Study Assistant, Conflict of Interest Assistant, Animal Resource Center, etc.): a Path directory tree, and Back buttons.

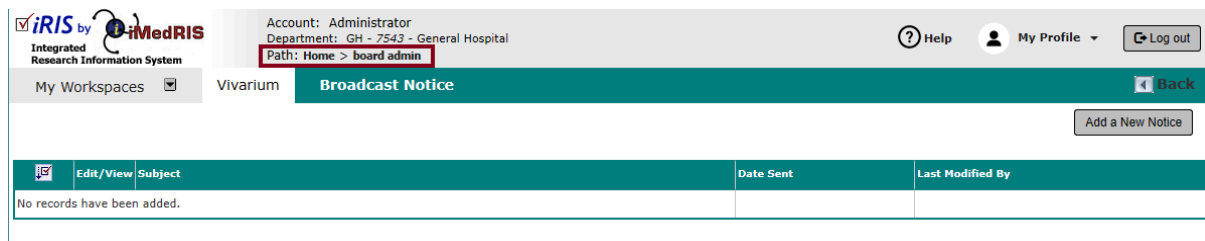
Path Directory Tree

The **Path** item at the upper left of iRIS™ pages provides a hyperlinked menu directory tree, allowing the user to quickly navigate back through the path they followed to get to their current location. **Path** appears on all pages nested at least one level beneath the main workspace

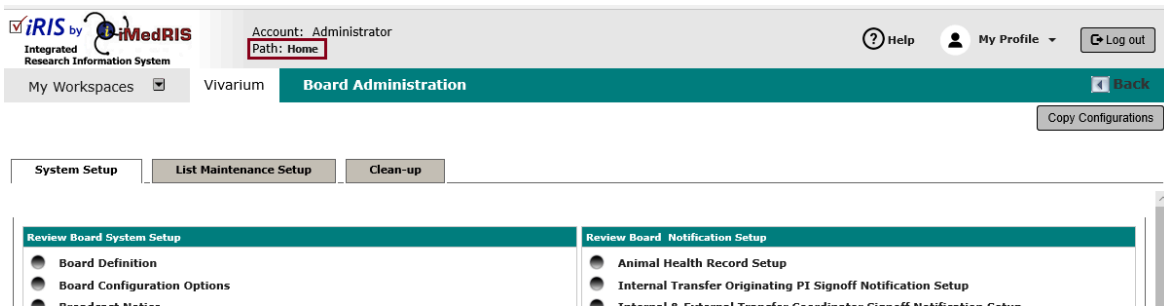
In the example shown the user is viewing the **Broadcast Notice Add a new notice** page. This page is nested three levels beneath the main workspace page, as indicated by the three links available in the **Path** directory tree: **Home**, **board admin** and **broadcast notice**.



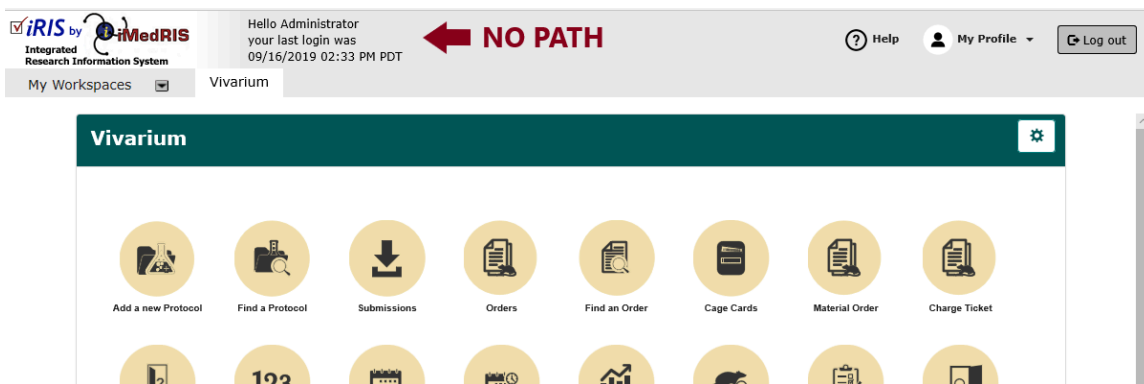
Click on **broadcast notice** in the **Path** to navigate up one level in the directory tree, to the main **Broadcast Notice** page. There are now two levels in the **Path** directory tree: **board admin** and **Home**.



Click on **board admin** in the **Path** to navigate up one level in the directory tree, to the **Board Administration** page. There is now one level in the **Path**: **Home**.

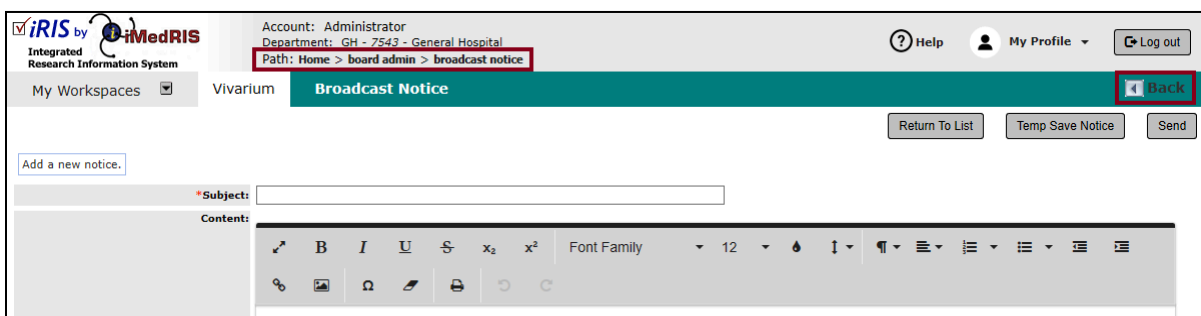


Click on **Home** in the **Path** to navigate up one level in the directory tree, to the main Workspace page. No Path item is displayed here because the user is now at the top-most level of the directory tree.

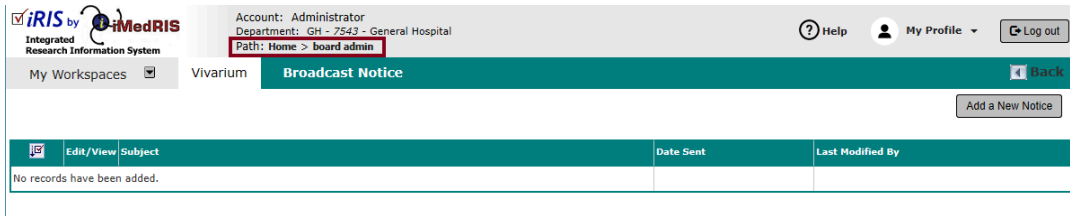


Back Button

The second navigation tool is the **Back** button, which appears on all pages nested at least one level beneath the main workspace. The **Back** button takes the user to the same location as the last link shown in the **Path**.



In the example shown above, both the **Back** button and the **broadcast notice** link in the **Path** return the user to the **Broadcast Notice** page:

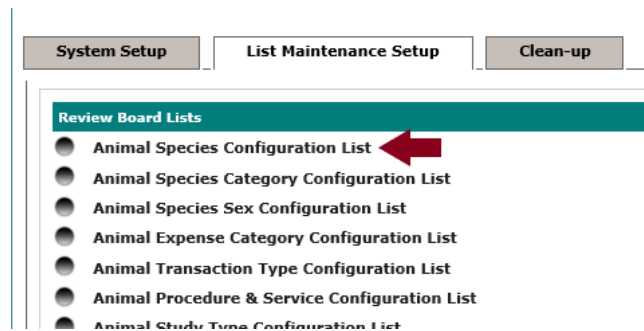


Clicking the **Back** button on the **Broadcast Notice** page returns the user to the Board Administration page, as indicated by the last link in the **Path** directory tree shown in the screenshot above.

*Note that where the **Back** button appears on a page with editable fields or document upload controls, clicking the button before saving changes returns the user to the same location as the last link shown in the **Path** without saving changes.*

Animal Species Configuration List

This is where an institution maintains its list of animal species approved for use as study subjects. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Configuration List** link.



The **Species List** page is opened. Previously added species records are summarized in a table, with a search form at the top of the page. Enter all or part of the desired **Species Name** and click the **Find...** button to filter the table by that name.

My Workspaces ▾ Vivarium **Species List** ← Back

Merge Species Records Add a New Species

Species Browse/Find: Species Name: Find ...

14 result(s) found...

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchos	No	A
			Fruit Fly (USDA C)	Drosophila	Yes	C
			Goat (USDA A)	Capra Aegagrus Hircus	Yes	A
			Guinea Pig (USDA A)	Cavia Porcellus	Yes	A
			Mouse (USDA A)	Mus	Yes	A
			Rat (USDA A)	Rattus	Yes	A
			Syrian Hamster (USDA A)	Mesocricetus Auratus	Yes	A
			White Wing Dove (USDA A)	Zenaida Asiatica	Yes	A

Note the **Category Type** column at far right. This field is used to include a USDA Pain and Distress Category assignment for the species (see next section).

USDA Pain and Distress Categories

In compliance with the Animal Welfare Act (AWA) of 1966, the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services (HHS) have oversight responsibility to ensure animal research subjects are treated humanely and cared for properly.

As part of its oversight role, the USDA has developed Pain and Distress Category guidelines for use by institutions engaged in animal research activity. The guidelines provide an alphabetic letter scale from A-E to indicate the anticipated level of animal subject pain and/or distress in a planned study.

A = Observational activities that do not perturb the natural activities of the animals, (e.g., no interaction with or disturbance of animal’s natural wild state). This category generally does not require an Animal Use Protocol. Contact the IACUC office for verification of this classification.

B = Animals being bred, conditioned or held for future use in research, testing, or teaching but not yet used for such purpose. Activities are limited to those needed for routine herd or colony maintenance.

C = Animals upon which research, testing or teaching procedures are conducted that do not involve more than momentary pain or distress. “No more than momentary pain or distress” is interpreted such as that experienced during injections or brief restraint.

D = Animals upon which research, testing teaching, or restraint procedures are conducted which involve more than momentary pain or distress to the animals, but for which appropriate anesthetic, analgesic, or tranquilizing drugs will be administered.

E = Animals upon which teaching, experiments, research, surgery, or tests are conducted which have the potential to involve more than momentary pain or distress to the animals, and for which the use of appropriate anesthetic, analgesic, or tranquilizing drugs would adversely affect the procedures, results, or interpretation of the teaching, research, experiments, surgery, or tests. A written explanation of the procedures producing pain or distress in these animals and the reasons such drugs will not be provided by the investigator must be included in this protocol.

For more information about implementation of AWA requirements in institutional research, visit the APHIS Animal Welfare portal at <https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare>.

Species List Implementation – Application Side

The species list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — when the user clicks the **Add A New Species to the Study** button, popup dialogs are provided for species search and selection


The screenshot shows the 'IACUC APPLICATION (ANIMALS) (Version 1.0)' interface. The main window is at the '5.0 Project Identification' section, specifically '5.1 Species'. A red box highlights the 'Add a New Species to the Study' button. Below it is a table of existing species:

Delete Species	Edit	View Details	Species Name	Is Species USDA	USDA ID Number	Scientific Name	Common Name
			American Crow (USDA C)	Yes		Corvus Brachyrhynchos	American Crow


A red arrow points from the 'Add a New Species to the Study' button to the table. Below the main window, a 'Find a Species: Search Options' popup dialog is shown. It has a 'Species Name:' input field and a 'Find Species' button. Below the dialog, it shows '0 result(s) found...' and a table with no results:

Select	Species Name	Scientific Name	Common Name	Is USDA Species	Strain Stock	Category Type
No Results found						

Study IACUC Species Details: X

Species Name:	American Crow (USDA A) 
Scientific Name:	Corvus Brachyrhynchos
Common Name:	American Crow
Strain Stock:	Bird
Is USDA:	Yes
* Sex:	--none-- ▾
* Age:	<input type="text"/>
* Weight:	<input type="text"/>
Category Type:	A
* Total Number Requested:	<input type="text" value="0"/>
Total Number Approved:	0
Wildlife:	<input type="checkbox"/>
Laboratory:	<input type="checkbox"/>

IACUC / ARC Study Application — the species list is employed in the **Study Euthanasia Details** popup, which is accessed via the **Add a New Euthanasia to the Study** button


 Add a New Euthanasia to the Study

Delete Euthanasia	Edit	View Details	Species	Euthanasia Method	Route	Dose	Monitoring t.
No Euthanasia methods have been added to this Study							

Study Euthanasia Details: X

* Species:	<input type="text" value="--none--"/> ▾
* Euthanasia Method	<input type="text" value="--none--"/> ▾ or other <input type="text"/>
* Route:	<input type="text" value="--none--"/> ▾ or other <input type="text"/>
* Dose:	<input type="text"/>
* Volume:	<input type="text"/>
* Method of Ensuring Death:	<input type="text"/>
* Group/Age/Description:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
Monitoring t.:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>

IACUC / ARC Study Application — the species list is employed in the **Study Fluid Extract Details** popup, which is accessed via the **Add a New Fluid Extract to the Study** button

 Add a New Fluid Extract to the Study

Delete Fluid Extract	Edit	View Details	Species	Fluid Extraction	Frequency	Volume	Method of Collection
No Fluid Extracts have been added to this Study							

Study Fluid Extract Details: X

*Species: --none-- ▼

*Fluid Extraction: --none-- ▼ or other

*Frequency: --none-- ▼ or other

*Volume:

Method of Collection:

* Number of Collections:

* Interval Between Collections:

IACUC / ARC Study Application — the species list is employed in the **Study Paralyzing Agent Details** popup, which is accessed via the **Add a New Paralyzing Agent to the Study** button

 Add a New Paralyzing Agent to the Study

Delete Paralyzing Agent	Edit	View Details	Species	Paralyzing Agent	Route	Dose	Frequency	Monitoring
No Paralyzing Agents have been added to this Study								

Study Paralyzing Agent Details: X

*Species: --none-- ▼

*Paralyzing Agent: --none-- ▼ or other

*Route: --none-- ▼ or other

*Dose:

*Volume:

*Frequency:

*Duration:

Monitoring:

IACUC / ARC Study Application — the species list is employed in the **Study Tranquilizing Drug Details** popup, which is accessed via the **Add a New Tranquilizing Drug to the Study** button

+ Add a New Tranquilizing Drug to the Study

Delete Tranquilizing Drug	Edit	View Details	Species	Tranquilizing Drug	Route	Dose	Monitoring
No Tranquilizing Drugs have been added to this Study							

Study Tranquilizing Drug Details: X

***Species:** Mouse ▼
--NONE--

***Tranquilizing Drug:** Mouse or other

***Route:** --NONE-- ▼ or other

***Dose:**

***Volume:**

***Frequency:**

***Duration:**

Monitoring:

Save Tranquilizing Drug Info

IACUC / ARC Study Application — the species list is employed in the **Drug/Agent Administration** section of the application form

My Workspaces
IACUC Number: **IACUC-2019-094**
PI: Weeks, Janelle K, DVM
Study Assistant
IACUC APPLICATION (ANIMALS) (Version 1.0)
Stack

Section view of Application
Entire view of the Application

- 1.0 General Information
- 2.0 Setup Department(s) Access
- 3.0 Grant Key Personnel access to the study
- 4.0 Form Information
- 5.0 Project Identification
- 6.0 Personnel Identification and Qualifications
- 7.0 Project Description and Procedures
- 8.0 Drug/Agent Administration

8.0 Drug/Agent Administration

8.1 Information

If any drugs/agents or other materials will be administered to or on living animals for research, testing, or teaching purposes, please fill out this table below. Please be sure to include all pre-operative, surgical, and post-operative drugs/materials/agents administered. Administration of agents/substances:

Add a new row
Copy existing row(s)
Delete selected row(s)

Species	Agent	Route	Volume	Dose	Frequency
<input type="checkbox"/> American Crow (USDA C) ▼	Amoxicillin	Oral	1mL	25mg	BID

A non-pharmaceutical grade substance is a drug, biologic, or reagent that has NOT been approved by the FDA (i.e. a pharmaceutical grade agent is typically purchased through a pharmacy or other veterinary supplier as a pre-prepared compound, while non-pharmaceutical grade agents are typically purchased through chemical companies and must be compounded or prepared for use).

IACUC / ARC Study Application — the species list is employed in the **Blood/Tissue/Other Samples collected** question in the **Project Description and Procedures** section of the application form

7.7 Blood/Tissue/Other Samples collected:

If blood, tissue, or other samples will be collected from living animals, please fill out the table below.

If the samples will be collected for all species, select one of the species in the list from 5.1 and then select Yes below.

Yes No

Species	Type of Sample	Collection Method	Volume/Amount	Number and Frequency of Collection
<input type="checkbox"/> American Crow (USDA C) ▼	Sputum	Mouth swab	swab	weekly

For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Submissions — the species list is employed in the search form provided in the **Track Space Allocation** section of the **Animal Management** tab when reviewing a submission

My Workspaces | IACUC Number: IACUC-2019-094 | Study Assistant | Animal Management

Study Status: Pending - Submitted for Initial Review | IACUC Number: IACUC-2019-094 | Study Title: Effects of Amoxicillin

Submissions | Study Management | **Animal Management**

Space Management

Track Space Allocation

Animal Orders

Cage Management

Species: --none-- ▼

Cage Type: --none-- ▼

Facility: --none-- ▼

Building: --none-- ▼

Room: --none-- ▼

Please select a room.

Submissions — the species list is employed in the search form provided in the **Cage Records** section of the **Animal Management** tab when reviewing a submission

My Workspaces | IACUC Number: IACUC-2019-094 | Study Assistant | Animal Management

Study Status: Pending - Submitted for Initial Review | IACUC Number: IACUC-2019-094 | Study Title: Effects of Amoxicillin on Aspergillosis in Corvids

Submissions | Study Management | **Animal Management**

Space Management

Animal Orders

Cage Management

Per Diem

Cage Records

Animal Details

Animal Breeding

Forms

Cage ID: All ▼

Species: All ▼

Cage Type: All ▼

Cage Status: All ▼

Cost Center Number: []

Cost Center Owner: []

Facility: All ▼

Building: All ▼

Room: All ▼

Contains Animal ID: []

Contains Animal Tag Number: []

Origination ID: []

Reset Find Options

Find ...

Deactivate Cage(s) | Add New Cage(s)

0 result(s) found...

Print All	Delete	Edit	Print Card	Cage ID	Cage Status	Cage Type	Facility Building Room	Cost Center Number	Cost Center Owner	Number of Males	Number of Females	Number of Unknown	Barcode	Origination ID
No results found.														

Submissions — the species list is employed in the search form provided in the **Animal Records** section of the **Animal Management** tab when reviewing a submission.

Submissions — the species list is employed in the search form provided in the **Animal Progression** section of the **Animal Management** tab when reviewing a submission

Submissions — the species list is employed in the **Requested Animals** section of the **Arc Order Form**

Submissions — the species list is employed in the **Requested Animal Transfer** section of the **Internal Transfer Form**

My Workspaces ▼ IACUC Number: **IACUC-2019-094** Study Assistant **Internal Transfer Form - (Version 1.0)**
 PI: Weeks, Janelle K, DVM

Study Status: **Pending - Submitted for Initial Review** IACUC Number: IACUC-2019-094 Study Title: Effects of Amoxicillin on Aspergillosis in Corvid

Transfer Number: <Generated on Save>

Order Status: **Draft**

*Request Date: 12/19/2019 📅

*Date of Proposed Transfer: 📅

Source: Internal

Requested Animal Transfer:

Species: --none-- ⬅️

*Strain: --none--

*Stock # / Order Code:

*Age/Size:

Special Conditions:

ARC Reports — the species list is employed in the report criteria panel for each of the following ARC Reports: **Animal Numbers by USDA Category, Census Report** and **List of Cages by Species**; see the Animal Resource Center – Reports manual for more information

Species List Implementation – Board Side

The species list is employed in the following areas on the review board / system setup side of iRIS™.

Setup System Service and Procedures List page — the species list is included in the search form at the top of the **Setup System Services and Procedures List** page, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Animal Procedure & Service Configuration List link

My Workspaces ▼ Vivarium **Setup System Services and Procedures List**

Merge System Procedure Re...

Category: --none--

Expense Type: --none--

Species: --none--

Shown in all Studies?:

Name:

14 result(s) found...

Delete	Edit	Cate	Species Name	Is USDA Sp
✖	✎	Proce	Bird	
✖	✎	Proce	Canine	
		Procedure		
		Cage Cleaning		

Setup System Service and Procedures List add/edit panel — the species list is included in the **Setup System Services and Procedures List** add/edit panel, which is accessed via Animal

Resource Center > Review Board Administration > List Maintenance Setup tab > Animal Procedure & Service Configuration List link

My Workspaces ▾ Vivarium **Setup System Services and Procedures List** [Back](#)

[Return to List](#) [Save Procedure/Service](#)

Add a new procedure/service.

*Category: --none--

*Name:

Expense Type: --none--

Description:

Species: --none--
 American Crow (USDA A)
 American Crow (USDA B)
 American Crow (USDA C)
 American Crow (USDA D)
 American Crow (USDA E)
 Axis Deer (USDA A)
 Beagle (USDA A)
 Duck (USDA A)
 Fruit Fly (USDA C)
 Goat (USDA A)
 Guinea Pig (USDA A)
 Mouse (USDA A)
 Rat (USDA A)
 Syrian Hamster (USDA A)
 White Wing Dove (USDA A)

Shown in all Studies?:

Is Billable:

Billing Codes:

Cost:

Administrative Cost:

Setup Anesthetic List add/edit panel — the species list is included in the **Setup Anesthetic List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Anesthetic Configuration List link

My Workspaces ▾ Vivarium **Setup Anesthetic List** [Back](#)

[Save Changes](#)

*Species Name: --none--
 American Crow (USDA A)
 American Crow (USDA B)
 American Crow (USDA C)
 American Crow (USDA D)
 American Crow (USDA E)
 Axis Deer (USDA A)
 Beagle (USDA A)
 Duck (USDA A)
 Fruit Fly (USDA C)
 Goat (USDA A)
 Guinea Pig (USDA A)
 Mouse (USDA A)
 Rat (USDA A)
 Syrian Hamster (USDA A)
 White Wing Dove (USDA A)

*Anesthetic: or create New

*Route: or create New

*Dose:

Monitoring:

Setup Analgesia List add/edit panel — the species list is included in the **Setup Analgesia List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Analgesia Configuration List link

Setup Fluid Extract List add/edit panel — the species list is included in the **Setup Fluid Extract List add/edit panel**, which is accessed via IACUC/Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Fluid Extract Configuration List link

Setup Paralyzing Agent List add/edit panel — the species list is included in the **Setup Paralyzing Agent List add/edit panel**, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Paralyzing Agent Configuration List link

Setup Substance List add/edit panel — the species list is included in the **Setup Substance List add/edit panel**, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Substance Configuration List link

My Workspaces ▾ Vivarium **Setup Substance List** [Back](#)

[Save Changes](#)

*Species Name:

*Substance: or create New

*Route: or create New

*Dose:

*Frequency:

*Expected Effect:

*Possible Side Effect:

- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Guinea Pig (USDA B)
- Guinea Pig (USDA C)
- Guinea Pig (USDA D)
- Guinea Pig (USDA E)
- Mouse (USDA A)
- Mouse (USDA B)
- Mouse (USDA C)
- Mouse (USDA D)
- Mouse (USDA E)
- Rat (USDA A)
- Rat (USDA B)
- Rat (USDA C)
- Rat (USDA D)
- Rat (USDA E)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

Setup Strain List add/edit panel — the species list is included in the **Setup Strain List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Strain Configuration List link

My Workspaces ▾ Vivarium **Setup Species Strain List** [Back](#)

[Save Changes](#)

*Species Name:

*Strain:

Setup Tranquilizing Drug List add/edit panel — the species list is included in the **Setup Tranquilizing Drug List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Tranquilizing Drug Configuration List link

My Workspaces ▾ Vivarium **Setup Tranquilizing Drug List** [Back](#)

[Save Changes](#)

*Species Name:

*Tranquilizing Drug: or create New

*Route: or create New

*Dose:

*Monitoring:

Setup Vaccination List add/edit panel — the species list is included in the **Setup Vaccination List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Vaccination Configuration List link

My Workspaces ▼ Vivarium **Setup Vaccination List** ⏪ Back

Save Changes

*Species Name: --none-- ▼

*Vaccination:

Setup Coat Color List add/edit panel — the species list is included in the **Setup Coat Color List** add/edit panel, which is accessed via IACUC/Animal Resource Center > Review Board Administration > System Setup tab > Setup Coat Color link

My Workspaces ▼ Vivarium **Setup Coat Color** ⏪ Back

Save Coat Color

*Species: --none-- ▼

Coat Color: --none-- ▼

Setup Diet add/edit panel — the species list is included in the **Setup Diet** add/edit panel, which is accessed via IACUC/Animal Resource Center > Review Board Administration > System Setup tab > Setup Diet link

My Workspaces ▼ Vivarium **Setup Diet** ⏪ Back

Save Diet

*Species: --none-- ▼

*Diet:

Setup Treatment Plan Templates by Species add / edit / copy panels — the species list is included in the **Setup Treatment Plan Templates by Species** add/edit/copy panels, which are accessed via Animal Resource Center > Review Board Administration > System Setup tab > Setup Treatment Plan Templates by Species link

My Workspaces ▼ Vivarium **Setup Treatment Plan Templates by Species** ⏪ Back

Cancel-Return to list Publish Template Save Animal Treatment Plan

*Plan Name: Rodent Breeding Colony Welfare

Species Name: --none-- ▼ Submit Cancel

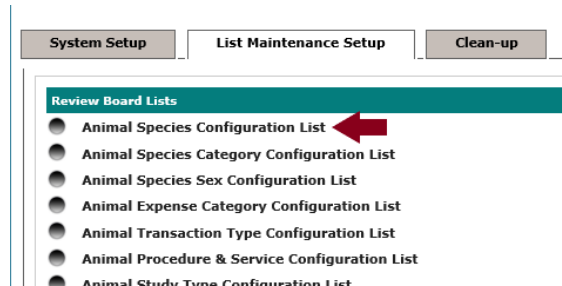
Comments: Standard tasks in maintenance of a rodent breeding colony (USDA A).

Add Tasks

Delete	Add SubTask	View Details	Task Name	Offset	Window	Readjust Method	Expense Class
No task have been added to the template.							

Add Species

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Configuration List** link.



The **Species List** page is opened.

My Workspaces ▼ Vivarium **Species List** Back

Merge Species Records Add a New Species

Species Browse/Find: Species Name: Find...

14 result(s) found...

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchos	No	A
			Fruit Fly (USDA C)	Drosophila	Yes	C
			Goat (USDA A)	Capra Aegagrus Hircus	Yes	A
			Guinea Pig (USDA A)	Cavia Porcellus	Yes	A
			Mouse (USDA A)	Mus	Yes	A
			Rat (USDA A)	Rattus	Yes	A
			Syrian Hamster (USDA A)	Mesocricetus Auratus	Yes	A
			White Wing Dove (USDA A)	Zenaida Asiatica	Yes	A

In the screenshot above one species record has been created for each of ten animal species, and four species records have been created for American Crow. Most of these records have a USDA Pain and Distress **Category Type** of “A” assigned. As described in the USDA Pain and Distress Categories section of this manual, a type of “A” signifies “Observational activities that do not perturb the natural activities of the animals, (e.g., no interaction with or disturbance of animal’s natural wild state)”.

Because most animal research subjects will experience “interaction with” and “disturbance of” their “natural wild state”, it is usually necessary to create multiple records for each species: one for each USDA Pain and Distress **Category Type**.

To add a new species record, click the **Add a New Species** button. The **Add a new species to the system** panel opens.

Previously entered species records are made available as dynamic picklists in the **Species Name**, **Scientific Name** and **Common Name** fields to facilitate creation of multiple records for the same species. In the following example a fifth species record will be added for American Crow, with a USDA Pain and Distress **Category Type** of “E”.

Click in the **Species Name** field and enter the first letter of the desired name. A dropdown list of previously created **Species Name** s appears. If a version of the desired name is included, click to select it, then make any necessary changes to the field. If the desired name is not in the list, it can be typed into the field manually.

In the example shown below one of the pre-existing American Crow records was selected for **Species Name**, then the field was edited to create a new name, “American Crow (USDA E)”.

My Workspaces ▾ Vivarium **Species List** [Back](#)

[Save Changes](#)

Add a new species to the system.

*Species Name:

*Scientific Name:

*Common Name:

Is USDA Species: Yes No

Category Type:

Because there can be multiple versions of the same species record, each with a different **Category Type** assigned, it's a good practice to include the **Category Type** designation when entering or revising the **Species Name**. Doing so ensures that users will be able to distinguish between records in the species dropdown list wherever it appears in the iRIS™ system.

My Workspaces ▾ Vivarium **Setup System Services and Procedures List**

[Merge System Procedure Re](#)

Category:

Expense Type:

Species:

Shown in all Studies?:

Name:

14 result(s) found...

Delete	Edit	Cate	Species Name	Is USDA Sp
		Proce	Bird	
		Proce	Canine	
		Procedure		
		Cage Cleaning		

In the example above the **Category Type** is included in the **Species Name**. The example below demonstrates the difficulty in distinguishing between species records when the **Category Type** is *not* included in the **Species Name**.

My Workspaces ▾ Vivarium **Setup System Services and Procedures List**

[Merge System Procedure Re](#)

Category:

Expense Type:

Species:

Shown in all Studies?:

Name:

14 result(s) found...

Delete	Edit	Cate	Species Name	Is USDA Sp
		Proce	Bird	
		Proce	Canine	
		Procedure		
		Cage Cleaning		

Click in the **Scientific Name** field and enter the first letter of the desired name. A dropdown list of previously created **Scientific Names** appears. If the desired name is included, click to select it. If the desired name is not in the list, it can be typed into the field manually.

The screenshot shows the 'Species List' form in the 'Vivarium' workspace. The form includes a 'Save Changes' button and a prompt to 'Add a new species to the system.' The fields are as follows:

- *Species Name:** American Crow (USDA E)
- *Scientific Name:** A dropdown menu is open, showing a search for 'c' and a list of suggestions: Corvus Brachyrhynchos, Canis Lupus Familiaris, Cavia Porcellus, and Capra Aegagrus Hircus.
- *Common Name:** (Empty)
- Is USDA Species:** (Empty)
- Category Type:** (Empty)

Click in the **Common Name** field and enter the first letter of the desired name. A dropdown list of previously created species names appears. If the desired name is included, click to select it. If the desired name is not in the list, it can be typed into the field manually.

The screenshot shows the 'Species List' form with the 'Common Name' dropdown menu open. The fields are as follows:

- *Species Name:** American Crow (USDA E)
- *Scientific Name:** Corvus Brachyrhynchos
- *Common Name:** A dropdown menu is open, showing a search for 'a' and a list of suggestions: American Crow and Axis Deer.
- Is USDA Species:** American Crow
- Category Type:** Axis Deer

Click to select “Yes” or “No” for **Is USDA Species**, then click on the **Category Type** dropdown to open the category list and click on the desired list item to select it.

My Workspaces ▾ Vivarium Species List Back

Save Changes

Add a new species to the system.

*Species Name: American Crow (USDA E)

*Scientific Name: Corvus Brachyrhynchos

*Common Name: American Crow

Is USDA Species: Yes No

Category Type: —none—
A
B
C
D
E

The completed form is shown below.

My Workspaces ▾ Vivarium Species List Back

Save Changes

Add a new species to the system.

*Species Name: American Crow (USDA E)

*Scientific Name: Corvus Brachyrhynchos

*Common Name: American Crow

Is USDA Species: Yes No

Category Type: E

Click the **Save Changes** button to save the new species record and return to the main **Species List** page. The new record is added to the list. Notice that in the new record, the asterisk icon in the **Apply Filter** column is black.

My Workspaces ▼ Vivarium **Species List** Back

Merge Species Records Add a New Species

Species Browse/Find: Species Name: Find...

15 result(s) found...

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchos	No	A
			Fruit Fly (USDA C)	Drosophila	Yes	C
			Goat (USDA A)	Capra Aegagrus Hircus	Yes	A
			Guinea Pig (USDA A)	Cavia Porcellus	Yes	A
			Mouse (USDA A)	Mus	Yes	A
			Rat (USDA A)	Rattus	Yes	A
			Syrian Hamster (USDA A)	Mesocricetus Auratus	Yes	A
			White Wing Dove (USDA A)	Zenaida Asiatica	Yes	A

A green asterisk in the **Apply Filter** column indicates a filter has been applied to limit the species' availability to certain study application types.

A black asterisk in the **Apply Filter** column indicates the species is available for assignment to any study application type.

Click the **Apply Filter** icon to view, edit or enter filter details for the species. The **Restrict List by Application Type** popup window opens.

Restrict List by Application Type

Select the Application Type(s) in which the desired Species will be available.

Note: If no Application Type is selected then that Species will be available for every Application Type.

Save Filter

<input checked="" type="checkbox"/>	Application Name
<input type="checkbox"/>	IRB Application
<input type="checkbox"/>	IBC APPLICATION (BIO-SAFETY)
<input checked="" type="checkbox"/>	IACUC APPLICATION (ANIMALS)
<input type="checkbox"/>	PCH Research Request

Click the close icon (red X in upper right corner) to close the popup without limiting the filter to certain study types.

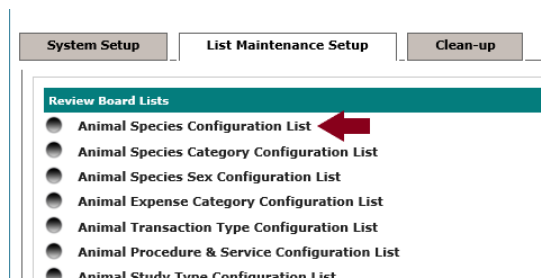
To limit the species to certain study application types, select the checkbox(es) for the desired **Application Name** item(s). Click the **Save Filter** button to save changes and close the popup window.

In the screenshot above, the black asterisk was clicked on the “American Crow (USDA E)” record and IACUC APPLICATION (ANIMALS) is selected. When the **Save Filter** button is clicked, the filter setting is updated on the **Species List** page.

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchos	No	A
			Fruit Fly (USDA C)	Drosophila	Yes	C

Edit Species

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Configuration List** link.



The **Species List** page is opened.

My Workspaces ▼ Vivarium **Species List** Back

Merge Species Records Add a New Species

Species Browse/Find: Species Name: Find ...

15 result(s) found...

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchos	No	A
			Fruit Fly (USDA C)	Drosophila	Yes	C
			Goat (USDA A)	Capra Aegagrus Hircus	Yes	A
			Guinea Pig (USDA A)	Cavia Porcellus	Yes	A
			Mouse (USDA A)	Mus	Yes	A
			Rat (USDA A)	Rattus	Yes	A
			Syrian Hamster (USDA A)	Mesocricetus Auratus	Yes	A
			White Wing Dove (USDA A)	Zenaida Asiatica	Yes	A

In the screenshot above, **Category Type** was mistakenly set to “A” instead of “C” in the “American Crow (USDA C)” record.

To edit a species record, click the icon in the **Edit** column for the applicable record. The record is opened in an **Edit a species in the system** panel.

My Workspaces ▼ Vivarium **Species List** Back

Save Changes

Edit a species in the system.

*Species Name:

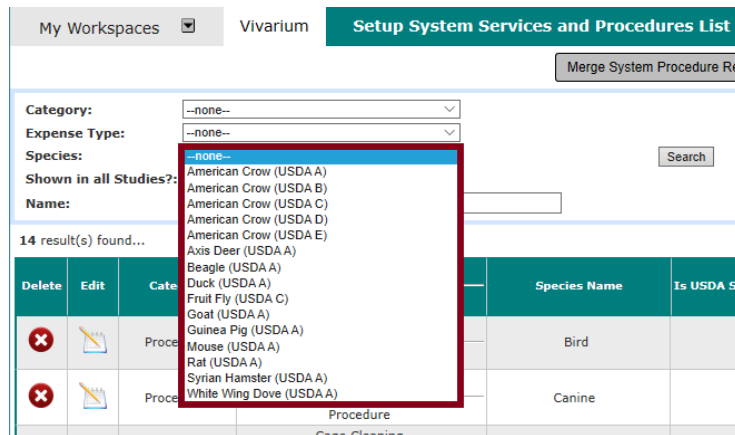
*Scientific Name:

*Common Name:

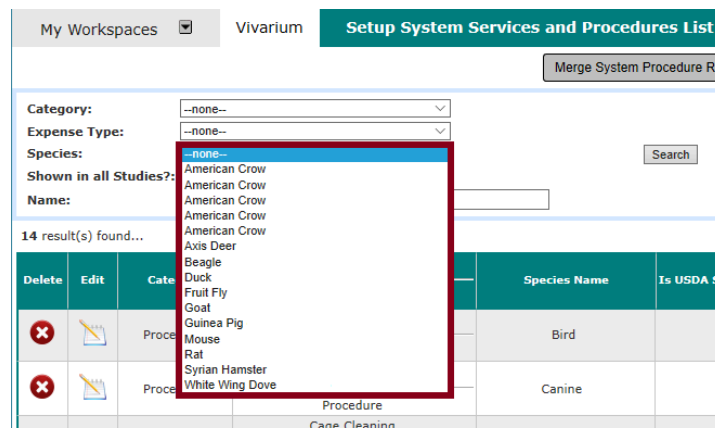
Is USDA Species: Yes No

Category Type:

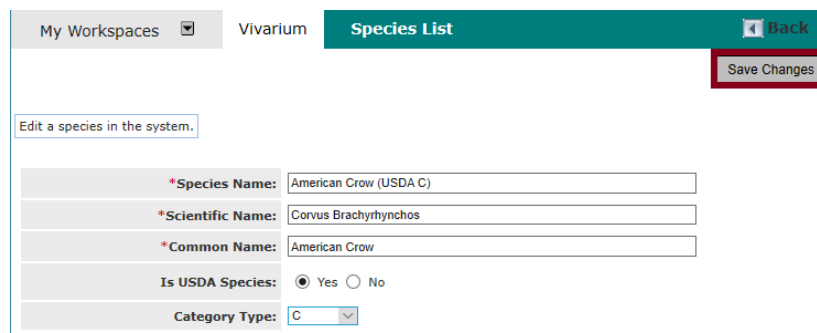
Because there can be multiple versions of the same species record, each with a different **Category Type** assigned, it’s a good practice to include the **Category Type** designation when entering or revising the **Species Name**. Doing so ensures that users will be able to distinguish between records in the species dropdown list wherever it appears in the iRIS™ system.



In the example above the **Category Type** is included in the **Species Name**. The example below demonstrates the difficulty in distinguishing between species records when the **Category Type** is *not* included in the **Species Name**.



Make desired changes in the edit panel and click the **Save Changes** button to save changes and return to the main **Species List** page.

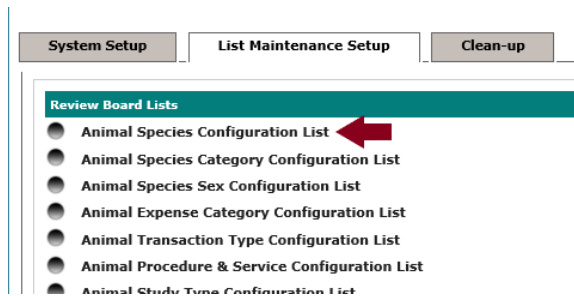


The record is revised in the **Species List**.

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchos	Yes	A

Delete Species

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Configuration List** link.

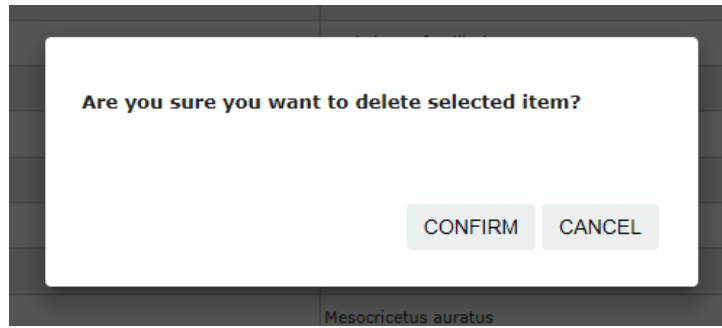


The **Species List** page is opened.

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E

In the screenshot above, the fifth species record for “American Crow” is a duplicate that was created in error.

To delete a species record, click the icon in the **Delete** column for the applicable record. A confirmation popup window appears.



Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The record is deleted.

My Workspaces ▼ Vivarium **Species List** ← Back

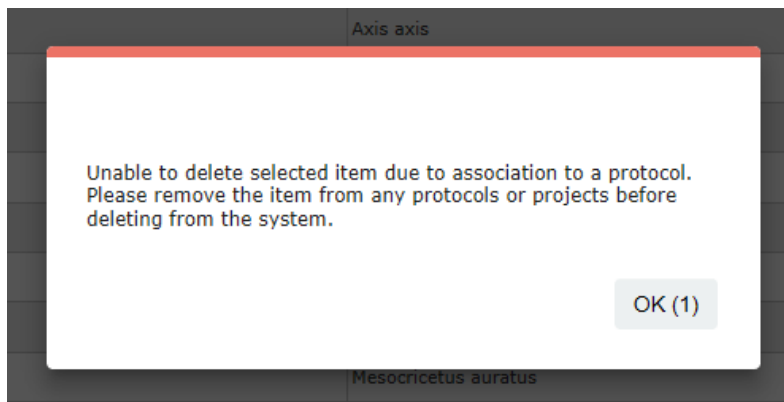
Merge Species Records Add a New Species

Species Browse/Find: Species Name: Find...

15 result(s) found...

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchos	No	A

If the species being deleted has been assigned to any studies, a second popup appears after the first to notify the user the record cannot be deleted. The popup timer counts down from three (3) to one (1), and then the popup closes. The record is not deleted.

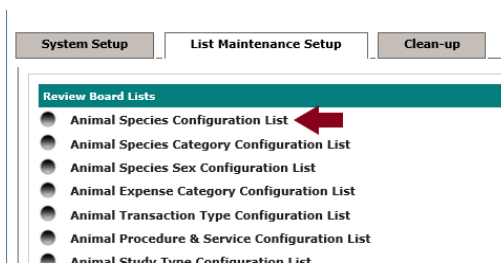


Merge Species

Recall that once a species has been assigned to a study application, it cannot be deleted. Sometimes a duplicate or erroneous species record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous species record can be merged with a valid species record. The valid species record is then substituted for the duplicate/erroneous species record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Configuration List** link.



The **Species List** page is opened.

The screenshot shows the 'Species List' page with a search bar and a table of 16 results. The 'Merge Species Records' button is highlighted in red. The first 'Fruit Fly' record is also highlighted in red.

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchos	No	A
			Fruit Fly	Fruit Fly	No	C
			Fruit Fly (USDA C)	Drosophila	Yes	C
			Goat (USDA A)	Capra Aegagrus Hircus	Yes	A
			Guinea Pig (USDA A)	Cavia Domestica	Yes	A

In the example shown above, the first Fruit Fly species record in the list was created in error but has been assigned to one or more studies. Click the **Merge Species Records** button to begin. The **Merge Species Records** page opens.

My Workspaces ▼ Vivarium **Merge Species Records** ⏪ Back Merge Selected Records

Select two or more records to merge.

<input type="checkbox"/>	Internal Rec Num	Species Name	Scientific Name	Common Name	Category Type
<input type="checkbox"/>	2	American Crow (USDA A)	Corvus Brachyrhynchos	American Crow	A
<input type="checkbox"/>	13	American Crow (USDA B)	Corvus Brachyrhynchos	American Crow	B
<input type="checkbox"/>	14	American Crow (USDA C)	Corvus Brachyrhynchos	American Crow	C
<input type="checkbox"/>	15	American Crow (USDA D)	Corvus Brachyrhynchos	American Crow	D
<input type="checkbox"/>	19	American Crow (USDA E)	Corvus Brachyrhynchos	American Crow	E
<input type="checkbox"/>	3	Axis Deer (USDA A)	Axis Axis	Axis Deer	A
<input type="checkbox"/>	6	Beagle (USDA A)	Canis Lupus Familiaris	Beagle	A
<input type="checkbox"/>	4	Duck (USDA A)	Anas Platyrhynchos	Duck	A
<input checked="" type="checkbox"/>	21	Fruit Fly	Fruit Fly	Fruit Fly	C
<input checked="" type="checkbox"/>	10	Fruit Fly (USDA C)	Drosophila	Fruit Fly	C
<input type="checkbox"/>	7	Goat (USDA A)	Capra Aegagrus Hircus	Goat	A
<input type="checkbox"/>	9	Guinea Pig (USDA A)	Cavia Porcellus	Guinea Pig	A

Select the checkboxes at far left for the species records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

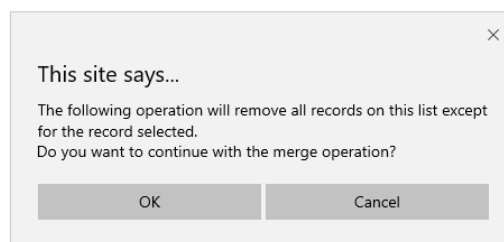
My Workspaces ▼ Vivarium **Merge Species Records** ⏪ Back Merge Cancel

Select the record you want to keep after merging. ←

<input type="radio"/>	Species Name	Scientific Name	Common Name	Category Type
<input checked="" type="radio"/>	Fruit Fly (USDA C)	Drosophila	Fruit Fly	C
<input type="radio"/>	Fruit Fly	Fruit Fly	Fruit Fly	C

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup appears.



As the popup states, all species records in the list on the **Merge Species Records** page will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Species List** page. As shown below, the Fruit Fly records are merged.

My Workspaces ▾ Vivarium **Species List** [Back](#)

Merge Species Records Add a New Species

Species Browse/Find: Species Name:

15 result(s) found...

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
			American Crow (USDA E)	Corvus Brachyrhynchos	Yes	E
			Axis Deer (USDA A)	Axis Axis	No	A
			Beagle (USDA A)	Canis Lupus Familiaris	Yes	A
			Duck (USDA A)	Anas Platyrhynchos	No	A
			Fruit Fly (USDA C)	Drosophila	Yes	C
			Goat (USDA A)	Capra Aegagrus Hircus	Yes	A
			Guinea Pig (USDA A)	Cavia Porcellus	Yes	A
			Mouse (USDA A)	Mus	Yes	A
			Rat (USDA A)	Rattus	Yes	A
			Syrian Hamster (USDA A)	Mesocricetus Auratus	Yes	A
			White Wing Dove (USDA A)	Zenaida Asiatica	Yes	A

Animal Species Category Configuration List

As discussed in the USDA Pain and Distress Categories section of this manual, applications for studies involving animal subjects must report the anticipated level of animal subject pain or distress according to the USDA’s standardized designations, which are labeled “A” through “E”.

See the USDA Pain and Distress Categories section of this manual for details of each USDA designation.

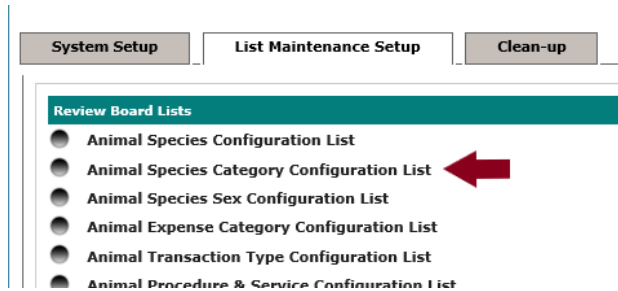
In the iRIS™ system, USDA designations are maintained in an Animal Species Category list. The Animal Species Category list populates the USDA Pain and Distress **Category Type** dropdown list for animal species records, as shown below.

My Workspaces ▾ Vivarium **Species List** [Back](#)

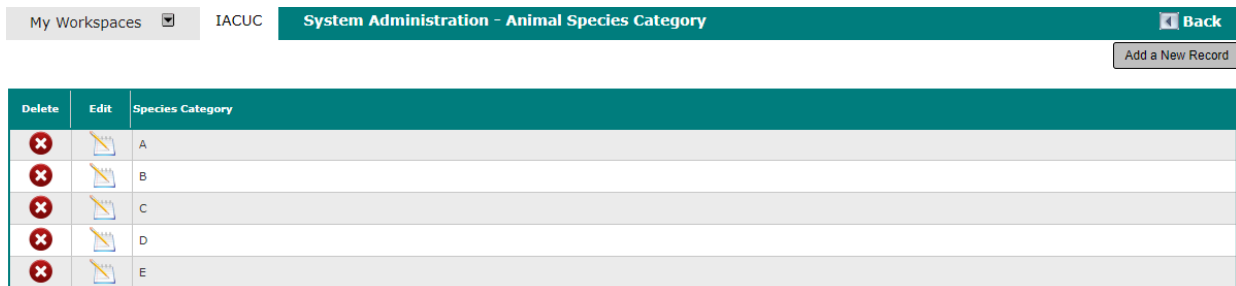
Edit a species in the system.

*Species Name:	<input type="text" value="American Crow (USDA A)"/>
*Scientific Name:	<input type="text" value="Corvus Brachyrhynchos"/>
*Common Name:	<input type="text" value="American Crow"/>
Is USDA Species:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Category Type:	<div style="border: 1px solid black; padding: 2px;"> --none-- A B C D E </div>

To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Category Configuration List** link.



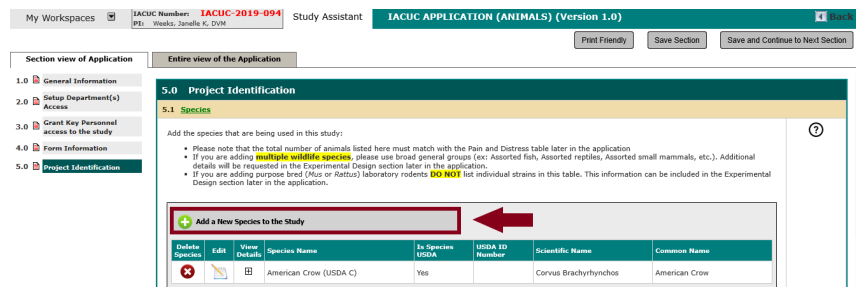
The **Animal Species Category** page is opened.



Species Category Implementation – Application Side

The species category list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — in the **Project Identification** section, when the user clicks the **Add A New Species to the Study** button, popup dialogs are provided for species selection; species category is tied to each species record, so selection of a species also selects a corresponding species category



Find a Species: Search Options

Species Browse/Find:

0 result(s) found... 0 - 0

Select	Species Name	Scientific Name	Common Name	Is USDA Species	Strain Stock	Category Type
No Results found						

Study IACUC Species Details:

Species Name:	American Crow (USDA A)
Scientific Name:	Corvus Brachyrhynchos
Common Name:	American Crow
Strain Stock:	Bird
Is USDA:	Yes
* Sex:	<input type="text" value="--NONE--"/>
* Age:	<input type="text"/>
* Weight:	<input type="text"/>
Category Type:	A ←
* Total Number Requested:	<input type="text" value="0"/>
Total Number Approved:	0
Wildlife:	<input type="checkbox"/>
Laboratory:	<input type="checkbox"/>

IACUC / ARC Study Application — an **Add a New species Pain Classification to the Study** button is provided in the **Pain and Distress** section of the application; clicking the button opens a popup for entry of **Study Pain Classification Details**, which includes a **Species** field

My Workspaces | IACUC Number: **IACUC-2019-094** | Study Assistant | IACUC APPLICATION (ANIMALS) (Version 1.0) |

Section view of Application

- 1.0 General Information
- 2.0 Setup Department(s) Access
- 3.0 Grant Key Personnel access to the study
- 4.0 Form Information
- 5.0 Project Identification
- 6.0 Personnel Identification and Qualifications
- 7.0 Project Description and Procedures
- 8.0 Drug/Agent Administration
- 9.0 Pain and Distress

Entire view of the Application

9.0 Pain and Distress Edit

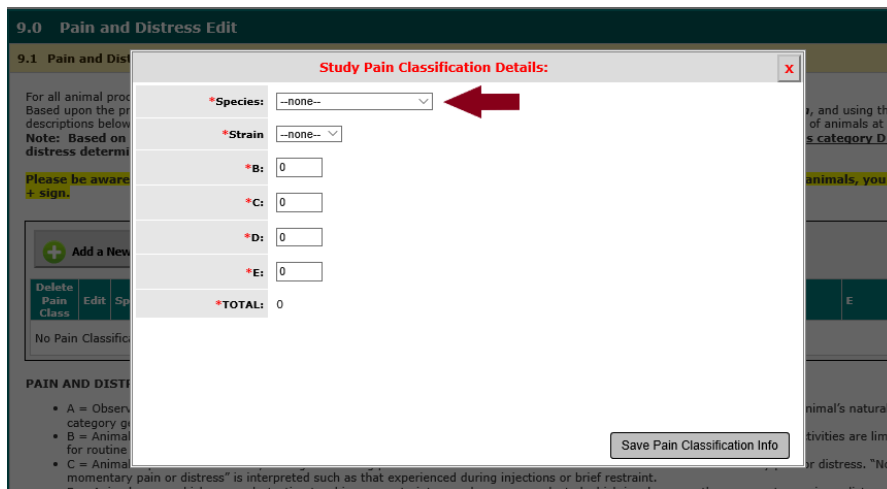
9.1 Pain and Distress Categories

For all animal procedures: Based upon the procedures listed in the Summary of Animal Procedures Table in the Project Description and Procedures section, and using the P&D category descriptions below, please assign the pain and/or distress category that may be experienced by the animals and the anticipated number of animals at each category. Note: Based on federal regulations, any surgical procedure has the potential for pain and/or distress and must be listed as category D or E. Pain and distress determination is subject to IACUC approval.

Please be aware that this total should match the total in section 5.1 (where the species is entered). To see the number of animals, you must click on the **!** sign.

+
Add a New Species Pain Classification to the Study

Delete	Edit	Species Name	Strain	B	C	D	E	Total
No Pain Classifications have been added to this Study.								



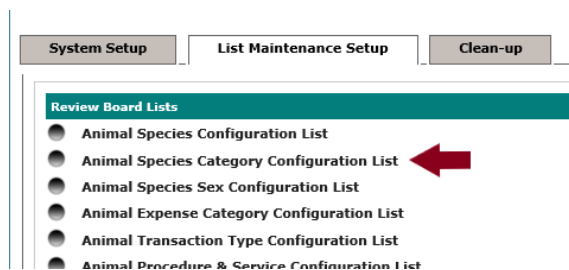
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Species Category Implementation – Board Side

Species category(ies) is(are) designated on the application side where required and are not generally subject to direct revision by the board.

Add Species Category

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Category Configuration List** link.



The **System Administration – Animal Species Category** page is opened.

My Workspaces	Vivarium	System Administration - Animal Species Category		Back
				Add a New Record
Delete	Edit	Species Category		
		A		
		B		
		C		
		D		

In the example above, four of the five USDA designations have been created. Click the **Add a New Record** button. A panel opens for creation of the record.

My Workspaces ▼ Vivarium **System Administration - Animal Species Category** Back

Save Record

* Species Category:

Enter the desired **Species Category** designation, then click the **Save Record** button to save the new record and return to the **Animal Species Category** list page. The new record is added.

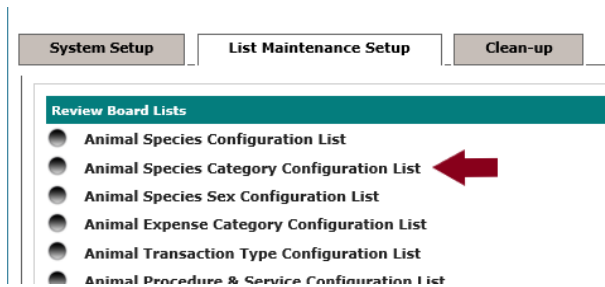
My Workspaces	Vivarium	System Administration - Animal Species Category		Back
				Add a New Record
Delete	Edit	Species Category		
		A		
		B		
		C		
		D		
		E		

Some institutions may wish to use the **Animal Species Category** list for purposes other than, or in addition to, tracking USDA Pain and Distress designations.

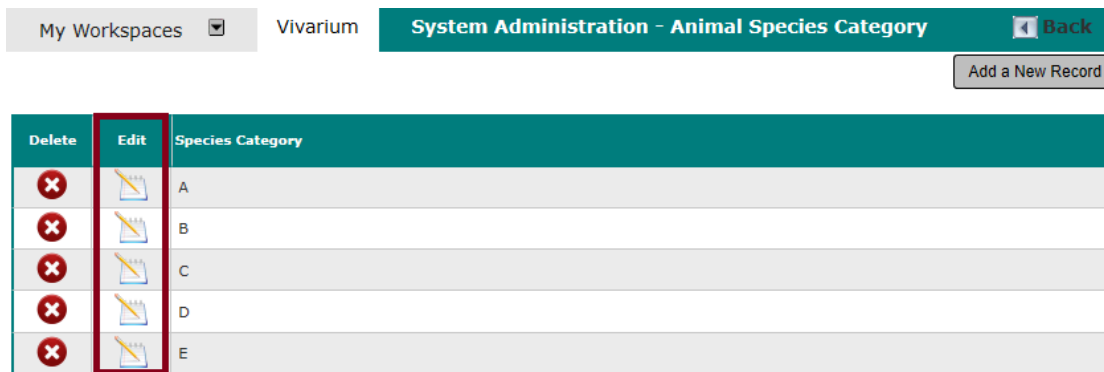
*To deliver maximum flexibility, the iRIS™ system does not limit the number of Animal Species Category records to five and does not prevent creation of duplicate category records. It is the responsibility of the iRIS™ system administrator to ensure the **Animal Species Category** list is maintained in accordance with the institution's requirements.*

Edit Species Category

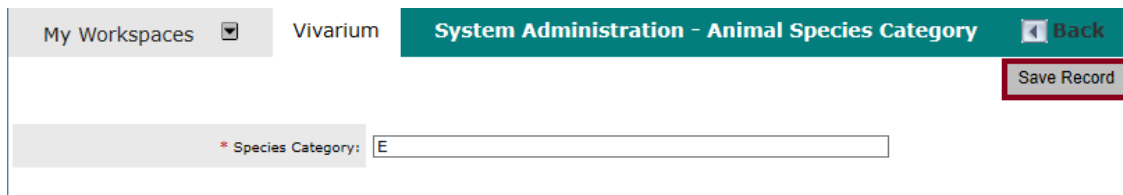
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Category Configuration List** link.



The **System Administration – Animal Species Category** page is opened.



Click the icon in the **Edit** column for the applicable record. A panel opens for editing the record.

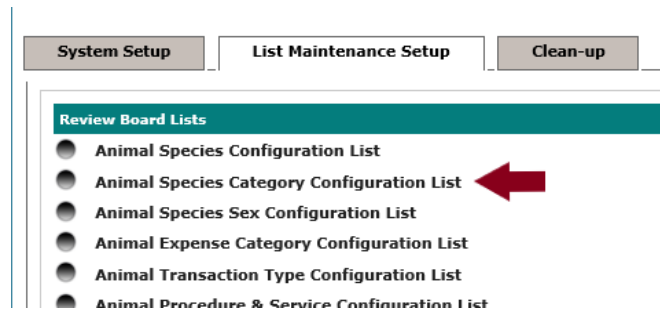


*To deliver maximum flexibility, the iRIS™ system does not limit the number of Animal Species Category records to five and does not prevent creation of duplicate category records. It is the responsibility of the iRIS™ system administrator to ensure the **Animal Species Category** list is maintained in accordance with the institution's requirements.*

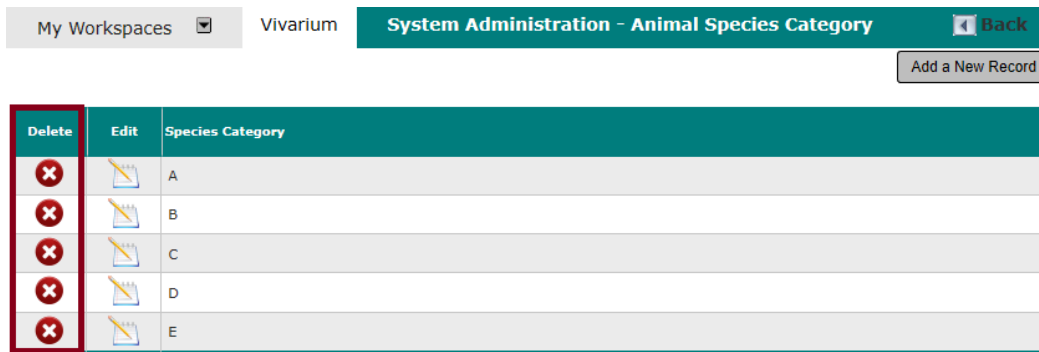
Make desired edits, then click the **Save Record** button to save changes and return to the **Animal Species Category** list page.

Delete Species Category

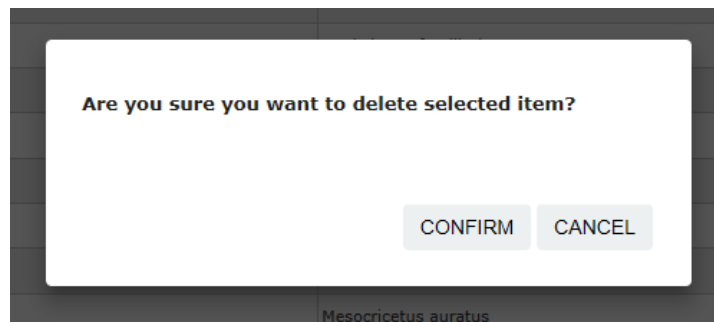
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Category Configuration List** link.



The **System Administration – Animal Species Category** page is opened.



Click the icon in the **Delete** column for the record to be deleted. A confirmation popup window appears.



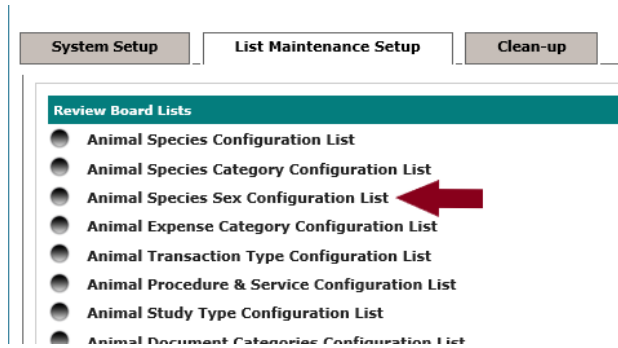
Note that deleting a species category that is already in use on study applications will delete the assigned species category from those applications. It is the responsibility of the iRIS™ system administrator to ensure the applicable species category is not in use before deleting it.

Click **CANCEL** to close the popup without deleting the record.

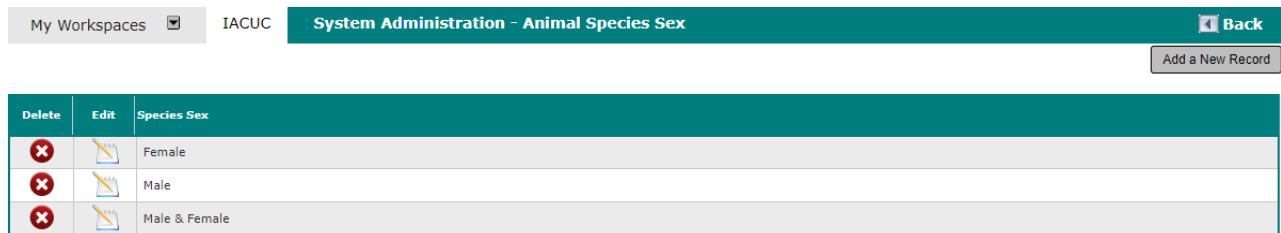
Click **CONFIRM** to delete the record and return to the **Animal Species Category** list page.

Animal Species Sex Configuration List

The sex of each study animal, or group of study animals, is assigned in the iRIS™ system via selection from the **Animal Species Sex** configuration list. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Sex Configuration List** link.



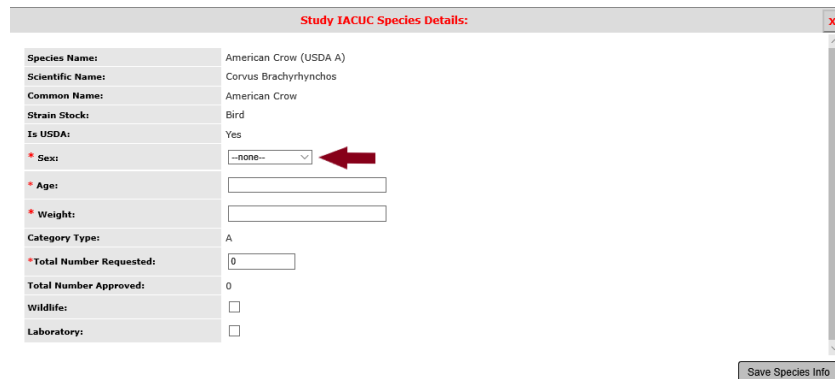
The **Animal Species Sex** page is opened.



Animal Species Sex List Implementation – Application Side

The species sex list is employed in the following areas on the application side of iRIS™.

Submissions — the animal species sex list is included in the **Study IACUC Species Details** popup that displays when an animal order is created via the Animal Orders section of the Animal Management tab when reviewing a submission



Submissions — the animal species sex list is employed in the search form provided in the **Animal Records** section of the **Animal Management** tab when reviewing a submission

The screenshot shows the 'Animal Management' tab in the iRIS application. The 'Animal Records' section is active, displaying a search form with various filters. A red arrow points to the 'Sex' dropdown menu, which is currently set to 'All'. Other filters include Species, Strain, Life Status, Date of Birth Range, Generation, Cage ID, Facility, Building, Room, Animal ID, Animal Tag Number, and Origin. The search results table below shows 0 results found.

For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Animal Species Sex List Implementation – Board Side

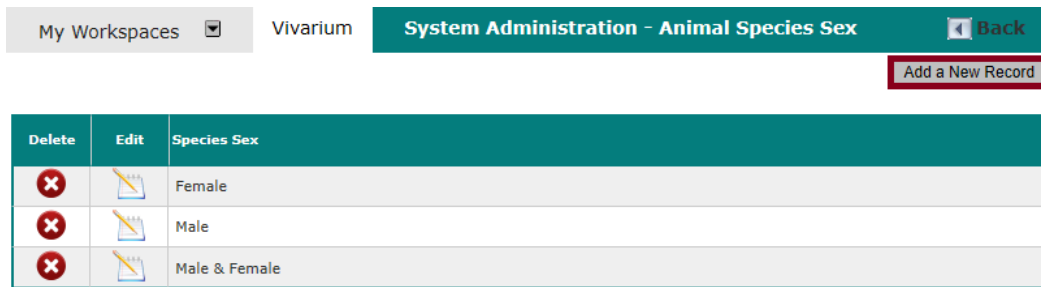
Animal species sex selections are designated on the application side where required and are not generally subject to direct revision by the board.

Add Species Sex

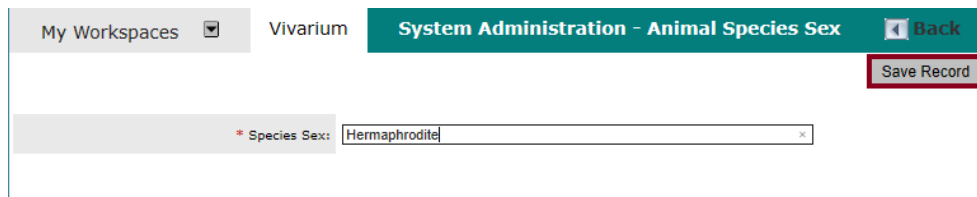
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Sex Configuration List** link.

The screenshot shows the 'List Maintenance Setup' tab in the iRIS application. Under the 'Review Board Lists' section, there is a list of configuration lists. A red arrow points to the 'Animal Species Sex Configuration List' link.

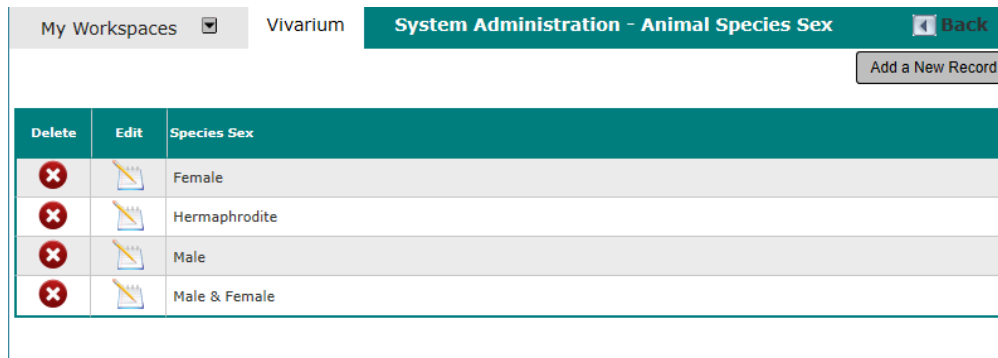
The **System Administration – Animal Species Sex** page is opened.



Click the **Add a New Record** button. A panel opens for creation of the record.



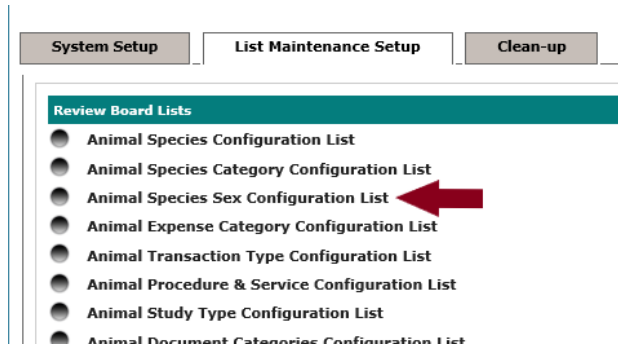
Enter the desired **Species Sex** designation, then click the **Save Record** button to save the new record and return to the **Animal Species Sex** list page. The new record is added.



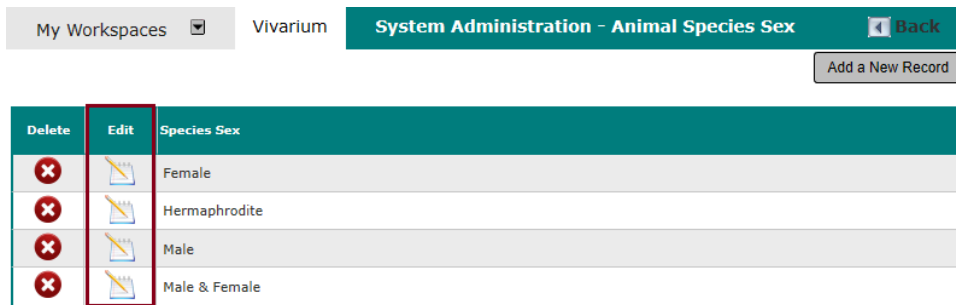
Note that in this list the sex designation of “Male & Female” refers to a mixed-sex population of animals, while a sex designation of “Hermaphrodite” refers to animals that are true hermaphrodites (e.g., snails).

Edit Species Sex

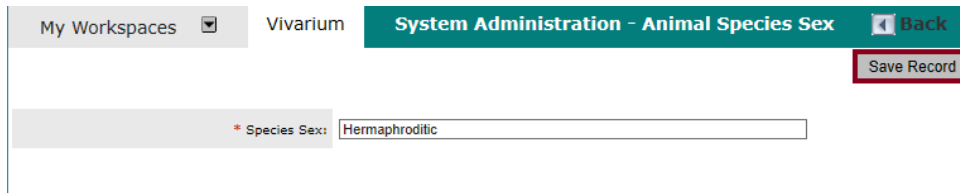
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Sex Configuration List** link.



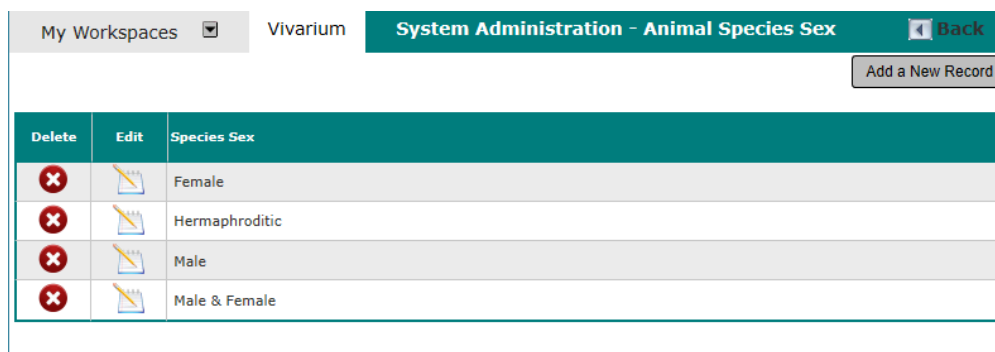
The **System Administration – Animal Species Sex** page is opened.



Click the icon in the **Edit** column for the applicable record. A panel opens for editing the record.



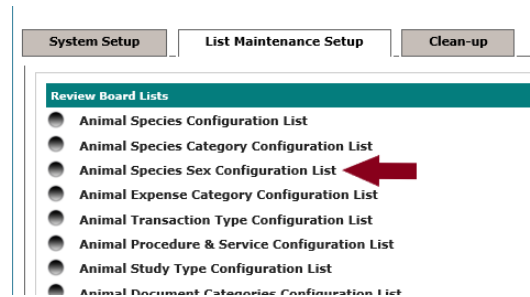
Make desired edits, then click the **Save Record** button to save the changes and return to the **Animal Species Sex** list page. The record is revised.



Note that in this list the sex designation of “Male & Female” refers to a mixed-sex population of animals, while a sex designation of “Hermaphroditic” refers to animals that are true hermaphrodites (e.g., snails).

Delete Species Sex

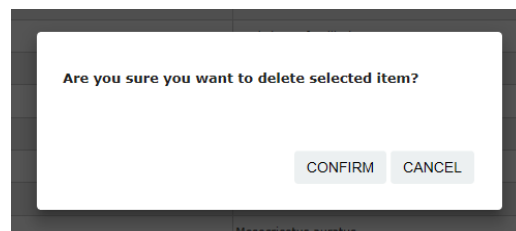
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Sex Configuration List** link.



The **System Administration – Animal Species Sex** page is opened.

My Workspaces		Vivarium	System Administration - Animal Species Sex	Back
Add a New Record				
Delete	Edit	Species Sex		
		Female		
		Hermaphrodite		
		Male		
		Male & Female		

Click the icon in the **Delete** column for the record to be deleted. In this case, the “Hermaphrodite” record is being deleted. A confirmation popup window appears.



Note that deleting a species sex that is already in use on study applications will delete the assigned species sex from those applications. It is the responsibility of the iRIS™ system administrator to ensure the applicable species sex is not in use before deleting it.

Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and return to the **Animal Species Sex** list page. The record is deleted.

My Workspaces		Vivarium	System Administration - Animal Species Sex	Back
Add a New Record				
Delete	Edit	Species Sex		
		Female		
		Male		
		Male & Female		

Animal Expense Category Configuration List

The animal expense category configuration list is used to populate a dropdown picklist of expense categories involved in animal subject research. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Expense Category Configuration List** link.

System Setup	List Maintenance Setup	Clean-up
Review Board Lists		
<input type="radio"/> Animal Species Configuration List		
<input type="radio"/> Animal Species Category Configuration List		
<input type="radio"/> Animal Species Sex Configuration List		
<input checked="" type="radio"/> Animal Expense Category Configuration List		
<input type="radio"/> Animal Transaction Type Configuration List		
<input type="radio"/> Animal Procedure & Service Configuration List		
<input type="radio"/> Animal Study Type Configuration List		
<input type="radio"/> Animal Document Categories Configuration List		

The **Setup Expense Category** page is opened.

My Workspaces		Vivarium	Setup Expense Category	Back
Merge Expense Category Records Add a New Expense Category				
Delete	Edit	Expense Category		
		Veterinarian Well Care Exam		
		Surgery		
		Procedure		
		Treatment		
		Cage Repair		
		Cage Upgrade		

Animal Expense Category Implementation – Application Side

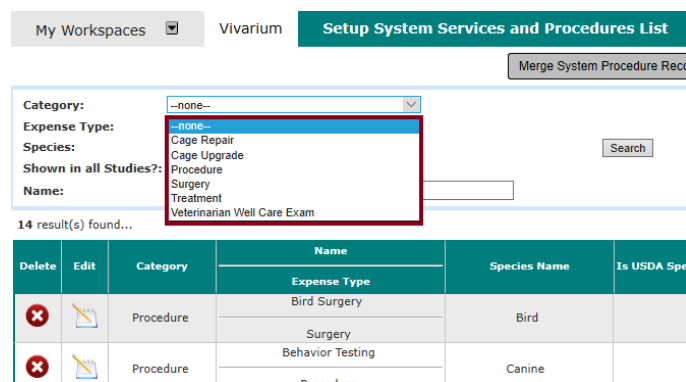
Animal expenses incurred on the application side of iRIS™ are processed in the accounting areas of the ARC module.

Please see the Animal Resource Center — Orders and Billing manual and the Animal Resource Center — Order Processing manual for more information about ARC accounting functions.

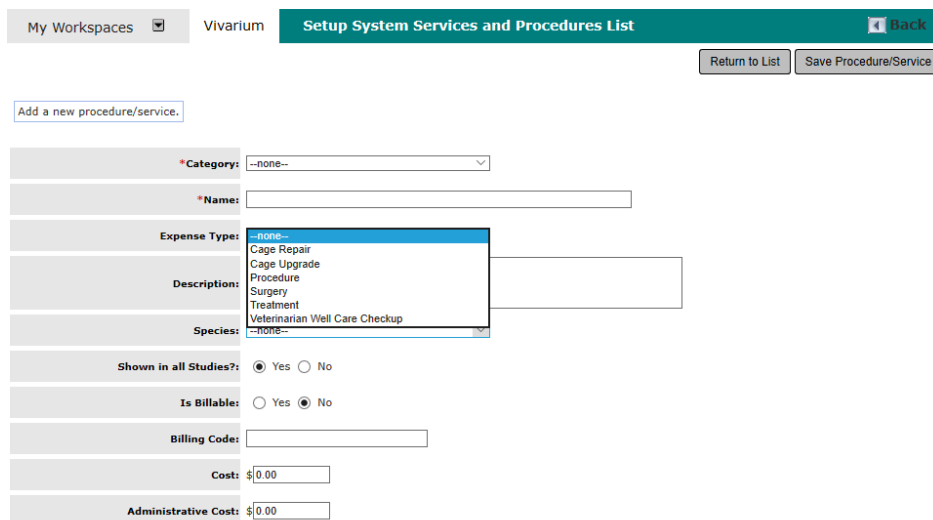
Animal Expense Category Implementation – Board Side

The animal expense category list is employed in the following areas on the review board / system setup side of iRIS™.

Setup System Service and Procedures List page — the animal expense category list is employed in the **Setup System Service and Procedures List** page, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > **Animal Procedure & Service Configuration List** link

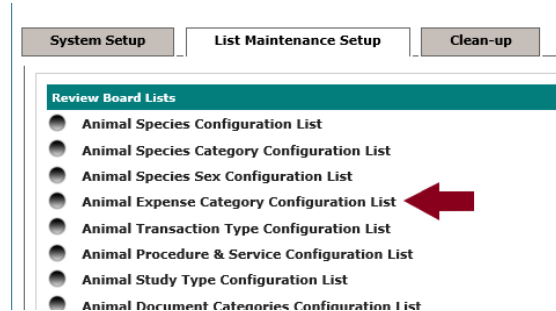


Setup System Service and Procedures List add panel — the animal expense category list is employed in the **Setup System Service and Procedures List** add panel, which is accessed via Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Animal Procedure & Service Configuration List link > Add a New Procedure/Service button

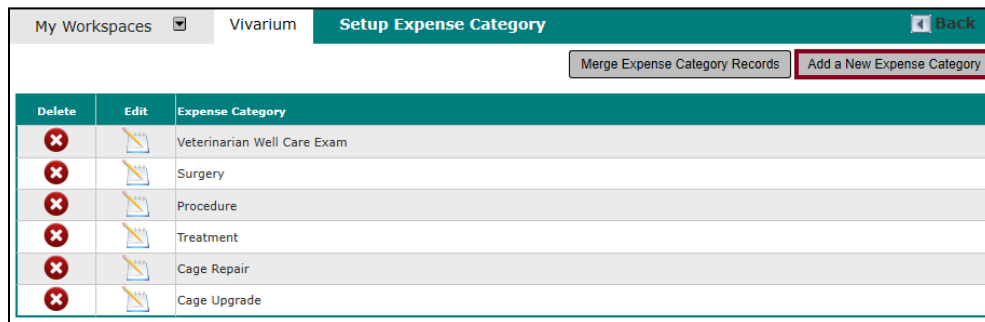


Add Animal Expense Category

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Expense Category Configuration List** link.



The **Setup Expense Category** page is opened.



Click the **Add a New Expense Category** button. A panel is opened for entry of a new record.

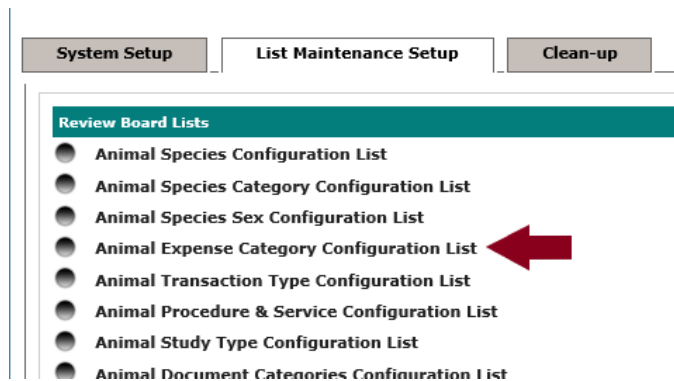


Enter the new **Expense Category** and click the **Save Expense Category** button to save the new record and return to the main **Setup Expense Category** list page. The new record is added to the list.

Delete	Edit	Expense Category
		Veterinarian Well Care Exam
		Surgery
		Procedure
		Treatment
		Cage Repair
		Cage Upgrade
		Durable Equipment Rental

Edit Animal Expense Category

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Expense Category Configuration List** link.



The **Setup Expense Category** page is opened.

Delete	Edit	Expense Category
		Veterinarian Well Care Exam
		Surgery
		Procedure
		Treatment
		Cage Repair
		Cage Upgrade
		Durable Equipment Rental

Click the icon in the **Edit** column for the applicable record. A panel is opened for editing the record.

My Workspaces ▼ Vivarium **Setup Expense Category** ◀ Back

Save Expense Category

*Expense Category:

Make desired revisions, then click the **Save Expense Category** button to save changes and return to the main **Setup Expense Category** list page. The record is revised.

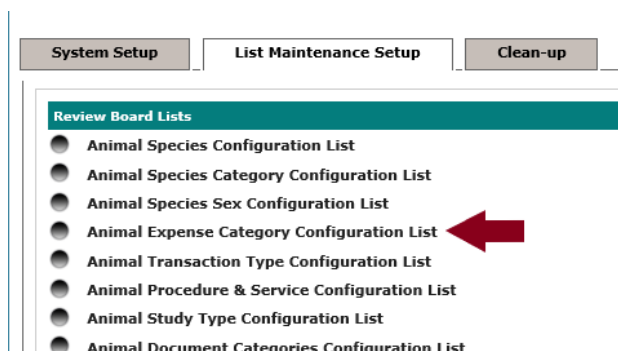
My Workspaces ▼ Vivarium **Setup Expense Category** ◀ Back

Merge Expense Category Records Add a New Expense Category

Delete	Edit	Expense Category
		Veterinarian Well Care Checkup
		Surgery
		Procedure
		Treatment
		Cage Repair
		Cage Upgrade
		Durable Equipment Rental

Delete Animal Expense Category

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Expense Category Configuration List** link.



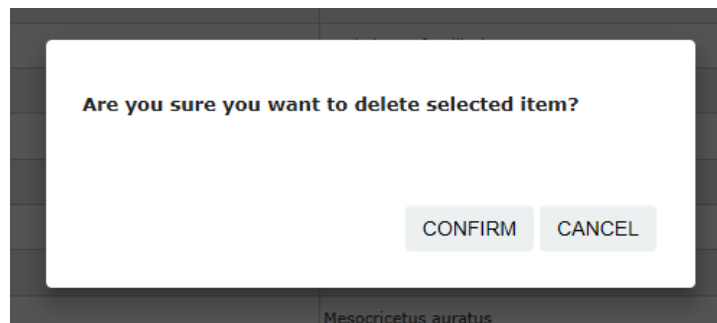
The **Setup Expense Category** page is opened.

My Workspaces ▼ Vivarium **Setup Expense Category** ⏪ Back

Merge Expense Category Records Add a New Expense Category

Delete	Edit	Expense Category
		Veterinarian Well Care Checkup
		Surgery
		Procedure
		Treatment
		Cage Repair
		Cage Upgrade
		Durable Equipment Rental

Click the icon in the **Delete** column for the record to be deleted. In this example the “Durable Equipment Rental” record is being deleted. A confirmation popup window appears.



Note that deleting an animal expense category that is already in use on study applications will delete the expense category from those applications. It is the responsibility of the iRIS™ system administrator to ensure the applicable expense category is not in use before deleting it.

Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The record is deleted.

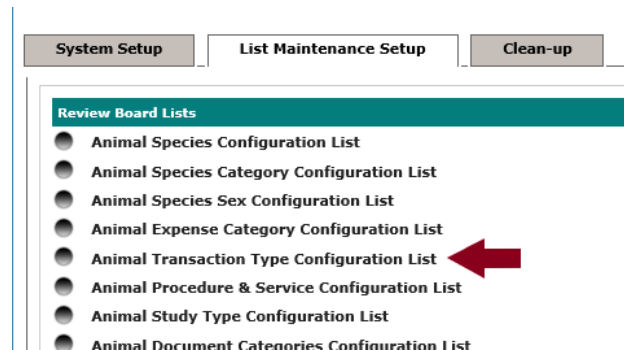
My Workspaces ▼ Vivarium **Setup Expense Category** ⏪ Back

Merge Expense Category Records Add a New Expense Category

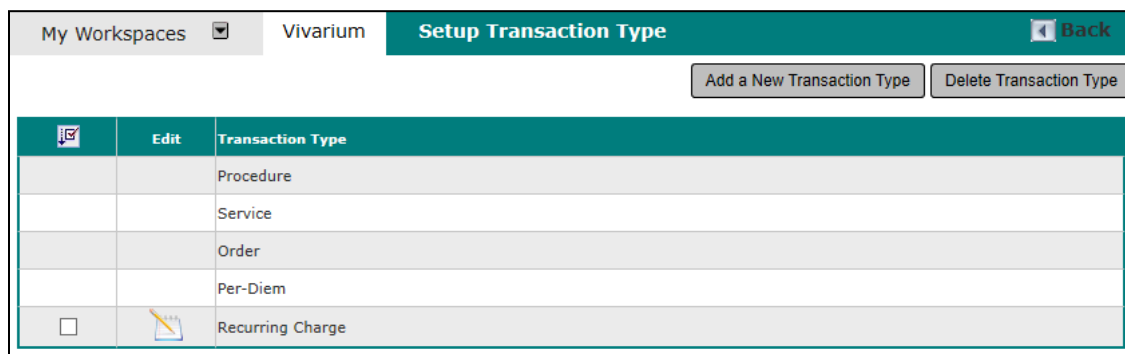
Delete	Edit	Expense Category
		Veterinarian Well Care Checkup
		Surgery
		Procedure
		Treatment
		Cage Repair
		Cage Upgrade

Animal Transaction Type Configuration List

The animal transaction type configuration list is used to populate a dropdown picklist of transaction types that can generate charges to be invoiced. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Transaction Type Configuration List** link.



The **Setup Transaction Type** page is opened.



Note that four **Transaction Types** are provided by default: Procedure, Service, Order and Per-Diem. These records cannot be edited or deleted.

The institution can add its own **Transaction Types** to the list to meet internal accounting needs. In the screenshot above, a “Recurring Charge” **Transaction Type** has been added. **Transaction Types** added by the institution can be edited and deleted.

Animal Transaction Type Implementation – Application Side

Animal transactions initiated on the application side of iRIS™ are processed in the accounting areas of the ARC module.

Please see the Animal Resource Center — Orders and Billing manual and the Animal Resource Center — Order Processing manual for more information about ARC accounting functions.

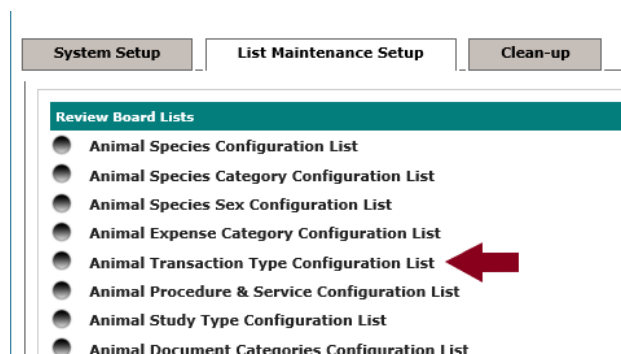
Animal Transaction Type Implementation – Board Side

Animal transactions initiated on the application side of iRIS™ are processed in the accounting areas of the ARC module and are not generally subject to direct revision by the board.

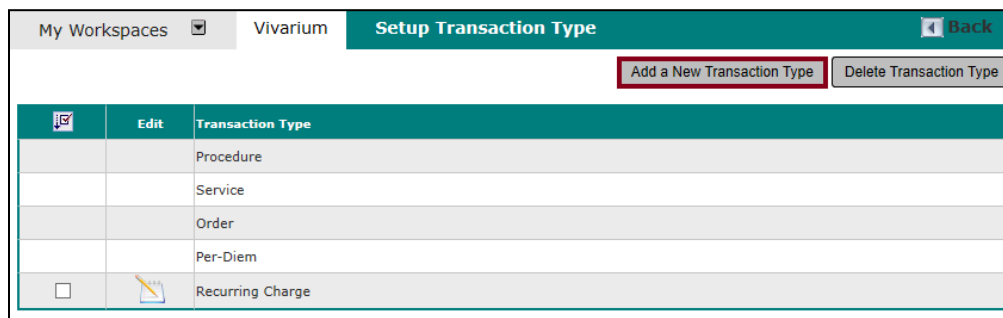
Please see the Animal Resource Center — Orders and Billing manual and the Animal Resource Center — Order Processing manual for more information about ARC accounting functions.

Add Animal Transaction Type

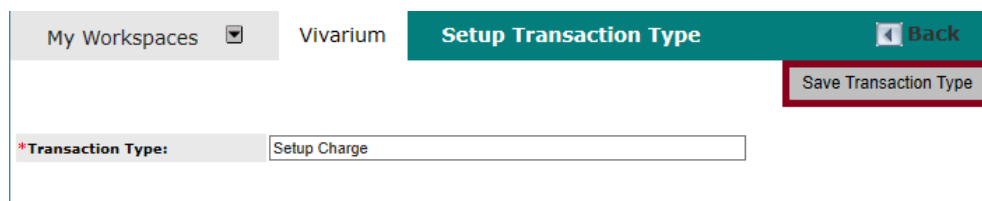
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Transaction Type Configuration List** link.



The **Setup Transaction Type** page is opened.



Click the **Add a New Transaction Type** button. A panel is opened for entry of a new record.



Enter the new **Transaction Type** and click the **Save Transaction Type** button to save the new record and return to the main **Setup Transaction Type** list page. The new record is added to the list.

My Workspaces ▾ Vivarium **Setup Transaction Type** [Back](#)

[Add a New Transaction Type](#) [Delete Transaction Type](#)

<input checked="" type="checkbox"/>	Edit	Transaction Type
		Procedure
		Service
		Order
		Per-Diem
<input type="checkbox"/>		Recurring Charge
<input type="checkbox"/>		Setup Charge

Edit Animal Transaction Type

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Transaction Type Configuration List** link.

System Setup | **List Maintenance Setup** | Clean-up

Review Board Lists

- Animal Species Configuration List
- Animal Species Category Configuration List
- Animal Species Sex Configuration List
- Animal Expense Category Configuration List
- **Animal Transaction Type Configuration List**
- Animal Procedure & Service Configuration List
- Animal Study Type Configuration List
- Animal Document Categories Configuration List

The **Setup Transaction Type** page is opened.

My Workspaces ▾ Vivarium **Setup Transaction Type** [Back](#)

[Add a New Transaction Type](#) [Delete Transaction Type](#)

<input checked="" type="checkbox"/>	Edit	Transaction Type
		Procedure
		Service
		Order
		Per-Diem
<input type="checkbox"/>		Recurring Charge
<input type="checkbox"/>		Setup Charge

Click the icon in the **Edit** column for the applicable record. A panel is opened for editing the record.

My Workspaces ▾ Vivarium **Setup Transaction Type** [Back](#)

[Save Transaction Type](#)

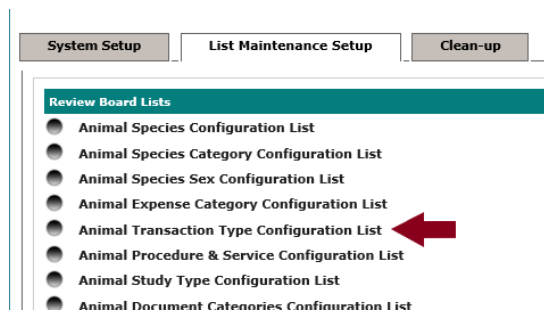
*Transaction Type:

Enter the new **Transaction Type** and click the **Save Transaction Type** button to save changes and return to the main **Setup Transaction Type** list page. As shown below, the list item is revised.

<input checked="" type="checkbox"/>	Edit	Transaction Type
		Procedure
		Service
		Order
		Per-Diem
<input type="checkbox"/>		Recurring Weekly Charge
<input type="checkbox"/>		Setup Charge

Delete Animal Transaction Type

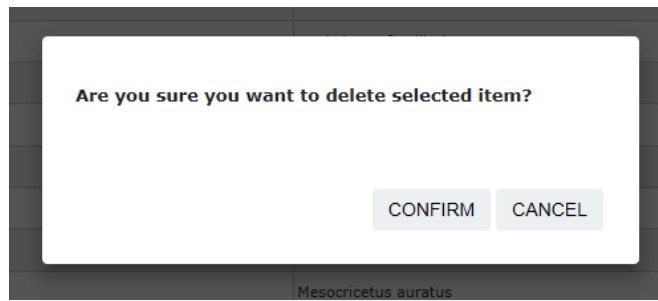
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Transaction Type Configuration List** link.



The **Setup Transaction Type** page is opened.

<input checked="" type="checkbox"/>	Edit	Transaction Type
		Procedure
		Service
		Order
		Per-Diem
<input type="checkbox"/>		Recurring Weekly Charge
<input type="checkbox"/>		Setup Charge

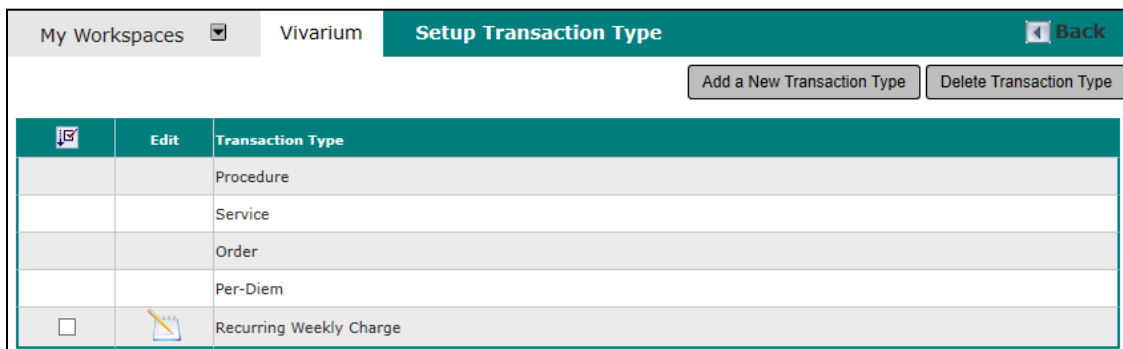
Select the checkbox at far left for the record to be deleted and click the **Delete Transaction Type** button. In this example the “Setup Charge” record is being deleted. A confirmation popup window appears.



Note that deleting an animal transaction type that is already in use on study applications will delete the transaction type from those applications. It is the responsibility of the iRIS™ system administrator to ensure the applicable transaction type is not in use before deleting it.

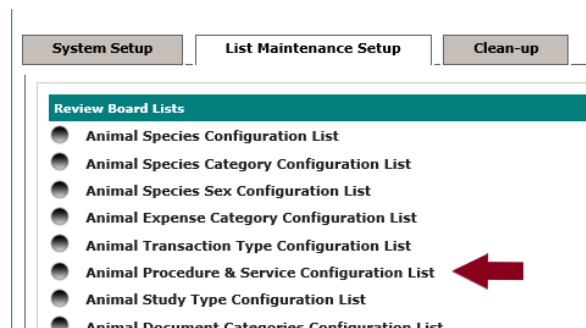
Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The record is deleted.

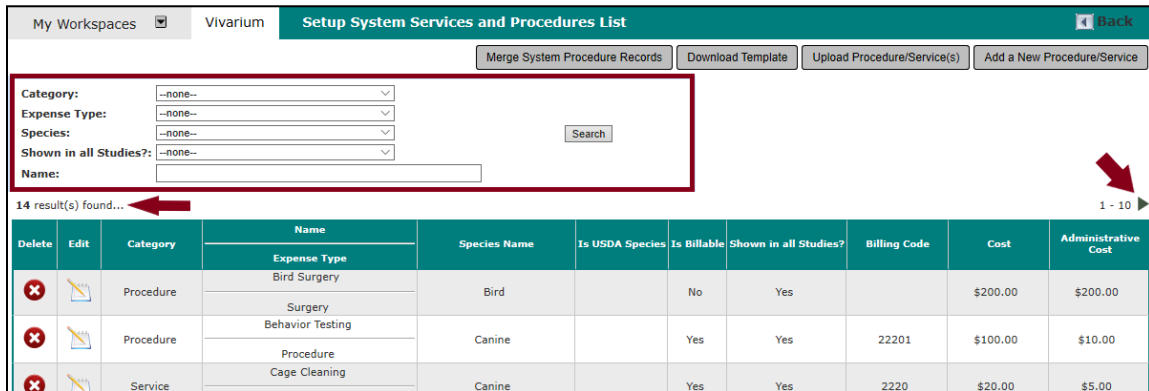


Animal Procedure & Service Configuration List

The Animal Procedure & Service Configuration List populates a list of animal procedures and services, with the option to include associated billing information. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Procedure & Service Configuration List** link.



The **Setup System Services and Procedures List** page is opened.



A search form at the top of the page allows the user to search for services and procedures by **Category**, **Expense Type**, **Species**, whether the item is **Shown in all Studies?**, **Name**, or any combination of these. Enter desired search criteria and click the **Search** button to filter the list.

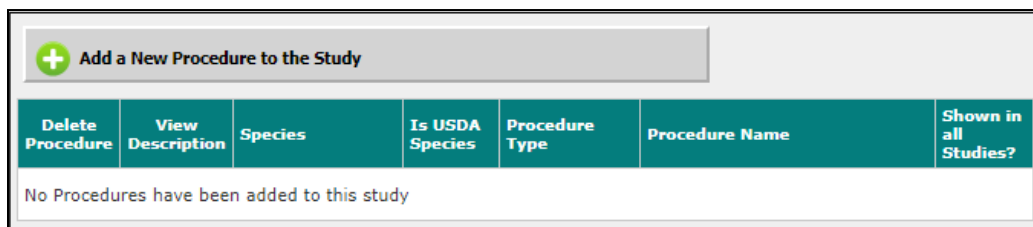
All previously created service and procedure items are shown in a table at the bottom of the page by default, before any search criteria are applied.

Note the red arrows in the screenshot above. The arrow at left highlights the record counter, which in this example indicates there are 14 existing service and procedure items. The arrow at right highlights the paging control (right-pointing triangle). Numbers to the left of the control indicate records 1-10 are currently displayed in the table. Click the paging control to access records 11-14. See the Navigation in iRIS™ section of this manual for more information about these paging controls.

Animal Procedure & Service Implementation – Application Side

The animal procedure and service list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Animal Procedure & Service List is made available in an IACUC / ARC application via the **Add a New Procedure to the Study** button



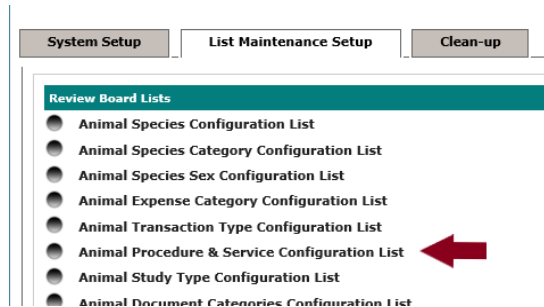
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Animal Procedure & Service Implementation – Board Side

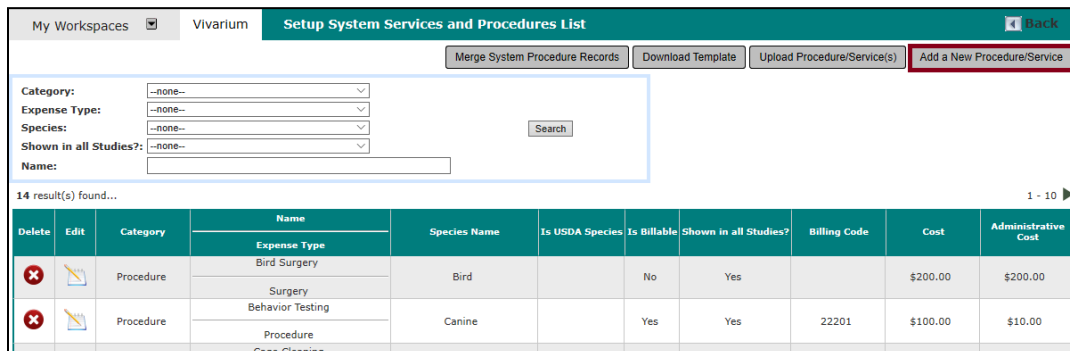
Animal procedures and services are added on the application/study side where required and are not generally subject to direct revision by the board.

Add Animal Procedure or Service

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Procedure & Service Configuration List** link.



The **Setup System Services and Procedures List** page is opened. Click the **Add a New Procedure/Service** button.



The **Add a new procedure/service** panel is opened.

Notice the default entries for **Shown in all Studies?**, **Is Billable?**, **Cost** and **Administrative Cost**.

The add panel includes three dropdown picklists: **Category**, **Expense Type** and **Species**. Note that **Expense Type** and **Species** are configurable lists, and their contents will vary by institution. In the example screenshot below, all three of these lists are expanded.

For more information about **Expense Type** list setup, see the Animal Expense Category Configuration List section of this manual.

For more information about **Species** list setup, see the Animal Species Configuration List section of this manual.

Make desired selections from the picklists and enter a **Name** and **Description** for the new procedure or service. Select “Yes” or “No” for **Shown in all Studies?** and **Is Billable?**, and if applicable, enter the applicable **Billing Code**, **Cost** and **Administrative Cost** as dictated by institution guidelines.

An example of a completed record is shown below.

Click the **Return to List** button to close the panel without saving the new procedure or service.

Click the **Save Procedure/Service** button to save the new procedure or service and close the panel. The new item is added to the table on the **Setup System Services and Procedures List** page.

Delete	Edit	Category	Name	Expense Type	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
		Service	Cage Door Replacement	Cage Upgrade	Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
		Procedure	Bird Surgery	Surgery	Bird		No	Yes		\$200.00	\$200.00
		Procedure	Behavior Testing	Procedure	Canine		Yes	Yes	22201	\$100.00	\$10.00


Download Animal Procedure or Service Template

The iRIS™ system provides a mechanism for adding a large quantity of procedure/service types at once, via population and upload of a pre-formatted Excel template. Click the **Download Template** button (shown in above screenshot) to begin. The **Download Procedure Template** page opens.

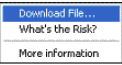
My Workspaces Vivarium **Download Procedure Template** Back

INSTRUCTIONS

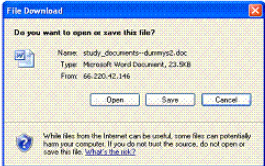
Step 1:
If your browser blocks pop - ups, then after a few moments a bar similar to the one shown below may appear in your browser.

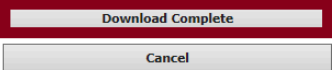


Simply click on the bar and a small drop down list will appear. Click **Download File** from the list of options.



Step 2:
In a few moments, your browser will prompt you to either **Open** or **Save** the file (see example below).
Note: this is not the actual File Download box, it is only a picture. In order to Check - out the document and edit it, you will need to **Save** it to your workstation.

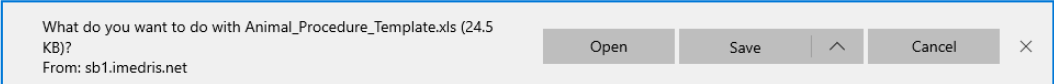




To do so, click **Save**. This will open up a window similar to the one shown below that allows you to choose where in your workstation you would like to save the document.

Once you've selected where you will save the document, click **Save**. After this, the Download Complete box will appear as shown below. From here you can choose to open the document to edit it, open the folder that contains the document, or Close the Download Complete box to edit the document later.

Step 3:
IT IS VERY IMPORTANT that after you've saved the file to your workstation and closed the Download Complete box that you click the **Download Complete** button in iRIS. This allows you to check the document (or upload the document) back into iRIS once you've finished editing it.
To cancel the Document Check - Out, click **Cancel**. Note: If you've already saved the file to your computer, the file will remain in your computer, however you will simply lose the option of checking the document back in.

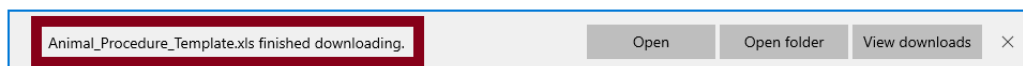


IMPORTANT: READ THE INSTRUCTIONS PROVIDED ON THE PAGE.

A download dialog popup window appears at the bottom of the **Download Procedure Template** page.

Click the **Cancel** button in the popup to close it without downloading the template, then click the **Cancel** button on the **Download Procedure Template** page to return to the **Setup System Services and Procedures List** page.

Click the **Save** button in the popup to save the template to the default Downloads folder on the computer. Click the upward-pointing arrow to the right of the **Save** button to access Save As options, which allow for saving the template to the user's desired location on the computer. The download dialog popup message changes when the download is complete, as shown below.



As explained in the instructions, the iRIS™ system handles the template as a single file that is checked out, populated, then checked back in. After the template is downloaded the user **MUST** click the **Download Complete** button on the **Download Procedure Template** page to finalize the 'check out' part of the process.

*Note: The download dialog popup persists on the computer screen until the user closes it by selecting an action button on the popup. Clicking the **Download Complete** button on the **Download Procedure Template** page does*

not close the popup dialog. To ensure the check-out process is complete, click the **Download Complete** button on the **Download Procedure Template** page before continuing with the template. As shown below, the dialog popup will still be there when the user is returned to the **Setup System Services and Procedures List** page.

Delete	Edit	Category	Name	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
		Service	Cage Door Replacement	Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
		Procedure	Cage Upgrade	Bird		No	Yes		\$200.00	\$200.00
			Bird Surgery							
		Procedure	Surgery	Canine		Yes	Yes	22201	\$100.00	\$10.00
			Behavior Testing							
		Service	Procedure	Canine		Yes	Yes	2220	\$20.00	\$5.00
			Cage Cleaning							
		Procedure	Acute Surgery	Goat		Yes	Yes	92373	\$1,000.00	\$10.00
			Procedure							
		Procedure	Coronary Treatment	Goat		Yes	Yes	92373	\$100.00	\$0.00
			Procedure							
		Procedure	Coronary Treatment	Goat		Yes	Yes	92373	\$100.00	\$10.00
			Procedure							
		Procedure	Coronary Treatment 1	Goat		Yes	Yes	92373	\$100.00	\$1.00
			Procedure							
		Procedure	Surgical	Guinea Pig		Yes	Yes		\$150.00	\$50.00
			Procedure							
		Service	Vitals Check	Guinea Pig		Yes	Yes		\$75.00	\$15.00
			Veterinarian Care							

Navigate to the downloaded template file and open it.

Category	Name	Expense Type	Description	*Species	Is Billable	Billing Code	Costs	Administration Cost
Procedure/Service		Must match in IRIS list		Must match in IRIS list	Yes/No			

As shown in the screenshot above, instructions are provided in columns with specific data or formatting requirements.

Either “Procedure” or “Service” must be entered in the **Category** column. This is a required data value.

Name is a required data value.

The **Expense Type** column can only contain **Expense Types** that *exactly* match entries in the Animal Expense Category Configuration List. For more information about **Expense Type** list setup, see the Animal Expense Category Configuration List section of this manual.

Enter a brief **Description** of the procedure or service in the **Description** column.

The **Species** column can only contain **Species** that *exactly* match entries in the Animal Species Category Configuration List. This is a required data value. For more information about **Species** list setup, see the Animal Species Configuration List section of this manual.

Enter “Yes” or “No” in the **Is Billable?** column.

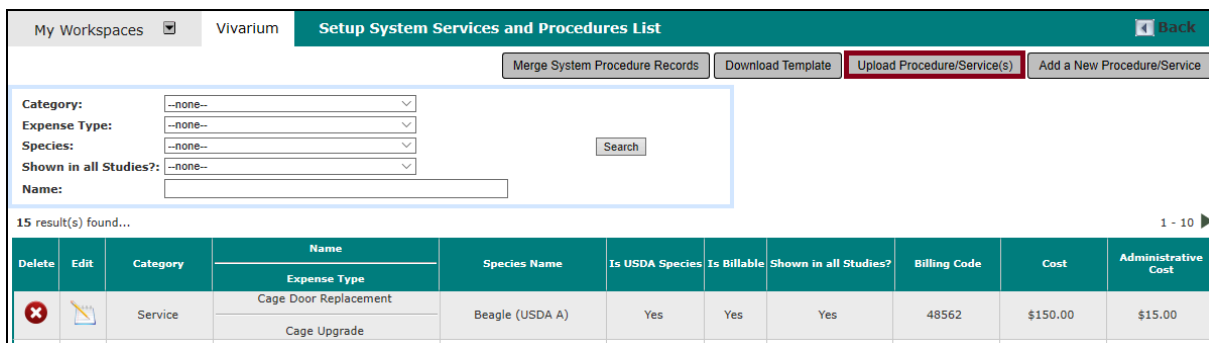
Use the **Billing Code** column to enter any billing code, as required by the institution.

Enter the dollar price of the procedure or service in the **Costs** column. This field accepts up to two decimal places.

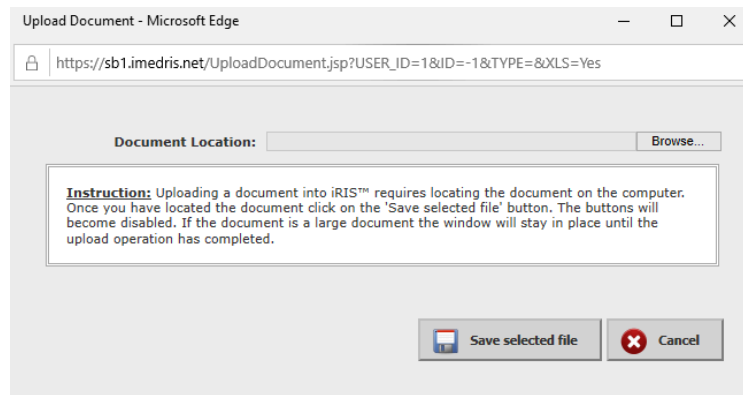
Enter the overhead expense assigned to the procedure or service in the **Administration Cost** column. This field accepts up to two decimal places.

Upload Animal Procedure or Service Template

When the Animal Procedure or Service Template is populated with all desired data, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab > Animal Procedure & Service Configuration List link to access the **Setup System Services and Procedures List** page. Click the **Upload Procedure/Service(s)** button.



An upload dialog popup appears.



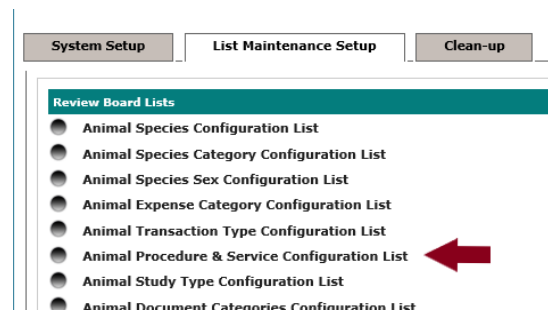
Click the **Cancel** button to close the dialog without completing the upload.

Click the **Browse...** button to navigate to the completed template and select it, then click the **Save selected file** button to complete the upload.

Review the uploaded records in the **Setup system Services and Procedures List** page to ensure the uploaded procedure and service records have correctly populated all columns. Any records that do not meet data content or formatting requirements must be edited or deleted promptly, to ensure they cannot be mistakenly assigned to studies.

Edit Animal Procedure or Service

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Procedure & Service Configuration List** link.



The **Setup System Services and Procedures List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▾ Vivarium **Setup System Services and Procedures List** [Back](#)

Merge System Procedure Records Download Template Upload Procedure/Service(s) Add a New Procedure/Service

Category: --none--
 Expense Type: --none--
 Species: --none--
 Shown in all Studies?: --none--
 Name:

15 result(s) found... 1 - 10 ▶

Delete	Edit	Category	Name	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
		Service	Expense Type Cage Door Replacement	Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
		Procedure	Cage Upgrade Bird Surgery	Bird		No	Yes		\$200.00	\$200.00
		Procedure	Surgery Behavior Testing	Canine		Yes	Yes	22201	\$100.00	\$10.00
		Service	Procedure Cage Cleaning	Canine		Yes	Yes	2220	\$20.00	\$5.00
		Procedure	Acute Surgery	Goat		Yes	Yes	92373	\$1,000.00	\$10.00
		Procedure	Procedure Coronary Treatment	Goat		Yes	Yes	92373	\$100.00	\$0.00
		Procedure	Procedure Coronary Treatment	Goat		Yes	Yes	92373	\$100.00	\$10.00
		Procedure	Procedure Coronary Treatment 1	Goat		Yes	Yes	92373	\$100.00	\$1.00
		Procedure	Procedure Surgical	Guinea Pig		Yes	Yes		\$150.00	\$50.00
		Service	Procedure Vitals Check	Guinea Pig		Yes	Yes		\$75.00	\$15.00
			Veterinarian Care							

The **Edit a procedure/service** panel is opened for the selected procedure or service. In the screenshot below, the “Bird Surgery” record (second record in screenshot above) is opened for editing and its **Name** and **Description** fields are updated.

My Workspaces ▾ Vivarium **Setup System Services and Procedures List** [Back](#)

[Return to List](#) [Save Procedure/Service](#)

Edit procedure/service.

*Category: Procedure ▾

*Name: Avian Thoracic Surgery

Expense Type: Surgery ▾

Description: Covers all cardiopulmonary surgeries on birds

Species: Bird ▾

Shown in all Studies?: Yes No

Is Billable: Yes No

Billing Code:

Cost: \$200.00

Administrative Cost: \$200.00

Click the **Return to List** button to close the edit panel without saving changes and return to the **Setup System Services and Procedures List** page.

Click the **Save Procedure/Service** button to save changes, close the edit panel and return to the **Setup System Services and Procedures List** page. The record is revised.

My Workspaces Vivarium **Setup System Services and Procedures List** [Back](#)

Merge System Procedure Records Download Template Upload Procedure/Service(s) Add a New Procedure/Service

Category: Expense Type: Species: Shown in all Studies?: Name:

Search

15 result(s) found... 1 - 10

Delete	Edit	Category	Name	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
		Service	Cage Door Replacement	Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
		Procedure	Avian Thoracic Surgery	Bird		No	Yes		\$200.00	\$200.00
		Procedure	Behavior Testing	Canine		Yes	Yes	22201	\$100.00	\$10.00
		Service	Cage Cleaning	Canine		Yes	Yes	2220	\$20.00	\$5.00

Delete Animal Procedure or Service

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Procedure & Service Configuration List** link.

System Setup **List Maintenance Setup** Clean-up

Review Board Lists

- Animal Species Configuration List
- Animal Species Category Configuration List
- Animal Species Sex Configuration List
- Animal Expense Category Configuration List
- Animal Transaction Type Configuration List
- **Animal Procedure & Service Configuration List**
- Animal Study Type Configuration List
- Animal Document Categories Configuration List

The **Setup System Services and Procedures List** page is opened.

Click the icon in the **Delete** icon for the applicable record.

My Workspaces ▾ Vivarium **Setup System Services and Procedures List** Back

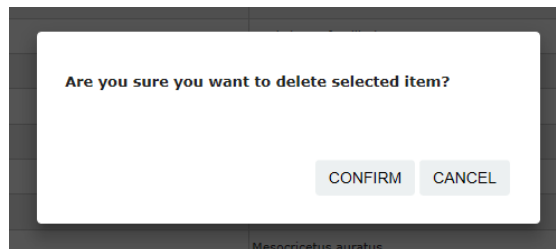
Merge System Procedure Records Download Template Upload Procedure/Service(s) Add a New Procedure/Service

Category:
 Expense Type:
 Species:
 Shown in all Studies?:
 Name:

15 result(s) found... 1 - 10 ▶

Delete	Edit	Category	Name	Expense Type	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
<input type="checkbox"/>	<input type="checkbox"/>	Service	Cage Door Replacement		Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Cage Upgrade		Bird			No	Yes	\$200.00	\$200.00
<input type="checkbox"/>	<input type="checkbox"/>		Avian Thoracic Surgery								
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Surgery		Canine		Yes	Yes	22201	\$100.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>		Behavior Testing								
<input type="checkbox"/>	<input type="checkbox"/>	Service	Procedure		Canine		Yes	Yes	2220	\$20.00	\$5.00
<input type="checkbox"/>	<input type="checkbox"/>		Cage Cleaning								
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Acute Surgery		Goat		Yes	Yes	92373	\$1,000.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure								
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Coronary Treatment		Goat		Yes	Yes	92373	\$100.00	\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure								
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Coronary Treatment		Goat		Yes	Yes	92373	\$100.00	\$10.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure								
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Coronary Treatment 1		Goat		Yes	Yes	92373	\$100.00	\$1.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure								
<input type="checkbox"/>	<input type="checkbox"/>	Procedure	Surgical		Guinea Pig		Yes	Yes		\$150.00	\$50.00
<input type="checkbox"/>	<input type="checkbox"/>		Procedure								
<input type="checkbox"/>	<input type="checkbox"/>	Service	Vitals Check		Guinea Pig		Yes	Yes		\$75.00	\$15.00
<input type="checkbox"/>	<input type="checkbox"/>		Veterinarian Care								

A confirmation popup dialog window appears.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup System Services and Procedures List** page.

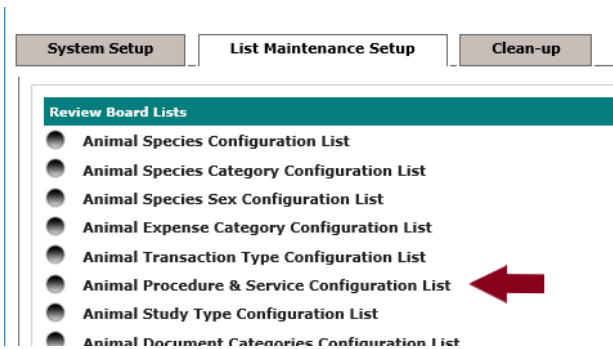
Click **CONFIRM** to complete deletion of the record and return to the **Setup System Services and Procedures List** page.

Merge Animal Procedure or Service

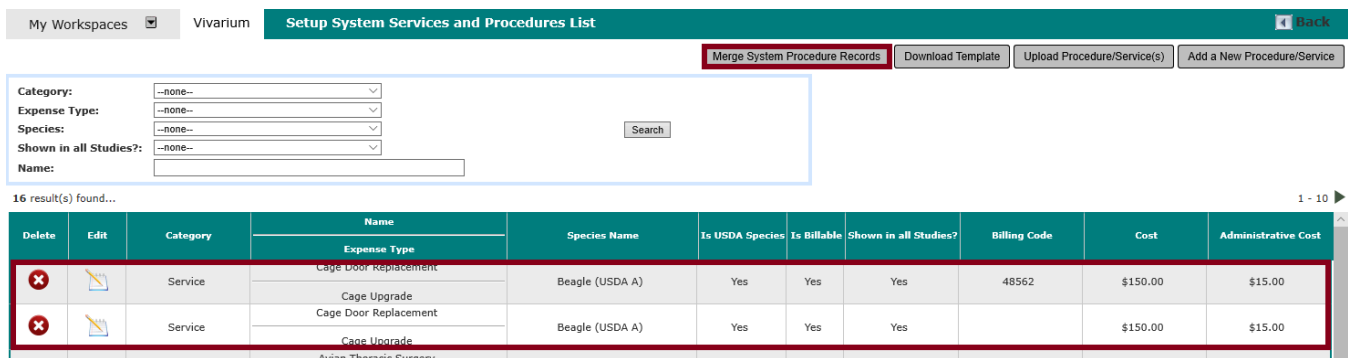
Sometimes a duplicate or erroneous procedure or service record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous record can be merged with a valid record. The valid record is then substituted for the duplicate/erroneous record previously assigned to study applications.

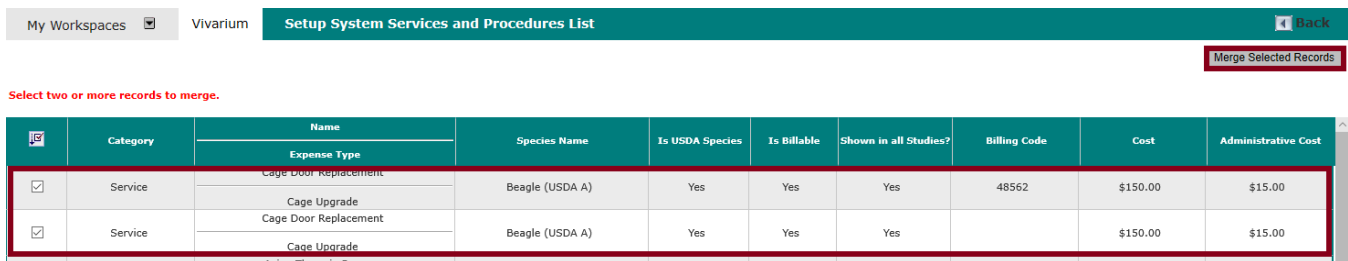
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Procedure & Service Configuration List** link.



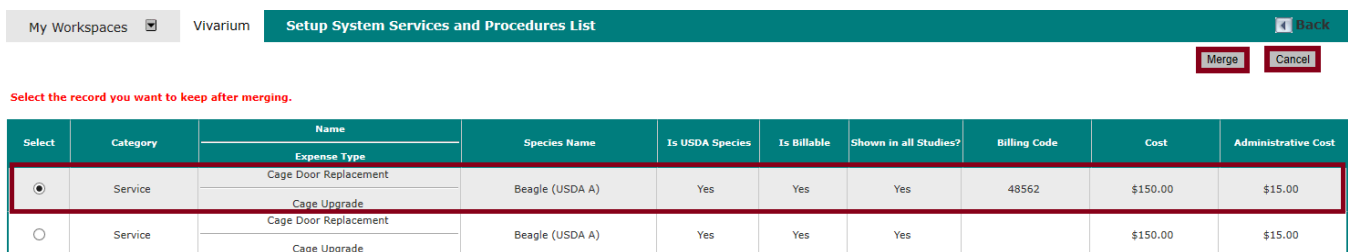
The Setup System Services and Procedures List page is opened.



In the example shown above, the second “Cage Door Replacement” record in the list is missing a **Billing Code**, but this record may have been assigned to one or more studies. Click the **Merge Device Records** button to begin. A merge panel opens.

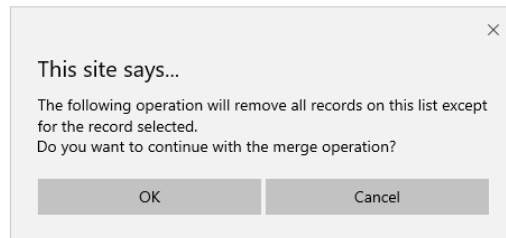


Select the checkboxes at far left for the records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.



Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Setup System Services and Procedures List** page, where the merge can be confirmed.

My Workspaces Vivarium **Setup System Services and Procedures List** Back

Merge System Procedure Records Download Template Upload Procedure/Service(s) Add a New Procedure/Service

Category:

Expense Type:

Species:

Shown in all Studies?:

Name:

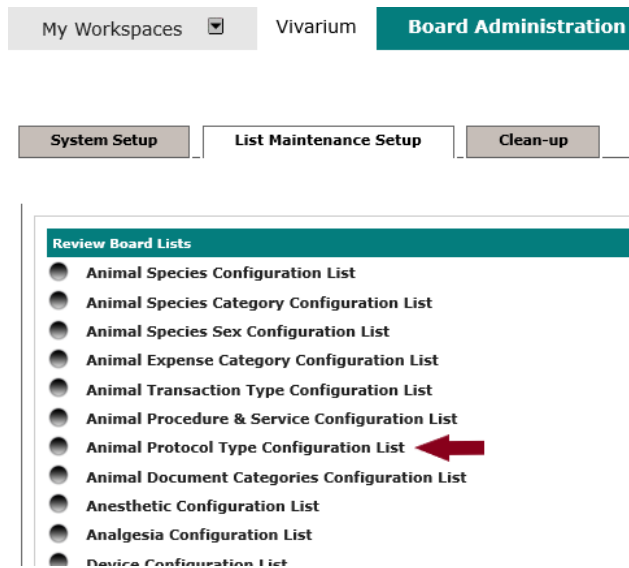
15 result(s) found... 1 - 10

Delete	Edit	Category	Name	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
<input checked="" type="radio"/>		Service	Cage Door Replacement	Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
<input type="radio"/>			Cage Upgrade							
<input checked="" type="radio"/>		Procedure	Avian Thoracic Surgery	Bird		No	Yes		\$200.00	\$200.00

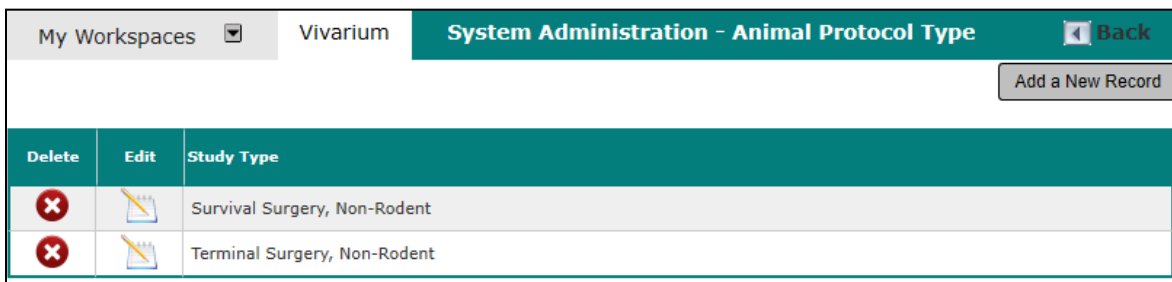
Animal Protocol / Study Type Configuration List

This is where a list of study types, in terms of expected subject animal outcomes, is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Protocol Type Configuration List** link.

Note that at some institutions, the term “Study” is substituted for “Protocol”. These terms may be used interchangeably in manual text and screenshots.



The **Animal Protocol Type** page is opened.



Animal Protocol / Study Type Implementation – Application Side

Where this field is in use by the institution, it appears in the study application form.

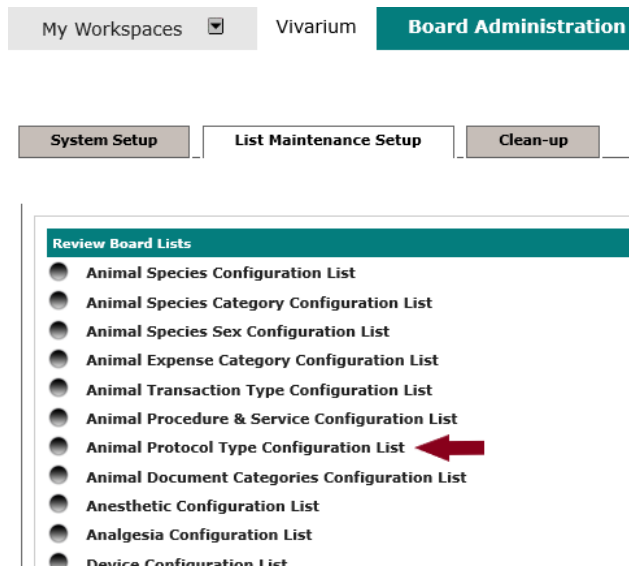
Animal Protocol / Study Type Implementation – Board Side

Animal study types are designated on the application side where required and are not generally subject to direct revision by the board.

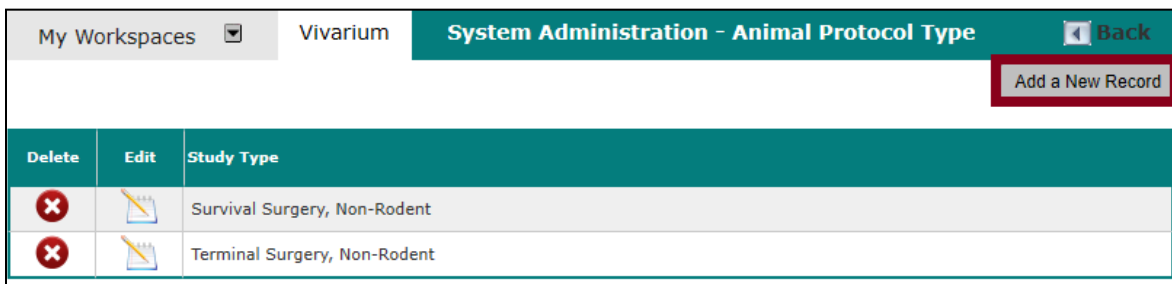
Add Animal Protocol / Study Type

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Protocol Type Configuration List** link.

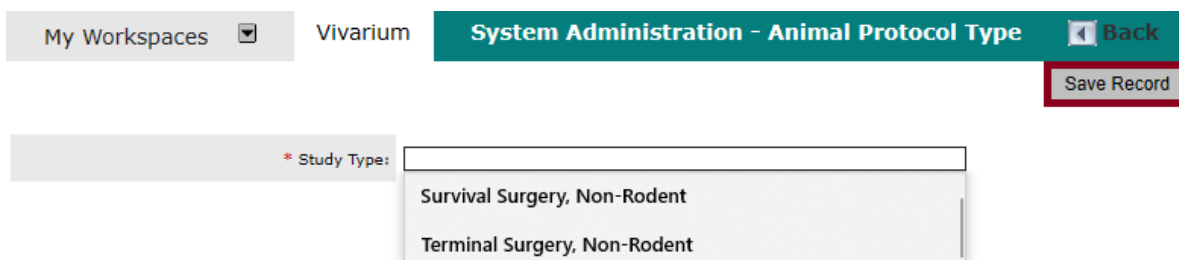
Note that at some institutions, the term “Study” is substituted for “Protocol”. These terms may be used interchangeably in manual text and screenshots.



The **Animal Protocol Type** page is opened. Click the **Add a New Record** button.



An add panel is opened.



Clicking in the **Study Type** field opens a dropdown list of previous entries. Either select an item from the list and make edits to it for creation of a new record, or manually enter the desired **Study Type**. An example of the filled panel is shown below.

My Workspaces ▾ Vivarium **System Administration - Animal Protocol Type** Back

Save Record

* Study Type: Survival Surgery, Rodent

Click the **Save Record** button to save the new record. The new record is added to the list on the **Animal Protocol Type** page.

My Workspaces ▾ Vivarium **System Administration - Animal Protocol Type** Back

Add a New Record

Delete	Edit	Study Type
		Survival Surgery, Non-Rodent
		Survival Surgery, Rodent
		Terminal Surgery, Non-Rodent

Edit Animal Protocol / Study Type

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Protocol Type Configuration List** link.

Note that at some institutions, the term “Study” is substituted for “Protocol”. These terms may be used interchangeably in manual text and screenshots.

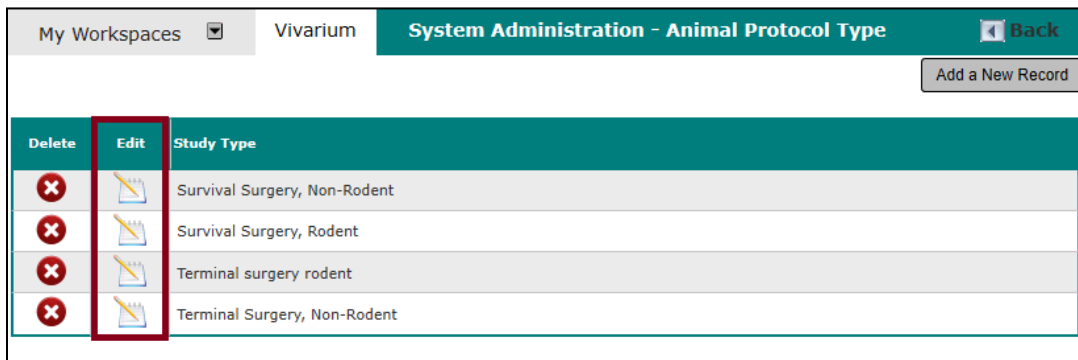
My Workspaces ▾ Vivarium **Board Administration**

System Setup | **List Maintenance Setup** | Clean-up

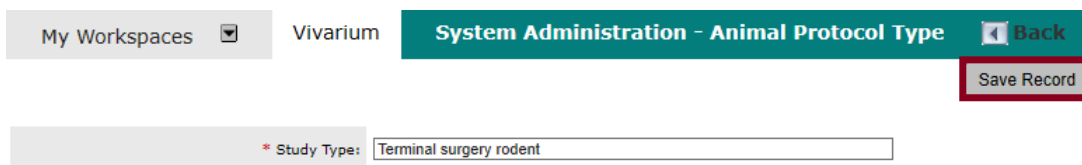
Review Board Lists

- Animal Species Configuration List
- Animal Species Category Configuration List
- Animal Species Sex Configuration List
- Animal Expense Category Configuration List
- Animal Transaction Type Configuration List
- Animal Procedure & Service Configuration List
- **Animal Protocol Type Configuration List** ←
- Animal Document Categories Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List
- Device Configuration List

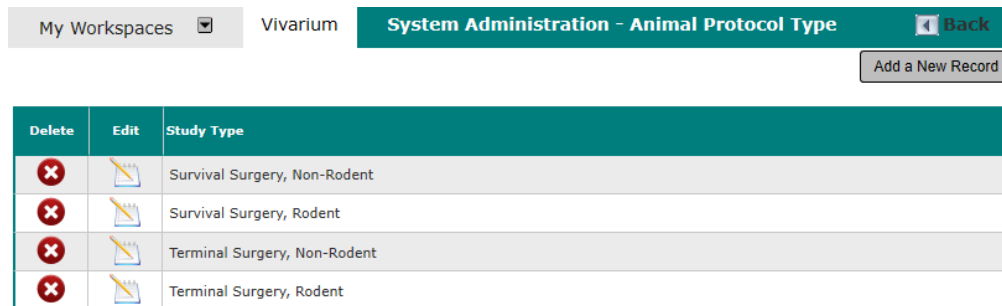
The **Animal Protocol Type** page is opened. Click the icon in the **Edit** column for the applicable record.



The record is opened in an edit panel.



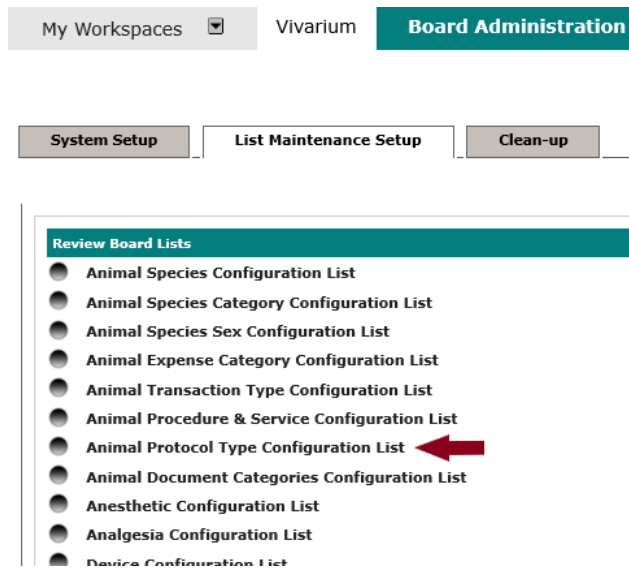
Make desired changes and click the **Save Record** button to save changes and close the edit panel. The edit panel closes and the record is revised on the **Animal Protocol Type** page.



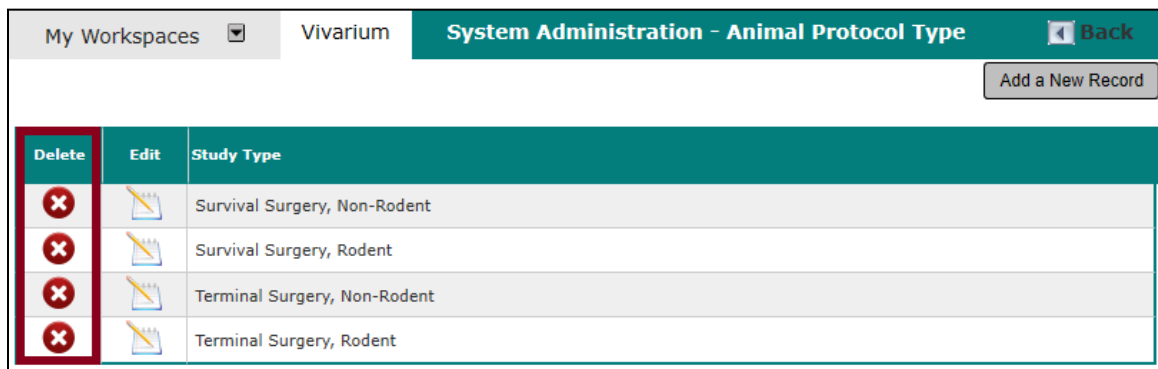
Delete Animal Protocol / Study Type

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Protocol Type Configuration List** link.

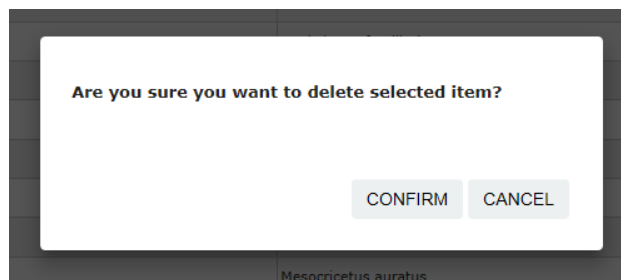
Note that at some institutions, the term “Study” is substituted for “Protocol”. These terms may be used interchangeably in manual text and screenshots.



The **Animal Protocol Type** page is opened. Click the icon in the **Delete** column for the applicable record.



A confirmation popup dialog window appears.

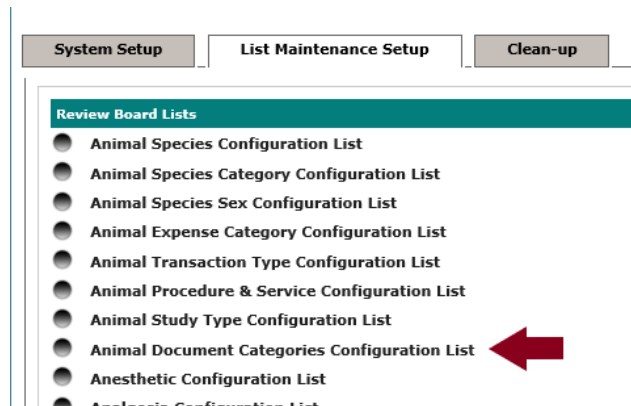


Click **CANCEL** to close the popup without deleting the record and return to the Animal Protocol Type page.

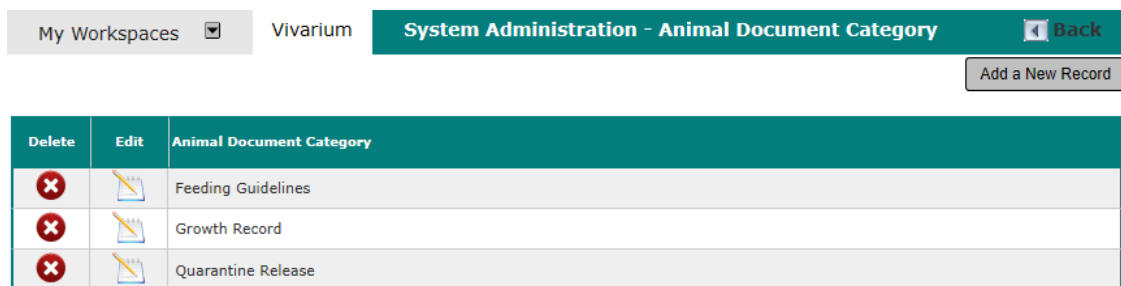
Click **CONFIRM** to complete deletion of the record and return to the Animal Protocol Type page.

Animal Document Categories Configuration List

This is where a list of document types associated with subject animals is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Document Categories Configuration List** link.

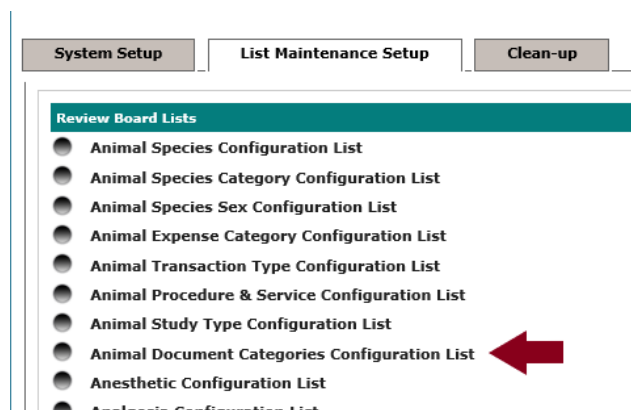


The **Animal Document Category** page is opened.



Add Animal Document Category

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Document Categories Configuration List** link.



The **Animal Document Category** page is opened. Click the **Add a New Record** button.

My Workspaces ▼ Vivarium **System Administration - Animal Document Category** ← Back

Add a New Record

Delete	Edit	Animal Document Category
		Feeding Guidelines
		Growth Record
		Quarantine Release

An add panel is opened. Enter the new **Animal Document Category** and click the **Save Record** button.

My Workspaces ▼ Vivarium **System Administration - Animal Document Category** ← Back

Save Record

* Animal Document Category:

The record is added to the list on the main **Animal Document Category** page.

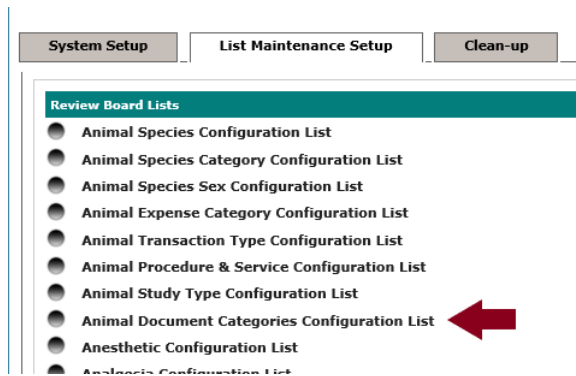
My Workspaces ▼ Vivarium **System Administration - Animal Document Category** ← Back

Add a New Record

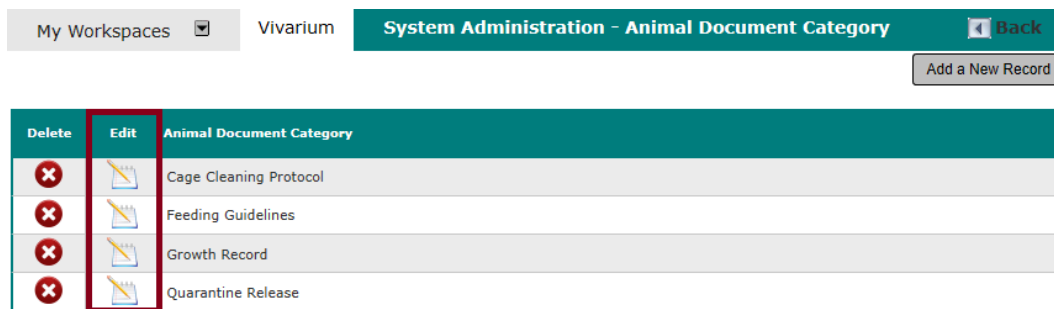
Delete	Edit	Animal Document Category
		Cage Cleaning Protocol
		Feeding Guidelines
		Growth Record
		Quarantine Release

Edit Animal Document Category

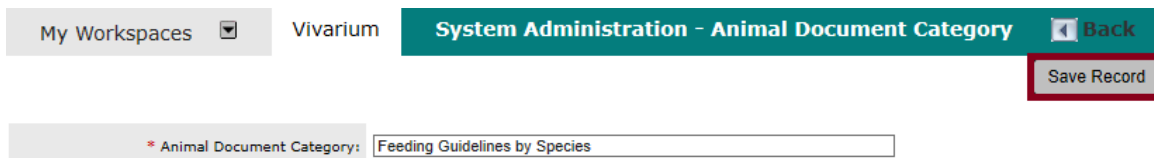
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Document Categories Configuration List** link.



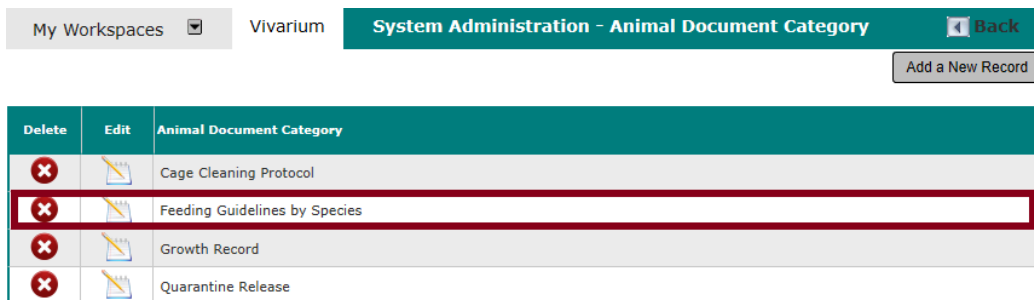
The **Animal Document Category** page is opened. Click the icon in the **Edit** column for the applicable record.



An edit panel is opened. Enter desired changes and click the **Save Record** button.

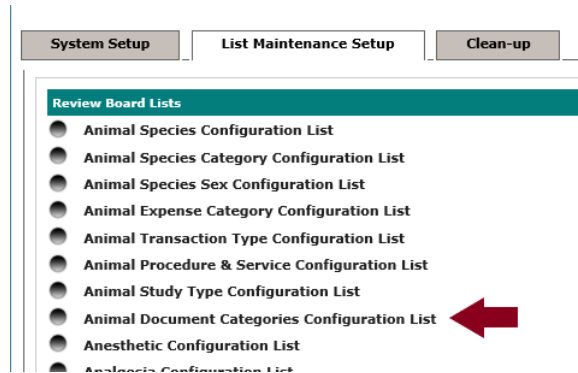


The record is revised on the list on the main **Animal Document Category** page.

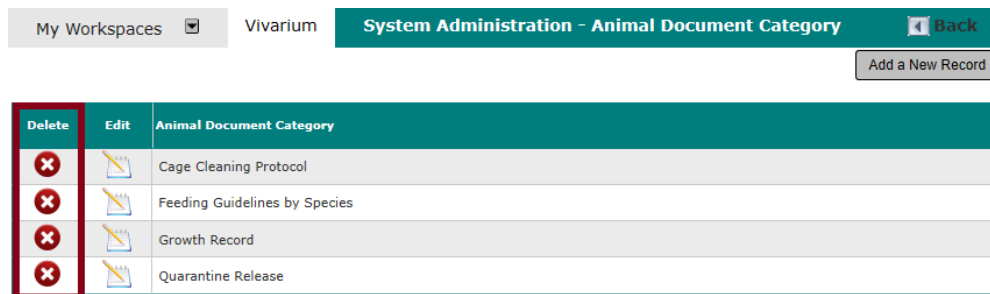


Delete Animal Document Category

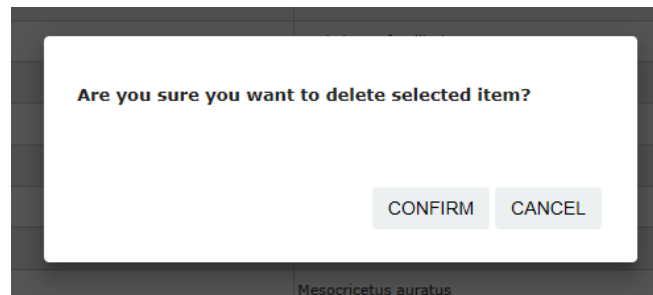
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Animal Document Categories Configuration List** link.



The **Animal Document Category** page is opened. Click the icon in the **Delete** column for the applicable record. In this example, the “Growth Record” item is being deleted.



A confirmation popup window appears.



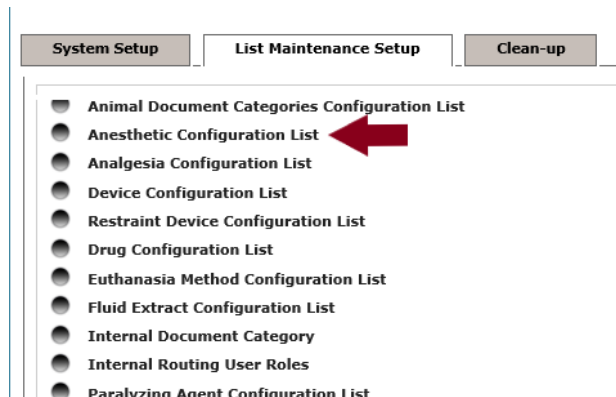
Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The record is deleted from the list on the main **Animal Document Category** page.

My Workspaces		Vivarium	System Administration - Animal Document Category	Back
				Add a New Record
Delete	Edit	Animal Document Category		
		Cage Cleaning Protocol		
		Feeding Guidelines by Species		
		Quarantine Release		

Anesthetic Configuration List

The **Anesthetic Configuration List** is where a list of anesthetics approved by the institution for use in animal subject studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.



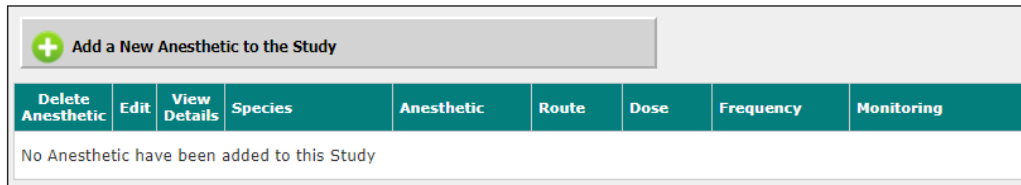
The **Setup Anesthetic List** page is opened.

My Workspaces		Vivarium	Setup Anesthetic List	Back		
				Merge Anesthetic Records		
				Add a New Record		
3 result(s) found...				1 - 3		
Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
		Mouse (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment additional anesthetic regimen

Anesthetic List Implementation – Application Side

The anesthetic list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Anesthetic Configuration List is made available in an IACUC / ARC application via the **Add a New Anesthetic to the Study** button



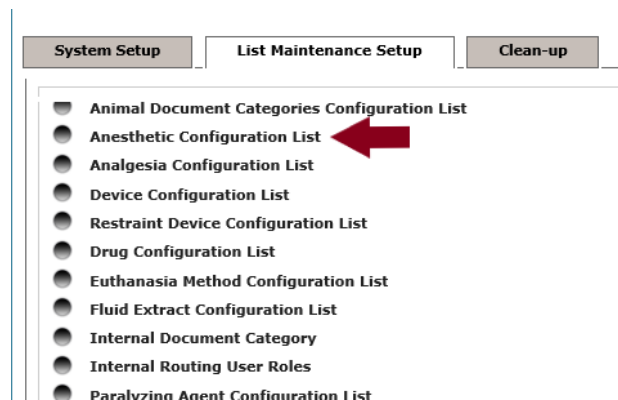
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Anesthetic List Implementation – Board Side

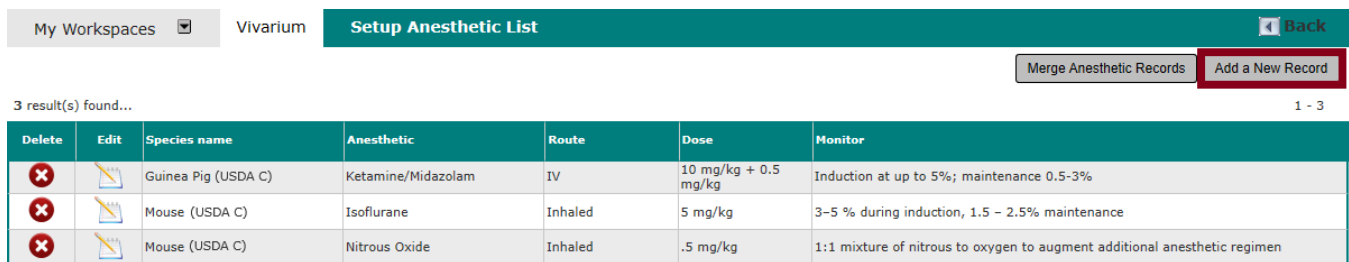
Anesthetics are added on the application side where required and are not generally subject to direct revision by the board.

Add Anesthetic

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.



The **Setup Anesthetic List** page is opened. Click the **Add a New Record** button.



An add panel is opened.

My Workspaces ▾ Vivarium **Setup Anesthetic List** [Back](#)

[Save Changes](#)

*Species Name: --none-- ▾

*Anesthetic: --none-- ▾ or create New

*Route: --none-- ▾ or create New

*Dose:

Monitoring:

Click on the **Species Name** dropdown list to open it and select the desired species.

My Workspaces ▾ Vivarium **Setup Anesthetic List** [Back](#)

[Save Changes](#)

*Species Name: --none--
American Crow (USDA A)
American Crow (USDA B)
American Crow (USDA C)
American Crow (USDA D)
American Crow (USDA E)
Axis Deer (USDA A)
Beagle (USDA A)
Duck (USDA A)
Fruit Fly (USDA C)
Goat (USDA A)
Guinea Pig (USDA A)
Mouse (USDA A)
Rat (USDA A)
Syrian Hamster (USDA A)
White Wing Dove (USDA A)

*Anesthetic: --none-- ▾ or create New

*Route: --none-- ▾ or create New

*Dose:

Monitoring:

Click on the **Anesthetic** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▾ Vivarium **Setup Anesthetic List** [Back](#)

[Save Changes](#)

*Species Name: American Crow (USDA C) ▾

*Anesthetic: --none--
Isoflurane
Ketamine/Midazolam
Nitrous Oxide

or create New

or create New

*Route:

*Dose:

Monitoring:

Click on the **Route** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Anesthetic List** ← Back

Save Changes

*Species Name: American Crow (USDA C) ▼

*Anesthetic: --none-- ▼ or create New

*Route: --none-- ▼ or create New

*Dose:

Monitoring:

Enter **Dose** and **Monitoring** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▼ Vivarium **Setup Anesthetic List** ← Back

Save Changes

*Species Name: American Crow (USDA C) ▼

*Anesthetic: --none-- ▼ or create New

*Route: --none-- ▼ or create New

*Dose:

Monitoring:

The new record is added.

My Workspaces ▼ Vivarium **Setup Anesthetic List** ← Back

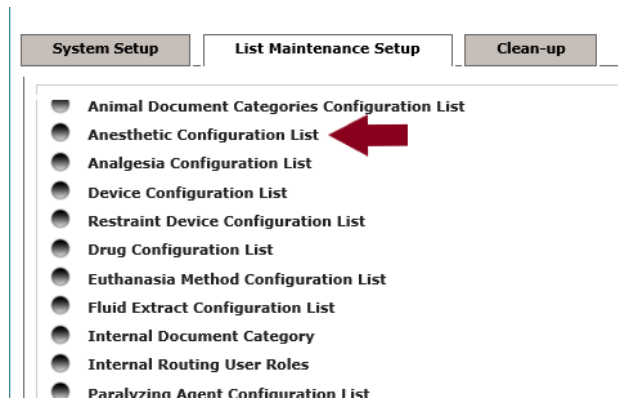
Merge Anesthetic Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
		Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
		Mouse (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment additional anesthetic regimen

Edit Anesthetic

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.



The **Setup Anesthetic List** page is opened.

My Workspaces Vivarium **Setup Anesthetic List** [Back](#)

Merge Anesthetic Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
		Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
		Mouse (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment additional anesthetic regimen

Click the icon in the **Edit** column for the applicable record. The record is opened in an edit panel.

My Workspaces Vivarium **Setup Anesthetic List** [Back](#)

[Save Changes](#)

*Species Name:

*Anesthetic: or create New

*Route: or create New

*Dose:

Monitoring:

Make desired changes to the record, then click the **Save Changes** button to save changes and close the edit panel. The record is revised on the **Setup Anesthetic List** page.

My Workspaces ▾ Vivarium **Setup Anesthetic List** Back

Merge Anesthetic Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
		Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
		Mouse (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment primary anesthetic

Delete Anesthetic

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.

System Setup **List Maintenance Setup** Clean-up

- Animal Document Categories Configuration List
- Anesthetic Configuration List**
- Analgesia Configuration List
- Device Configuration List
- Restraint Device Configuration List
- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extract Configuration List
- Internal Document Category
- Internal Routing User Roles
- Paralyzing Agent Configuration List

The **Setup Anesthetic List** page is opened.

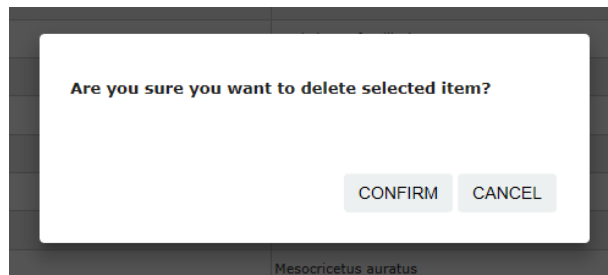
My Workspaces ▾ Vivarium **Setup Anesthetic List** Back

Merge Anesthetic Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
		Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Guinea Pig (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment primary anesthetic
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance

Click the icon in the **Delete** column for the applicable record. A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Anesthetic List** page.

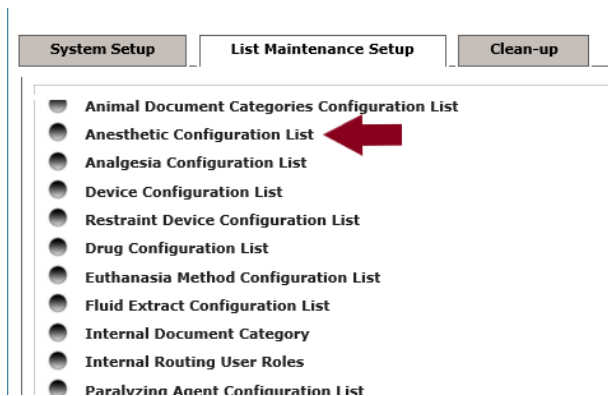
Click **CONFIRM** to complete deletion of the record and return to the **Setup Anesthetic List** page.

Merge Anesthetic Records

Sometimes a duplicate or erroneous anesthetic record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous record can be merged with a valid record. The valid record is then substituted for the duplicate/erroneous record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.



The **Setup Anesthetic List** page is opened. Click the **Merge Anesthetic Records** button.

My Workspaces ▾ Vivarium **Setup Anesthetic List** Back

Merge Anesthetic Records Add a New Record

5 result(s) found... 1 - 5

Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
		Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Guinea Pig (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment primary anesthetic
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
		Mouse (USDA C)	Isoflurane	IV	5 mg/kg	

In the example shown above, the second “Isoflurane” record was created in error, with an invalid **Route** of administration. This record may have been assigned to one or more studies and must be merged with the valid record. Click the **Merge Anesthetic Records** button to begin. A merge panel opens.

My Workspaces ▾ Vivarium **Setup Anesthetic List** ◀ Back

Merge Selected Records

Select two or more records to merge.

<input checked="" type="checkbox"/>	Species name	Anesthetic	Route	Dose	Monitor
<input type="checkbox"/>	American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
<input type="checkbox"/>	Guinea Pig (USDA C)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
<input type="checkbox"/>	Guinea Pig (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment primary anesthetic
<input checked="" type="checkbox"/>	Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
<input checked="" type="checkbox"/>	Mouse (USDA C)	Isoflurane	IV	5 mg/kg	

Select the checkboxes at far left for the records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▾ Vivarium **Setup Anesthetic List** ◀ Back

Merge **Cancel**

Select the record you want to keep after merging.

Select	Species name	Anesthetic	Route	Dose	Monitor
<input checked="" type="radio"/>	Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance
<input type="radio"/>	Mouse (USDA C)	Isoflurane	IV	5 mg/kg	

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.

✕

This site says...

The following operation will remove all records on this list except for the record selected.
Do you want to continue with the merge operation?

As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Setup Anesthetic List** page, where the merge can be confirmed.

My Workspaces ▾ Vivarium **Setup Anesthetic List** Back

Merge Anesthetic Records Add a New Record

4 result(s) found...

1 - 4

Delete	Edit	Species name	Anesthetic	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with 2 mg/kg of Midazolam, also administered intranasally
		Guinea Pig (USDA C)	Nitrous Oxide	Inhaled	.5 mg/kg	1:1 mixture of nitrous to oxygen to augment primary anesthetic
		Guinea Pig (USDA D)	Ketamine/Midazolam	IV	10 mg/kg + 0.5 mg/kg	Induction at up to 5%; maintenance 0.5-3%
		Mouse (USDA C)	Isoflurane	Inhaled	5 mg/kg	3-5 % during induction, 1.5 - 2.5% maintenance

Analgesia Configuration List

The **Analgesia Configuration List** is where a list of analgesics approved by the institution for use in animal subject studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.

System Setup **List Maintenance Setup** Clean-up

- Animal Document Categories Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List**
- Device Configuration List
- Restraint Device Configuration List
- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extract Configuration List
- Internal Document Category
- Internal Routing User Roles
- Restraint Agent Configuration List

The **Setup Analgesia List** page is opened.

My Workspaces ▾ Vivarium **Setup Analgesia List** Back

Merge Analgesia Records Add a New Record

2 result(s) found...

1 - 2

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		Guinea Pig (USDA B)	Butorphanol	IV	0.02-0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .5 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Analgesia List Implementation – Application Side

The analgesia list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Analgesia Configuration List is made available in an IACUC / ARC application via an **Add a New Analgesia to the Study** button

+ Add a New Analgesia to the Study

Delete Analgesia	Edit	View Details	Species	Analgesia	Route	Dose	Frequency	Monitoring
No Analgesia have been added to this Study								

For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Analgesia List Implementation – Board Side

Analgesics are added on the application side where required and are not generally subject to direct revision by the board.

Add Analgesia

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.

System Setup
List Maintenance Setup
Clean-up

- Animal Document Categories Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List ←
- Device Configuration List
- Restraint Device Configuration List
- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extract Configuration List
- Internal Document Category
- Internal Routing User Roles
- Resolving Agent Configuration List

The **Setup Analgesia List** page is opened.

My Workspaces ▾ Vivarium
Setup Analgesia List
◀ Back

Merge Analgesia Records
Add a New Record

2 result(s) found... 1 - 2

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
✖	✎	Guinea Pig (USDA B)	Butorphanol	IV	0.02-0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .5 mg/kg
✖	✎	Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Click the **Add a New Record** button. An add panel is opened.

My Workspaces ▾ Vivarium **Setup Analgesia List** [Back](#)

*Species Name: --none-- ▾

*Analgesia: --none-- ▾ or create New

*Route: --none-- ▾ or create New

*Dose:

*Frequency:

Monitoring:

Click on the **Species Name** dropdown list to open it and select the desired species.

My Workspaces ▾ Vivarium **Setup Analgesia List** [Back](#)

*Species Name: --none--
American Crow (USDA A)
American Crow (USDA B)
American Crow (USDA C)
American Crow (USDA D)
American Crow (USDA E)
Axis Deer (USDA A)
Beagle (USDA A)
Duck (USDA A)
Fruit Fly (USDA C)
Goat (USDA A)
Guinea Pig (USDA A)
Guinea Pig (USDA B)
Mouse (USDA A)
Mouse (USDA B)
Rat (USDA A)
Syrian Hamster (USDA A)
White Wing Dove (USDA A)

*Analgesia: or create New

*Route: or create New

*Dose:

*Frequency:

Monitoring:

Click on the **Analgesia** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▾ Vivarium **Setup Analgesia List** [Back](#)

*Species Name: American Crow (USDA C) ▾

*Analgesia: --none--
Butorphanol
Meloxicam

or create New

*Route: or create New

*Dose:

*Frequency:

Monitoring:

Click on the **Route** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Analgesia List** ◀ Back

Save Changes

*Species Name: American Crow (USDA C) ▼

*Analgesia: --none-- ▼ or create New

*Route: --none-- ▼ or create New

*Dose:

*Frequency:

*Monitoring:

Enter **Dose** and **Monitoring** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▼ Vivarium **Setup Analgesia List** ◀ Back

Save Changes

*Species Name: American Crow (USDA C) ▼

*Analgesia: --none-- ▼ or create New

*Route: --none-- ▼ or create New

*Dose:

*Frequency:

*Monitoring:

The record is added to the **Setup Analgesia List** page.

My Workspaces ▼ Vivarium **Setup Analgesia List** ◀ Back

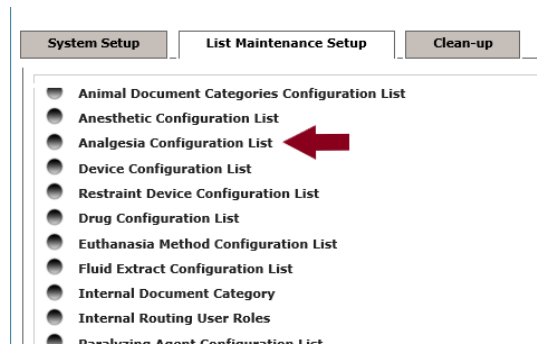
Merge Analgesia Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02-0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .5 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Edit Analgesia

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.



The **Setup Analgesia List** page is opened.

My Workspaces ▼ Vivarium **Setup Analgesia List** ◀ Back

Merge Analgesia Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02-0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .5 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Click the icon in the **Edit** column for the applicable record. The record is opened in an edit panel.

My Workspaces ▼ Vivarium **Setup Analgesia List** ◀ Back

Save Changes

*Species Name:

*Analgesia: or create New

*Route: or create New

*Dose:

*Frequency:

Monitoring:

Make desired changes to the record, then click the **Save Changes** button to save changes and close the edit panel. The record is revised on the **Setup Analgesic List** page.

My Workspaces ▼ Vivarium **Setup Analgesia List** ◀ Back

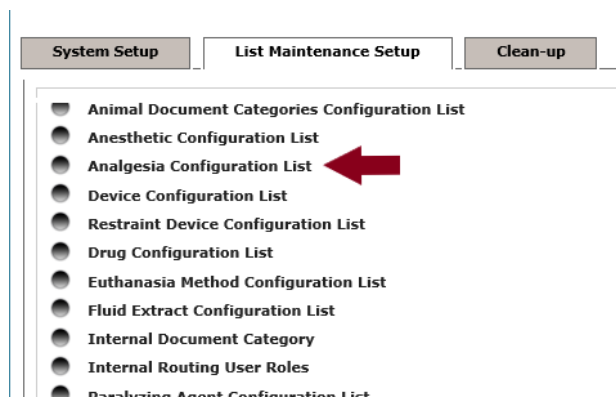
Merge Analgesia Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02 - 0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .25 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Delete Analgesia

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.



The **Setup Analgesia List** page is opened.

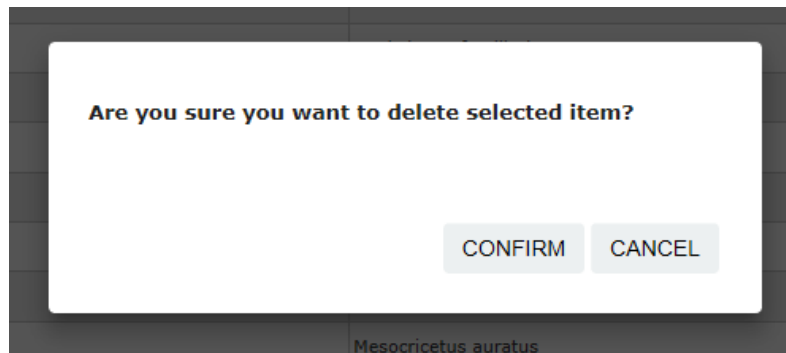
My Workspaces ▼ Vivarium **Setup Analgesia List** ◀ Back

Merge Analgesia Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02 - 0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .25 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Click the icon in the **Delete** column for the applicable record. A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Analgesia List** page.

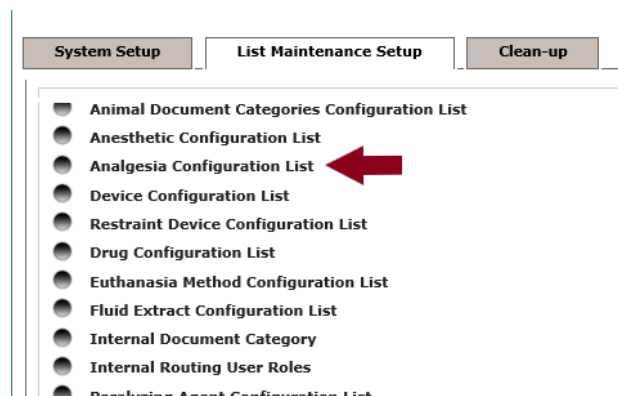
Click **CONFIRM** to complete deletion of the record and return to the **Setup Analgesia List** page.

Merge Analgesia Records

Sometimes a duplicate or erroneous analgesia record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous record can be merged with a valid record. The valid record is then substituted for the duplicate/erroneous record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.



The **Setup Analgesia List** page is opened. Click the **Merge Analgesia Records** button.

My Workspaces ▼ Vivarium **Setup Analgesia List** ⏪ Back

Merge Analgesia Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02 - 0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .25 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 - 2 mg/kg	Daily	
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

In the example shown above, the first “Meloxicam” record was created in error. This record may have been assigned to one or more studies and must be merged with the valid record. Click the **Merge Analgesia Records** button to begin. A merge panel opens.

My Workspaces ▼ Vivarium **Setup Analgesia List** ⏪ Back

Merge Selected Records

Select two or more records to merge.

<input checked="" type="checkbox"/>	Species name	Analgesia	Route	Dose	Frequency	Monitor
<input type="checkbox"/>	American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
<input type="checkbox"/>	Guinea Pig (USDA B)	Butorphanol	IV	0.02 - 0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .25 mg/kg
<input checked="" type="checkbox"/>	Mouse (USDA B)	Meloxicam	PO	0.2 - 2 mg/kg	Daily	
<input checked="" type="checkbox"/>	Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Select the checkboxes at far left for the records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▼ Vivarium **Setup Analgesia List** ⏪ Back

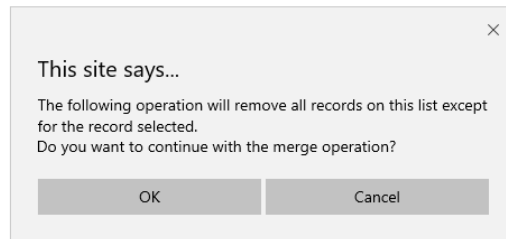
Merge Cancel

Select the record you want to keep after merging.

Select	Species name	Analgesia	Route	Dose	Frequency	Monitor
<input checked="" type="radio"/>	Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper
<input type="radio"/>	Mouse (USDA B)	Meloxicam	PO	0.2 - 2 mg/kg	Daily	

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Setup Analgesia List** page, where the merge can be confirmed.

My Workspaces ▼ Vivarium **Setup Analgesia List** Back

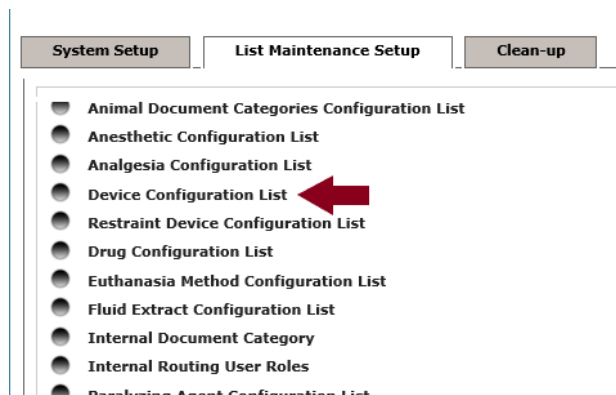
Merge Analgesia Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02 - 0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .25 mg/kg
		Mouse (USDA B)	Meloxicam	PO	0.2 mg/kg on day 1, subsequent doses of 0.1 mg/kg	Once a day	Do not mix in food, deliver orally by eyedropper

Device Configuration List

The **Device Configuration List** is where a list of devices approved by the institution for use in animal subject studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.



The **Setup Device List** page is opened.

If the device list is lengthy, use the **Device Browse/Find** form above the list to search for records by **Device Name**.

Device List Implementation – Application Side

The device list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Device Configuration List is made available in an IACUC / ARC application via an **Add a New Device to the Study** button

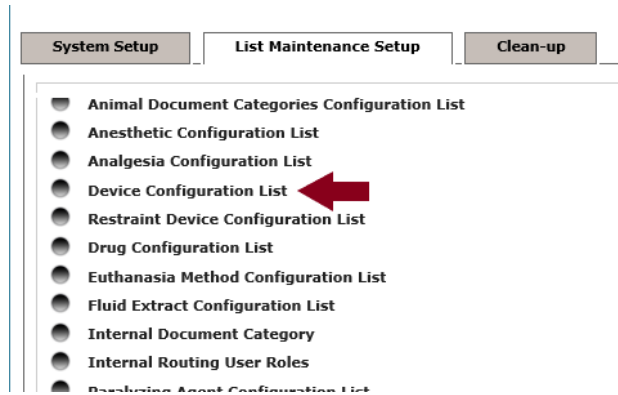
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Device List Implementation – Board Side

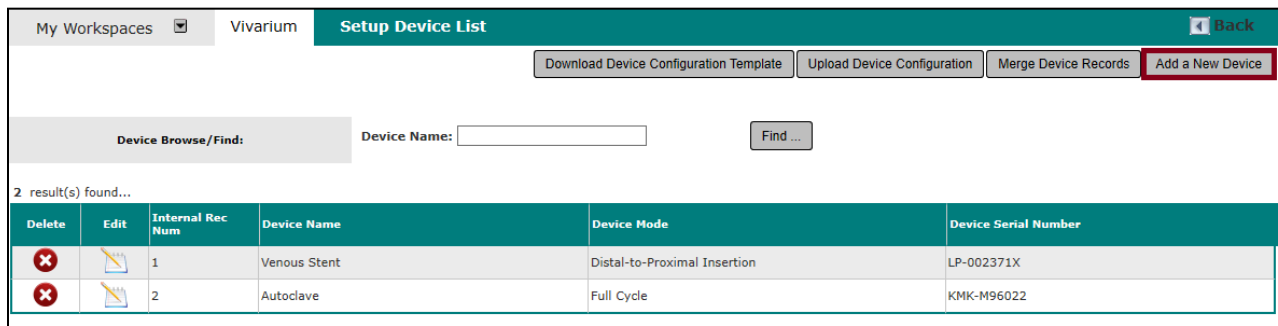
Devices are added on the application side where required and are not generally subject to direct revision by the board.

Add a New Device

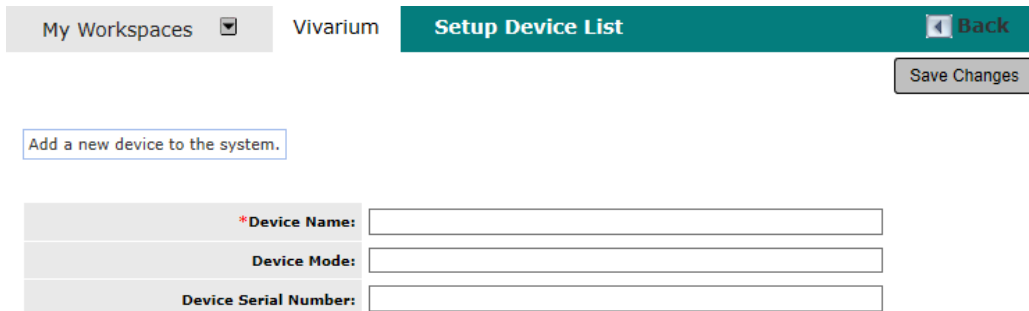
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.



The **Setup Device List** page is opened. Click the **Add a New Device** button.



An **Add a new device to the system** panel opens for entry of the new record.



Enter a **Device Name**, **Device Mode** and **Device Serial Number**, then click the **Save Changes** button.

My Workspaces ▾ Vivarium **Setup Device List** [Back](#)

Save Changes

Add a new device to the system.

***Device Name:** High Temp Cautery Pen

Device Mode: Fine Tip

Device Serial Number: 9560087ML

The add panel is closed and the new record is added on the **Setup Device List** page.

My Workspaces ▾ Vivarium **Setup Device List** [Back](#)

[Download Device Configuration Template](#)
[Upload Device Configuration](#)
[Merge Device Records](#)
[Add a New Device](#)

Device Browse/Find: Device Name: [Find ...](#)

3 result(s) found...

Delete	Edit	Internal Rec Num	Device Name	Device Mode	Device Serial Number
		1	Venous Stent	Distal-to-Proximal Insertion	LP-002371X
		3	High Temp Cautery Pen	Fine Tip	9560087ML
		2	Autoclave	Full Cycle	KMK-M96022

Download Device Configuration Template

The iRIS™ system provides a mechanism for adding a large quantity of device records at once, via population and upload of a pre-formatted Excel template. Click the **Download Device Configuration Template** button to begin. A download dialog opens at the bottom of the page.

My Workspaces ▾ Vivarium **Setup Device List** [Back](#)

[Download Device Configuration Template](#)
[Upload Device Configuration](#)
[Merge Device Records](#)
[Add a New Device](#)

Device Browse/Find: Device Name: [Find ...](#)

3 result(s) found...

Delete	Edit	Internal Rec Num	Device Name	Device Mode	Device Serial Number
		1	Venous Stent	Distal-to-Proximal Insertion	LP-002371X
		3	High Temp Cautery Pen	Fine Tip	9560087ML
		2	Autoclave	Full Cycle	KMK-M96022

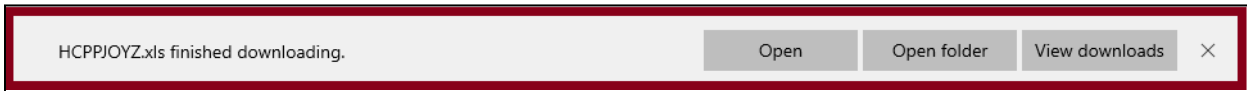
What do you want to do with HCPPJOYZ.xls?
From: sb1.imedris.net

[Open](#)
[Save](#)
^
[Cancel](#)
✕

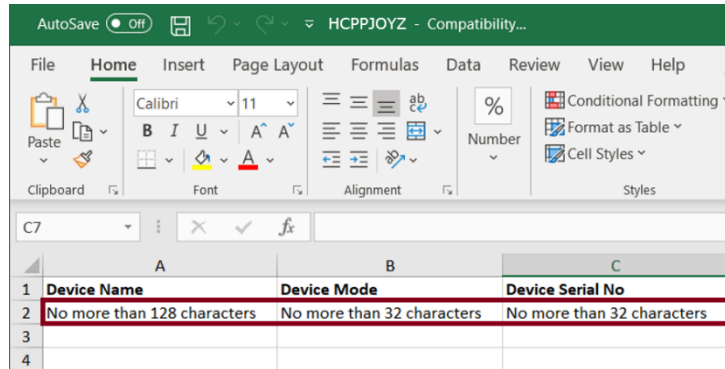
Click the **Cancel** button in the download dialog popup to close it without downloading the template.

Click the **Save** button in the download dialog popup to save the template to the default Downloads folder on the computer. Click the upward-pointing arrow to the right of the **Save** button to access Save As options, which allow for saving the template to the user’s desired location on the computer.

The download dialog popup message changes when the download is complete, as shown below.



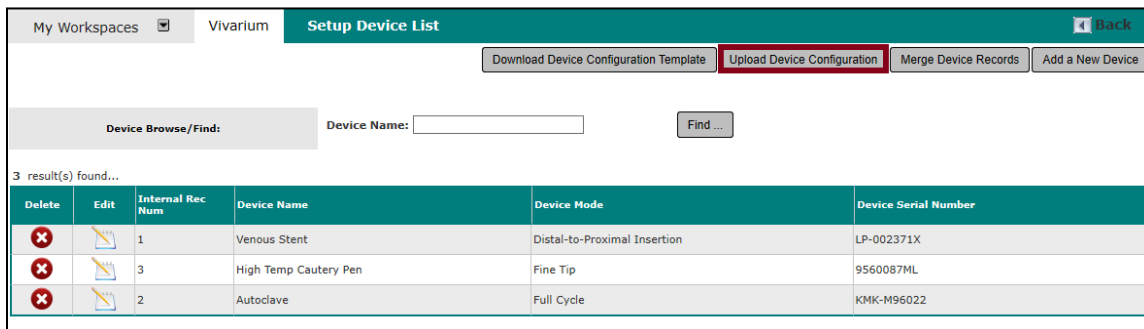
Navigate to the downloaded template file and open it.



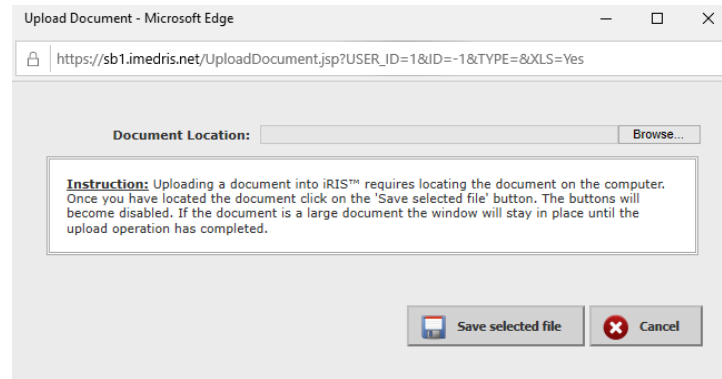
As shown in the screenshot above, field length limits are provided in the second row. Enter desired device records to complete the template and save changes to the file.

Upload Device Configuration Template

When the Device Template has been populated with all desired data, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link. The **Setup Device List** page opens. Click the **Upload Device Configuration** button.



An upload dialog popup appears.



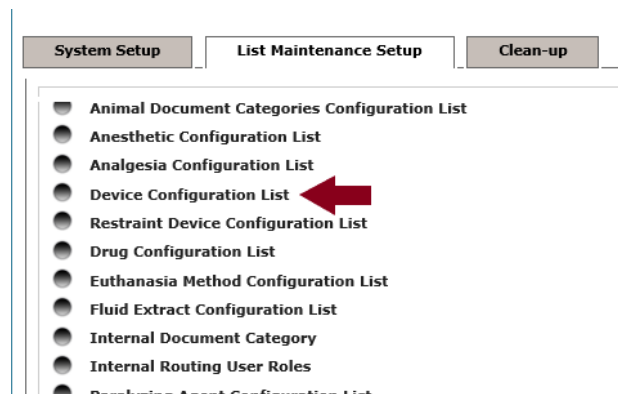
Click the **Cancel** button to close the dialog without completing the upload.

Click the **Browse...** button to navigate to the completed template and select it, then click the **Save selected file** button to complete the upload.

Review the uploaded records in the **Setup Device List** page to ensure the uploaded records have correctly populated all columns. Any records that do not meet data content requirements must be edited or deleted promptly, to ensure they cannot be mistakenly assigned to studies.

Edit Device

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.



The **Setup Device List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▾ Vivarium **Setup Device List** [Back](#)

Download Device Configuration Template Upload Device Configuration Merge Device Records Add a New Device

Device Browse/Find: Device Name: Find ...

3 result(s) found...

Delete	Edit	Internal Rec Num	Device Name	Device Mode	Device Serial Number
		1	Venous Stent	Distal-to-Proximal Insertion	LP-002371X
		3	High Temp Cautery Pen	Fine Tip	9560087ML
		2	Autoclave	Full Cycle	KMK-M96022

The record is opened in an **Edit a device in the system** panel. Make desired changes and click the **Save Changes** button.

My Workspaces ▾ Vivarium **Setup Device List** [Back](#)

Save Changes

Edit a device in the system.

*Device Name:

Device Mode:

Device Serial Number:

The edit panel is closed and the record is revised on the **Setup Device List** page.

My Workspaces ▾ Vivarium **Setup Device List** [Back](#)

Download Device Configuration Template Upload Device Configuration Merge Device Records Add a New Device

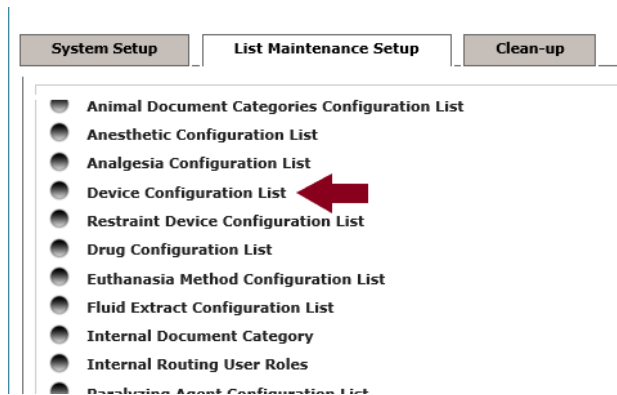
Device Browse/Find: Device Name: Find ...

3 result(s) found...

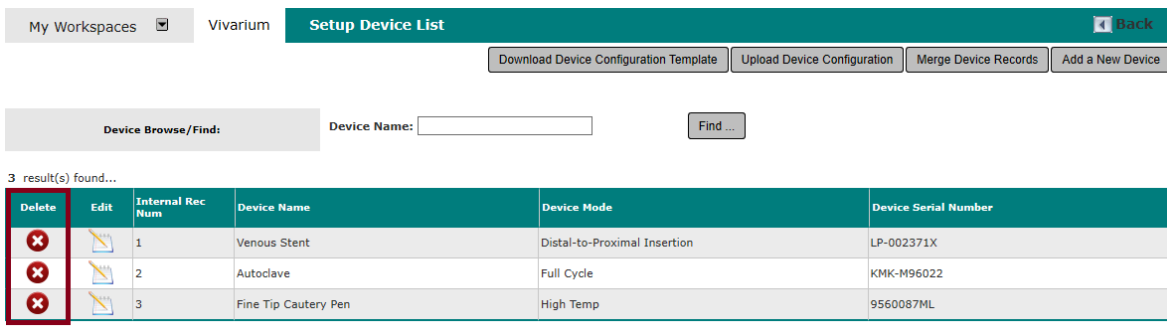
Delete	Edit	Internal Rec Num	Device Name	Device Mode	Device Serial Number
		1	Venous Stent	Distal-to-Proximal Insertion	LP-002371X
		2	Autoclave	Full Cycle	KMK-M96022
		3	Fine Tip Cautery Pen	High Temp	9560087ML

Delete Device

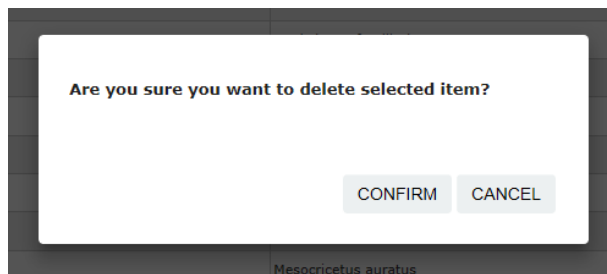
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.



The **Setup Device List** page is opened. Click the icon in the **Delete** column for the applicable record.



A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Device List** page.

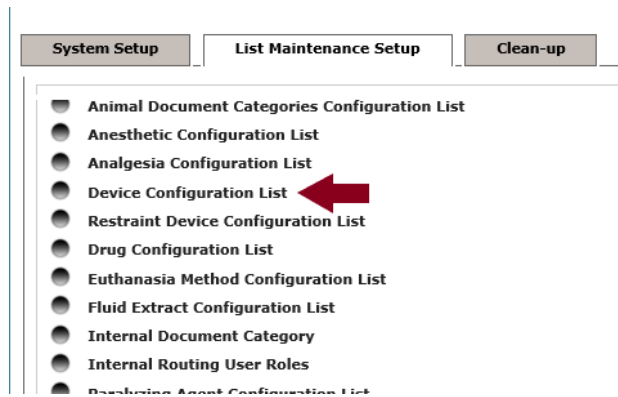
Click **CONFIRM** to complete deletion of the record and return to the **Setup Device List** page.

Merge Device Records

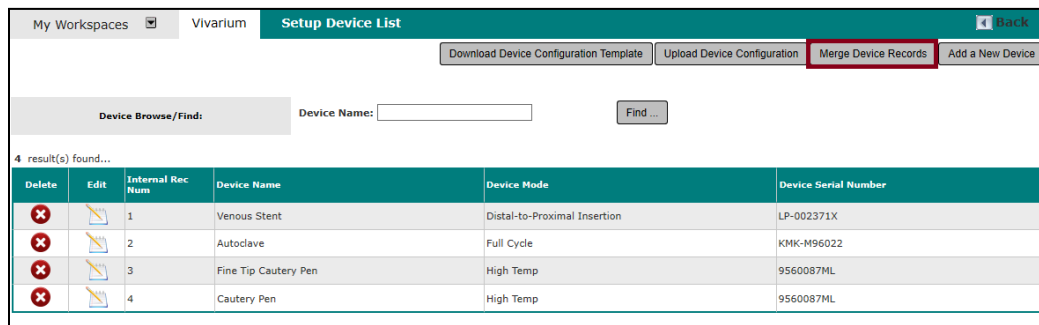
Sometimes a duplicate or erroneous device record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous device record can be merged with a valid device record. The valid device record is then substituted for the duplicate/erroneous device record previously assigned to study applications.

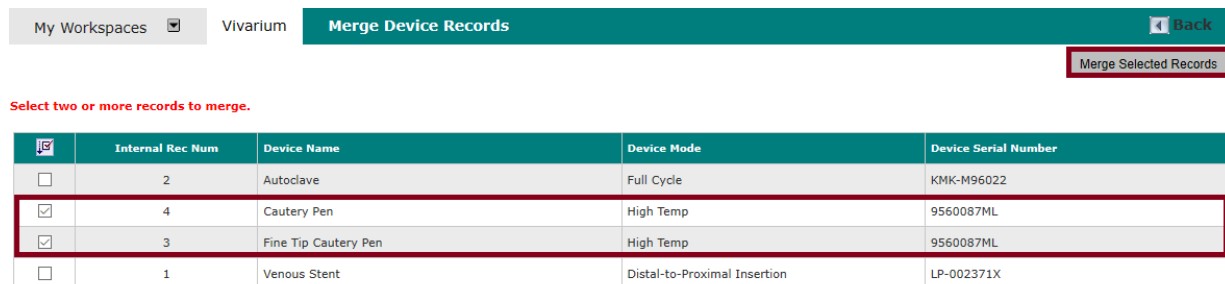
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.



The **Setup Device List** page is opened.



In the example shown above, the second “Cautery Pen” device record in the list was created in error but may have been assigned to one or more studies. Click the **Merge Device Records** button to begin. The **Merge Device Records** page opens.



Select the checkboxes at far left for the device records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▾ Vivarium **Merge Device Records** [Back](#)

Merge **Cancel**

Select the record you want to keep after merging.

	Device Name	Device Mode	Device Serial Number
<input checked="" type="radio"/>	Fine Tip Cautery Pen	High Temp	9560087ML
<input type="radio"/>	Cautery Pen	High Temp	9560087ML

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.

✕

This site says...

The following operation will remove all records on this list except for the record selected.
Do you want to continue with the merge operation?

As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Merge Device Records** page, where the merge can be confirmed.

My Workspaces ▾ Vivarium **Merge Device Records** [Back](#)

Merge Selected Records

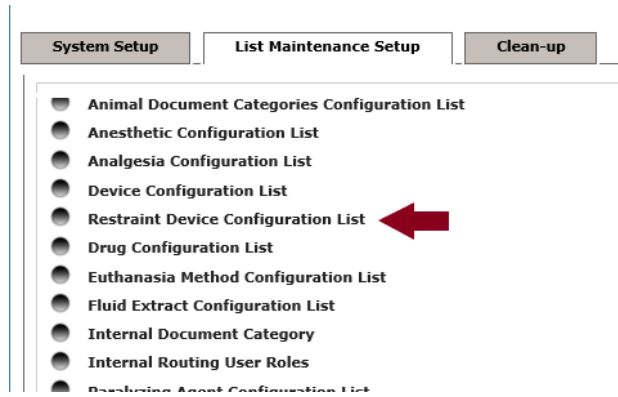
Select two or more records to merge.

<input checked="" type="checkbox"/>	Internal Rec Num	Device Name	Device Mode	Device Serial Number
<input type="checkbox"/>	2	Autoclave	Full Cycle	KMK-M96022
<input type="checkbox"/>	3	Fine Tip Cautery Pen	High Temp	9560087ML
<input type="checkbox"/>	1	Venous Stent	Distal-to-Proximal Insertion	LP-002371X

Restraint Device Configuration List

The **Restraint Device Configuration List** is where a list of humane restraint devices approved by the institution for use in animal subject studies is maintained in the iRIS™ system. To access the list, navigate to Animal

Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.



The **Setup Restraint Device List** page is opened.

The screenshot shows the 'Setup Restraint Device List' page. At the top, there are tabs for 'My Workspaces' (IACUC) and 'Setup Restraint Device List' with a 'Back' button. Below the tabs are buttons for 'Merge Restraint Device Records' and 'Add a New Restraint Device'. A search section labeled 'Restraint Device Browse/Find:' includes a text input for 'Restraint Device Name:' and a 'Find ...' button. Below the search section, it says '3 result(s) found...' and displays a table with the following data:

Delete	Edit	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
		1	Acrylic	cage	RDN-1001
		3	Chamber	cage	RDN-10036
		2	Live Trap	leash	RDN-10023

If the restraint device list is lengthy, use the **Restraint Device Browse/Find** section above the list to search for records by **Restraint Device Name**.

Restraint Device List Implementation – Application Side

The restraint device list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Restraint Device List is made available in an IACUC / ARC application via an **Add a New Restraint Device to the Study** button

The screenshot shows a button labeled '+ Add a New Restraint Device to the Study'. Below the button is a table with the following columns: 'Delete Device', 'Edit', 'View Details', 'Device Name', 'FDA Approved', 'A new device or a new use of approved device:', and 'IDE Number'. The table content is empty, with a message below it stating 'No devices have been added to this Study'.

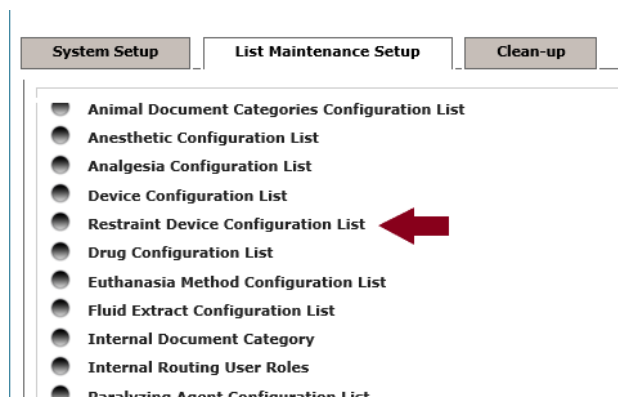
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Restraint Device List Implementation – Board Side

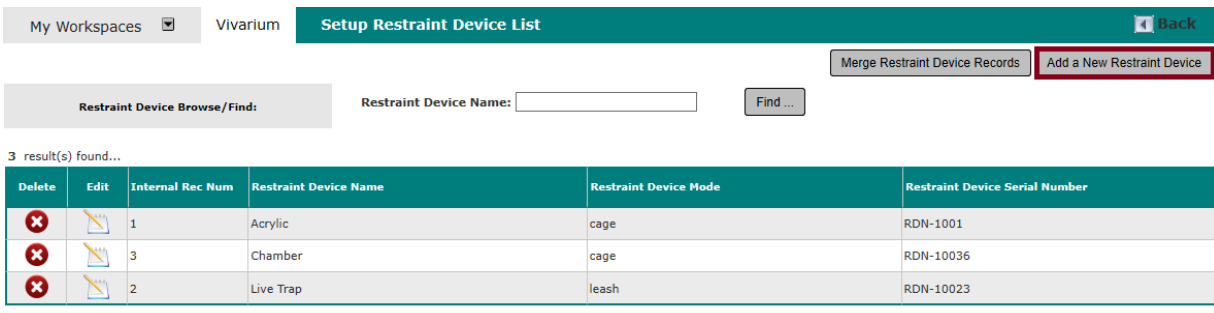
Restraint devices are added on the application side where required and are not generally subject to direct revision by the board.

Add a New Restraint Device

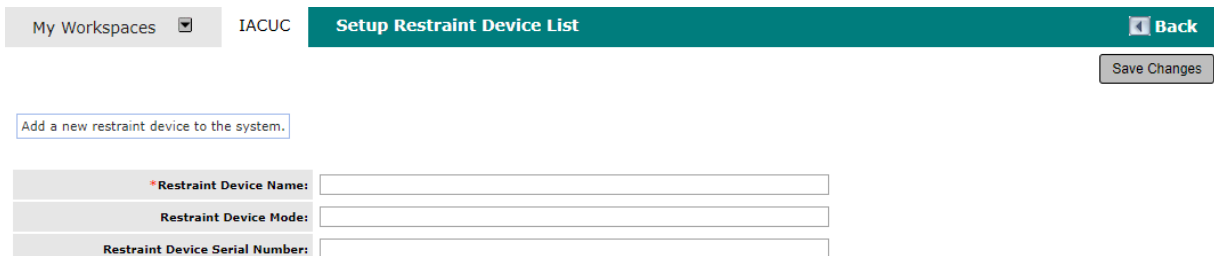
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.



The **Setup Restraint Device List** page is opened. Click the **Add a New Restraint Device** button.



The **Add a new restraint device to the system** panel is opened.



Enter the **Restraint Device Name**, **Restraint Device Mode** and **Restraint Device Serial Number**, then click the **Save Changes** button to close the add panel.

My Workspaces ▾ Vivarium **Setup Restraint Device List** [Back](#)

Save Changes

Add a new restraint device to the system.

*Restraint Device Name:	Restraint Frame with Harness
Restraint Device Mode:	Sling with Velcro overwrap
Restraint Device Serial Number:	LK-200519

The record is added to the list on the **Setup Restraint Device List** page.

My Workspaces ▾ Vivarium **Setup Restraint Device List** [Back](#)

Merge Restraint Device Records Add a New Restraint Device

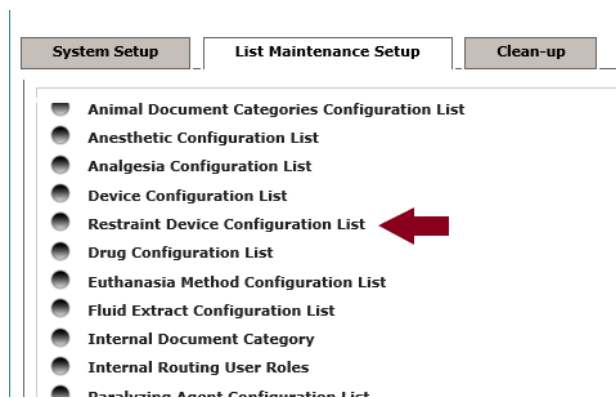
Restraint Device Browse/Find: Restraint Device Name: [Find...](#)

4 result(s) found...

Delete	Edit	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
		1	Acrylic	cage	RDN-1001
		3	Chamber	cage	RDN-10036
		2	Live Trap	leash	RDN-10023
		4	Restraint Frame with Harness	Sling with Velcro overwrap	LK-200519

Edit Restraint Device

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.



The **Setup Restraint Device List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▼ Vivarium **Setup Restraint Device List** ◀ Back

Merge Restraint Device Records Add a New Restraint Device

Restraint Device Browse/Find: Restraint Device Name: Find...

4 result(s) found...

Delete	Edit	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
		1	Acrylic	cage	RDN-1001
		3	Chamber	cage	RDN-10036
		2	Live Trap	leash	RDN-10023
		4	Restraint Frame with Harness	Sling with Velcro overwrap	LK-200519

The record is opened in an **Edit a restraint device in the system** panel.

My Workspaces ▼ Vivarium **Setup Restraint Device List** ◀ Back

Save Changes

Edit a restraint device in the system.

*Restraint Device Name:

Restraint Device Mode:

Restraint Device Serial Number:

Make desired changes, then click the **Save Changes** button to update the record and close the add panel. The record is revised on the **Setup Restraint Device List** page.

My Workspaces ▼ Vivarium **Setup Restraint Device List** ◀ Back

Merge Restraint Device Records Add a New Restraint Device

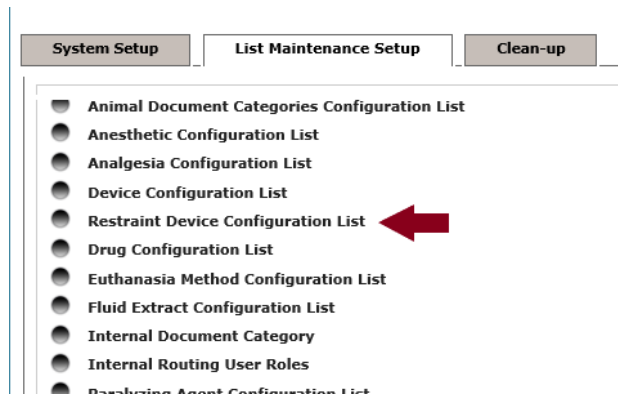
Restraint Device Browse/Find: Restraint Device Name: Find...

4 result(s) found...

Delete	Edit	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
		1	Acrylic	cage	RDN-1001
		3	Chamber	cage	RDN-10036
		2	Live Trap	leash	RDN-10023
		4	Restraint Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519

Delete Restraint Device

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.

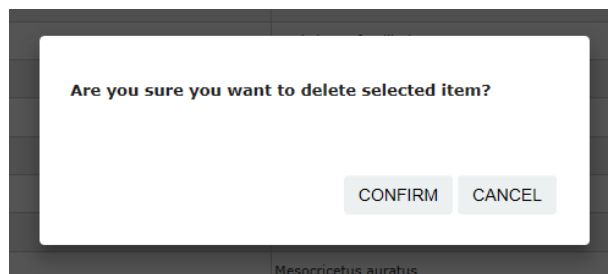


The **Setup Restraint Device List** page is opened. Click the icon in the **Delete** column for the applicable record.

The screenshot shows the 'Setup Restraint Device List' page. It includes a search bar for 'Restraint Device Name' and buttons for 'Merge Restraint Device Records' and 'Add a New Restraint Device'. Below the search bar, it indicates '4 result(s) found...' and displays a table with the following data:

Delete	Edit	Internal Rec. Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
		1	Acrylic	cage	RDN-1001
		3	Chamber	cage	RDN-10036
		2	Live Trap	leash	RDN-10023
		4	Restraint Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Restraint Device List** page.

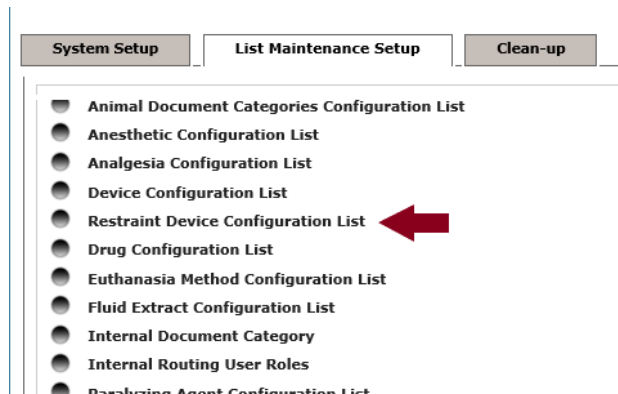
Click **CONFIRM** to complete deletion of the record and return to the **Setup Restraint Device List** page.

Merge Restraint Device Records

Sometimes a duplicate or erroneous restraint device record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous restraint device record can be merged with a valid restraint device record. The valid restraint device is then substituted for the duplicate/erroneous restraint device previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.



The **Setup Restraint Device List** page is opened.

Delete		Edit	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
<input type="checkbox"/>	<input type="checkbox"/>		1	Acrylic	cage	RDN-1001
<input type="checkbox"/>	<input type="checkbox"/>		3	Chamber	cage	RDN-10036
<input type="checkbox"/>	<input type="checkbox"/>		2	Live Trap	leash	RDN-10023
<input type="checkbox"/>	<input type="checkbox"/>		5	Restraint Frame	Sling style	LK-200519
<input type="checkbox"/>	<input type="checkbox"/>		4	Restraint Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519

In the example shown above, the first Restraint Frame device record in the list was created in error but may have been assigned to one or more studies. Click the **Merge Restraint Device Records** button to begin. The **Merge Restraint Device Records** page opens.

<input checked="" type="checkbox"/>	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
<input type="checkbox"/>	1	Acrylic	cage	RDN-1001
<input type="checkbox"/>	3	Chamber	cage	RDN-10036
<input type="checkbox"/>	2	Live Trap	leash	RDN-10023
<input checked="" type="checkbox"/>	5	Restraint Frame	Sling style	LK-200519
<input checked="" type="checkbox"/>	4	Restraint Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519

Select the checkboxes at far left for the device records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces Vivarium **Merge Restraint Device Records** Back

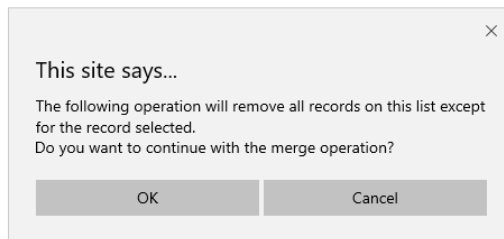
Merge Cancel

Select the record you want to keep after merging.

	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
<input checked="" type="radio"/>	Restraint Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519
<input type="radio"/>	Restraint Frame	Sling style	LK-200519

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Merge Restraint Device Records** page, where the merge can be confirmed.

My Workspaces Vivarium **Merge Restraint Device Records** Back

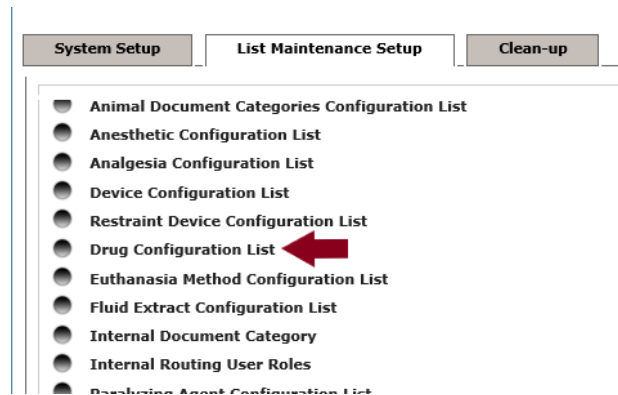
Merge Selected Records

Select two or more records to merge.

	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
<input type="checkbox"/>	1	Acrylic	cage	RDN-1001
<input type="checkbox"/>	3	Chamber	cage	RDN-10036
<input type="checkbox"/>	2	Live Trap	leash	RDN-10023
<input type="checkbox"/>	4	Restraint Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519

Drug Configuration List

The **Drug Configuration List** is where a list of drugs approved by the institution for use in studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link.



The **Setup Drug List** page is opened.

The screenshot shows the 'Setup Drug List' page. At the top, there are buttons for 'Download Drug Configuration Template', 'Upload Drug Configuration', 'Merge Drug Records', and 'Add a New Drug'. Below these is a search section with 'Drug Browse/Find:' and a 'Drug Name:' input field with a 'Find...' button. The results section shows '4 result(s) found...' and a table with the following data:

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
		1	Ibuprofen	Advil	Ibuprofen I
		2	Laxiom	LAX001	Laxiom 00989

If the drug list is lengthy, use the **Drug Browse/Find** section above the list to search for records by **Drug Name**.

Drug List Implementation – Application Side

Where this field is in use by the institution, it appears in the study application form.

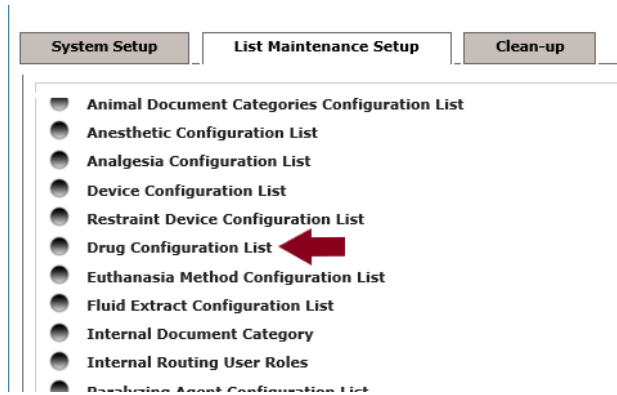
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Drug List Implementation – Board Side

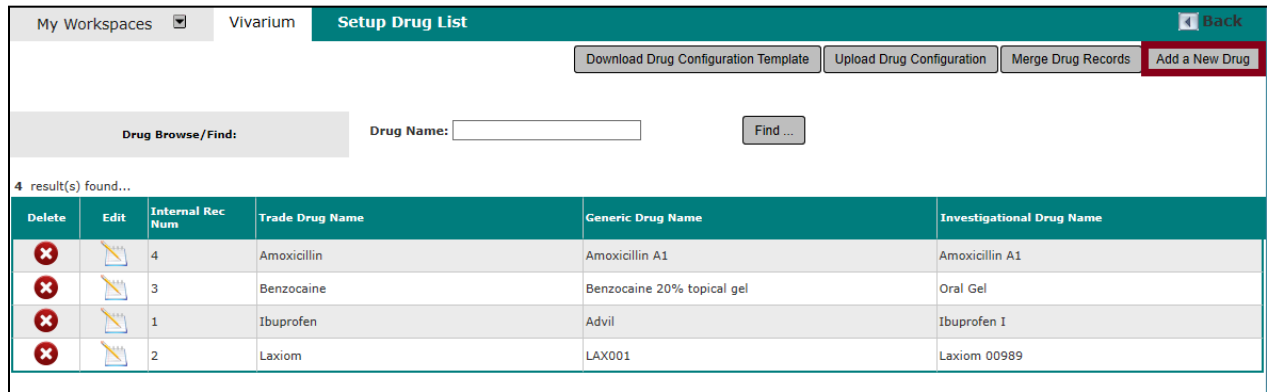
Drugs are added on the application/study side where required and are not generally subject to direct revision by the board.

Add a New Drug

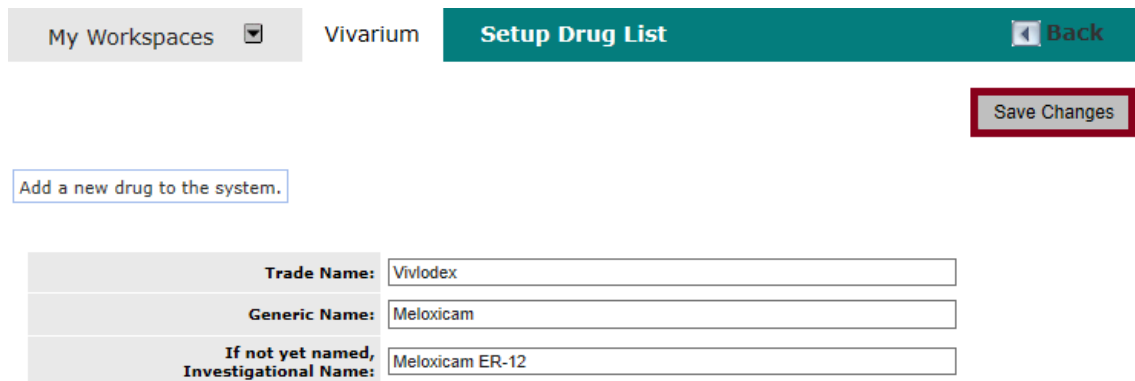
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link.



The **Setup Drug List** page is opened. Click the **Add a New Drug** button.



An **Add a new drug to the system** panel opens. Enter **Trade Name**, **Generic Name** and if not yet named, **Investigational Name** details, then click the **Save Changes** button to save the record and close the add panel.



The new drug is added on the **Setup Drug List** page.

My Workspaces ▾ Vivarium **Setup Drug List** ⏪ Back

Download Drug Configuration Template Upload Drug Configuration Merge Drug Records Add a New Drug

Drug Browse/Find: Drug Name: Find ...

5 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
		1	Ibuprofen	Advil	Ibuprofen I
		2	Laxiom	LAX001	Laxiom 00989
		5	Vivlodex	Meloxicam	Meloxicam ER-12

Download Drug Configuration Template

The iRIS™ system provides a mechanism for adding a large quantity of drug records at once, via population and upload of a pre-formatted Excel template. Click the **Download Drug Configuration Template** button to begin. A download dialog opens at the bottom of the page.

My Workspaces ▾ Vivarium **Setup Drug List** ⏪ Back

Download Drug Configuration Template Upload Drug Configuration Merge Drug Records Add a New Drug

Drug Browse/Find: Drug Name: Find ...

5 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
		1	Ibuprofen	Advil	Ibuprofen I
		2	Laxiom	LAX001	Laxiom 00989
		5	Vivlodex	Meloxicam	Meloxicam ER-12

What do you want to do with MNOQNMGK.xls?
From: sb1.imedris.net

Open Save ^ Cancel ×

Click the **Cancel** button in the download dialog popup to close it without downloading the template.

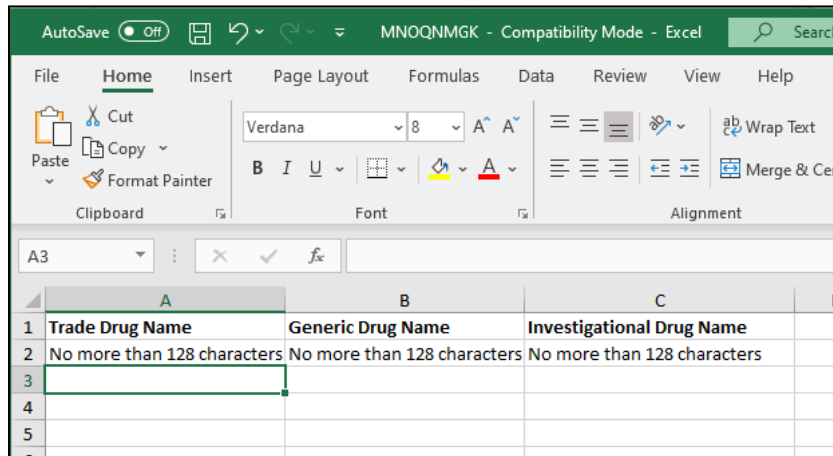
Click the **Save** button in the download dialog popup to save the template to the default Downloads folder on the computer. Click the upward-pointing arrow to the right of the **Save** button to access Save As options, which allow for saving the template to the user’s desired location on the computer.

The download dialog popup message changes when the download is complete, as shown below.

MNOQNMGK.xls finished downloading.

Open Open folder View downloads ×

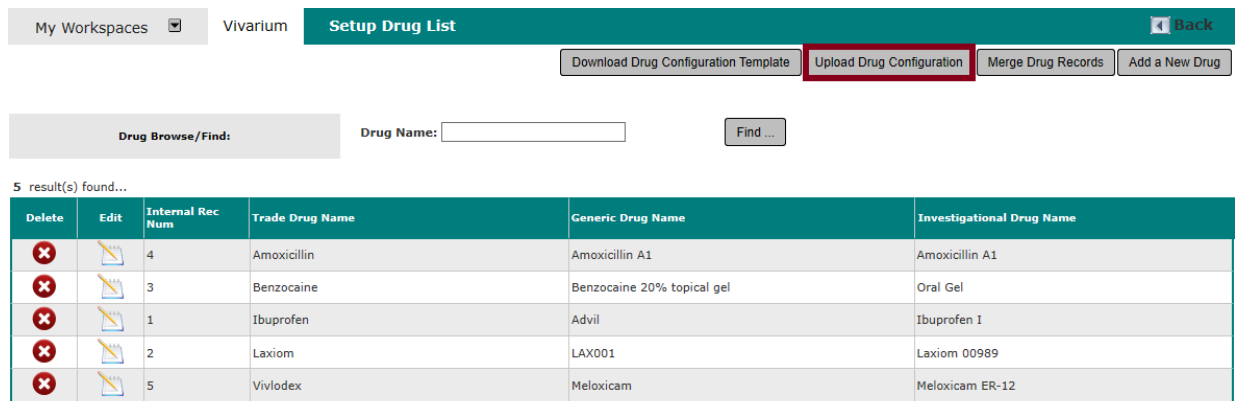
Navigate to the downloaded template file and open it.



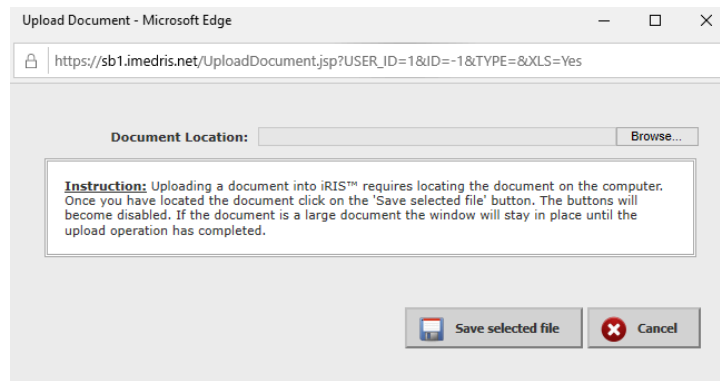
As shown in the screenshot above, field length limits are provided in the second row. Enter desired drug records to complete the template and save changes to the file.

Upload Drug Configuration Template

When the Drug Template has been populated with all desired data, Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link. The **Setup Drug List** page opens. Click the **Upload Drug Configuration** button.



An upload dialog popup appears.



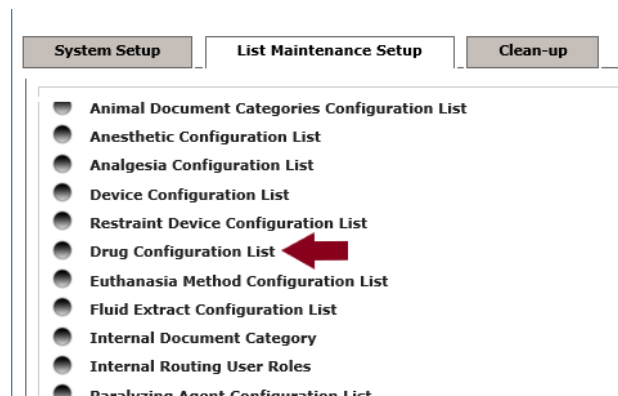
Click the **Cancel** button to close the dialog without completing the upload.

Click the **Browse...** button to navigate to the completed template and select it, then click the **Save selected file** button to complete the upload.

Review the uploaded records in the **Setup Drug List** page to ensure the uploaded records have correctly populated all columns. Any records that do not meet data content requirements must be edited or deleted promptly, to ensure they cannot be mistakenly assigned to studies.

Edit Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link.



The **Setup Drug List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces Vivarium Setup Drug List Back

Download Drug Configuration Template Upload Drug Configuration Merge Drug Records Add a New Drug

Drug Browse/Find: Drug Name: Find ...

5 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
		1	Ibuprofen	Advil	Ibuprofen I
		2	Laxiom	LAX001	Laxiom 00989
		5	Vivlodex	Meloxicam	Meloxicam ER-12

The record is opened in an **Edit a drug in the system** panel.

My Workspaces Vivarium Setup Drug List Back

Save Changes

Edit a drug in the system.

Trade Name: Advil

Generic Name: Ibuprofen

If not yet named, Investigational Name: Ibuprofen I

Make desired changes and click the **Save Changes** button to save the record and close the edit panel. The record is revised on the **Setup Drug List** page.

My Workspaces Vivarium Setup Drug List Back

Download Drug Configuration Template Upload Drug Configuration Merge Drug Records Add a New Drug

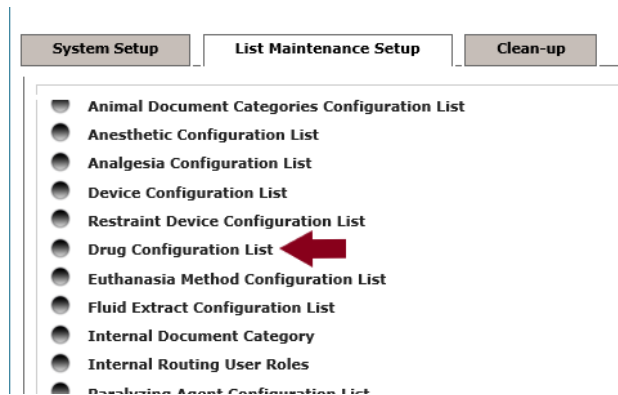
Drug Browse/Find: Drug Name: Find ...

5 result(s) found...

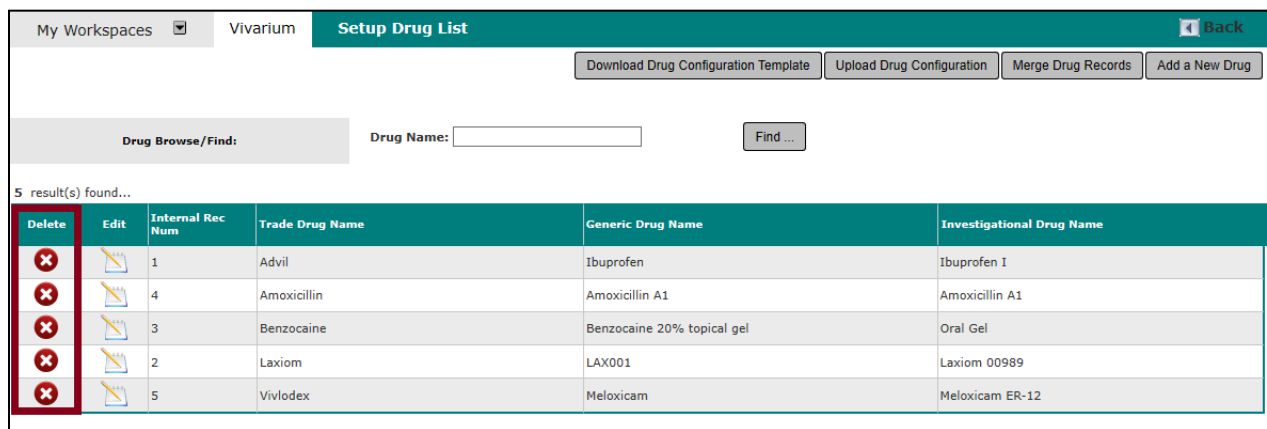
Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		1	Advil	Ibuprofen	Ibuprofen I
		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
		2	Laxiom	LAX001	Laxiom 00989
		5	Vivlodex	Meloxicam	Meloxicam ER-12

Delete Drug

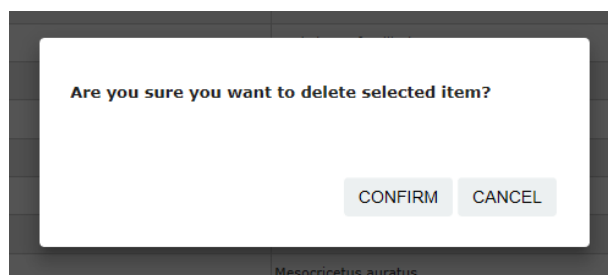
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link.



The **Setup Drug List** page is opened. Click the icon in the **Delete** column for the applicable record.



A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Drug List** page.

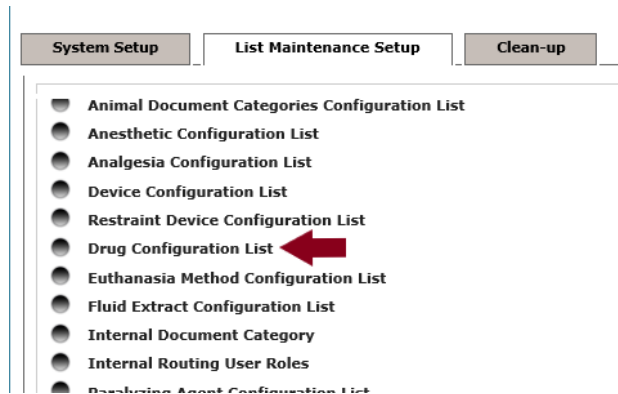
Click **CONFIRM** to complete deletion of the record and return to the **Setup Drug List** page.

Merge Drug Records

Sometimes a duplicate or erroneous drug record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous drug record can be merged with a valid drug record. The valid drug record is then substituted for the duplicate/erroneous drug record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link.



The **Setup Drug List** page is opened. Click the **Merge Drug Records** button.

My Workspaces Vivarium **Setup Drug List** Back

Drug Browse/Find: Drug Name:

6 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input type="checkbox"/>		1	Advil	Ibuprofen	Ibuprofen I
<input type="checkbox"/>		4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
<input type="checkbox"/>		3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
<input type="checkbox"/>		2	Laxiom	LAX001	Laxiom 00989
<input type="checkbox"/>		6	Motrin	Ibuprofen	Ibuprofen I
<input type="checkbox"/>		5	Vivlodex	Meloxicam	Meloxicam ER-12

In the example shown above, the “Motrin” drug record was created in error, as Motrin is another trade name for Ibuprofen and that drug is already in the list under the Trade Drug Name “Advil”. The Motrin record may have been assigned to one or more studies and must be merged with the “Advil” record. Click the **Merge Selected Records** button to begin. The **Merge Drug Records** page opens.

My Workspaces Vivarium **Merge Drug Records** Back

Merge Selected Records

Select two or more records to merge.

<input checked="" type="checkbox"/>	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input checked="" type="checkbox"/>	1	Advil	Ibuprofen	Ibuprofen I
<input type="checkbox"/>	4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
<input type="checkbox"/>	3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
<input type="checkbox"/>	2	Laxiom	LAX001	Laxiom 00989
<input checked="" type="checkbox"/>	6	Motrin	Ibuprofen	Ibuprofen I
<input type="checkbox"/>	5	Vivlodex	Meloxicam	Meloxicam ER-12

Select the checkboxes at far left for the drug records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces Vivarium **Merge Drug Records** Back

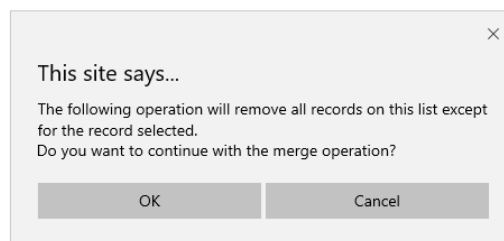
Merge **Cancel**

Select the record you want to keep after merging.

<input checked="" type="radio"/>	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input checked="" type="radio"/>	Advil	Ibuprofen	Ibuprofen I
<input type="radio"/>	Motrin	Ibuprofen	Ibuprofen I

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Merge Drug Records** page, where the merge can be confirmed.

My Workspaces ▼ Vivarium **Merge Drug Records** ⏪ Back

Merge Selected Records


Select two or more records to merge.

<input type="checkbox"/>	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input type="checkbox"/>	1	Advil	Ibuprofen	Ibuprofen I
<input type="checkbox"/>	4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
<input type="checkbox"/>	3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
<input type="checkbox"/>	2	Laxiom	LAX001	Laxiom 00989
<input type="checkbox"/>	5	Vivlodex	Meloxicam	Meloxicam ER-12

Euthanasia Method Configuration List

The **Euthanasia Method Configuration List** is where a list of humane methods of euthanasia approved by the institution for use in animal subject studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Euthanasia Method Configuration List** link.

System Setup | **List Maintenance Setup** | Clean-up









- Animal Document Categories Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List
- Device Configuration List
- Restraint Device Configuration List
- Drug Configuration List
- **Euthanasia Method Configuration List** 
- Fluid Extract Configuration List
- Internal Document Category
- Internal Routing User Roles
- Research Agent Configuration List

The **Setup Euthanasia List** page is opened.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** ⏪ Back

Merge Euthanasia Records Add a New Record

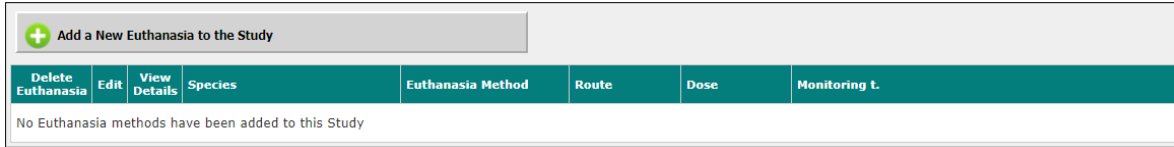
4 result(s) found... 1 - 4

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.
		Rat (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

Euthanasia List Implementation – Application Side

The euthanasia list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application Pain and Distress section — the **Setup Euthanasia Method List** is made available in an IACUC / ARC application via the **Add a New Euthanasia to the Study** button



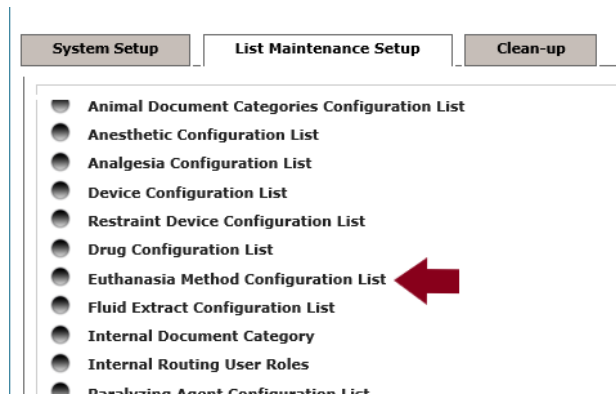
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Euthanasia List Implementation – Board Side

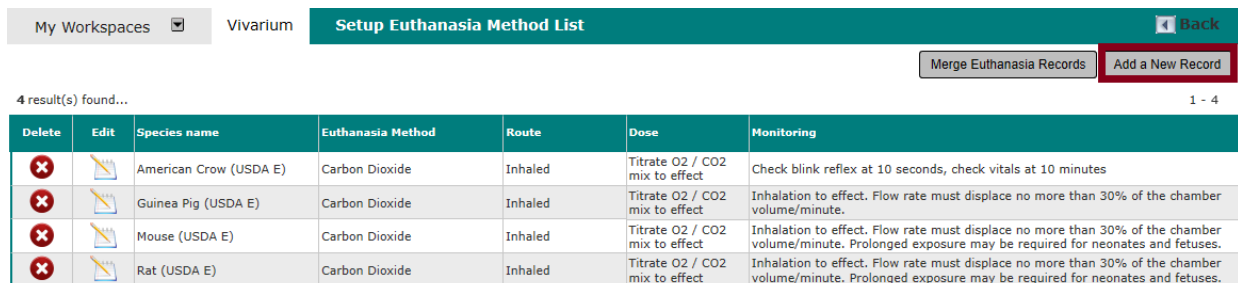
Euthanasia methods are added on the application side where required and are not generally subject to direct revision by the board.

Add Euthanasia Method

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Euthanasia Method Configuration List** link.



The **Setup Euthanasia Method List** page is opened. Click the **Add a New Record** button.



An add panel is opened for creation of the new record. Click on the **Species Name** dropdown list to open it and select the desired species.

The screenshot shows the 'Setup Euthanasia Method List' form. At the top, there are tabs for 'My Workspaces' (selected) and 'Vivarium'. The page title is 'Setup Euthanasia Method List' with a 'Back' button. A 'Save Changes' button is in the top right. The form has several fields: '*Species Name:' with a dropdown menu open showing a list of species including American Crow (USDA A-E), Axis Deer (USDA A), Beagle (USDA A), Duck (USDA A), Fruit Fly (USDA C), Goat (USDA A), Guinea Pig (USDA A-E), Mouse (USDA A-E), Rat (USDA A-E), Syrian Hamster (USDA A), and White Wing Dove (USDA A). '*Euthanasia Method:' is set to '--none--'. '*Route:' is set to '--none--'. '*Dose:' is an empty text field. '*Monitoring:' is a large empty text area. To the right of the Euthanasia Method and Route fields are 'or create New' text labels and input boxes.

Click on the **Euthanasia Method** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

The screenshot shows the 'Setup Euthanasia Method List' form. At the top, there are tabs for 'My Workspaces' (selected) and 'Vivarium'. The page title is 'Setup Euthanasia Method List' with a 'Back' button. A 'Save Changes' button is in the top right. The form has several fields: '*Species Name:' is set to 'American Crow (USDA E)'. '*Euthanasia Method:' dropdown menu is open showing '--none--' and 'Carbon Dioxide'. '*Route:' is set to '--none--'. '*Dose:' is an empty text field. '*Monitoring:' is a large empty text area. To the right of the Euthanasia Method and Route fields are 'or create New' text labels and input boxes. The 'or create New' box for Euthanasia Method contains 'Sodium Pentobarbital'.

Click on the **Route** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** ◀ Back

*Species Name: American Crow (USDA E) ▼

*Euthanasia Method: --none-- ▼ or create New Sodium Pentobarbital

*Route: --none-- ▼ or create New

*Dose:
IV

*Monitoring:

Enter **Dose** and **Monitoring** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** ◀ Back

*Species Name: American Crow (USDA E) ▼

*Euthanasia Method: --none-- ▼ or create New Sodium Pentobarbital

*Route: --none-- ▼ or create New IV

*Dose: =100 mg/kg

*Monitoring: Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.

The new record is added on the **Setup Euthanasia Method List** page.

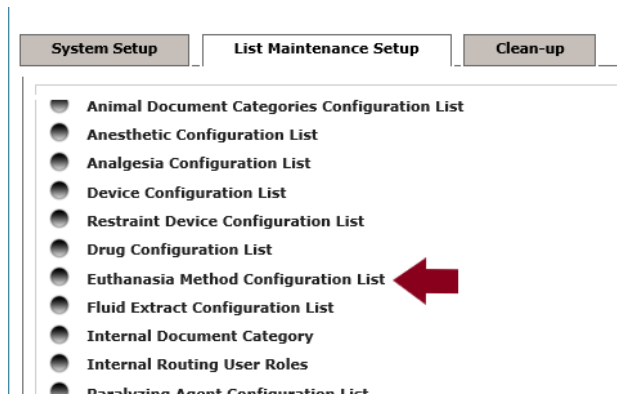
My Workspaces ▼ Vivarium **Setup Euthanasia Method List** ◀ Back

4 result(s) found... 1 - 4

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		American Crow (USDA E)	Sodium Pentobarbital	IV	=100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

Edit Euthanasia Method

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Euthanasia Method Configuration List** link.



The **Setup Euthanasia List** page is opened. Click the icon in the **Edit** column for the applicable record. In this example, the equals sign (=) is being deleted from the **Dose** field in the second “American Crow (USDA E)” record.

My Workspaces Vivarium **Setup Euthanasia Method List** Back

Merge Euthanasia Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		American Crow (USDA E)	Sodium Pentobarbital	IV	=100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

The record is opened in an edit panel. Make desired changes and click the **Save Changes** button.

My Workspaces Vivarium **Setup Euthanasia Method List** Back

Save Changes

*Species Name: American Crow (USDA E)

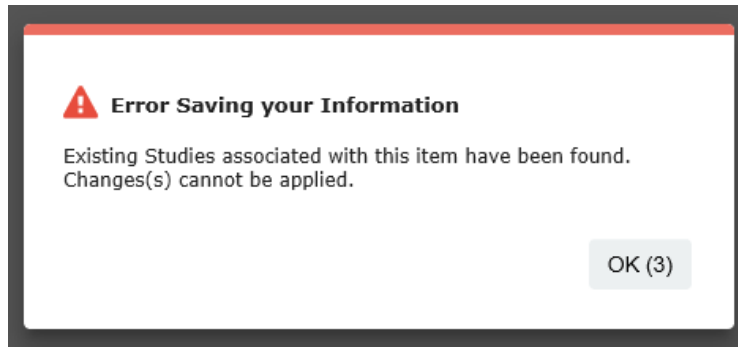
*Euthanasia Method: Sodium Pentobarbital or create New

*Route: IV or create New

*Dose: 100 mg/kg

*Monitoring: Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.

When an attempt is made to change the **Species Name** or **Euthanasia Method** in a euthanasia method record that is already assigned to one or more studies, the following warning popup window appears and the record is not edited.



Otherwise, the record is revised on the **Setup Euthanasia List** page.

My Workspaces ▾ Vivarium **Setup Euthanasia Method List** ◀ Back

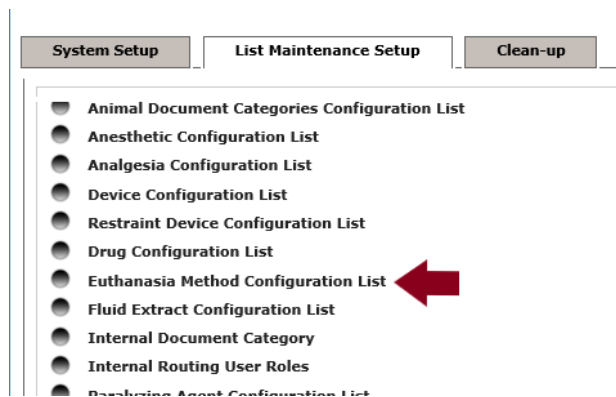
Merge Euthanasia Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		American Crow (USDA E)	Sodium Pentobarbital	IV	100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

Delete Euthanasia Method

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Euthanasia Method Configuration List** link.



The **Setup Euthanasia List** page is opened. Click the icon in the **Delete** column for the applicable record.

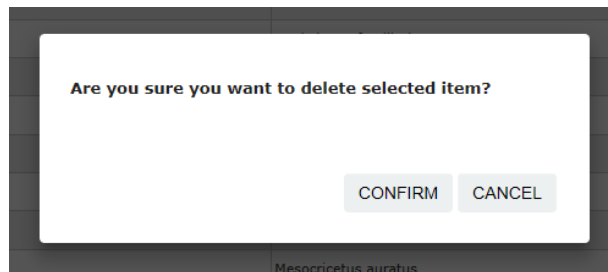
My Workspaces ▾ Vivarium **Setup Euthanasia Method List** Back

Merge Euthanasia Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		American Crow (USDA E)	Sodium Pentobarbital	IV	100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

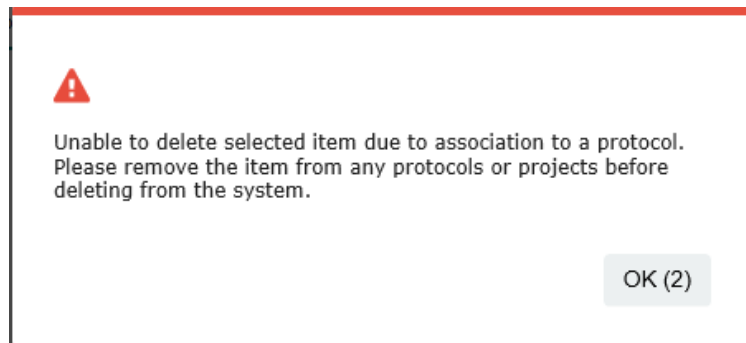
A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Euthanasia Method List** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Euthanasia Method List** page.

When an attempt is made to delete a euthanasia method already assigned to one or more studies, the following warning popup window appears and the record is not deleted.

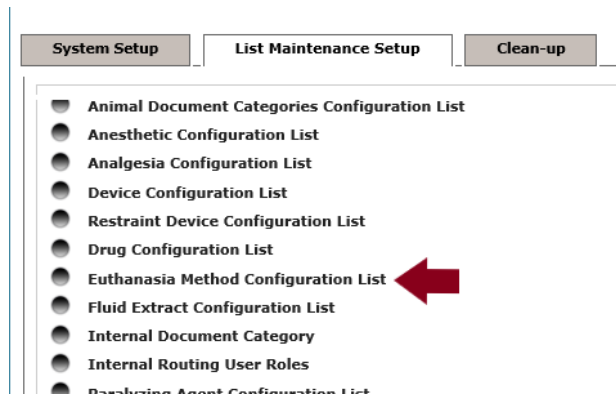


Merge Euthanasia Method Records

Sometimes a duplicate or erroneous euthanasia record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous euthanasia record can be merged with a valid euthanasia record. The valid euthanasia record is then substituted for the duplicate/erroneous euthanasia record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Euthanasia Method Configuration List** link.



The **Setup Euthanasia Method List** page is opened. Click the **Merge Euthanasia Records** button.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** Back

Merge Euthanasia Records Add a New Record

6 result(s) found... 1 - 6

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate with O2	
		American Crow (USDA E)	Sodium Pentobarbital	IV	100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.
		Mouse	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.
		Rat (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

In the example shown above, the second “Carbon Dioxide” record was created in error. This record may have been assigned to one or more studies and must be merged with the first “Carbon Dioxide” record. Click the **Merge Selected Records** button to begin. A merge panel opens.

My Workspaces ▼ Vivarium **Setup Euthanasia Method List** Back

Merge Selected Records

Select two or more records to merge.

	Species name	Euthanasia Method	Route	Dose	Monitoring
<input checked="" type="checkbox"/>	American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
<input checked="" type="checkbox"/>	American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate with O2	
<input type="checkbox"/>	American Crow (USDA E)	Sodium Pentobarbital	IV	100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.
<input type="checkbox"/>	Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.
<input type="checkbox"/>	Mouse	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.
<input type="checkbox"/>	Rat (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

Select the checkboxes at far left for the records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▾ Vivarium **Setup Euthanasia Method List** ← Back

Merge **Cancel**

Select the record you want to keep after merging.

Select	Species name	Euthanasia Method	Route	Dose	Monitoring
<input checked="" type="radio"/>	American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
<input type="radio"/>	American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate with O2	

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.

✕

This site says...

The following operation will remove all records on this list except for the record selected.
Do you want to continue with the merge operation?

OK
Cancel

As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the Setup Euthanasia page, where the merge can be confirmed.

My Workspaces ▾ Vivarium **Setup Euthanasia Method List** ← Back

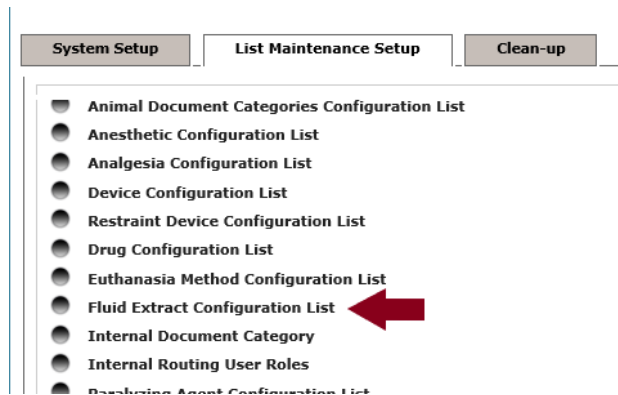
Merge Euthanasia Records **Add a New Record**

5 result(s) found... 1 - 5

Delete	Edit	Species name	Euthanasia Method	Route	Dose	Monitoring
		American Crow (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Check blink reflex at 10 seconds, check vitals at 10 minutes
		American Crow (USDA E)	Sodium Pentobarbital	IV	100 mg/kg	Can also be administered IP at same dose. This is a controlled substance (DEA Schedule II). Dosing is the same for the commercial product Fatal-Plus®.
		Guinea Pig (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute.
		Mouse	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.
		Rat (USDA E)	Carbon Dioxide	Inhaled	Titrate O2 / CO2 mix to effect	Inhalation to effect. Flow rate must displace no more than 30% of the chamber volume/minute. Prolonged exposure may be required for neonates and fetuses.

Fluid Extract Configuration List

The **Fluid Extract Configuration List** is where a list of fluids that may be extracted from animal subjects in a study (e.g., blood, urine, etc.) is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Fluid Extract Configuration List** link.



The **Setup Fluid Extract List** page is opened.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** Back

Merge Fluid Extract Records Add a New Record

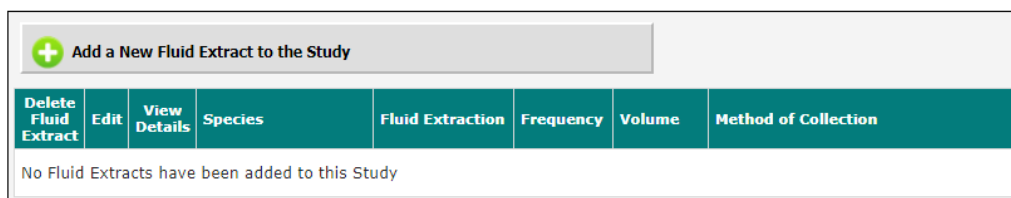
4 result(s) found... 1 - 4

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw

Fluid Extract List Implementation – Application Side

The fluid extract list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Fluid Extract List is made available to an IACUC / ARC application via the **Add a New Fluid Extract to the Study** button



IACUC / ARC Study Application — the Fluid Extract List is made available to an IACUC / ARC application in the **Blood/Tissue/Other Samples collected** section

8.7 Blood/Tissue/Other Samples collected:

If blood, tissue, or other samples will be collected from living animals, please fill out the table below.

If the samples will be collected for all species, select one of the species in the list from 5.1 and then select Yes below.

Yes No

Species	Type of Sample	Collection Method	Volume/Amount	Number and Frequency of Collection
No records have been added				

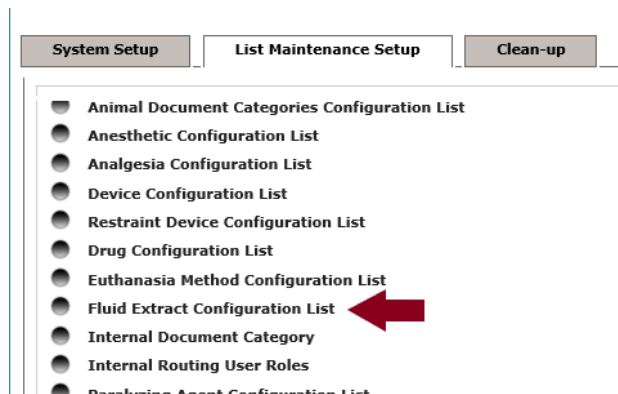
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Fluid Extract List Implementation – Board Side

Fluid extracts are added on the application side where required and are not generally subject to direct revision by the board.

Add Fluid Extract

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Fluid Extract Configuration List** link.



The **Setup Fluid Extract List** page is opened. Click the **Add a New Record** button.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ◀ Back

Merge Fluid Extract Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw

An add panel is opened for creation of the new record. Click on the **Species Name** dropdown list to open it and select the desired species.

The screenshot shows the 'Setup Fluid Extract List' form. At the top, there are navigation elements: 'My Workspaces' with a dropdown arrow, 'Vivarium', and a teal header bar with 'Setup Fluid Extract List' and a 'Back' button. A 'Save Changes' button is located in the top right. The form fields are:

- *Species Name:** A dropdown menu is open, showing a list of species including American Crow (USDA A-E), Axis Deer (USDA A), Beagle (USDA A), Duck (USDA A), Fruit Fly (USDA C), Goat (USDA A), Guinea Pig (USDA A-E), Mouse (USDA A-E), Rat (USDA A-E), Syrian Hamster (USDA A), and White Wing Dove (USDA A).
- *Fluid Extraction:** A dropdown menu with '--none--' selected. To its right is a text input field labeled 'or create New'.
- *Frequency:** A dropdown menu with '--none--' selected. To its right is a text input field labeled 'or create New'.
- *Volume:** A text input field.
- *Method of Collection:** A large text input field.

Click on the **Fluid Extraction** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

The screenshot shows the 'Setup Fluid Extract List' form. At the top, there are navigation elements: 'My Workspaces' with a dropdown arrow, 'Vivarium', and a teal header bar with 'Setup Fluid Extract List' and a 'Back' button. A 'Save Changes' button is located in the top right. The form fields are:

- *Species Name:** A dropdown menu with 'Rat (USDA D)' selected.
- *Fluid Extraction:** A dropdown menu is open, showing 'Blood', 'Saliva', and 'Urine'. To its right is a text input field labeled 'or create New' containing the text 'CSF'.
- *Frequency:** A dropdown menu with '--none--' selected. To its right is a text input field labeled 'or create New'.
- *Volume:** A text input field.
- *Method of Collection:** A large text input field.

Click on the **Frequency** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ← Back

[Save Changes](#)

*Species Name: ▼

*Fluid Extraction: ▼ or create New

*Frequency: ▼ or create New

*Volume: ▼

*Method of Collection:

Enter **Volume** and **Method of Collection** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ← Back

[Save Changes](#)

*Species Name: ▼

*Fluid Extraction: ▼ or create New

*Frequency: ▼ or create New

*Volume:

*Method of Collection:

The new record is added on the **Setup Fluid Extract List** page.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ← Back

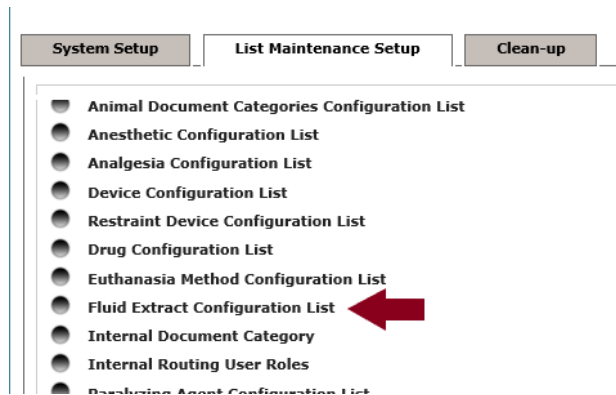
[Merge Fluid Extract Records](#) [Add a New Record](#)

5 result(s) found... 1 - 5

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
		Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure.

Edit Fluid Extract

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Fluid Extract Configuration List** link.



The **Setup Fluid Extract List** page is opened.

The screenshot shows the 'Setup Fluid Extract List' page. At the top, there are tabs for 'My Workspaces' (set to 'Vivarium') and 'Setup Fluid Extract List'. There are buttons for 'Merge Fluid Extract Records' and 'Add a New Record'. Below the header, it says '5 result(s) found...' and '1 - 5'. The main content is a table with the following data:

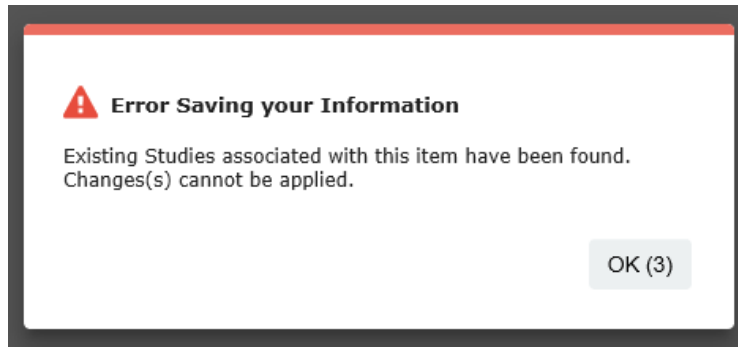
Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
		Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure.

The record is opened in a panel with editable fields. Make desired changes and click the **Save Changes** button.

The screenshot shows the edit form for a fluid extract record. At the top, there are tabs for 'My Workspaces' (set to 'Vivarium') and 'Setup Fluid Extract List'. There is a 'Back' button and a 'Save Changes' button. The form contains the following fields:

- *Species Name:
- *Fluid Extraction: or create New
- *Frequency: or create New
- *Volume:
- *Method of Collection:

When an attempt is made to change the **Species Name** or **Fluid Extraction** in a fluid extract record that is already assigned to one or more studies, the following warning popup window appears and the record is not edited.



Otherwise, the record is revised on the **Setup Fluid Extract List** page.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** Back

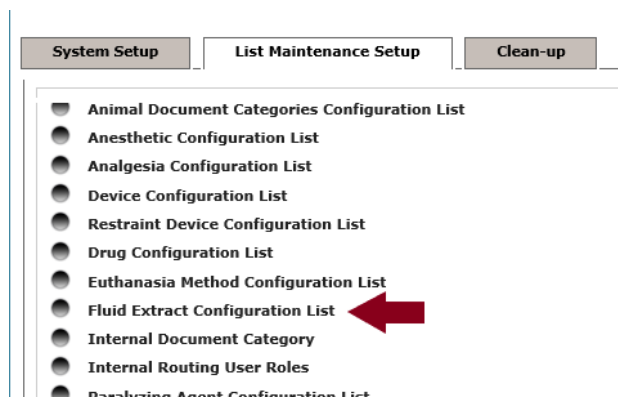
Merge Fluid Extract Records Add a New Record

5 result(s) found... 1 - 5

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
		Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure. Cut the needle to slightly dull it in order to avoid injury to the brain and spinal cord.

Delete Fluid Extract

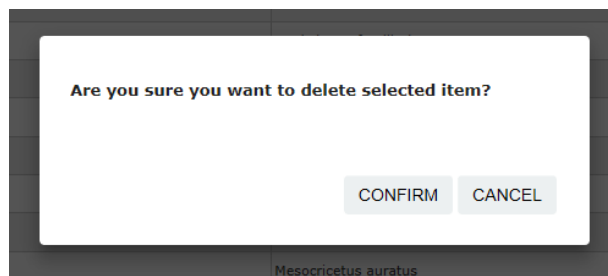
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Fluid Extract Configuration List** link.



The **Setup Fluid Extract List** page is opened. Click the icon in the **Delete** column for the applicable record.

My Workspaces		Vivarium	Setup Fluid Extract List				Back
						Merge Fluid Extract Records	Add a New Record
5 result(s) found...						1 - 5	
Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection	
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw	
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis	
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab	
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw	
		Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure. Cut the needle to slightly dull it in order to avoid injury to the brain and spinal cord.	

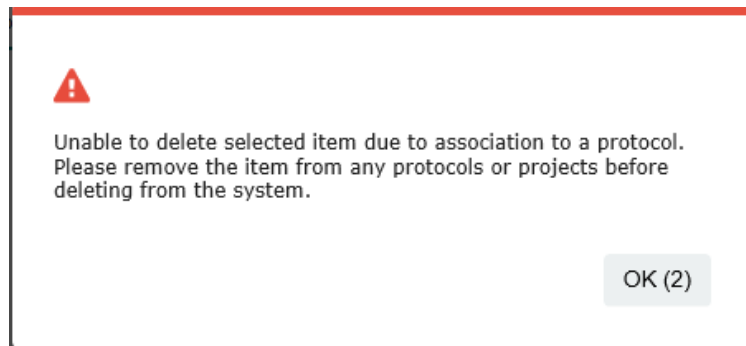
A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Fluid Extract List** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Fluid Extract List** page.

When an attempt is made to delete a fluid extract method already assigned to one or more studies, the following warning popup window appears and the record is not deleted.

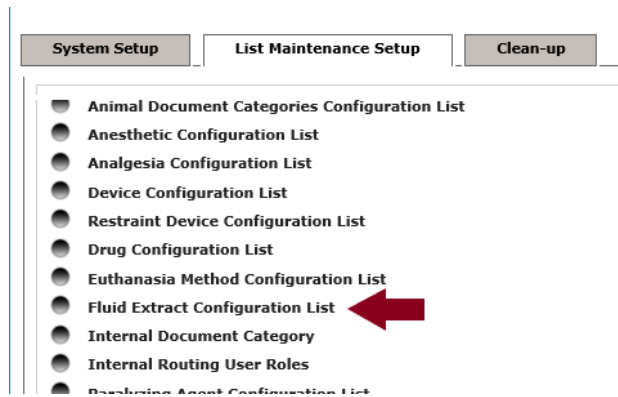


Merge Fluid Extracts

Sometimes a duplicate or erroneous fluid extract record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous fluid extract record can be merged with a valid fluid extract record. The valid fluid extract record is then substituted for the duplicate/erroneous fluid extract record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Fluid Extract Configuration List** link.



The **Setup Fluid Extract List** page is opened. Click the **Merge Fluid Extract Records** button.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ⏪ Back

Merge Fluid Extract Records Add a New Record

6 result(s) found... 1 - 6

Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Artery draw.
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
		Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure. Cut the needle to slightly dull it in order to avoid injury to the brain and spinal cord.

In the example shown above, the first fluid extract record for “Rat (USDA D)” was created in error. This record may have been assigned to one or more studies and must be merged with the second fluid extract record for “Rat (USDA D)”. Click the **Merge Fluid Extract Records** button to begin. A merge panel opens.

My Workspaces ▼ Vivarium **Setup Fluid Extract List** ⏪ Back

Merge Selected Records

Select two or more records to merge.

<input type="checkbox"/>	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
<input type="checkbox"/>	American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
<input type="checkbox"/>	Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
<input type="checkbox"/>	Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
<input checked="" type="checkbox"/>	Rat (USDA D)	Blood	Weekly	.25 mL	Artery draw
<input checked="" type="checkbox"/>	Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
<input type="checkbox"/>	Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure. Cut the needle to slightly dull it in order to avoid injury to the brain and spinal cord.

Select the checkboxes at far left for the records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▾ Vivarium **Setup Fluid Extract List** ◀ Back

Merge Cancel

Select the record you want to keep after merging.

Select	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
<input type="radio"/>	Rat (USDA D)	Blood	Weekly	.25 mL	Artery draw.
<input checked="" type="radio"/>	Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.

✕

This site says...

The following operation will remove all records on this list except for the record selected.
Do you want to continue with the merge operation?

OK Cancel

As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Setup Fluid Extract List** page, where the merge can be confirmed.

My Workspaces ▾ Vivarium **Setup Fluid Extract List** ◀ Back

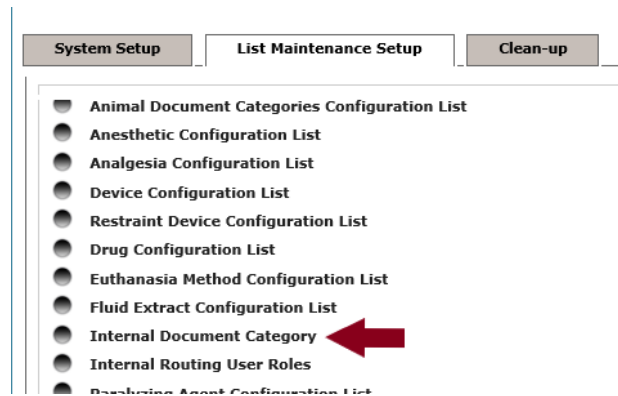
Merge Fluid Extract Records Add a New Record

5 result(s) found... 1 - 5

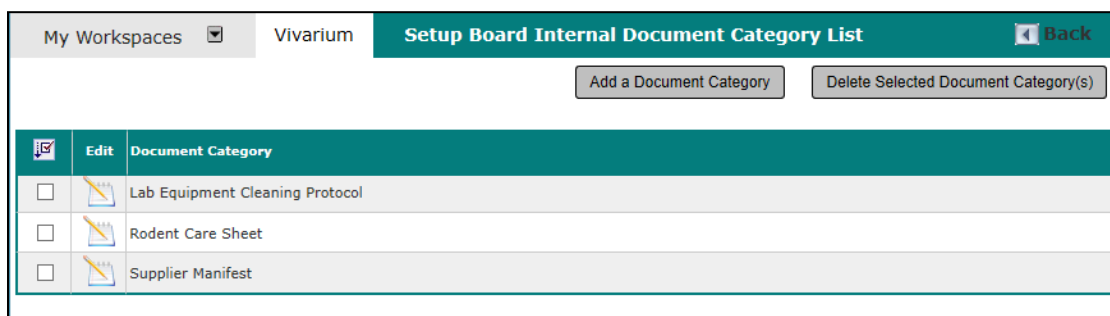
Delete	Edit	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
		American Crow (USDA C)	Blood	Daily	.5 mL	Venous draw
		Guinea Pig (USDA D)	Urine	Weekly	.5 mL	Cystocentesis
		Mouse (USDA C)	Saliva	Daily	As collected	Mouth swab
		Rat (USDA D)	Blood	Weekly	.25 mL	Tail artery draw
		Rat (USDA D)	CSF	Monthly	.25 mL	Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure. Cut the needle to slightly dull it in order to avoid injury to the brain and spinal cord.

Internal Document Category

The Internal Document Category list is where a list of standard, internal review board documents is maintained. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Document Category** link.



The **Setup Board Internal Document Category List** page is opened.



Internal Document List Implementation – Application Side

The internal document list is employed in the following areas on the application side of iRIS™.

Animal Procurement and Maintenance Information section — any supporting document(s) pertaining to animal subject adoption procedures can be added to an IACUC / ARC study in the **Completed Experiment** section of the application form

My Workspaces | IACUC Number: IACUC-2019-094 | Study Assistant: IACUC APPLICATION (ANIMALS) (Version 1.0) | Back

Print Friendly | Save Section | Save and Continue to Next Section

Section view of Application | Entire view of the Application

1.0 General Information
2.0 Setup Department(s) Access
3.0 Grant Key Personnel access to the study
4.0 Form Information
5.0 Project Identification
6.0 Personnel Identification and Qualifications
7.0 Project Description and Procedures
8.0 Drug/Agent Administration
9.0 Pain and Distress
10.0 Animal Procurement and Maintenance Information

10.6 Completed Experiment

Please note - To allow other PIs to utilize unused animals from your study when possible and encourage collaboration between PIs, "Internal transfer to another AUP" is automatically applied to all AUPs as an option for final disposition of animals. ****Please note - animal transfers still need to be coordinated through the Attending Veterinarian's office.****

Please check all possible final dispositions for the animals after the completed experiment or class:

Animals remain under private ownership
 Slaughter (Assure appropriate drug withdrawal times if applicable)
 Planned Euthanasia
 Release (field studies only)
 Other (Specify)

Please Specify:

Outside Agency/Institution Please Note: transfers must be coordinated through the Office of the Attending Veterinarian.

Please Specify:

Adoption
 Describe your adoption procedures or upload your adoption policy or form.

Add a New Document | Add Multiple Documents

Detach	Version	Sponsor Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.								

IACUC Funding Questions — any supporting document pertaining to IACUC funding can be added to an IACUC / ARC study in the **IACUC Funding Questions** section of the application form

5.3 IACUC Funding Questions

Please indicate source of funding

Internal
 External
 Both
 None

Is there a grant, proposal, or scope of work associated with this AUP?

Yes No

Please upload the grant, proposal, or scope of work and any additional documentation here or when you reach the Attach Documents screen near the end of the AUP submission process in iRIS.

Version	Sponsor Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.							

Name of funding source

View Details	Sponsor Name	Sponsor Type	Funding Through	Contract Type:	Project Number	Award Number
	3-M Pharmaceuticals	Pharmaceutical				
Sponsor Name:		3-M Pharmaceuticals				
Sponsor Type:		Pharmaceutical				
Sponsor Role:						
Funding Through:						
Is Institution the Primary Grant Holder:		No				
Contract Type:						
Project Number:						
Award Number:						
Grant Title:						
PI Name: (If PI is not the same as identified on the study.)						
Explain Any Significant Discrepancy:						

Please list any internal funding associated with this application.

Initial Review Submission Form — internal study documents can be attached to the application in the **Other Study Documents** section

Review Board Internal Documents — Review Board Internal Documents added to a study can be accessed on the application side via IACUC/Animal Resource Center > Find a Study > [study opened] > Study Management tab > Study Summary/Profile link > Study Management tab > Review Board Internal Documents link

For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Internal Document List Implementation – Board Side

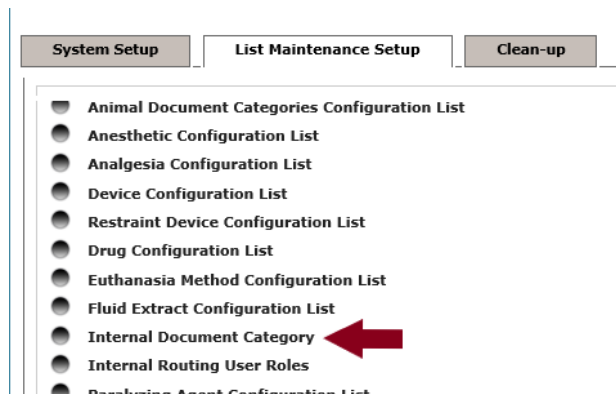
The internal document list is employed in the following areas on the review board / system setup side of iRIS™.

Review Board Internal Documents add form — board members can add internal documents via the Review Board Internal Documents add form

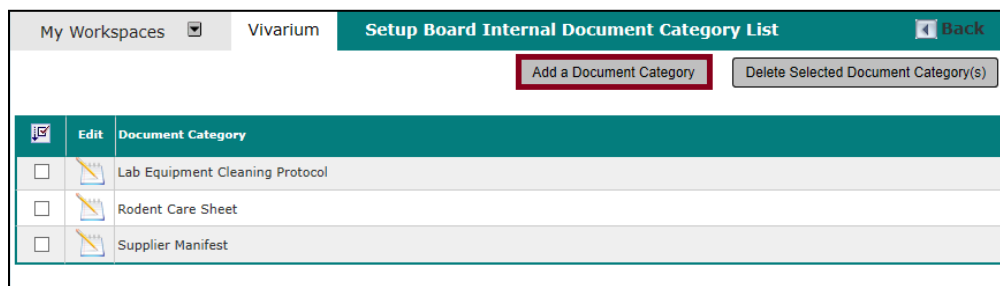
*Title:	Internal Document Attachment
*Version Number:	1 .0
Version Date:	02/17/2014
Category:	Additional Documents
Description:	Additional Documents Flyers Internal Document(s)
Load the document into iRIS:	Upload ...
Save the Document to my machine:	Download ...

Add Internal Document Category

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Document Category** link.



The **Setup Board Internal Document Category List** page is opened. Click the **Add a Document Category** button.



An add panel is opened for creation of the new record. Enter the new **Document Category** and click the **Save Document Category** button.

My Workspaces ▾ Vivarium **Setup Board Internal Document Category List** [Back](#)

Save Document Category

***Document Category:**

The record is added to the list on the main **Setup Board Internal Document Category List** page.

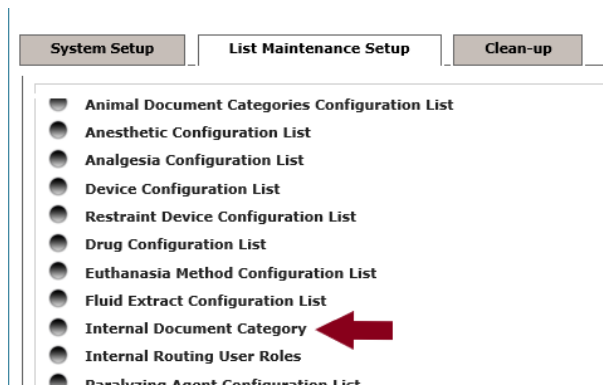
My Workspaces ▾ Vivarium **Setup Board Internal Document Category List** [Back](#)

[Add a Document Category](#) [Delete Selected Document Category\(s\)](#)

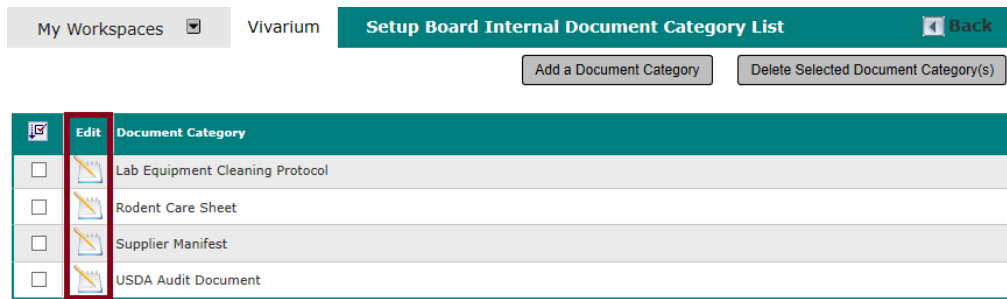
<input type="checkbox"/>	Edit	Document Category
<input type="checkbox"/>		Lab Equipment Cleaning Protocol
<input type="checkbox"/>		Rodent Care Sheet
<input type="checkbox"/>		Supplier Manifest
<input type="checkbox"/>		USDA Audit Document

Edit Internal Document Category

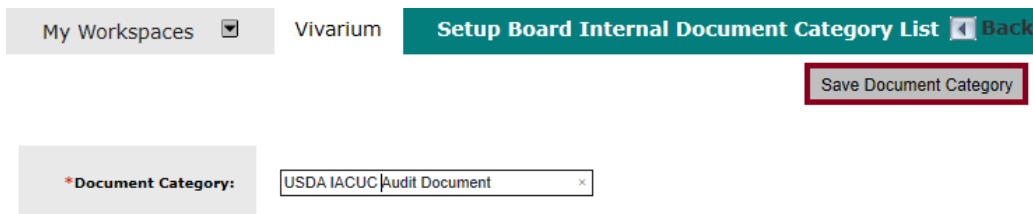
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Document Category** link.



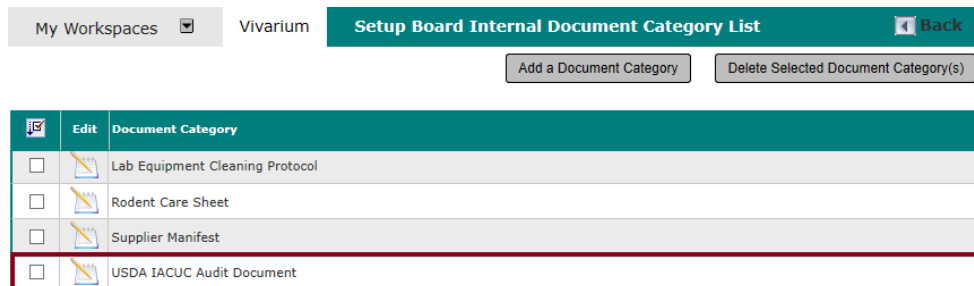
The **Setup Board Internal Document Category List** page is opened. Click the icon in the **Edit** column for the applicable record.



An edit panel is opened. Enter desired changes and click the **Save Document Category** button.

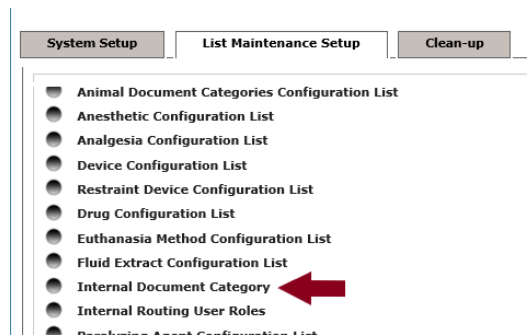


The record is revised on the main **Setup Board Internal Document Category List** page.

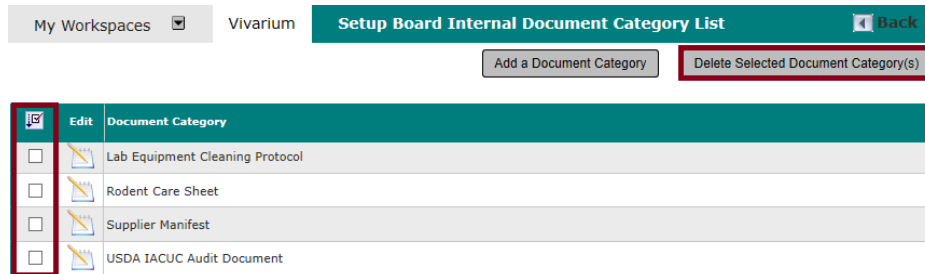


Delete Internal Document Category

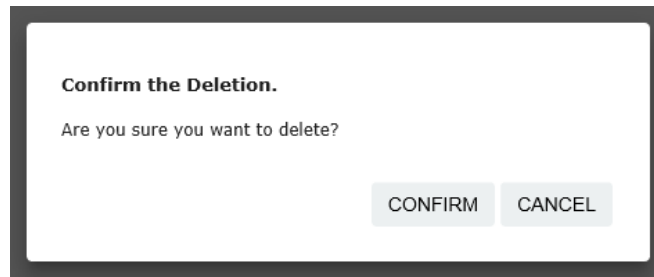
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Document Category** link.



The **Setup Board Internal Document Category List** page is opened. Select the checkbox in the far-left column for the applicable record and click the **Delete Selected Document Category(s)** button.



A confirmation popup window appears.

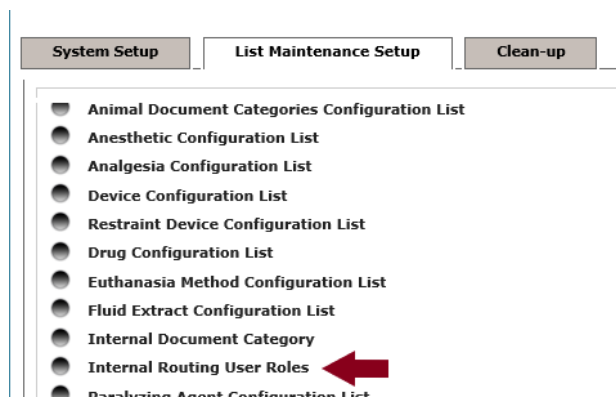


Click **CANCEL** to close the popup without deleting the record.

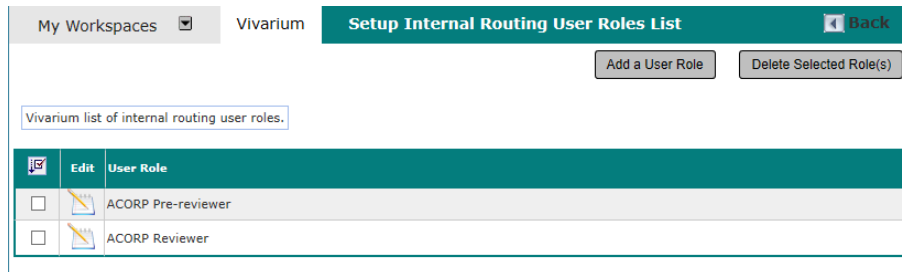
Click **CONFIRM** to delete the record and close the popup. The record is deleted from the list on the main **Setup Board Internal Document Category List** page.

Internal Routing User Roles

The Internal Routing User Roles list is where a list of study roles involved in study document review and signoff is maintained. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Routing User Roles** link.



The **Setup Internal Routing User Roles List** page is opened.



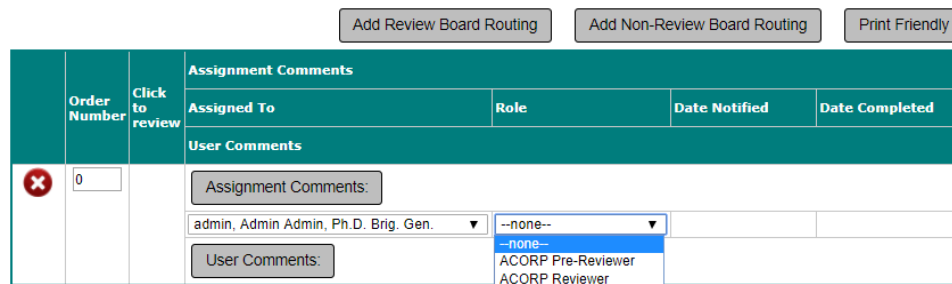
Note: the review board property `rb.useReviewRouting_user_role` must be set to “Yes” in order to use the Internal Routing User Roles feature.

Internal Routing User Role List Implementation – Application Side

Note: the review board property `rb.useReviewRouting_user_role` must be set to “Yes” in order to use the Internal Routing User Roles feature.

The internal routing user role list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the internal routing user role dropdown is employed when making internal routing assignments for a submission



IACUC / ARC Study Application — the internal routing user role dropdown is employed in the **Assign Reviewers** section of the **Pre-review Screening** tab

My Workspaces | Study Number: IA797389237 | IACUC | Initial Review Submission Packet | Back

Protocol Items | Miscellaneous | IACUC Items | Submission Forms

Protocol Status: Pending - Submitted for Initial Review | Protocol Title: Bacteriological Investigation and Biochemical Characterisation of Brucella Strains Isolated from Animal Samples in the Country of Georgia

Save the Pre-Review Screening

General Information | Submission Components | Correspondence | Submission History | **Pre-review Screening** | Submission Received Notification Letter | Review Checklist and Comments | Review Summary | Submission Discussion | Recommendation | Stipulation | Internal Submission Routing | Outcome | Outcome Letter | Submission Complete

Analyst Assignment

Assign Analyst: [none] View Analyst Workload

IACUC Number

IACUC Number: [] Generate Number

Determine Review Process

- Not Assigned
- Full Committee Review
- Expedited
- Pre-Review Forward to another Board/Committee
- Pre-Review changes requested
- Process Administratively

Assign Reviewers

Add Comments for All Reviewers | Add Reviewer | View Reviewers Workload

Reviewer Role	Reviewer	Completed ?	Has COIT?	Date Notified	Date Completed
<input checked="" type="checkbox"/> Admin Review <input type="checkbox"/> Full Board Primary Reviewer <input type="checkbox"/> Admin Review	[Active Input Field]	No			

Note that selection of an Ad Hoc reviewer role unlocks fields for selection of a named reviewer.

My Workspaces | Study Number: IA72532733 | IACUC | Initial Review Submission Packet | Back

Protocol Items | Miscellaneous | IACUC Items | Submission Forms

Protocol Status: Pending - Submitted for Initial Review | Protocol Title: Evaluation of live Shigella sonnei vaccine candidates in a gnotobiotic piglet model

Save the Pre-Review Screening

General Information | Submission Components | Correspondence | Submission History | **Pre-review Screening** | Submission Received Notification Letter | Review Checklist and Comments | Review Summary | Submission Discussion | Recommendation | Stipulation | Internal Submission Routing | Outcome | Outcome Letter | Submission Complete

Analyst Assignment

Assign Analyst: Boardmember View Analyst Workload

IACUC Number

IACUC Number: [] Generate Number

Determine Review Process

- Not Assigned
- Full Committee Review
- Expedited
- Pre-Review Forward to another Board/Committee
- Pre-Review changes requested
- Process Administratively

Assign Reviewers

Add Comments for All Reviewers | Add Reviewer | View Reviewers Workload

Reviewer Role	Reviewer	Completed ?	Has COIT?	Date Notified	Date Completed
<input checked="" type="checkbox"/> Admin Review <input type="checkbox"/> Full Board Primary Reviewer <input type="checkbox"/> Admin Review	Known System identified User: [none] OR First Name: [] Last Name: []	No			

For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

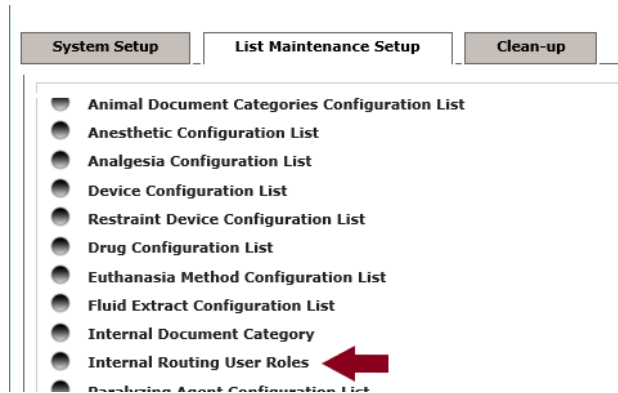
Internal Routing User Role List Implementation – Board Side

The internal routing user role list is utilized during Pre-Review screening, as described in the previous section, and routing assignments made at that time are not generally subject to direct revision by the board.

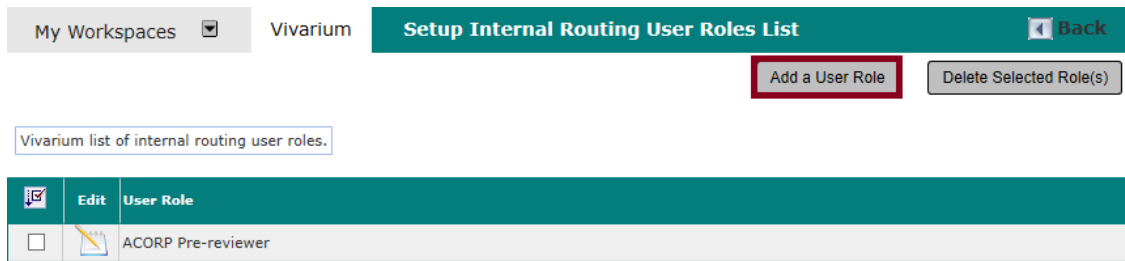
Add Internal Routing User Role

Note: the review board property `rb.useReviewRouting_user_role` must be set to “Yes” in order to use the Internal Routing User Roles feature.

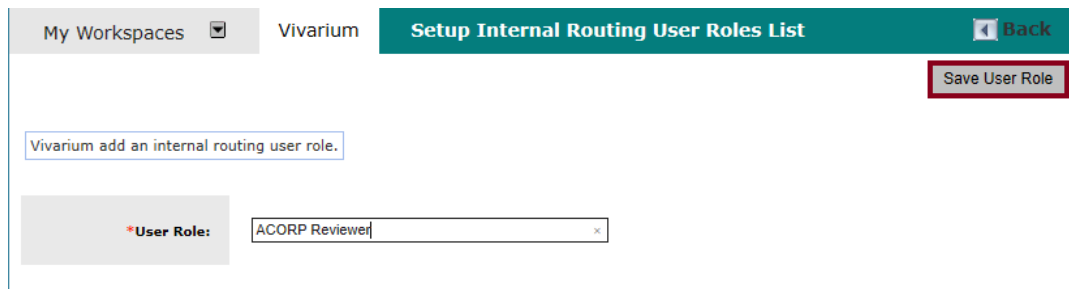
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Routing User Roles** link.



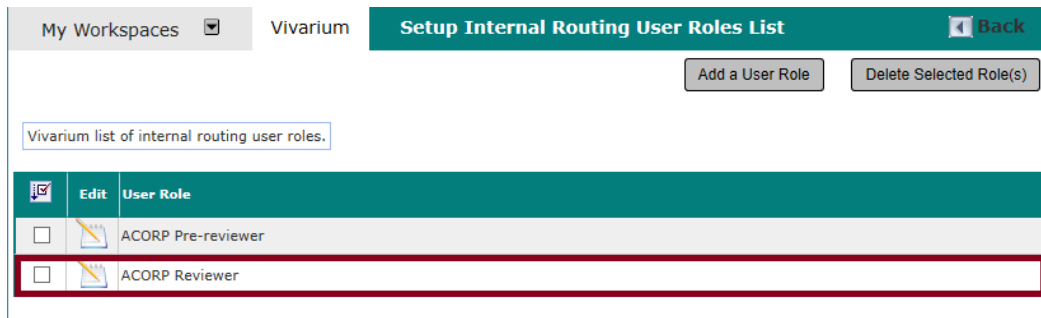
The **Setup Internal Routing User Roles List** page is opened. Click the **Add a User Role** button.



An **add an internal routing user role** panel is opened for creation of the new record. Enter the new **User Role** and click the **Save User role** button.



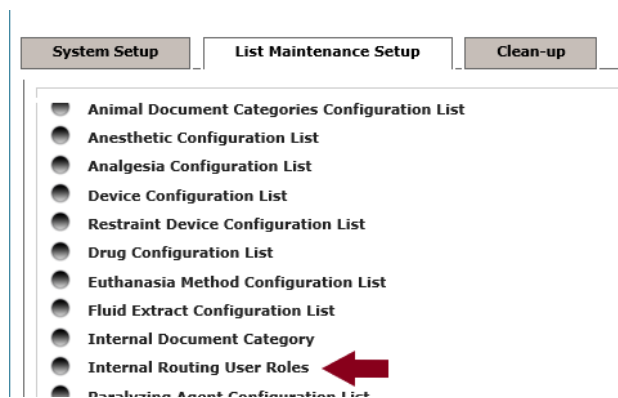
The add panel is closed and the record is added to the list on the **Setup Internal Routing User Roles List** page.



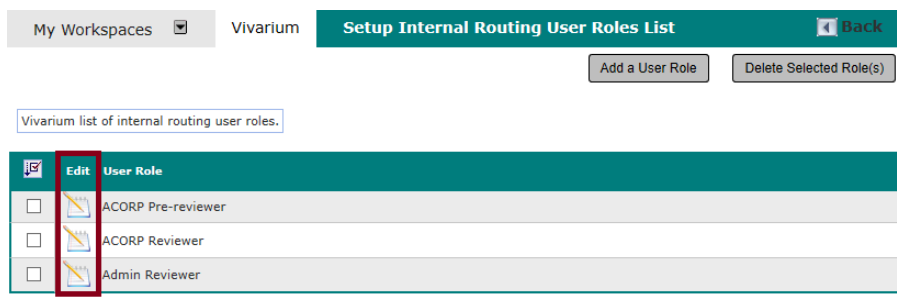
Edit Internal Routing User Role

Note: the review board property *rb.useReviewRouting_user_role* must be set to “Yes” in order to use the Internal Routing User Roles feature.

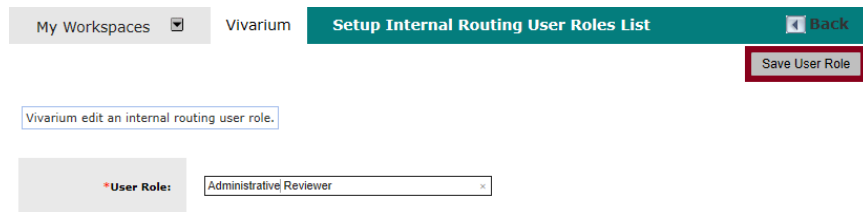
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Routing User Roles** link.



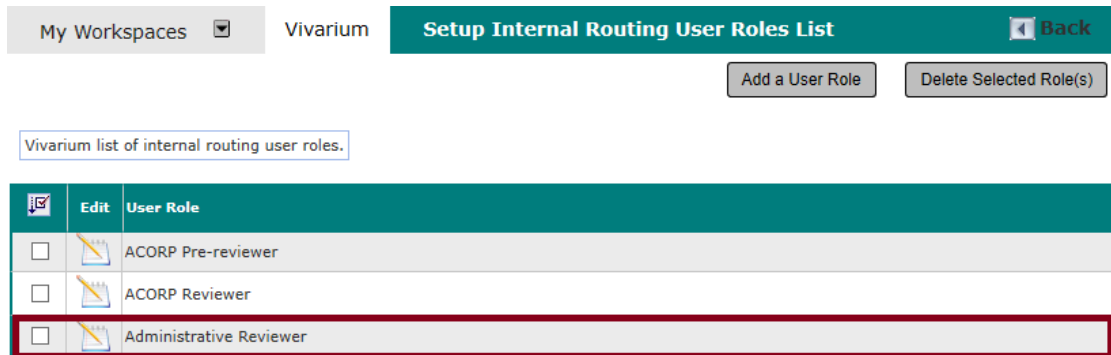
The **Setup Internal Routing User Roles List** page is opened. Click the icon in the **Edit** column for the applicable record.



An **edit an internal routing user role** panel is opened. Enter desired changes and click the **Save User Role** button.



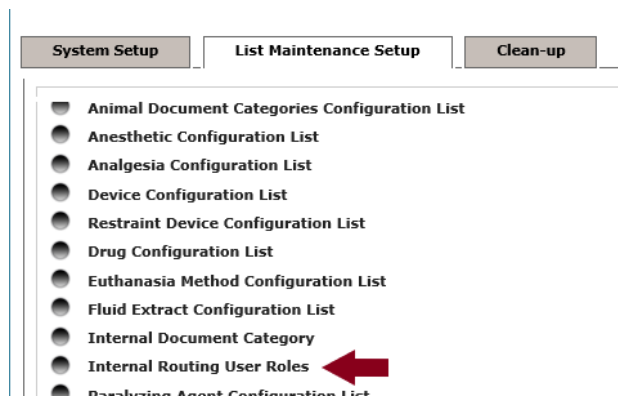
The edit panel is closed and the record is revised on the **Setup Internal Routing User Roles List** page.





Delete Internal Routing User Role

Note: the review board property `rb.useReviewRouting_user_role` must be set to “Yes” in order to use the Internal Routing User Roles feature.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Internal Routing User Roles** link.








The **Setup Internal Routing User Roles List** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Role(s)** button.

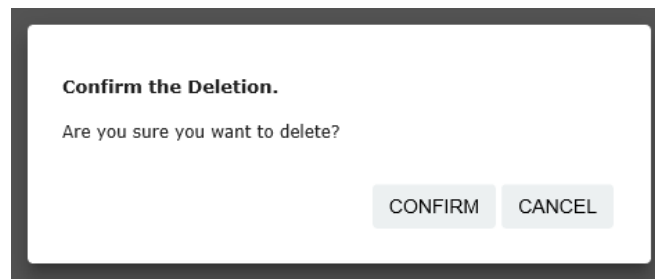
My Workspaces  Vivarium **Setup Internal Routing User Roles List**  Back

Add a User Role Delete Selected Role(s)

Vivarium list of internal routing user roles.

 	Edit	User Role
<input type="checkbox"/>		ACORP Pre-reviewer
<input type="checkbox"/>		ACORP Reviewer
<input type="checkbox"/>		Administrative Reviewer

A confirmation popup appears.

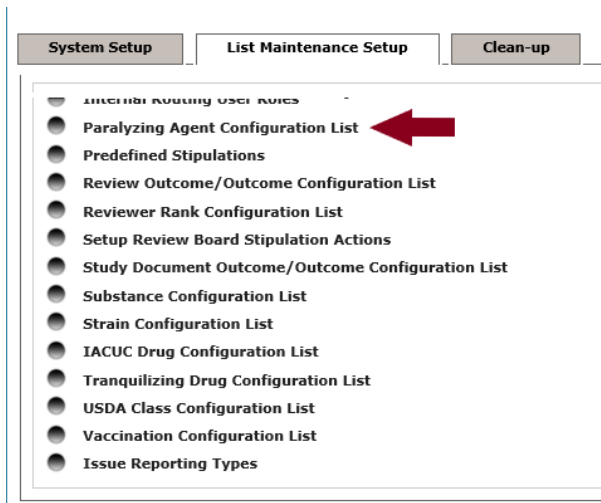


Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The record is deleted from the list on the main **Setup Internal Routing User Roles List** page.

Paralyzing Agent Configuration List

The Paralyzing Agent Configuration List is where a list of paralytic agents approved by the institution for use in animal studies is maintained in the iRIS™ system. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Paralyzing Agent Configuration List** link.



The **Setup Paralyzing Agent List** page is opened.

The screenshot shows the 'Setup Paralyzing Agent List' page. At the top, there are tabs for 'My Workspaces' and 'Vivarium'. The page title is 'Setup Paralyzing Agent List' with a 'Back' button. There are two buttons: 'Merge Paralyzing Agent Records' and 'Add a New Record'. Below the buttons, it says '1 result(s) found...' and '1 - 1'. A table contains one record:

Delete	Edit	Species name	Paralyzing Agent	Route	Dose	Monitor
		Guinea Pig (USDA C)	Gallamine triethiodide	IV	0.8-1 mg/kg	Only to be used in conjunction with general anesthesia

Paralyzing Agent List Implementation – Application Side

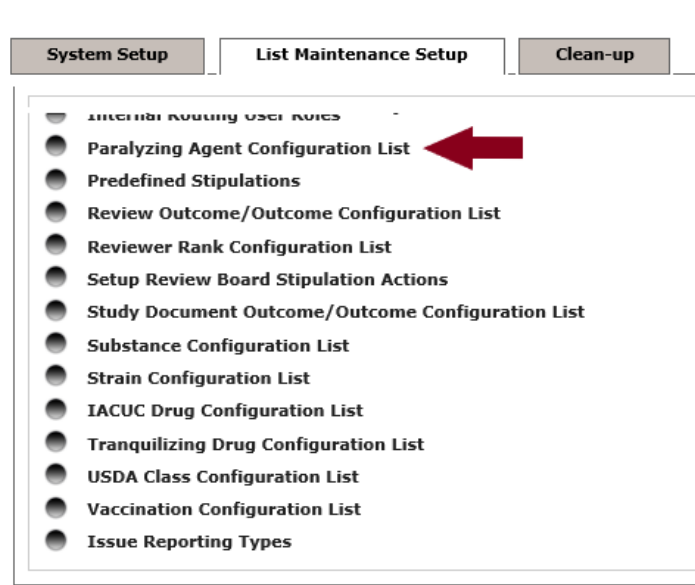
Where this field is in use by the institution, it appears in the study application form.

Paralyzing Agent List Implementation – Board Side

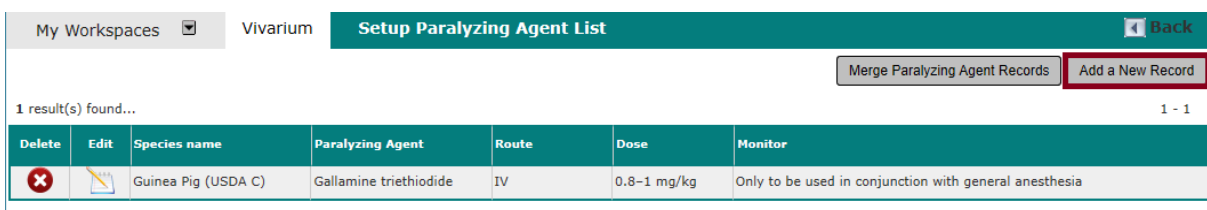
Paralyzing agents are added on the application side where required and are not generally subject to direct revision by the board.

Add Paralyzing Agent

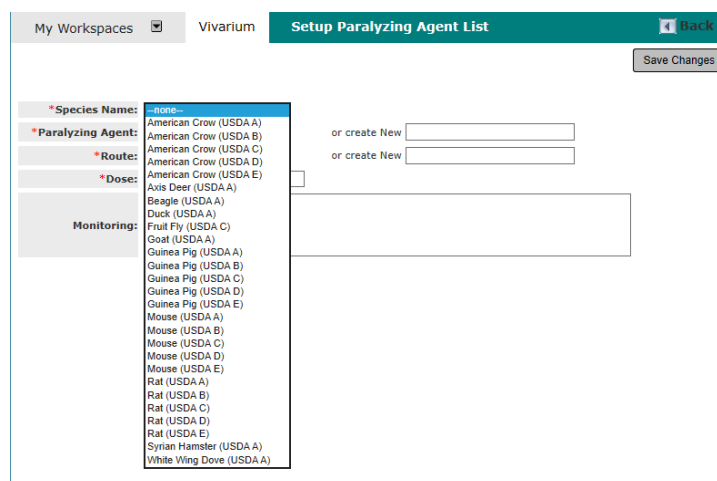
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Setup Paralyzing Agent Configuration List** link.



The Setup Paralyzing Agent List page is opened. Click the Add a New Record button.



An add panel is opened for creation of the new record. Click on the Species Name dropdown list to open it and select the desired species.



Click on the Paralyzing Agent dropdown list to open it. If the desired item is not in the list, manually enter it in the or create New field directly to the right of the dropdown list.

My Workspaces Vivarium **Setup Paralyzing Agent List**

*Species Name:

*Paralyzing Agent: or create New

*Route: or create New

*Dose:

Monitoring:

Click on the **Route** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces Vivarium **Setup Paralyzing Agent List**

*Species Name:

*Paralyzing Agent: or create New

*Route: or create New

*Dose:

Monitoring:

Enter **Dose** and **Monitoring** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces Vivarium **Setup Paralyzing Agent List**

*Species Name:

*Paralyzing Agent: or create New

*Route: or create New

*Dose:

Monitoring:

The new record is added on the **Setup Paralyzing Agent List** page.

My Workspaces ▾ Vivarium **Setup Paralyzing Agent List** [Back](#)

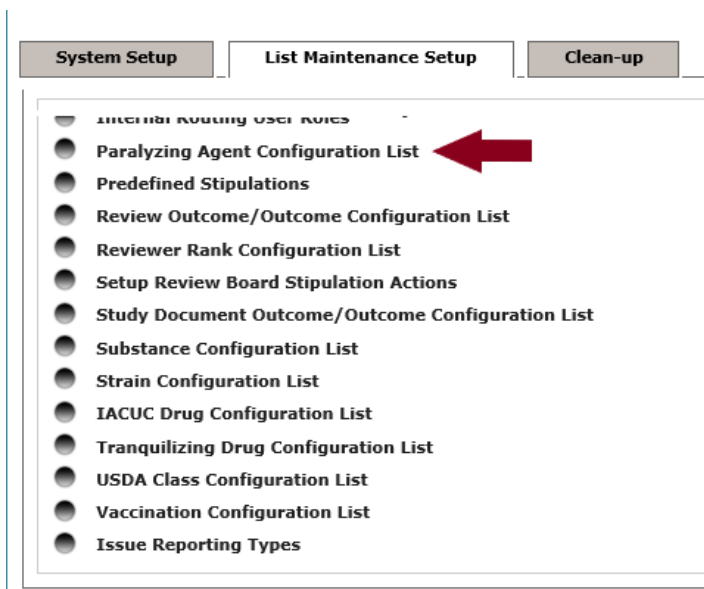
Merge Paralyzing Agent Records Add a New Record

2 result(s) found... 1 - 2

Delete	Edit	Species name	Paralyzing Agent	Route	Dose	Monitor
		Guinea Pig (USDA C)	Gallamine triethiodide	IV	0.8–1 mg/kg	Only to be used in conjunction with general anesthesia
		Rat (USDA C)	Edrophonium	IV	0.125 mg/kg	Monitor red cell acetylcholinesterase in follow up blood work

Edit Paralyzing Agent

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Paralyzing Agent Configuration List** link.



The **Setup Paralyzing Agent List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▾ Vivarium **Setup Paralyzing Agent List** [Back](#)

Merge Paralyzing Agent Records Add a New Record

2 result(s) found... 1 - 2

Delete	Edit	Species name	Paralyzing Agent	Route	Dose	Monitor
		Guinea Pig (USDA C)	Gallamine triethiodide	IV	0.8–1 mg/kg	Only to be used in conjunction with general anesthesia
		Rat (USDA C)	Edrophonium	IV	0.125 mg/kg	Monitor red cell acetylcholinesterase in follow up blood work

The record is opened in an edit panel. Make desired changes and click the **Save Changes** button.

My Workspaces Vivarium **Setup Paralyzing Agent List**

*Species Name:

*Paralyzing Agent: or create New

*Route: or create New

*Dose:

Monitoring:

The record is revised on the **Setup Paralyzing List** page.

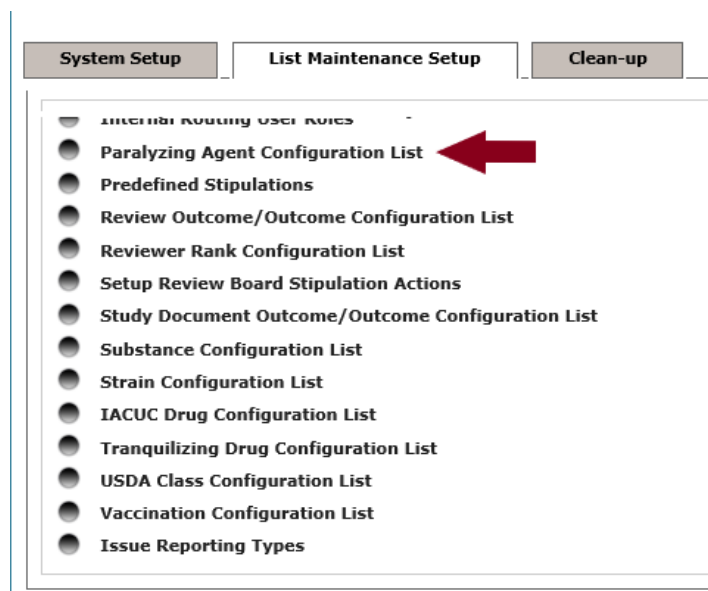
My Workspaces Vivarium **Setup Paralyzing Agent List**

2 result(s) found... 1 - 2

Delete	Edit	Species name	Paralyzing Agent	Route	Dose	Monitor
<input checked="" type="button" value="x"/>	<input type="button" value="edit"/>	Guinea Pig (USDA C)	Gallamine triethiodide	IV	0.8-1 mg/kg	Only to be used in conjunction with general anesthesia
<input checked="" type="button" value="x"/>	<input type="button" value="edit"/>	Rat (USDA C)	Edrophonium	IV	0.125 mg/kg	Monitor for elevated red cell acetylcholinesterase in follow up blood work

Delete Paralyzing Agent

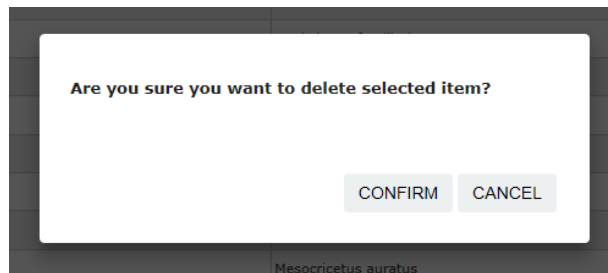
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Paralyzing Agent Configuration List** link.



The **Setup Paralyzing Agent List** page is opened. Click the icon in the **Delete** column for the applicable record.

My Workspaces		Vivarium		Setup Paralyzing Agent List			Back
				Merge Paralyzing Agent Records	Add a New Record		
2 result(s) found...				1 - 2			
Delete	Edit	Species name	Paralyzing Agent	Route	Dose	Monitor	
		Guinea Pig (USDA C)	Gallamine triethiodide	IV	0.8-1 mg/kg	Only to be used in conjunction with general anesthesia	
		Rat (USDA C)	Edrophonium	IV	0.125 mg/kg	Monitor for elevated red cell acetylcholinesterase in follow up blood work	

A confirmation popup window displays.

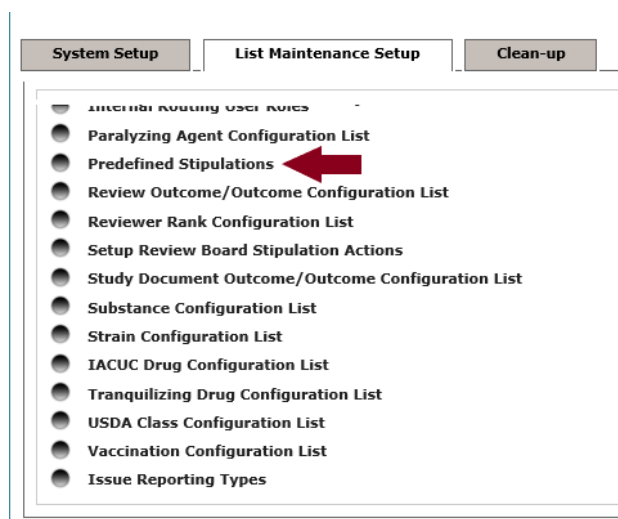


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Paralyzing Agent List** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Paralyzing Agent List** page.

Predefined Stipulations

The Predefined Stipulations List is where a list of boilerplate stipulations approved by the institution for use in studies is maintained in the iRIS™ system. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Predefined Stipulations** link.



The **Setup Stipulation** page is opened.

My Workspaces ▼ Vivarium **Setup Stipulation** ⏪ Back

Add a New Stipulation Delete Selected Stipulation(s)

List of approved canned stipulation(s)

2 result(s) found...

<input checked="" type="checkbox"/>	Edit	Order Number	Stipulation
<input type="checkbox"/>		1	Section A: more than one species is listed in the study application. Studies are limited to one species each.
<input type="checkbox"/>		1	Attach quarantine release records for all animal subjects as part of study submission packet.

Predefined Stipulation List Implementation – Application Side

Stipulations are generally assigned and tracked by the applicable review board, making this functionality inapplicable on the application side.

Predefined Stipulation List Implementation – Board Side

The predefined stipulation list is employed in the following areas on the review board / system setup side of iRIS™.

IACUC / ARC Study Application — the Predefined Stipulation List is employed on the **Stipulation** tab of the **Initial Review Submission Packet**, which is accessed via IACUC / ARC > Submissions > [submission opened for editing]

My Workspaces ▼ Study Number: IA797389237
PI: Administrator IACUC **Initial Review Submission Packet** ⏪ Back

Protocol Items Miscellaneous IACUC Items Submission Forms

Protocol Status: Pending - Submitted for Initial Review Protocol Title: Bacteriological Investigation and Biochemical Characterisation of Brucella Strains Isolated from Animal Samples in the Country of Georgia

Print Friendly Add Multiple Add New Add Pre-defined

General Information

Submission Components

Correspondence

Submission History

Pre-review Screening

Submission Received Notification Letter

Review Checklist and Comments

Review Summary

Submission Discussion

Recommendation

Stipulation

Internal Submission Routing

Outcome

Outcome Letter

Submission Complete

Stipulations to be sent for Response ⓘ

Delete	Edit	Sorting Number	Stipulation Type	Follow-up Due	Stipulation	Created By	Link To Component
						Edited By	
No Stipulations entered							

Stipulations with the responses from the previous submission ⓘ

No response Stipulations entered

Click the **Add Pre-defined** button to open the predefined stipulations list.

Save Selected Stipulations for Study

List of approved canned Stipulation

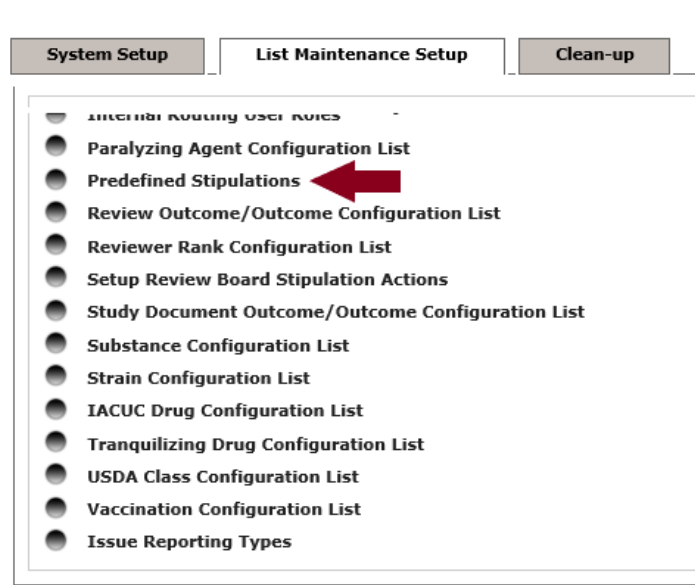
74 result(s) found... 1 - 10 ▶

<input checked="" type="checkbox"/>	Category	Stipulation
<input type="checkbox"/>	Category I	Section A: More than one species is listed in the protocol (protocols are limited to one species only).
<input type="checkbox"/>	Category I	Pre Defined Stipulation for IACUC - 7/15/2019

For more information about IACUC study application processing, see the IACUC Assistant manual.

Add Predefined Stipulation

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Predefined Stipulations** link.



The **Setup Stipulation** page is opened. Click the **Add a New Stipulation** button.

My Workspaces ▾ Vivarium **Setup Stipulation** Back

Add a New Stipulation Delete Selected Stipulation(s)

List of approved canned stipulation(s)

2 result(s) found...

<input checked="" type="checkbox"/>	Edit	Order Number	Stipulation
<input type="checkbox"/>		1	Section A: more than one species is listed in the study application. Studies are limited to one species each.
<input type="checkbox"/>		1	Attach quarantine release records for all animal subjects as part of study submission packet.

The **Add a stipulation to the system** panel is opened.

My Workspaces ▾ Vivarium **Setup Stipulation** [Back](#)

[Save Stipulation](#)

Add a stipulation to the system.

*Stipulation Content:

*Order: 1

Enter desired stipulation text in the **Stipulation Content** area. Use the toolbar buttons to format the text, insert links or insert images. Enter a numeric **Order** value to indicate routing priority order for the stipulation.

If stipulation categories are in use at the institution (property rb.use_stipulation_category set to “Yes” under Animal Resource Center > Review Board Administration > Board Configuration Options > Recommendations and Stipulations)a **Category** field is also included at the top of the page, as shown below. Select the applicable **Category** from the dropdown list.

My Workspaces ▾ IACUC **Setup Stipulation** [Back](#)

[Save Stipulation](#)

Add a stipulation to the system.

* Category: Category I ▾

*Stipulation Content:

*Order: 1

In the example below, the add panel is complete. Click the **Save Stipulation** button to save the new record and close the add panel.

My Workspaces ▾ Vivarium **Setup Stipulation** [Back](#)

[Save Stipulation](#)

Add a stipulation to the system.

*Stipulation Content:

Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

*Order: 2

The new stipulation is added on the main **Setup Stipulation** list page.

My Workspaces ▼ Vivarium **Setup Stipulation** ⏪ Back

Add a New Stipulation Delete Selected Stipulation(s)

List of approved canned stipulation(s)

3 result(s) found...

<input checked="" type="checkbox"/>	Edit	Order Number	Stipulation
<input type="checkbox"/>		1	Section A: more than one species is listed in the study application. Studies are limited to one species each.
<input type="checkbox"/>		1	Attach quarantine release records for all animal subjects as part of study submission packet.
<input type="checkbox"/>		2	Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

Edit Predefined Stipulation

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Predefined Stipulations** link.

System Setup | **List Maintenance Setup** | Clean-up

- Internal Routing User Roles
- Paralyzing Agent Configuration List
- Predefined Stipulations** ←
- Review Outcome/Outcome Configuration List
- Reviewer Rank Configuration List
- Setup Review Board Stipulation Actions
- Study Document Outcome/Outcome Configuration List
- Substance Configuration List
- Strain Configuration List
- IACUC Drug Configuration List
- Tranquilizing Drug Configuration List
- USDA Class Configuration List
- Vaccination Configuration List
- Issue Reporting Types

The **Setup Stipulation** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▼ Vivarium **Setup Stipulation** Back

Add a New Stipulation Delete Selected Stipulation(s)

List of approved canned stipulation(s)

3 result(s) found...

<input type="checkbox"/>	Edit	Order Number	Stipulation
<input type="checkbox"/>		1	Section A: more than one species is listed in the study application. Studies are limited to one species each.
<input type="checkbox"/>		1	Attach quarantine release records for all animal subjects as part of study submission packet.
<input type="checkbox"/>		2	Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

The selected record is opened in an **Edit a pre-defined system stipulation** panel.

My Workspaces ▼ Vivarium **Setup Stipulation** Back Save Stipulation

Edit a pre-defined system stipulation.

*Stipulation Content:

More than one species is listed in the study application. Studies are limited to one species each. Please make corrections and resubmit.

*Order: 1

Note that if stipulation categories are in use at the institution (property `rb.use_stipulation_category` set to “Yes” under IACUC Assistant > Review Board Administration > Board Configuration Options > Recommendations and Stipulations) a **Category** field is included in the edit panel.

Make desired changes and click the **Save Stipulation** button to save changes and close the edit panel. The record is updated on the **Setup Stipulation** list page.

My Workspaces ▼ Vivarium **Setup Stipulation** Back

Add a New Stipulation Delete Selected Stipulation(s)

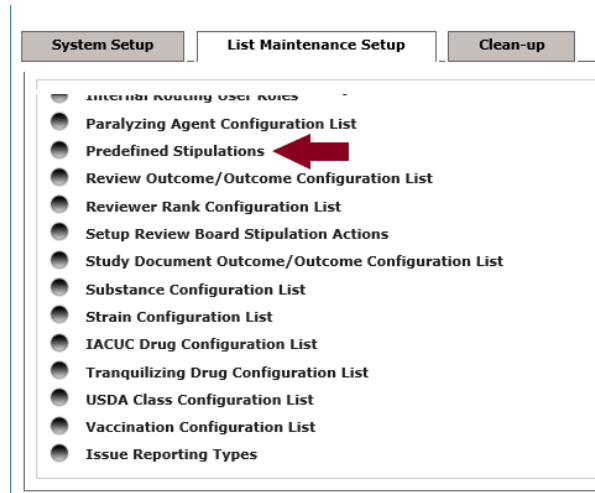
List of approved canned stipulation(s)

3 result(s) found...

<input type="checkbox"/>	Edit	Order Number	Stipulation
<input type="checkbox"/>		1	More than one species is listed in the study application. Studies are limited to one species each. Please make corrections and resubmit.
<input type="checkbox"/>		1	Attach quarantine release records for all animal subjects as part of study submission packet.
<input type="checkbox"/>		2	Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

Delete Predefined Stipulation

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Predefined Stipulations** link.



The **Setup Stipulation** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Stipulation(s)** button.

My Workspaces Vivarium **Setup Stipulation** [Back](#)

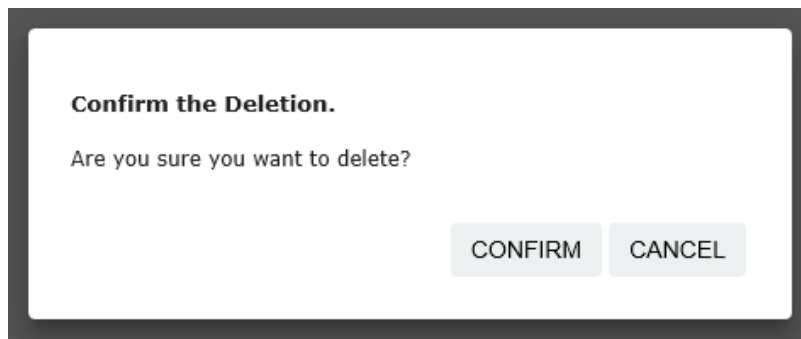
[Add a New Stipulation](#) [Delete Selected Stipulation\(s\)](#)

List of approved canned stipulation(s)

3 result(s) found...

<input checked="" type="checkbox"/>	Edit	Order Number	Stipulation
<input type="checkbox"/>		1	More than one species is listed in the study application. Studies are limited to one species each. Please make corrections and resubmit.
<input type="checkbox"/>		1	Attach quarantine release records for all animal subjects as part of study submission packet.
<input type="checkbox"/>		2	Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Stipulation** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Stipulation** page. The record is deleted from the **Setup Stipulation** page.

My Workspaces Vivarium **Setup Stipulation** Back

Add a New Stipulation Delete Selected Stipulation(s)

List of approved canned stipulation(s)

2 result(s) found...

	Edit	Order Number	Stipulation
<input type="checkbox"/>		1	More than one species is listed in the study application. Studies are limited to one species each. Please make corrections and resubmit.
<input type="checkbox"/>		1	Attach quarantine release records for all animal subjects as part of study submission packet.

Review Outcome/Outcome Configuration List

The Review Outcome / Outcome Configuration List is where a list of predefined review outcomes is maintained in the iRIS™ system. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Review Outcome / Outcome Configuration List** link.

System Setup **List Maintenance Setup** Clean-up

- [Internal Routing User Roles](#)
- [Paralyzing Agent Configuration List](#)
- [Predefined Stipulations](#)
- [Review Outcome/Outcome Configuration List](#)
- [Reviewer Rank Configuration List](#)
- [Setup Review Board Stipulation Actions](#)
- [Study Document Outcome/Outcome Configuration List](#)
- [Substance Configuration List](#)
- [Strain Configuration List](#)
- [IACUC Drug Configuration List](#)
- [Tranquilizing Drug Configuration List](#)
- [USDA Class Configuration List](#)
- [Vaccination Configuration List](#)
- [Issue Reporting Types](#)

The **Setup Board Review Outcome List** page is opened.

My Workspaces Vivarium **Setup Board Review Outcome List** Back

Add a New Action Delete Selected Action(s)

Vivarium list of review outcomes.

	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
<input type="checkbox"/>		Approved	No	No	No
<input type="checkbox"/>		Approved - Pending Decision Letter	No	No	No
<input type="checkbox"/>		Response Required	Yes	No	No

Review Outcome List Implementation – Application Side

Review outcomes are generally assigned by the applicable review board, making this functionality inapplicable on the application side.

Review Outcome List Implementation – Board Side

The review outcome list is employed in the following areas on the review board / system setup side of iRIS™.

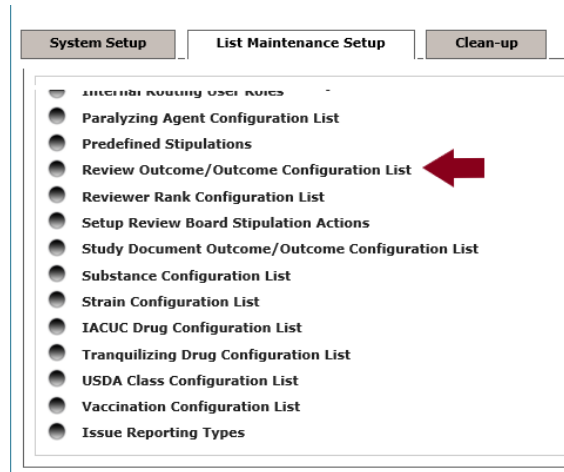
IACUC / ARC Submission — the **Review Outcome** dropdown list is employed in the Outcome tab within submission processing screens

The screenshot displays the 'Initial Review Submission Packet' interface. At the top, it shows 'My Workspaces' with a dropdown, 'IACUC Number: IACUC-2018-3991', 'PI: Administrator', and a 'Back' button. Below this are tabs for 'Protocol Items', 'Miscellaneous', 'IACUC Items', and 'Submission Forms'. The main content area includes a 'Ref Number' (IACUC-2018-3991-??-1.0), 'IACUC Number' (IACUC-2018-3991), and 'Protocol Title' (Management, Handling, Husbandry, Medical and Surgical Techniques of Small Laboratory Animals...). A 'Save the Submission Outcome' button is located at the top right of the main form area.

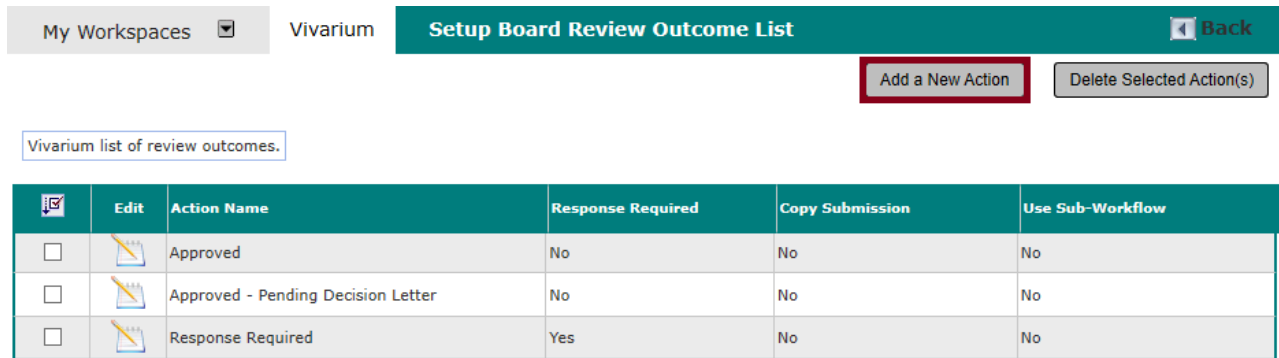
The 'IACUC Review Outcome' section is highlighted with a red box and a red arrow. It contains a 'Review Outcome' dropdown menu with options: '-none-', 'Approved', 'Approved - Pending Decision letter', 'Response Required', and 'Returned for Corrections'. Below this are fields for 'Additional information required:', 'Submission Approval:', 'Internal Comments:', 'Shared Comments:', and 'Take Note:'. Other fields include 'Protocol Status' (Pending - Submitted for Initial Review), 'Committee Name', 'Meeting Date', 'Assign the Submission to Agenda', 'Agenda Category', 'Review Cycle', 'Teaching' (Yes/No), 'IACUC Initial Approval', and 'IACUC Expiration Date'.

Add Review Outcome

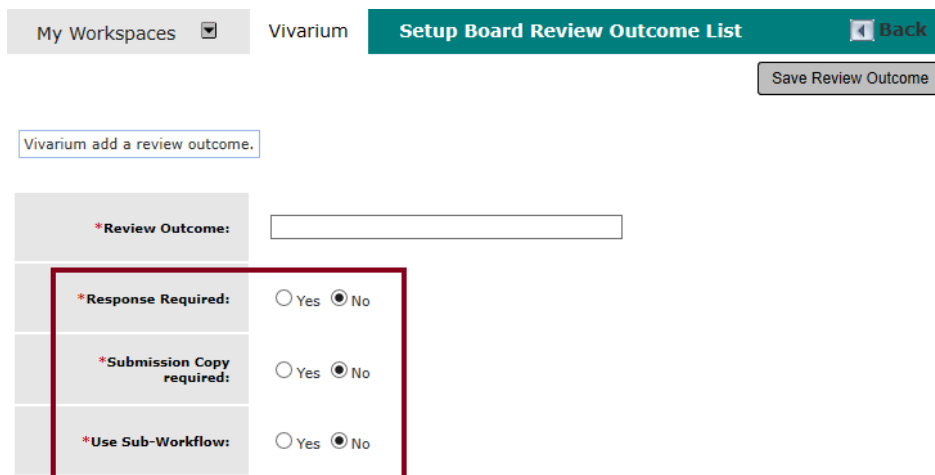
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Review Outcome / Outcome Configuration List** link.



The **Setup Board Review Outcome List** page is opened. Click the **Add a New Action** button.



The **add a review outcome** panel is opened. Note the default selections of “No” for **Response Required**, **Submission Copy** required and **Use Sub-Workflow**.



A selection of “Yes” for **Response Required** means that where this outcome is assigned, an application / submission will be returned and held from further progress until the required response is received.

A selection of “Yes” for **Submission Copy Required** means that where this outcome is assigned, a copy of the submission will be added to the Not Assigned queue. This option is typically used for tabled submissions that are to be assigned to a future meeting.

A selection of “Yes” for **Use Sub-Workflow** means that where this outcome is assigned, the system will trigger a sub-workflow that must be completed before submission for final approval.

Enter a **Review Outcome** and click to select “Yes” or “No” for **Response Required**, **Submission Copy required** and **Use Sub-Workflow**, then click the **Save Review Outcome** button.

My Workspaces ▾ Vivarium **Setup Board Review Outcome List** [Back](#)

Save Review Outcome

Vivarium add a review outcome.

***Review Outcome:** Returned for Corrections

***Response Required:** Yes No

***Submission Copy required:** Yes No

***Use Sub-Workflow:** Yes No

The record is added on the main **Setup Board Review Outcome List** page.

My Workspaces ▾ Vivarium **Setup Board Review Outcome List** [Back](#)

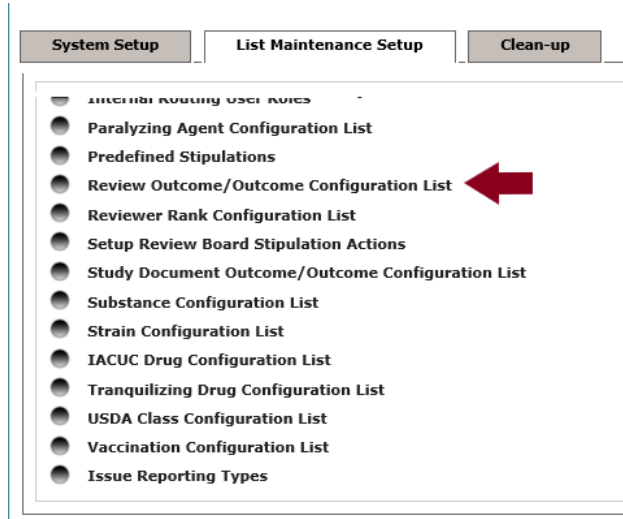
[Add a New Action](#) [Delete Selected Action\(s\)](#)

Vivarium list of review outcomes.

<input type="checkbox"/>	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
<input type="checkbox"/>		Approved	No	No	No
<input type="checkbox"/>		Approved - Pending Decision Letter	No	No	No
<input type="checkbox"/>		Response Required	Yes	No	No
<input type="checkbox"/>		Returned for Corrections	Yes	No	No

Edit Review Outcome

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Review Outcome / Outcome Configuration List** link.



The **Setup Board Review Outcome List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces Vivarium **Setup Board Review Outcome List** [Back](#)

[Add a New Action](#) [Delete Selected Action\(s\)](#)

Vivarium list of review outcomes.

<input checked="" type="checkbox"/>	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
<input type="checkbox"/>		Approved	No	No	No
<input type="checkbox"/>		Approved - Pending Decision Letter	No	No	No
<input type="checkbox"/>		On Hold	No	No	No
<input type="checkbox"/>		Response Required	Yes	No	No
<input type="checkbox"/>		Returned for Corrections	Yes	No	No

The record is opened in an **edit a review outcome** panel.

My Workspaces ▾ Vivarium **Setup Board Review Outcome List** [Back](#)

[Save Review Outcome](#)

Vivarium edit a review outcome.

*Review Outcome:

*Response Required: Yes No

*Submission Copy required: Yes No

*Use Sub-Workflow: Yes No

A selection of “Yes” for **Response Required** means that where this outcome is assigned, an application / submission will be returned and held from further progress until the required response is received.

A selection of “Yes” for **Submission Copy Required** means that where this outcome is assigned, a copy of the submission will be added to the Not Assigned queue. This option is typically used for tabled submissions that are to be assigned to a future meeting.

A selection of “Yes” for **Use Sub-Workflow** means that where this outcome is assigned, the system will trigger a sub-workflow that must be completed before submission for final approval.

Make desired changes and click the **Save Review Outcome** button.

The edit panel is closed and the record is updated on the **Setup Board Review Outcome List** page.

My Workspaces ▾ Vivarium **Setup Board Review Outcome List** [Back](#)

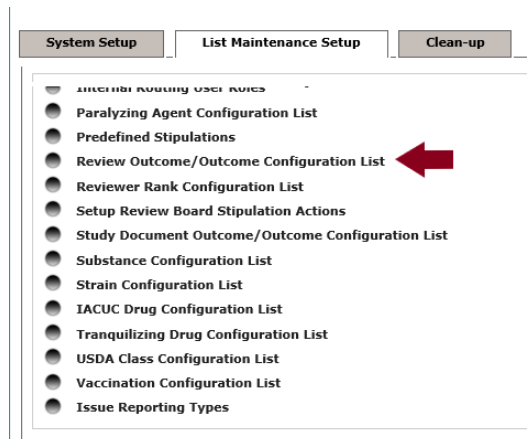
[Add a New Action](#) [Delete Selected Action\(s\)](#)

Vivarium list of review outcomes.

<input type="checkbox"/>	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
<input type="checkbox"/>		Approved	No	No	No
<input type="checkbox"/>		Approved - Pending Decision Letter	No	No	No
<input type="checkbox"/>		On Hold	No	Yes	No
<input type="checkbox"/>		Response Required	Yes	No	No
<input type="checkbox"/>		Returned for Corrections	Yes	No	No

Delete Review Outcome

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Review Outcome / Outcome Configuration List** link.



The **Setup Board Review Outcome List** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted, then click the **Delete Selected Action(s)** button.

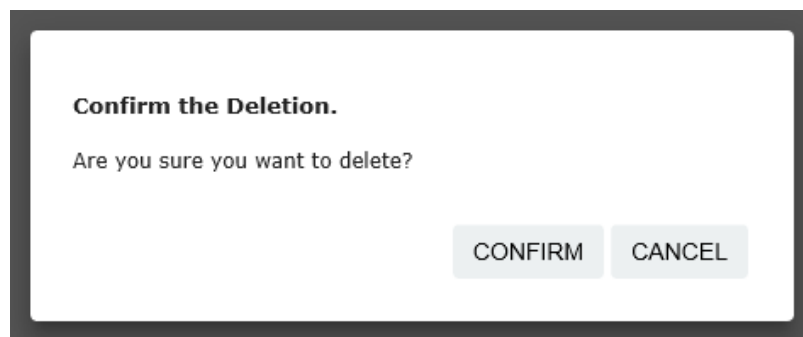
My Workspaces ▼ Vivarium **Setup Board Review Outcome List** ← Back

Add a New Action Delete Selected Action(s)

Vivarium list of review outcomes.

	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
<input type="checkbox"/>		Approved	No	No	No
<input type="checkbox"/>		Approved - Pending Decision Letter	No	No	No
<input type="checkbox"/>		On Hold	No	Yes	No
<input type="checkbox"/>		Response Required	Yes	No	No
<input type="checkbox"/>		Returned for Corrections	Yes	No	No

A confirmation popup window displays.

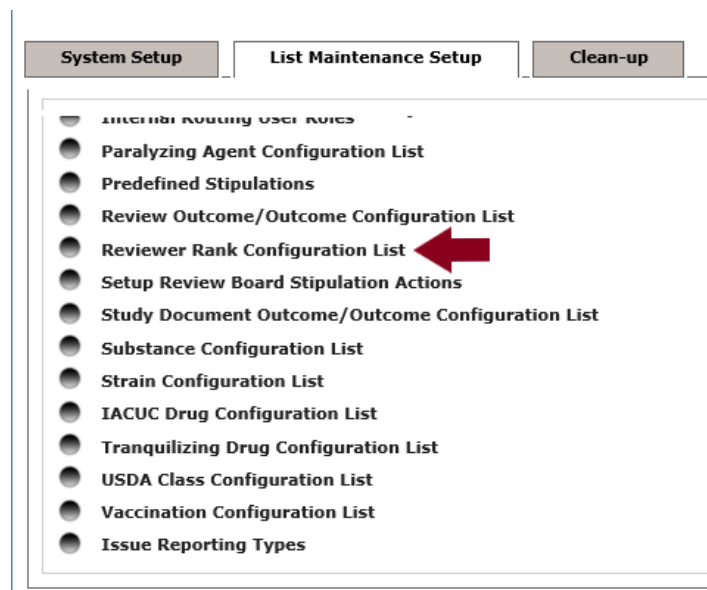


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Board Review Outcome List** page.

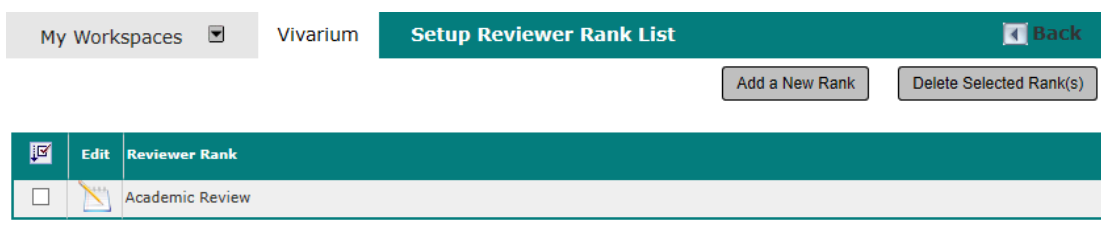
Click **CONFIRM** to complete deletion of the record and return to the **Setup Board Review Outcome List** page. The record is deleted from the **Setup Board Review Outcome List** page.

Reviewer Rank Configuration List

The Reviewer Rank Configuration List is where a list of predefined reviewer ranks is maintained in the iRIS™ system. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Reviewer Rank Configuration List** link.



The **Setup Reviewer Rank List** page is opened.



Reviewer Rank List Implementation – Application Side

Reviewer ranks are generally assigned and tracked by the Coordinator and/or applicable review board, making this functionality inapplicable on the application side.

Reviewer Rank List Implementation – Board Side

The reviewer rank list is employed in the following areas on the review board / system setup side of iRIS™.

IACUC / ARC Application — the Reviewer Rank List is employed on the **Pre-review Screening** tab of the **Initial Review Submission Packet**, which is accessed via IACUC / ARC > Submissions > [submission opened for editing]

My Workspaces | Study Number: IA797389237 | PI: Administrator | IACUC | Initial Review Submission Packet | Back

Protocol Items | Miscellaneous | IACUC Items | Submission Forms

Protocol Status: Pending - Submitted for Initial Review | Protocol Title: Bacteriological Investigation and Biochemical Characterisation of Brucella Strains Isolated from Animal Samples in the Country of Georgia

Save the Pre-Review Screening

General Information | Submission Components | Correspondence | Submission History | **Pre-review Screening** | Submission Received Notification Letter | Review Checklist and Comments | Review Summary | Submission Discussion | Recommendation | Stipulation | Internal Submission Routing | Outcome | Outcome Letter | Submission Complete

Analyst Assignment

Assign Analyst: [-none-] | View Analyst Workload

IACUC Number: | IACUC Number: | Generate Number

Determine Review Process

- Not Assigned
- Full Committee Review
- Expedited
- Pre-Review Forward to another Board/Committee
- Pre-Review changes requested
- Process Administratively

Assign Reviewers

Add Comments for All Reviewers | Add Reviewer | View Reviewers Workload

Reviewer Role	Reviewer	Completed ?	Has COI?	Date Notified	Date Completed
[-none-] Full Board Primary Reviewer Admin Review		No			

If the reviewer rank selected in the **Reviewer Role** column is an Ad Hoc rank, additional fields populate in the **Reviewer** column for entry of the reviewer name.

My Workspaces | Study Number: IA72532753 | PI: Investigator, Principal | IACUC | Initial Review Submission Packet | Back

Protocol Items | Miscellaneous | IACUC Items | Submission Forms

Protocol Status: Pending - Submitted for Initial Review | Protocol Title: Evaluation of live Shigella sonnei vaccine candidates in a gnotobiotic piglet model

Save the Pre-Review Screening

General Information | Submission Components | Correspondence | Submission History | **Pre-review Screening** | Submission Received Notification Letter | Review Checklist and Comments | Review Summary | Submission Discussion | Recommendation | Stipulation | Internal Submission Routing | Outcome | Outcome Letter | Submission Complete

Analyst Assignment

Assign Analyst: Boardmember | View Analyst Workload

IACUC Number: | IACUC Number: | Generate Number

Determine Review Process

- Not Assigned
- Full Committee Review
- Expedited
- Pre-Review Forward to another Board/Committee
- Pre-Review changes requested
- Process Administratively

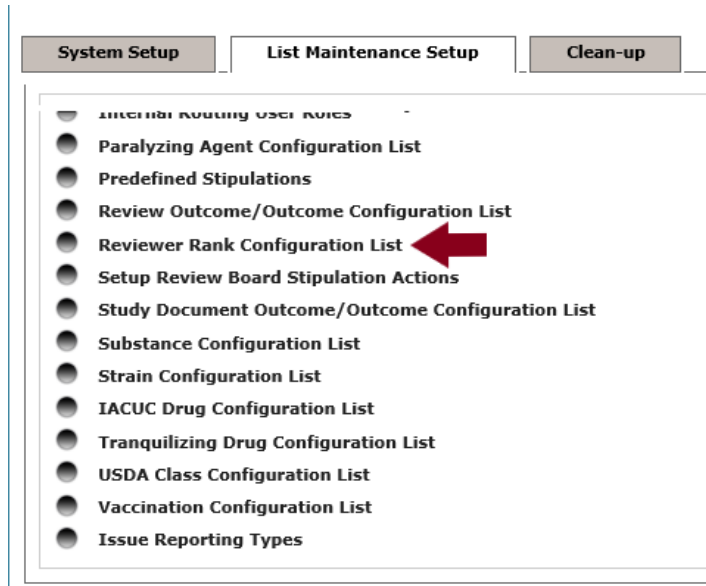
Assign Reviewers

Add Comments for All Reviewers | Add Reviewer | View Reviewers Workload

Reviewer Role	Reviewer	Completed ?	Has COI?	Date Notified	Date Completed
Admin Review	Known System identified User: [-none-] OR: First Name: Last Name:	No			

Add Reviewer Rank

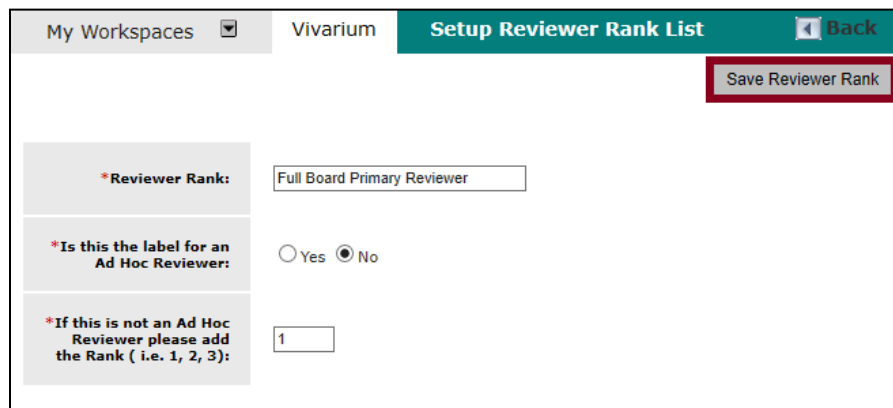
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Reviewer Rank Configuration List** link.



The **Setup Reviewer Rank List** page is opened. Click the **Add a New Rank** button.



An add panel is opened for creation of the new record.



Enter a **Reviewer Rank**.

Click to select “Yes” or “No” for **Is this the label for an Ad Hoc reviewer**. Note that the field defaults to “Yes”.

In the **If this is not an Ad Hoc Review please add the Rank (e.g., 1, 2, 3)** field, enter a single digit from zero (0) through three (3). “0” indicates an Ad Hoc reviewer. “1” indicates a Primary Reviewer. “2” indicates a Secondary Reviewer. “3” indicates any other review level. “0” indicates Ad Hoc.

*Note that if no entry is made in the **If this is not an Ad Hoc Review please add the Rank (e.g., 1, 2, 3)** field a default value of “0” will be stored by the system, indicating this is an Ad Hoc Reviewer role.*

Click the **Save Reviewer Rank** button to close the add panel. The record is added on the **Setup Reviewer Rank List** page.

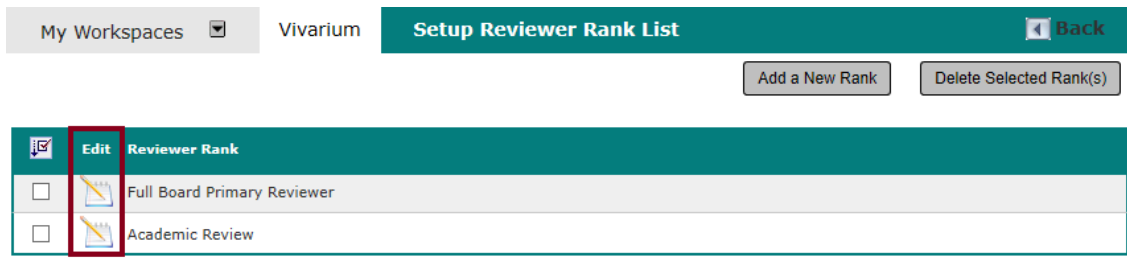
	My Workspaces	Vivarium	Setup Reviewer Rank List	Back
			Add a New Rank	Delete Selected Rank(s)
Edit	Reviewer Rank			
<input type="checkbox"/>	Full Board Primary Reviewer			
<input type="checkbox"/>	Academic Review			

Edit Reviewer Rank

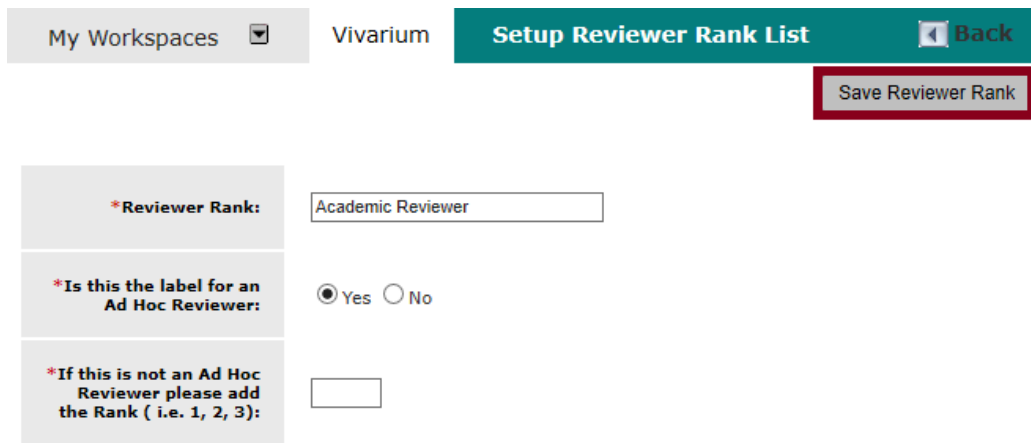
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Reviewer Rank Configuration List** link.

System Setup	List Maintenance Setup	Clean-up
	<ul style="list-style-type: none"> ● Paralyzing Agent Configuration List ● Predefined Stipulations ● Review Outcome/Outcome Configuration List ● Reviewer Rank Configuration List ● Setup Review Board Stipulation Actions ● Study Document Outcome/Outcome Configuration List ● Substance Configuration List ● Strain Configuration List ● IACUC Drug Configuration List ● Tranquilizing Drug Configuration List ● USDA Class Configuration List ● Vaccination Configuration List ● Issue Reporting Types 	

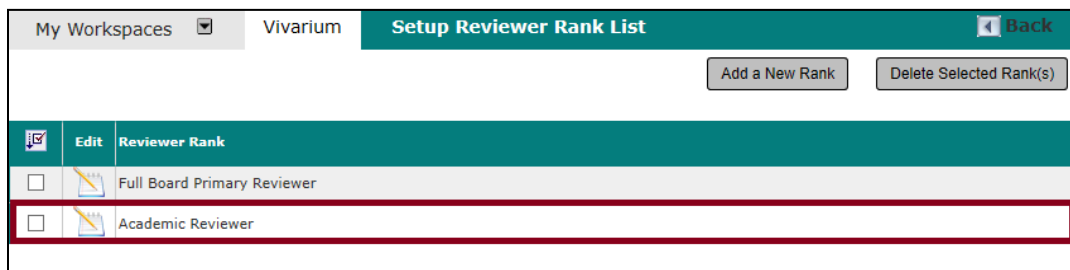
The **Setup Reviewer Rank List** page is opened. Click the icon in the **Edit** column for the applicable record.



The record is opened in an edit panel. Make desired changes and click the **Save Reviewer Rank** button.

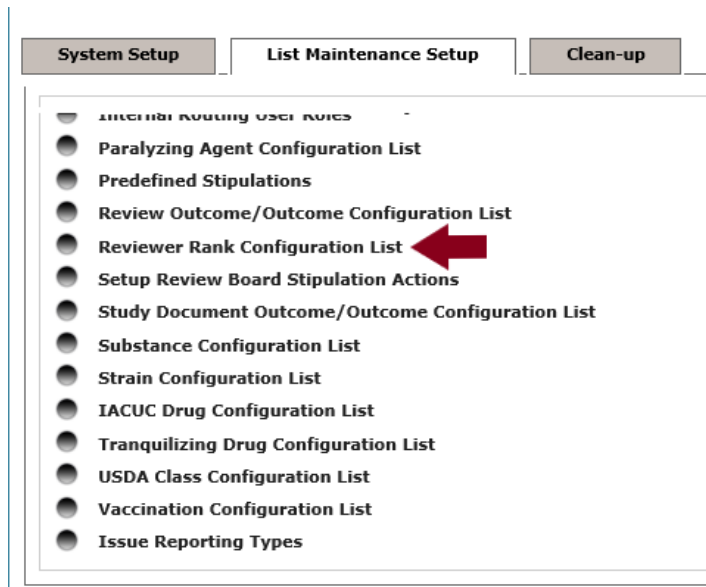


The edit panel is closed and the record is revised on the **Setup Reviewer Rank List** page.

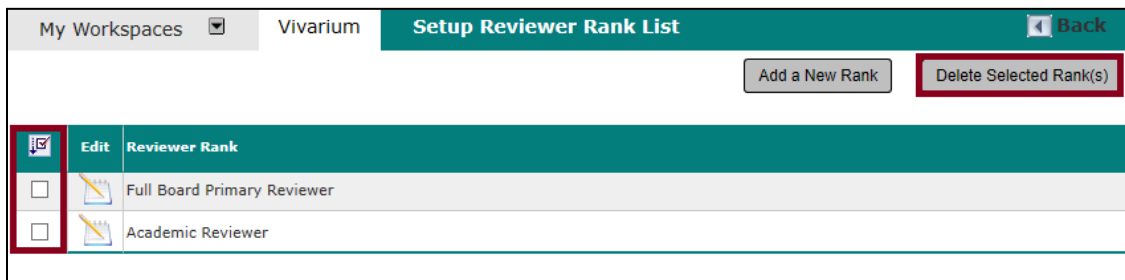


Delete Reviewer Rank

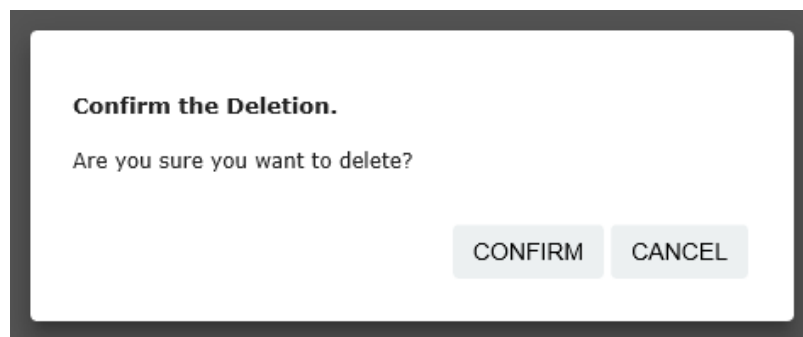
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Reviewer Rank Configuration List** link.



The **Setup Reviewer Rank List** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Rank(s)** button.



A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Reviewer Rank List** page.

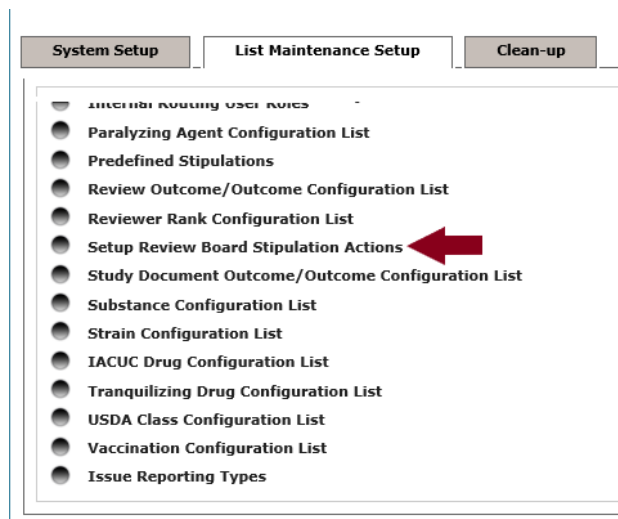
Click **CONFIRM** to complete deletion of the record and return to the **Setup Reviewer Rank List** page. The record is deleted from the **Setup Reviewer Rank List** page.

Setup Review Board Stipulation Actions

The Review Board Stipulation Actions List is where a list of boilerplate review board stipulation actions approved for use in studies is maintained in the iRIS™ system.

These actions are applied to stipulations when a study submits its response to the review board. Review board stipulation actions determine if the incoming stipulation can be closed as complete or must be retained as an outstanding item to the study.

To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Setup Review Board Stipulation Actions** link.



The **Setup Stipulation Review Board Actions** page is opened.

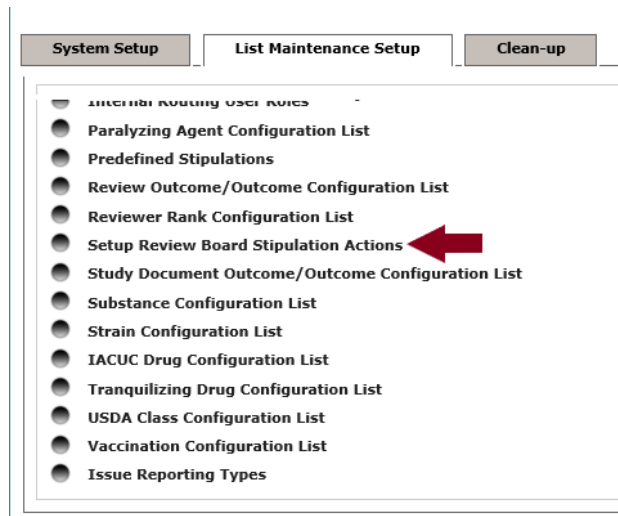
My Workspaces ▼ Vivarium **Setup Stipulation Review Board Actions** Back

Add a Stipulation Action Delete Selected Stipulation Action(s)

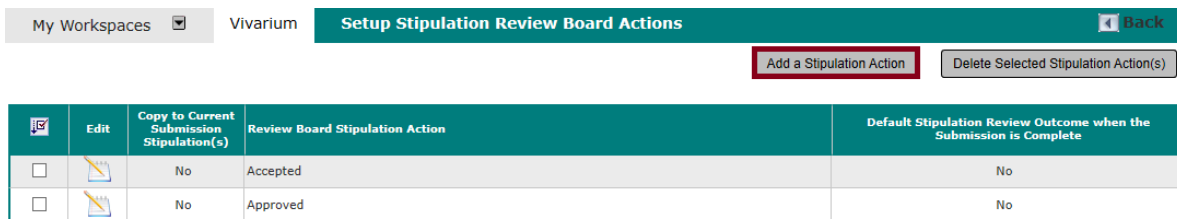
<input type="checkbox"/>	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
<input type="checkbox"/>		No	Accepted	No
<input type="checkbox"/>		No	Approved	No

Add Review Board Stipulation

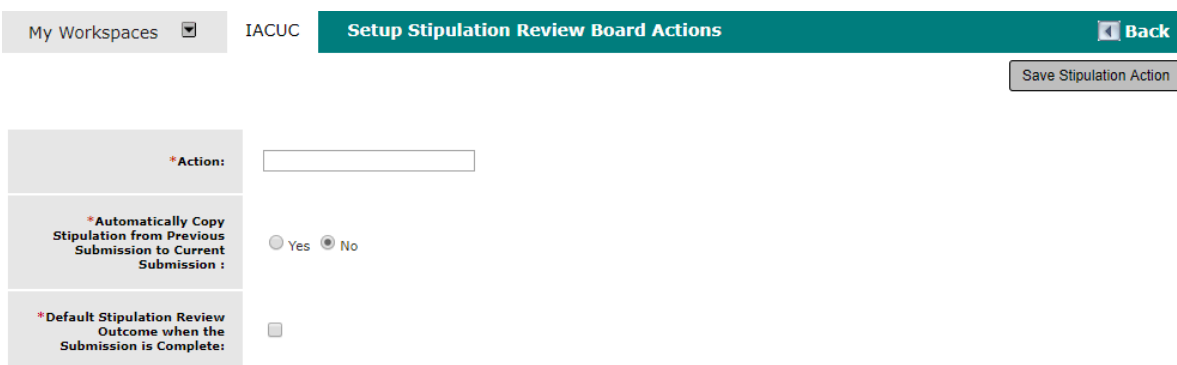
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Setup Review Board Stipulation Actions** link.



The **Setup Stipulation Review Board Actions** page is opened. Click the **Add a Stipulation Action** button.



An add panel is opened for creation of the new record.



The **Automatically Copy Stipulation from Previous Submission to Current Submission** setting controls whether the stipulation is to be closed as completed or copied to the current submission and remain as an outstanding item to the study. “No” indicates the stipulation is to be closed. “Yes” indicates the stipulation will remain as an outstanding item to the study.

The **Default Stipulation Review Outcome when the Submission is Complete** selection dictates whether a closed status is to be automatically assigned to the stipulation. Click the **Save Stipulation Action** button to add the record to the list.

Complete the form as desired and click the **Save Stipulation Action** button.

My Workspaces ▼ Vivarium **Setup Stipulation Review Board Actions** ◀ Back

Save Stipulation Action

*** Action:**

***Automatically Copy Stipulation from Previous Submission to Current Submission :** Yes No

***Default Stipulation Review Outcome when the Submission is Complete:**

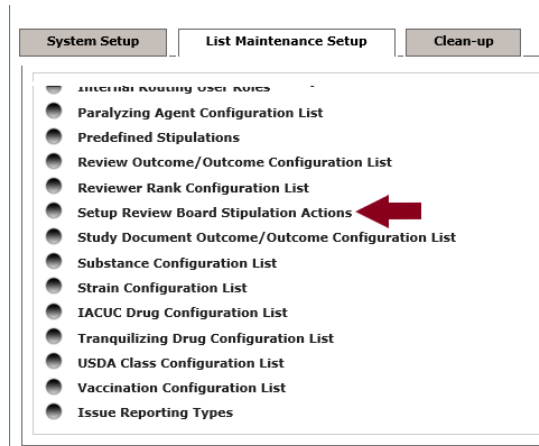
The record is added to the **Setup Stipulation Review Board Actions** list page.

My Workspaces ▼ Vivarium **Setup Stipulation Review Board Actions** ◀ Back

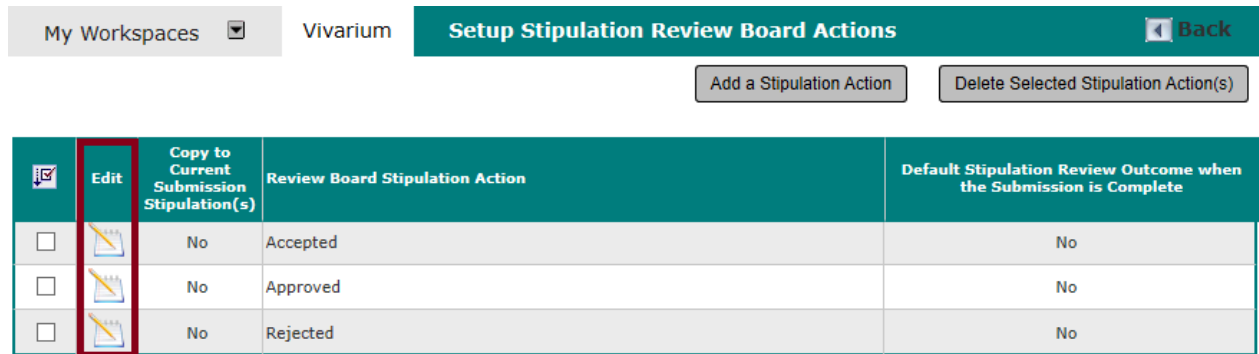
<input checked="" type="checkbox"/>	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
<input type="checkbox"/>		No	Accepted	No
<input type="checkbox"/>		No	Approved	No
<input type="checkbox"/>		Yes	Rejected	No

Edit Review Board Stipulation

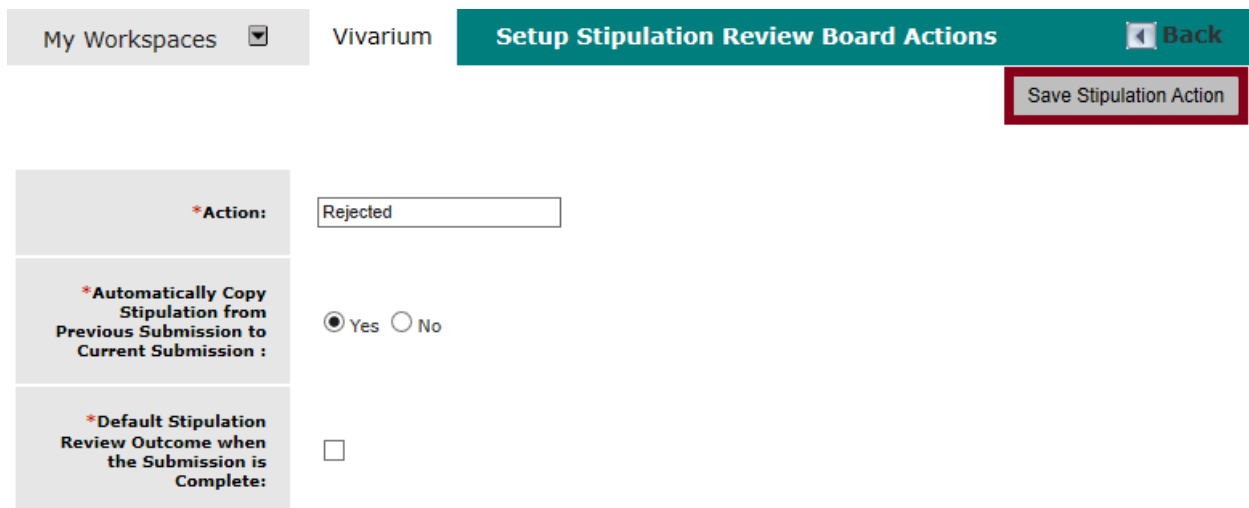
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Setup Review Board Stipulation Actions** link.



The **Setup Stipulation Review Board Actions** page is opened. Click the icon in the Edit column for the applicable record.



The record is opened in an edit panel. Make desired changes and click the **Save Stipulation Action** button.



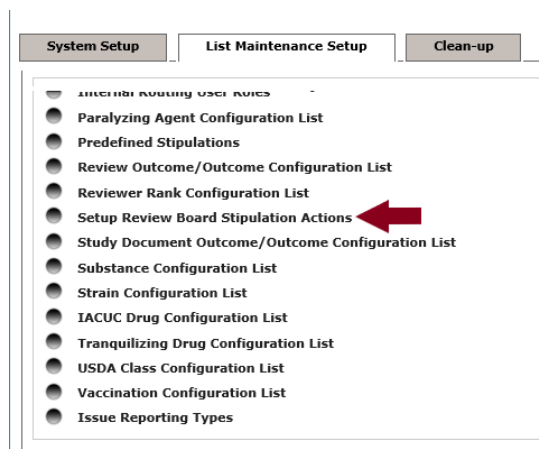
The edit panel is closed, and the record is revised on the **Setup Stipulation Review Board Actions** list page.

My Workspaces Vivarium **Setup Stipulation Review Board Actions**

<input type="checkbox"/>	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
<input type="checkbox"/>		No	Accepted	No
<input type="checkbox"/>		No	Approved	No
<input type="checkbox"/>		Yes	Rejected	No

Delete Review Board Stipulation

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Setup Review Board Stipulation Actions** link.

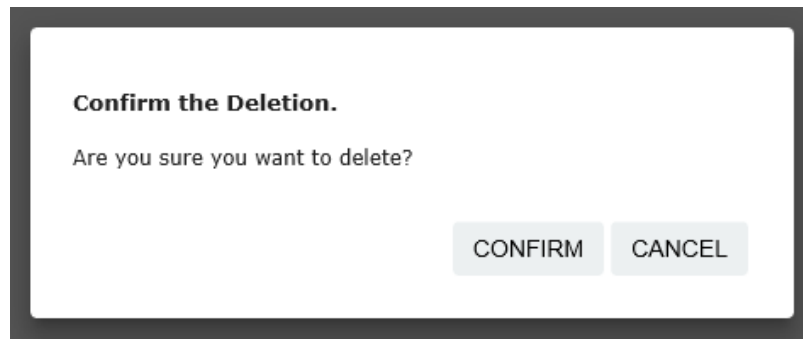


The **Setup Stipulation Review Board Actions** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Stipulation Action(s)** button.

My Workspaces Vivarium **Setup Stipulation Review Board Actions**

<input type="checkbox"/>	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
<input type="checkbox"/>		No	Accepted	No
<input type="checkbox"/>		No	Approved	No
<input type="checkbox"/>		Yes	Rejected	No

A confirmation popup window displays.

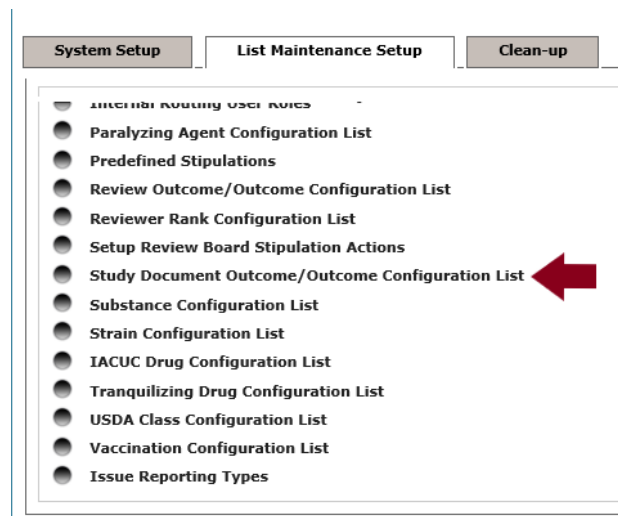


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Stipulation Review Board Actions** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Stipulation Review Board Actions** page. The record is deleted from the **Setup Stipulation Review Board Actions** page.

Study Document Outcome/Outcome Configuration List

The Document Outcome/Outcome Configuration List is where a list of boilerplate outcome statuses approved for use in studies is maintained in the iRIS™ system. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Study Document Outcome / Outcome Configuration List** link.



The **Setup Protocol Document Outcome** page is opened.

Note that at some institutions, the term “Study” is substituted for “Protocol”. These terms may be used interchangeably in manual text and screenshots.

Add a New Status Delete Selected Status(s)

Vivarium list of study document outcomes.

<input type="checkbox"/>	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
<input type="checkbox"/>		Approval Withheld	Yes	No	No	Yes
<input type="checkbox"/>		Approved	Yes	Yes	No	Yes
<input type="checkbox"/>		Refer for Committee Review	No	No	No	No

Study Document Outcome List Implementation – Application Side

Study document outcomes are assigned by the applicable review board, making this functionality inapplicable on the application side.

Study Document Outcome List Implementation – Board Side

The study document outcome list is employed in the following areas on the review board / system setup side of iRIS™.

Submission processing — the Study Document Outcome list is employed as a dropdown picklist in the **Outcome** field when approving a study document within submission processing screens

My Workspaces ▼ IACUC Number: **A12-020** IACUC St
 Alias: VA Merit: Arrestin Regulation o ...
 PI: Hauger, Richard L

***Document Title:** 12-020 Figure 1

*** Category:** ACORP Diagram ▼

Comments:

Description: ACORP Section C2 Figure 1

Version Date: 07/26/2012

***Version Number:** 1.0

Sponsor Version:

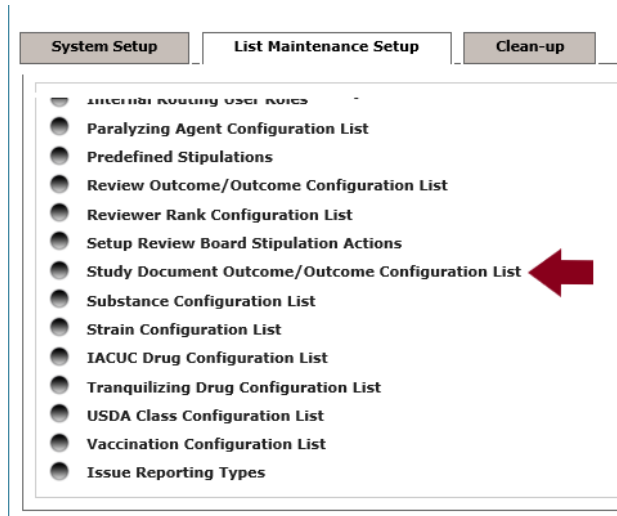
Outcome: --none-- ▼

Approval Date: Approval Withheld
Approved

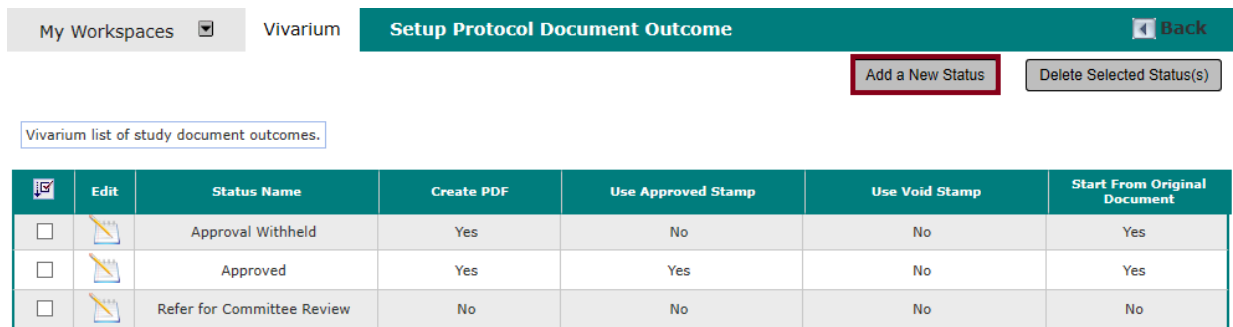
Expiration Date: Modifications Required to Secure Approval with DMR
Modifications Required to Secure Approval with FCR
Refer to Full Committee Review
Void

Add Study Document Outcome

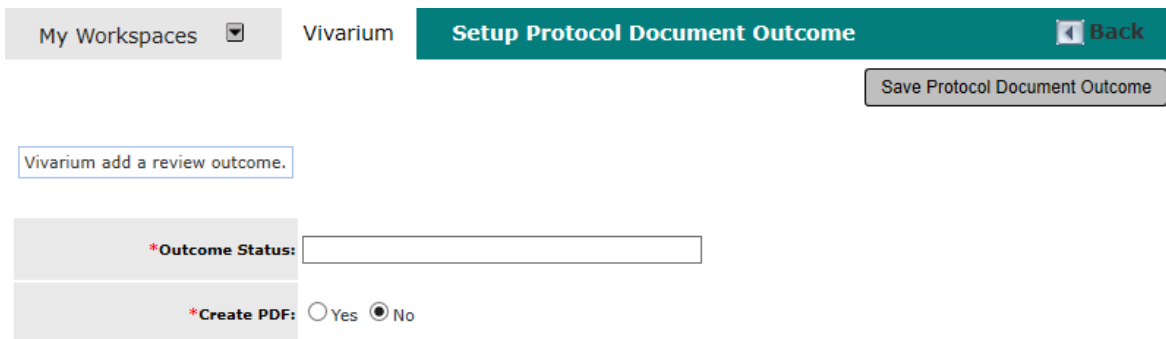
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Study Document Outcome / Outcome Configuration List** link.



The **Setup Protocol Document Outcome** page is opened. Click the **Add a New Status** button.



An **add a review outcome** panel is opened for creation of the new record. Below, the blank form is shown with the default selection of “No” in place for **Create PDF**.



When “Yes” is selected for **Create PDF**, indicating that the document given this outcome is to be converted to a PDF, three additional fields pertaining PDF settings are unlocked with default selections set to “No”.

Note that **Create PDF** must be set to “Yes” for any document to which an electronic document stamp will be applied.

My Workspaces ▾ Vivarium **Setup Protocol Document Outcome** [Back](#)

Save Protocol Document Outcome

Vivarium add a review outcome.

*Outcome Status:	<input type="text"/>
*Create PDF:	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Use Approved Stamp:	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Use Void Stamp:	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Start From Original Document:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Use Approved Stamp – This option is only available where the review board property “rb.stamp_study_doc” review board property “rb.stamp_study_doc” (under Animal Resource Center > Review Board Administration > Board Configuration Options > Document Processing) is turned on. When this option is set to “Yes”, the study document PDF with this outcome assigned will have an electronic approval stamp applied.

Use Void Stamp – When this option is set to “Yes”, the study document PDF with this outcome assigned will have an electronic VOID watermark applied.

Start From Original Document - When this option is set to “Yes”, the assigned outcome is applied to the original document. When this option is set to “No”, the assigned outcome is applied to a PDF of the original document that was previously created as part of a prior outcome.

*This setting is useful in cases where the review board needs to revisit a study document and assign a different outcome. For example, when a PDF document with a VOID watermark is subsequently approved, **Start from Original Document** must be set to “Yes” to ensure the VOID watermark is removed from the document.*

Fill the form as desired and click the **Save Study Document Outcome** button.

My Workspaces Vivarium **Setup Protocol Document Outcome** Back

Save Protocol Document Outcome

Vivarium add a review outcome.

***Outcome Status:**

***Create PDF:** Yes No

***Use Approved Stamp:** Yes No

***Use Void Stamp:** Yes No

***Start From Original Document:** Yes No

The outcome is added on the **Setup Protocol Document Outcome** list page.

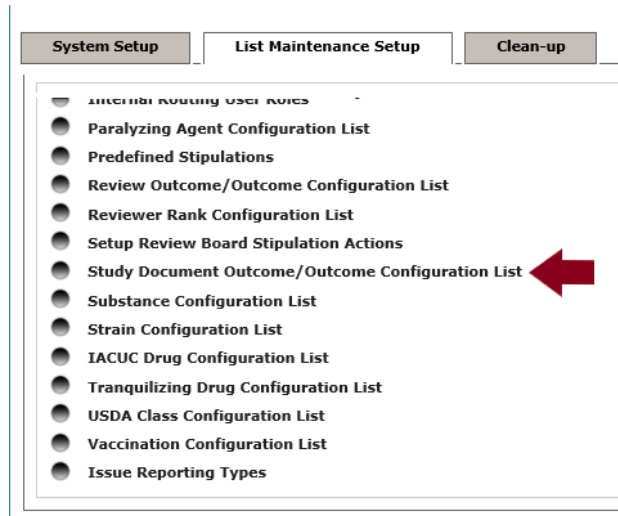
My Workspaces Vivarium **Setup Protocol Document Outcome** Back

Vivarium list of study document outcomes.

	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
<input type="checkbox"/>		Approval Withheld	Yes	No	No	Yes
<input type="checkbox"/>		Approved	Yes	Yes	No	Yes
<input type="checkbox"/>		Modifications Required to Secure Approval with DMR	Yes	No	No	Yes
<input type="checkbox"/>		Refer for Committee Review	No	No	No	No

Edit Study Document Outcome

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Study Document Outcome / Outcome Configuration List** link.



The **Setup Protocol Document Outcome** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▾ Vivarium **Setup Protocol Document Outcome** [Back](#)

[Add a New Status](#) [Delete Selected Status\(s\)](#)

Vivarium list of study document outcomes.

<input type="checkbox"/>	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
<input type="checkbox"/>		Approval Withheld	Yes	No	No	Yes
<input type="checkbox"/>		Approved	Yes	Yes	No	Yes
<input type="checkbox"/>		Modifications Required to Secure Approval with DMR	Yes	No	No	Yes
<input type="checkbox"/>		Refer for Committee Review	No	No	No	No

The record is opened in an **edit a review outcome** panel.

My Workspaces ▾ Vivarium **Setup Protocol Document Outcome** [Back](#)

[Save Protocol Document Outcome](#)

Vivarium edit a review outcome.

*Outcome Status:

*Create PDF: Yes No

When “Yes” is selected for **Create PDF**, indicating that the document given this outcome is to be converted to a PDF, three additional fields pertaining PDF settings are unlocked with default selections set to “No”.

Note that **Create PDF** must be set to “Yes” for any document to which an electronic document stamp will be applied.

My Workspaces ▾ Vivarium **Setup Protocol Document Outcome** [Back](#)

Save Protocol Document Outcome

Vivarium add a review outcome.

*Outcome Status:

*Create PDF: Yes No

*Use Approved Stamp: Yes No

*Use Void Stamp: Yes No

*Start From Original Document: Yes No

Use Approved Stamp – This option is only available where the Review Board Property “rb.stamp_study_doc” review board property “rb.stamp_study_doc” (under Animal Resource Center > Review Board Administration > Board Configuration Options > Document Processing) is turned on. When this option is set to “Yes”, the study document PDF with this outcome assigned will have an electronic approval stamp applied.

Use Void Stamp – When this option is set to “Yes”, the study document PDF with this outcome assigned will have an electronic **VOID** watermark applied.

Start From Original Document - When this option is set to “Yes”, the assigned outcome is applied to the original document. When this option is set to “No”, the assigned outcome is applied to a PDF of the original document that was previously created as part of a prior outcome.

*This setting is useful in cases where the review board needs to revisit a study document and assign a different outcome. For example, when a PDF document with a VOID watermark is subsequently approved, **Start from Original Document** must be set to “Yes” to ensure the VOID watermark is removed from the document.*

Edit the record as desired and click the **Save Protocol Document Outcome** button. The edit panel is closed, and the record is revised on the **Setup Protocol Document Outcome** list page.

My Workspaces Vivarium **Setup Protocol Document Outcome** Back

Add a New Status Delete Selected Status(s)

Vivarium list of study document outcomes.

	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
<input type="checkbox"/>		Approval Withheld	Yes	No	No	Yes
<input type="checkbox"/>		Approved	Yes	Yes	No	Yes
<input type="checkbox"/>		Modifications Required to Secure Approval with DMR	Yes	No	No	Yes
<input type="checkbox"/>		Refer for Full Committee Review	No	No	No	No

Delete Study Document Outcome

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Study Document Outcome / Outcome Configuration List** link.

System Setup List Maintenance Setup Clean-up

- INTERNAL ROLLING USER ROLES
- Paralyzing Agent Configuration List
- Predefined Stipulations
- Review Outcome/Outcome Configuration List
- Reviewer Rank Configuration List
- Setup Review Board Stipulation Actions
- Study Document Outcome/Outcome Configuration List
- Substance Configuration List
- Strain Configuration List
- IACUC Drug Configuration List
- Tranquilizing Drug Configuration List
- USDA Class Configuration List
- Vaccination Configuration List
- Issue Reporting Types

The **Setup Protocol Document Outcome** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Status(s)** button.

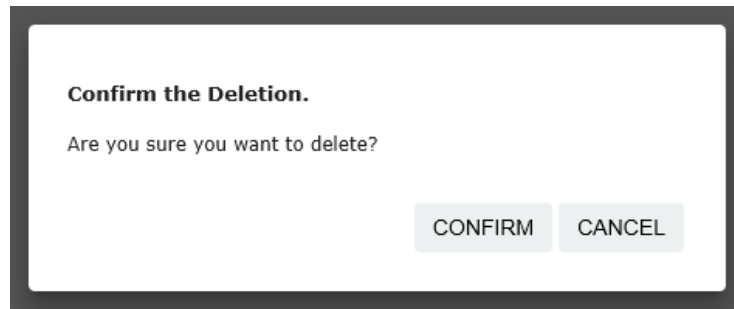
My Workspaces Vivarium **Setup Protocol Document Outcome** Back

Add a New Status **Delete Selected Status(s)**

Vivarium list of study document outcomes.

	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
<input type="checkbox"/>		Approval Withheld	Yes	No	No	Yes
<input type="checkbox"/>		Approved	Yes	Yes	No	Yes
<input type="checkbox"/>		Modifications Required to Secure Approval with DMR	Yes	No	No	Yes
<input type="checkbox"/>		Refer for Full Committee Review	No	No	No	No

A confirmation popup window displays.

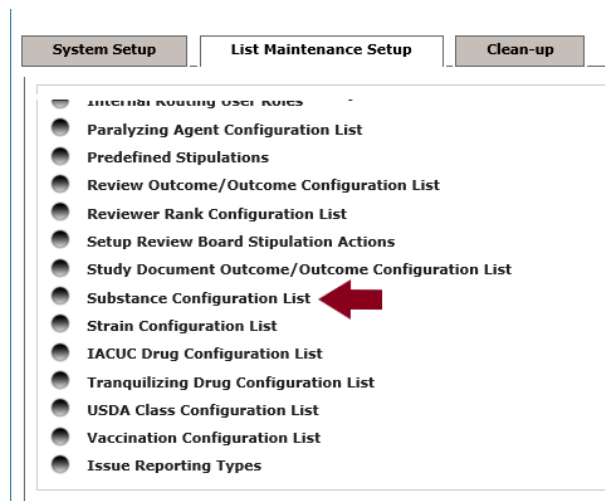


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Protocol Document Outcome** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Protocol Document Outcome** page. The record is deleted from the **Setup Protocol Document Outcome** page.

Substance Configuration List

The Substance Configuration List is where a list of medicinal, nutritional and other substances approved by the institution for use in studies is maintained in the iRIS™ system. To view the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Substance Configuration List** link.



The **Setup Substance List** page is opened.

My Workspaces ▼ Vivarium **Setup Substance List** ◀ Back

Merge Substance Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Substance	Route	Dose	Frequency	Expected Effect	Possible Side Effect
		American Crow (USDA A)	Mealworms	Consumed with food	2 oz	Daily	Weight gain	None
		Rat (USDA C)	Ivermectin Paste	Consumed with food	0.2 mg/kg	Daily	Clears ear mites	Loose stools

Substance List Implementation – Application Side

The substance list is employed in the following areas on the application side of iRIS™.

Study application — the Substance Configuration List is available in the IACUC / ARC study application

Add a New Substance to the Study

Delete Substance	Edit	View Details	Species	Substance	Route	Dose	Expected Effect	Possible Side Effect
No Substances have been added to this Study								

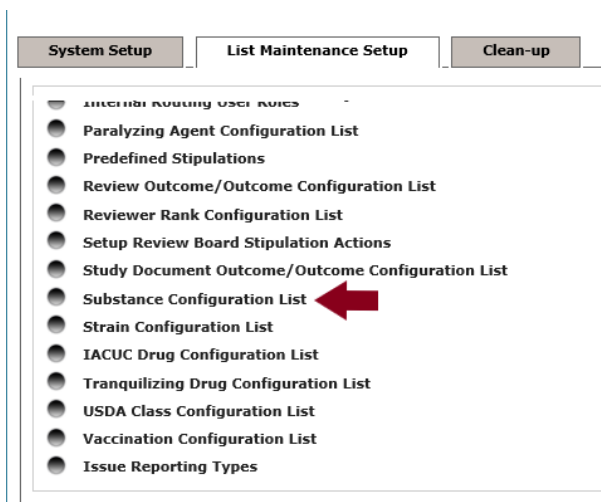
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Substance List Implementation – Board Side

Substances are added on the application side where required and are not generally subject to direct revision by the board.

Add Substance

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Substance Configuration List** link.



The **Setup Substance List** page is opened. Click the **Add a New Record** button.

My Workspaces ▼ Vivarium **Setup Substance List** ⏪ Back

Merge Substance Records **Add a New Record**

4 result(s) found... 1 - 4

Delete	Edit	Species name	Substance	Route	Dose	Frequency	Expected Effect	Possible Side Effect
		American Crow (USDA A)	Mealworms	Consumed with food	2 oz	Daily	Weight gain	None
		Rat (USDA A)	Ivermectin Paste	Consumed with food	0.2 mg/kg	Daily	Clears ear mites	Loose stools

An add panel is opened for creation of the new record. Click on the **Species Name** dropdown list to open it and select the desired species.

My Workspaces ▼ Vivarium **Setup Substance List** ⏪ Back

Save Changes

***Species Name:** --none--

***Substance:** American Crow (USDA A) or create New

***Route:** American Crow (USDA B) or create New

***Dose:** American Crow (USDA C)

***Frequency:** American Crow (USDA D)

***Expected Effect:** Axis Deer (USDA A)

***Possible Side Effect:** Beagle (USDA A)

Duck (USDA A)

Fruit Fly (USDA C)

Goat (USDA A)

Guinea Pig (USDA A)

Guinea Pig (USDA B)

Guinea Pig (USDA C)

Guinea Pig (USDA D)

Guinea Pig (USDA E)

Mouse (USDA A)

Mouse (USDA B)

Mouse (USDA C)

Mouse (USDA D)

Mouse (USDA E)

Rat (USDA A)

Rat (USDA B)

Rat (USDA C)

Rat (USDA D)

Rat (USDA E)

Syrian Hamster (USDA A)

White Wing Dove (USDA A)

Click on the **Substance** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Substance List** ◀ Back

Save Changes

*Species Name:

*Substance: or create New

*Route: or create New

*Dose:

*Frequency:

*Expected Effect:

*Possible Side Effect:

Click on the **Route** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Substance List** ◀ Back

Save Changes

*Species Name:

*Substance: or create New

*Route: or create New

*Dose:

*Frequency:

*Expected Effect:

*Possible Side Effect:

Enter **Dose**, **Frequency**, **Expected Effect** and **Possible Side Effect** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▼ Vivarium **Setup Substance List** ⏪ Back

Save Changes

*Species Name: Rat (USDA A) ▼

*Substance: --none-- ▼ or create New Applewood Sticks

*Route: --none-- ▼ or create New Chewed

*Dose: 1 stick per 2 animals

*Frequency: Weekly

*Expected Effect: Prevents excessive incisor growth

*Possible Side Effect: Animals may fight over the sticks

The new record is added on the **Setup Substance List** page.

My Workspaces ▼ Vivarium **Setup Substance List** ⏪ Back

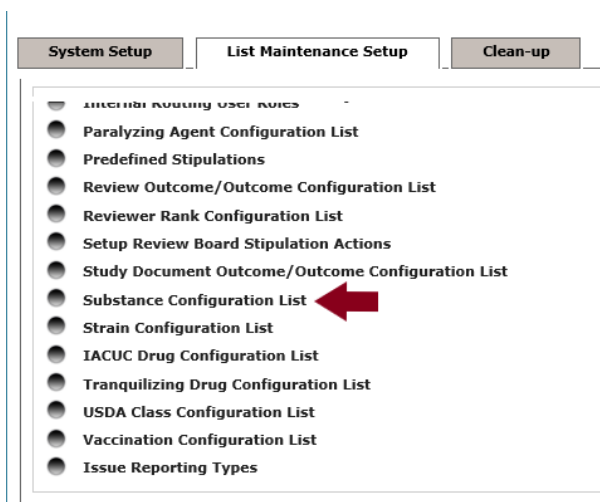
Merge Substance Records Add a New Record

5 result(s) found... 1 - 5

Delete	Edit	Species name	Substance	Route	Dose	Frequency	Expected Effect	Possible Side Effect
		American Crow (USDA A)	Mealworms	Consumed with food	2 oz	Daily	Weight gain	None
		Rat (USDA A)	Applewood Sticks	Chewed	1 stick per 2 animals	Weekly	Prevents excessive incisor growth	Animals may fight over the sticks
		Rat (USDA A)	Ivermectin Paste	Consumed with food	0.2 mg/kg	Daily	Clears ear mites	Loose stools

Edit Substance

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Substance Configuration List** link.



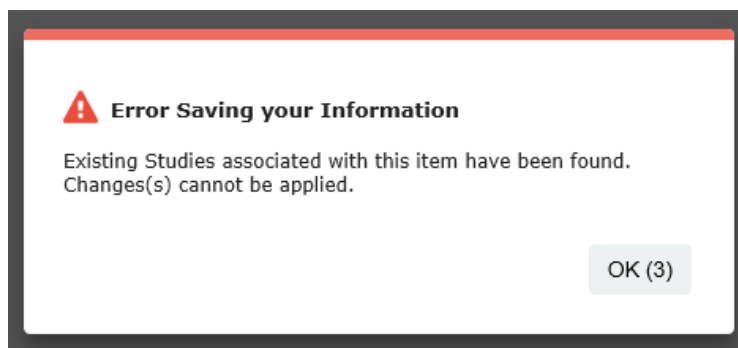
The **Setup Substance List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces		Vivarium	Setup Substance List						Back
								Merge Substance Records	Add a New Record
5 result(s) found...								1 - 5	
Delete	Edit	Species name	Substance	Route	Dose	Frequency	Expected Effect	Possible Side Effect	
		American Crow (USDA A)	Mealworms	Consumed with food	2 oz	Daily	Weight gain	None	
		Rat (USDA A)	Applewood Sticks	Chewed	1 stick per 2 animals	Weekly	Prevents excessive incisor growth	Animals may fight over the sticks	
		Rat (USDA A)	Ivermectin Paste	Consumed with food	0.2 mg/kg	Daily	Clears ear mites	Loose stools	

The record is opened in an edit panel. Make desired changes and click the **Save Changes** button.

My Workspaces		Vivarium	Setup Substance List		Back
Save Changes					
*Species Name:	<input type="text" value="Rat (USDA A)"/>				
*Substance:	<input type="text" value="Applewood Sticks"/>	or create New	<input type="text"/>		
*Route:	<input type="text" value="Chewed"/>	or create New	<input type="text"/>		
*Dose:	<input type="text" value="1 stick per animal"/>				
*Frequency:	<input type="text" value="Weekly"/>				
*Expected Effect:	<input type="text" value="Prevents excessive incisor growth"/>				
*Possible Side Effect:	<input type="text" value="Animals may fight over the sticks"/>				

When an attempt is made to change the **Species Name** or **Substance** in a record that is already assigned to one or more studies the following warning popup window appears, and the record is not edited.

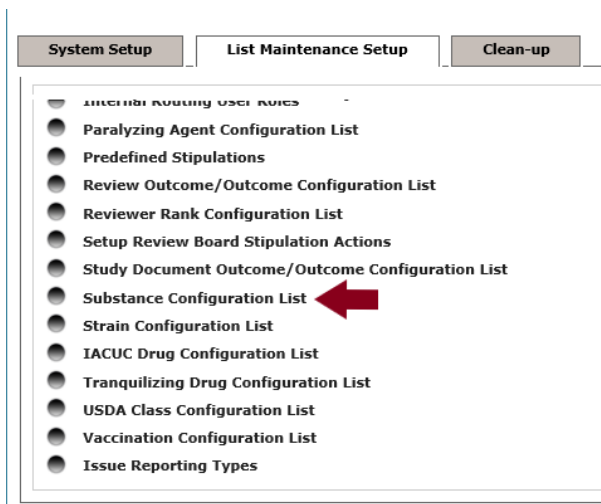


Otherwise, the record is revised on the **Setup Substance List** page.

My Workspaces		Vivarium		Setup Substance List					Back
								Merge Substance Records	Add a New Record
5 result(s) found...								1 - 5	
Delete	Edit	Species name	Substance	Route	Dose	Frequency	Expected Effect	Possible Side Effect	
		American Crow (USDA A)	Mealworms	Consumed with food	2 oz	Daily	Weight gain	None	
		Rat (USDA A)	Applewood Sticks	Chewed	1 stick per animal	Weekly	Prevents excessive incisor growth	Animals may fight over the sticks	
		Rat (USDA A)	Ivermectin Paste	Consumed with food	0.2 mg/kg	Daily	Clears ear mites	Loose stools	

Delete Substance

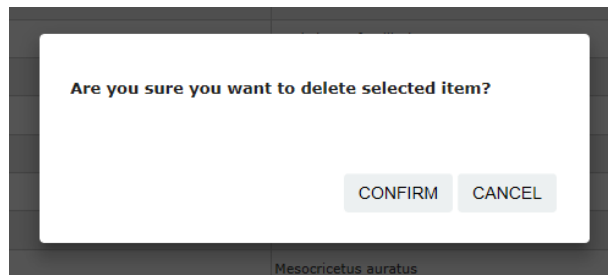
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Substance Configuration List** link.



The **Setup Substance List** page is opened. Click the icon in the **Delete** column for the applicable record.

My Workspaces		Vivarium		Setup Substance List					Back
								Merge Substance Records	Add a New Record
5 result(s) found...								1 - 5	
Delete	Edit	Species name	Substance	Route	Dose	Frequency	Expected Effect	Possible Side Effect	
		American Crow (USDA A)	Mealworms	Consumed with food	2 oz	Daily	Weight gain	None	
		Rat (USDA A)	Applewood Sticks	Chewed	1 stick per animal	Weekly	Prevents excessive incisor growth	Animals may fight over the sticks	
		Rat (USDA A)	Ivermectin Paste	Consumed with food	0.2 mg/kg	Daily	Clears ear mites	Loose stools	

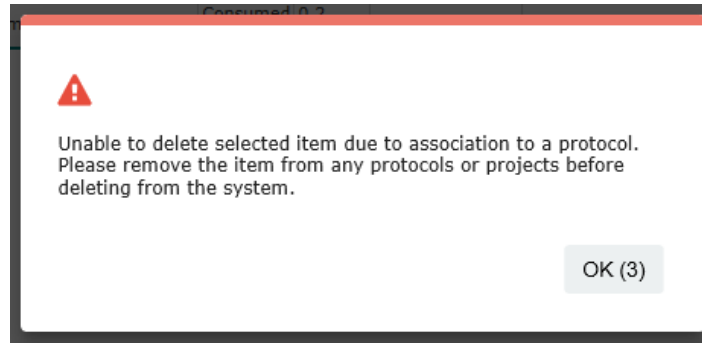
A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Substance List** page.

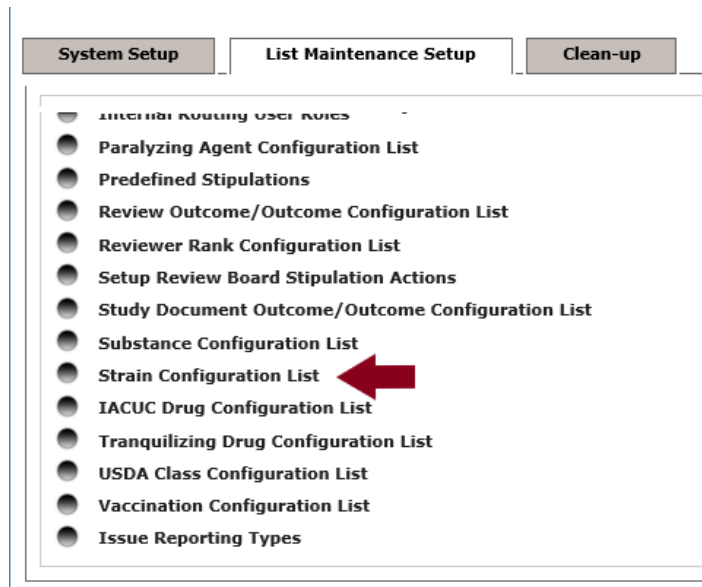
Click **CONFIRM** to complete deletion of the record and return to the **Setup Substance List** page.

When an attempt is made to delete a substance already assigned to one or more studies the following warning popup window appears, and the record is not deleted.

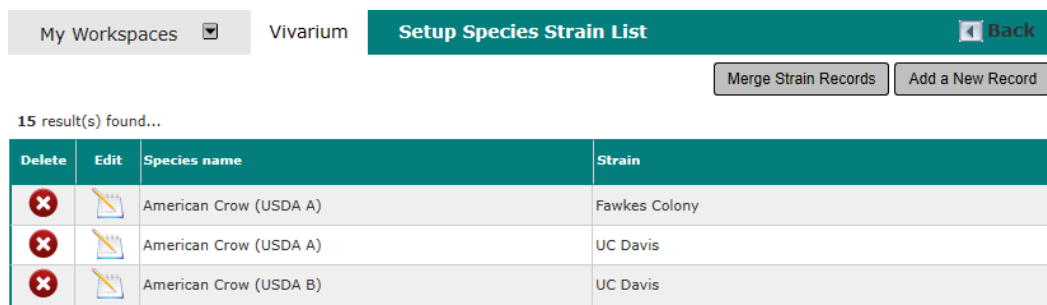


Strain Configuration List

This is where a list of animal species strains approved for use in studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Strain Configuration List** link.



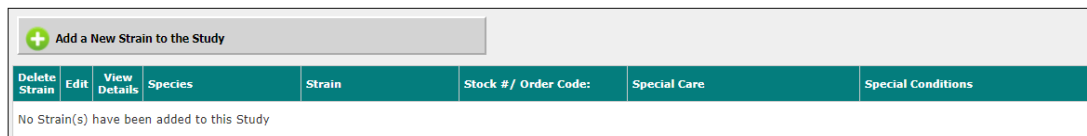
The **Strain List** page is opened.



Strain List Implementation – Application Side

The strain list is employed in the following areas on the application side of the iRIS™ system.

Project Identification section— a strain can be added to a study via the **Add a New Strain to the Study** button on the application form



Study IACUC Species Details:

Species Name: American Crow (USDA A)
 Scientific Name: Corvus Brachyrhynchos
 Common Name: American Crow
 Strain Stock: Bird
 Is USDA: Yes
 * Sex: --none--
 * Age:
 * Weight:
 Category Type: A
 * Total Number Requested: 0
 Total Number Approved: 0
 Wildlife:
 Laboratory:

Save Species Info

Pain and Distress section — a strain must be specified when adding a new species pain classification to the study; when the **Add a New Species Pain Classification to the Study** button is clicked, the **Study Pain Classification Details** popup is opened; strain is a required field on the popup

My Workspaces | IACUC Numbers: IACUC-2019-094 | Study Assistant | IACUC APPLICATION (ANIMALS) (Version 1.0)

Section view of Application | Entire view of the Application

9.0 Pain and Distress Edit

9.1 Pain and Distress Categories

For all animal procedures: Based upon the procedures listed in the Summary of Animal Procedures table in the Project Description and Procedures section, and using the P&D category descriptions below, please assign the pain and/or distress category that may be experienced by the animals and the anticipated number of animals at each category. Note: Based on federal regulations, any surgical procedure has the potential for pain and/or distress and must be listed as category D or E. Pain and distress determination is subject to IACUC approval.

Please be aware that this total should match the total in section 5.1 (where the species is entered). To see the number of animals, you must click on the + sign.

+ Add a New Species Pain Classification to the Study

Delete Pain Class	Edit Species Name	Strain	B	C	D	E	Total
No Pain Classifications have been added to this Study.							

Study Pain Classification Details:

*Species: --none--
 *Strain: --none--
 *B: 0
 *C: 0
 *D: 0
 *E: 0
 *TOTAL: 0

Save Pain Classification Info

For more information about the IACUC study application, see the IACUC Assistant - IACUC Assistant Manual.

Arc Order Form — the strain list is employed in the **Requested Animals** section of the **Arc Order Form**

Internal Transfer Form — the strain list is employed in the **Requested Animal Transfer** section of the **Internal Transfer Form**

Animal Records — the strain list is employed in the search form provided in the **Animal Records** section of the **Animal Management** tab when reviewing a submission

Strain List Implementation – Board Side

Strains are added on the application side where required and are not generally subject to direct revision by the board.

Add Strain

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Strain Configuration List** link.

The **Setup Species Strain List** page is opened. Click the **Add a New Record** button.

My Workspaces ▼ Vivarium **Setup Species Strain List** ◀ Back

Merge Strain Records Add a New Record

15 result(s) found...

Delete	Edit	Species name	Strain
		American Crow (USDA A)	Fawkes Colony
		American Crow (USDA A)	UC Davis
		American Crow (USDA B)	UC Davis

An add panel is opened for creation of the new record.

My Workspaces ▼ Vivarium **Setup Species Strain List** ◀ Back

Save Changes

*Species Name:

*Strain:

Select a **Species Name** from the dropdown list.

My Workspaces ▼ Vivarium **Setup Species Strain List** ◀ Back

Save Changes

*Species Name:

*Strain:

- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Guinea Pig (USDA B)
- Guinea Pig (USDA C)
- Guinea Pig (USDA D)
- Guinea Pig (USDA E)
- Mouse (USDA A)
- Mouse (USDA B)
- Mouse (USDA C)
- Mouse (USDA D)
- Mouse (USDA E)
- Rat (USDA A)
- Rat (USDA B)
- Rat (USDA C)
- Rat (USDA D)
- Rat (USDA E)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

Enter the **Strain** name and click the **Save Changes** button.

My Workspaces Vivarium **Setup Species Strain List** Back

***Species Name:** American Crow (USDA D)

***Strain:** Texas A&M

Save Changes

The record is added to the **Setup Species Strain List** page.

My Workspaces Vivarium **Setup Species Strain List** Back

Merge Strain Records Add a New Record

16 result(s) found...

Delete	Edit	Species name	Strain
		American Crow (USDA A)	Fawkes Colony
		American Crow (USDA A)	UC Davis
		American Crow (USDA B)	UC Davis
		American Crow (USDA D)	Texas A&M

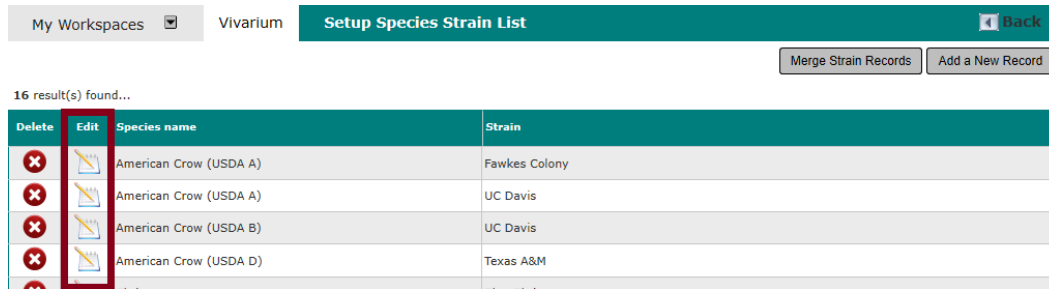
Edit Strain

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Strain Configuration List** link.

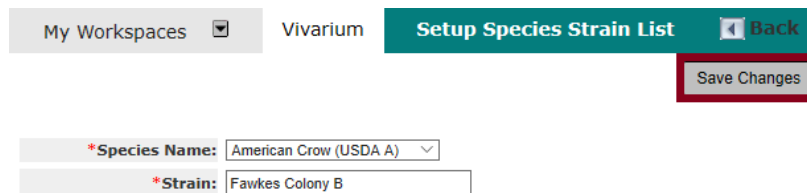
System Setup **List Maintenance Setup** Clean-up

- Internal Routing User Roles
- Paralyzing Agent Configuration List
- Predefined Stipulations
- Review Outcome/Outcome Configuration List
- Reviewer Rank Configuration List
- Setup Review Board Stipulation Actions
- Study Document Outcome/Outcome Configuration List
- Substance Configuration List
- Strain Configuration List**
- IACUC Drug Configuration List
- Tranquilizing Drug Configuration List
- USDA Class Configuration List
- Vaccination Configuration List
- Issue Reporting Types

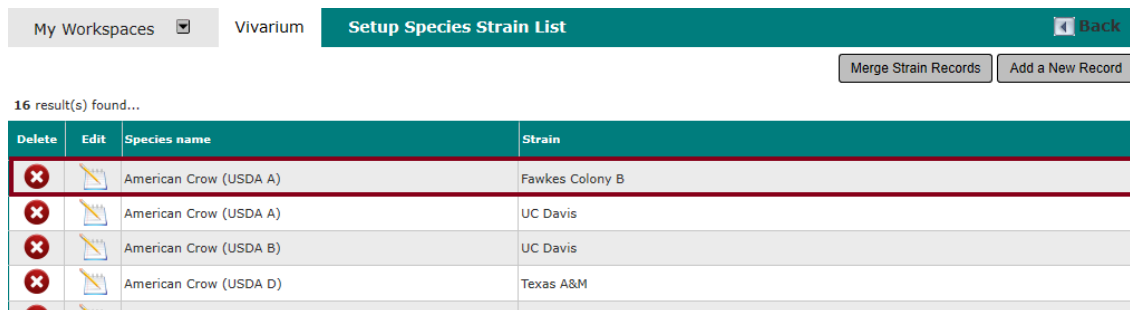
The **Setup Species Strain List** page is opened. Click the icon in the **Edit** column for the applicable record.



The record is opened in an edit panel. Make desired changes and click the **Save Changes** button.

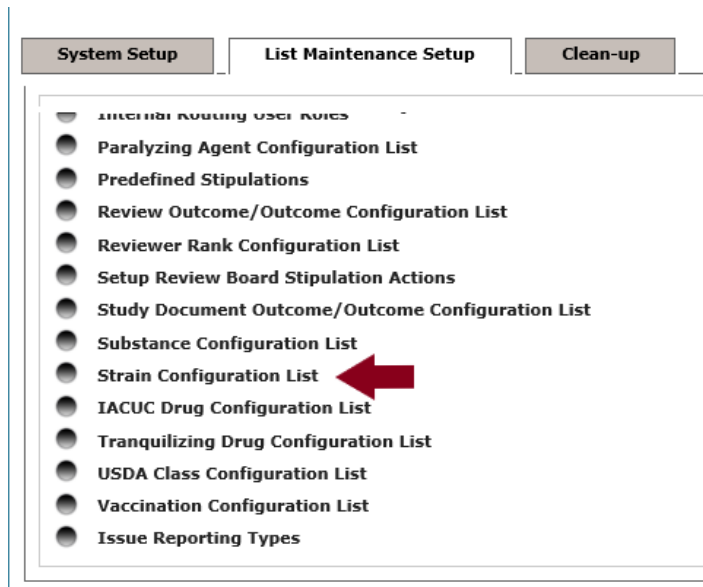


The record is revised on the **Setup Species Strain List** page.

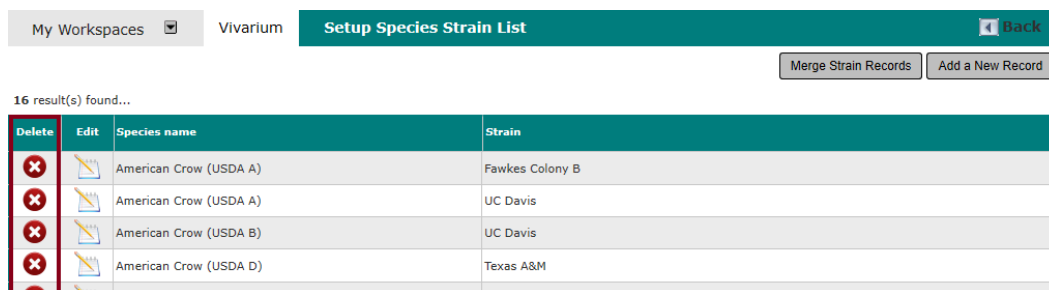


Delete Strain

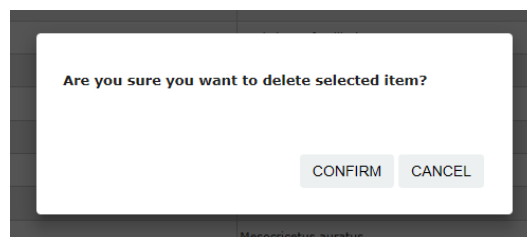
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Strain Configuration List** link.



The **Setup Species Strain List** page is opened. Click the icon in the **Delete** column for the applicable record.



A confirmation popup window displays.

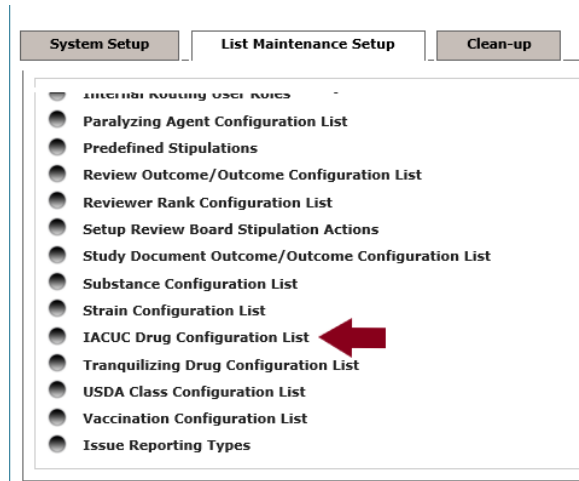


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Species Strain List** page.

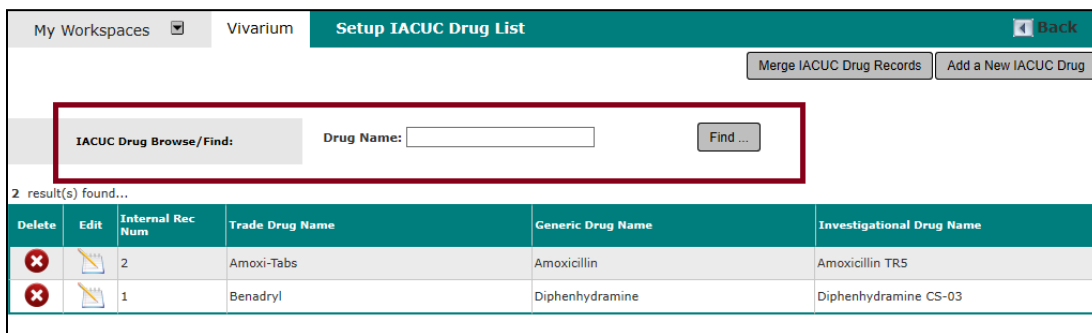
Click **CONFIRM** to complete deletion of the record and return to the **Setup Species Strain List** page.

IACUC Drug Configuration List

The **IACUC Drug Configuration List** is where a list of drugs approved by the institution for use in studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.



The **Setup IACUC Drug List** page is opened.



If the drug list is lengthy, use the **IACUC Drug Browse/Find** section above the list to search for records by **Drug Name**.

IACUC Drug List Implementation – Application Side

The IACUC drug list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the IACUC Drug List is made available in an IACUC / ARC application via an **Add a New IACUC Drug to the Study** button

+ Add a New IACUC Drug to the Study						
Delete Drug	Edit	View Details	Drug Name	FDA Approved	A new drug or a new use of approved drug:	IND Number
No drugs have been added to this Study						

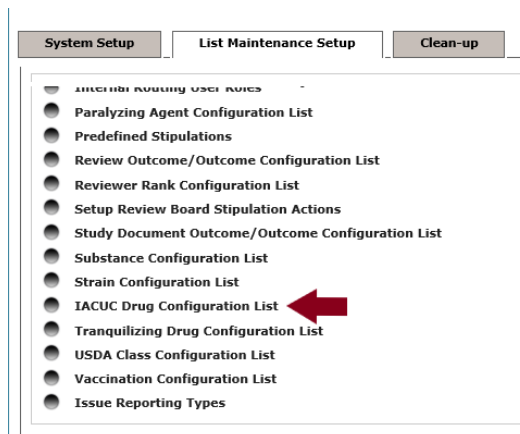
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

IACUC Drug List Implementation – Board Side

IACUC drugs are added on the application side where required and are not generally subject to direct revision by the board.

Add a New IACUC Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.



The **Setup IACUC Drug List** page is opened. Click the **Add a New IACUC Drug** button.

My Workspaces		Vivarium		Setup IACUC Drug List			Back
				Merge IACUC Drug Records	Add a New IACUC Drug		
IACUC Drug Browse/Find:		Drug Name:		<input type="text"/>	Find ...		
2 result(s) found...							
Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name		
		2	Amoxi-Tabts	Amoxicillin	Amoxicillin TRS		
		1	Benadryl	Diphenhydramine	Diphenhydramine CS-03		

An **Add a new drug to the system** panel is opened for creation of the new record.

My Workspaces ▼ Vivarium **Setup IACUC Drug List** ◀ Back

Save Changes

Add a new drug to the system.

Trade Name:	Soloxine
Generic Name:	Levothyroxine Sodium
If not yet named, Investigational Name:	LS-G2006

Enter the **Trade Name** and **Generic Name** for the drug.

If the drug is an experimental formulation, complete the **If not yet named, Investigational Name** field.

Click the **Save Changes** button to close the add panel and save the record. The record is added on the **Setup IACUC Drug List** page.

My Workspaces ▼ Vivarium **Setup IACUC Drug List** ◀ Back

Merge IACUC Drug Records Add a New IACUC Drug

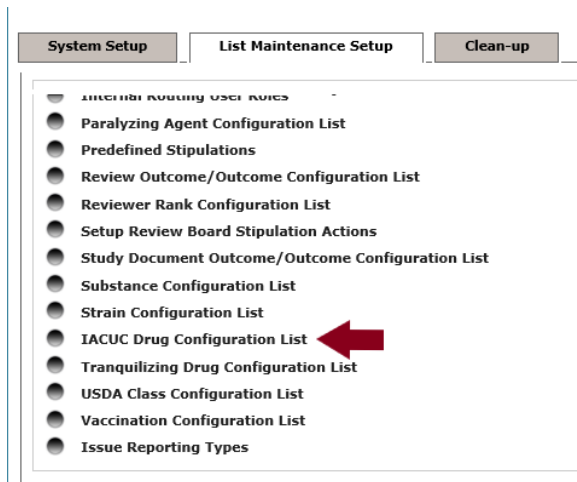
IACUC Drug Browse/Find: Drug Name: Find ...

3 result(s) found...

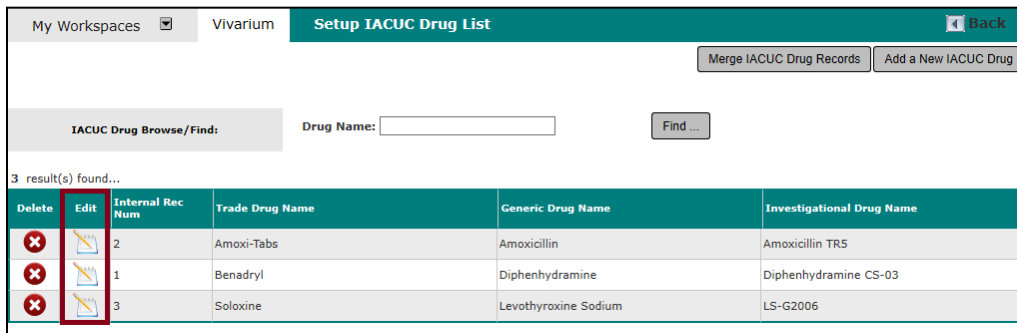
Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		2	Amoxi-Tabs	Amoxicillin	Amoxicillin TR5
		1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
		3	Soloxine	Levothyroxine Sodium	LS-G2006

Edit IACUC Drug

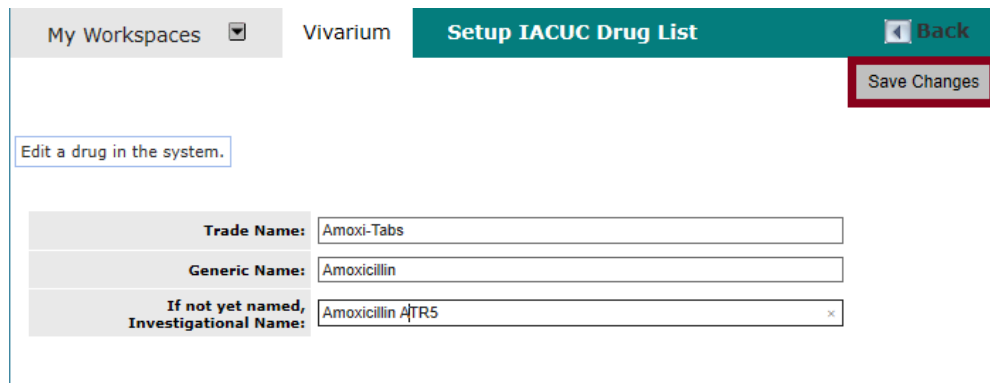
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.



The **Setup IACUC Drug List** page is opened. Click the icon in the **Edit** column for the applicable record.



An **Edit a drug in the system** panel is opened with editable fields.



Make desired changes and click the **Save Changes** button to close the edit panel and save the record. The record is revised on the **Setup IACUC Drug List** page.

My Workspaces ▾ Vivarium **Setup IACUC Drug List** [Back](#)

Merge IACUC Drug Records Add a New IACUC Drug

IACUC Drug Browse/Find: Drug Name: Find ...

3 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATR5
		1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
		3	Soloxine	Levothyroxine Sodium	LS-G2006

Delete IACUC Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.

System Setup **List Maintenance Setup** Clean-up

- Internal Routing User Roles
- Paralyzing Agent Configuration List
- Predefined Stipulations
- Review Outcome/Outcome Configuration List
- Reviewer Rank Configuration List
- Setup Review Board Stipulation Actions
- Study Document Outcome/Outcome Configuration List
- Substance Configuration List
- Strain Configuration List
- IACUC Drug Configuration List**
- Tranquilizing Drug Configuration List
- USDA Class Configuration List
- Vaccination Configuration List
- Issue Reporting Types

The **Setup IACUC Drug List** page is opened. Click the icon in the **Delete** column for the applicable record.

My Workspaces ▾ Vivarium **Setup IACUC Drug List** [Back](#)

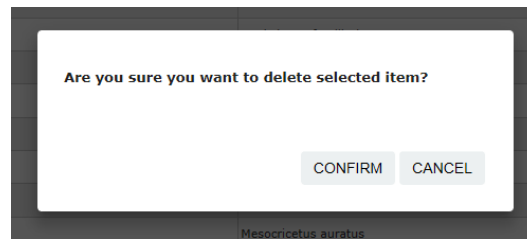
Merge IACUC Drug Records Add a New IACUC Drug

IACUC Drug Browse/Find: Drug Name: Find ...

3 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATR5
		1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
		3	Soloxine	Levothyroxine Sodium	LS-G2006

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup IACUC Drug List** page.

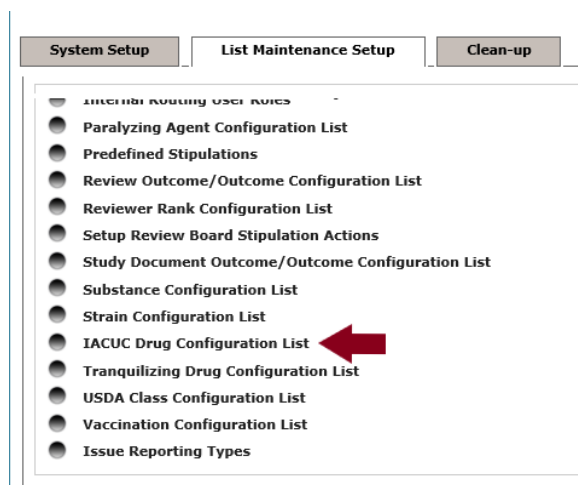
Click **CONFIRM** to complete deletion of the record and return to the **Setup IACUC Drug List** page.

Merge IACUC Drug Records

Sometimes a duplicate or erroneous IACUC drug record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous drug record can be merged with a valid drug record. The valid drug record is then substituted for the duplicate/erroneous drug record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.



The **Setup IACUC Drug List** page is opened. Click the **Merge IACUC Drug Records** button.

My Workspaces ▼ Vivarium **Setup IACUC Drug List** ← Back

Merge IACUC Drug Records Add a New IACUC Drug

IACUC Drug Browse/Find: Drug Name: Find ...

4 result(s) found...

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATR5
		1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
		3	Soloxine	Levothyroxine Sodium	LS-G2006
		4	Soloxine	Soloxine	G2006

In the example shown above, the second, inaccurate “Soloxine” drug record was created in error. The erroneous “Soloxine” record may have been assigned to one or more studies and must be merged with the valid “Soloxine” record. Click the **Merge Drug Records** button to begin. The **Merge IACUC Drug Records** page opens.

My Workspaces ▼ Vivarium **Merge IACUC Drug Records** ← Back

Merge Selected Records

Select two or more records to merge.

	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input type="checkbox"/>	2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATR5
<input type="checkbox"/>	1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
<input checked="" type="checkbox"/>	3	Soloxine	Levothyroxine Sodium	LS-G2006
<input checked="" type="checkbox"/>	4	Soloxine	Soloxine	G2006

Select the checkboxes at far left for the drug records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▼ Vivarium **Merge IACUC Drug Records** ← Back

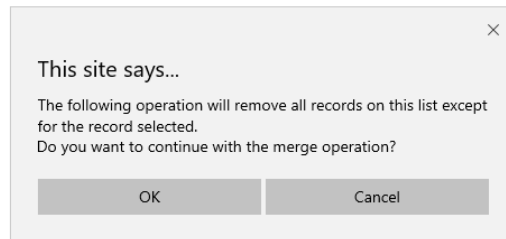
Merge **Cancel**

Select the record you want to keep after merging.

	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input checked="" type="radio"/>	Soloxine	Levothyroxine Sodium	LS-G2006
<input type="radio"/>	Soloxine	Soloxine	G2006

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.



As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Merge IACUC Drug Records** page, where the merge can be confirmed.

My Workspaces ▾ Vivarium **Merge IACUC Drug Records** ◀ Back

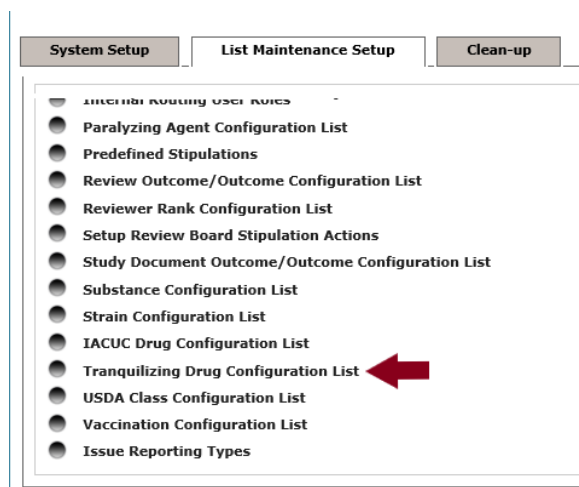
Merge Selected Records

Select two or more records to merge.

<input checked="" type="checkbox"/>	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
<input type="checkbox"/>	2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATR5
<input type="checkbox"/>	1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
<input type="checkbox"/>	3	Soloxine	Levothyroxine Sodium	LS-G2006

Tranquilizing Drug Configuration List

The **Tranquilizing Drug Configuration List** is where a list of tranquilizing drugs approved by the institution for use in studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Tranquilizing Drug Configuration List** link.



The **Setup Tranquilizing Drug List** page is opened.

My Workspaces		Vivarium	Setup Tranquilizing Drug List				Back
2 result(s) found...							
Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor	
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes	
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation	

Tranquilizing Drug List Implementation – Application Side

The tranquilizing drug list is employed in the following areas on the application side of iRIS™.

IACUC / ARC Study Application — the Tranquilizing Drug List is made available to an IACUC / ARC application via an **Add a New Tranquilizing Drug to the Study** button

+ Add a New Tranquilizing Drug to the Study							
Delete Tranquilizing Drug	Edit	View Details	Species	Tranquilizing Drug	Route	Dose	Monitoring
No Tranquilizing Drugs have been added to this Study							

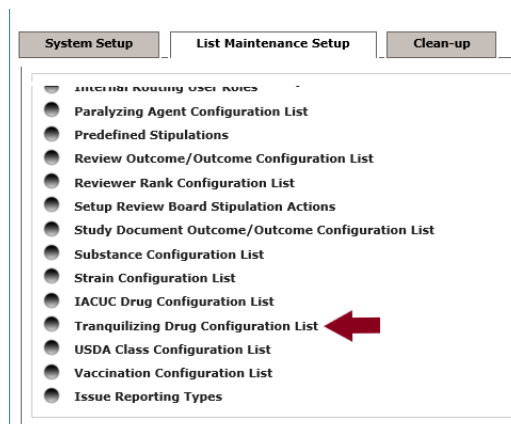
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Tranquilizing Drug List Implementation – Board Side

Tranquilizing drugs are added on the application side where required and are not generally subject to direct revision by the board.

Add a New Tranquilizing Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Tranquilizing Drug Configuration List** link.



The **Setup Tranquilizing Drug List** page is opened. Click the **Add a New Record** button.

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

An add panel is opened for creation of the new record.

*Species Name: or create New
 *Tranquilizing Drug: or create New
 *Route: or create New
 *Dose:
 *Monitoring:

Click on the **Species Name** dropdown list to open it and select the desired species.

*Species Name:
 *Tranquilizing Drug: or create New
 *Route: or create New
 *Dose:
 *Monitoring:

- American Crow (USDA A)
- American Crow (USDA B)
- American Crow (USDA C)
- American Crow (USDA D)
- American Crow (USDA E)
- Axis Deer (USDA A)
- Beagle (USDA A)
- Duck (USDA A)
- Fruit Fly (USDA C)
- Goat (USDA A)
- Guinea Pig (USDA A)
- Guinea Pig (USDA B)
- Guinea Pig (USDA C)
- Guinea Pig (USDA D)
- Guinea Pig (USDA E)
- Mouse (USDA A)
- Mouse (USDA B)
- Mouse (USDA C)
- Mouse (USDA D)
- Mouse (USDA E)
- Rat (USDA A)
- Rat (USDA B)
- Rat (USDA C)
- Rat (USDA D)
- Rat (USDA E)
- Syrian Hamster (USDA A)
- White Wing Dove (USDA A)

Click on the **Tranquilizing Drug** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ◀ Back

*Species Name: American Crow (USDA C) ▼

*Tranquilizing Drug: --none-- or create New

*Route: Midazolam or create New

*Dose:

*Monitoring:

Click on the **Route** dropdown list to open it. If the desired item is not in the list, manually enter it in the **or create New** field directly to the right of the dropdown list.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ◀ Back

*Species Name: American Crow (USDA C) ▼

*Tranquilizing Drug: --none-- or create New

*Route: --none-- or create New

*Dose:

*Monitoring:

Enter **Dose** and **Monitoring** details, then click the **Save Changes** button to save the record and close the add panel.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ◀ Back

*Species Name: American Crow (USDA C) ▼

*Tranquilizing Drug: --none-- or create New

*Route: Intranasal or create New

*Dose:

*Monitoring:

The new record is added on the **Setup Tranquilizing Drug List** page.

My Workspaces ▾ Vivarium **Setup Tranquilizing Drug List** [Back](#)

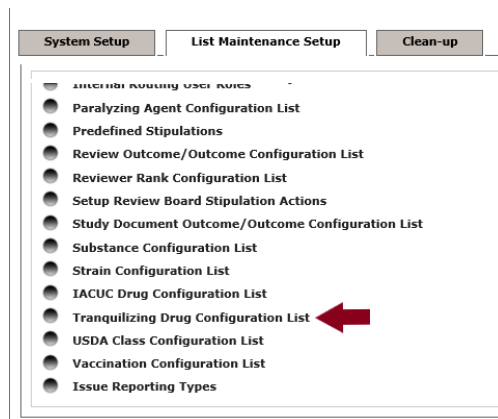
Merge Tranquilizing Drug Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midazolam for deeper sedation
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

Edit Tranquilizing Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Tranquilizing Drug Configuration List** link.



The **Setup Tranquilizing Drug List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▾ Vivarium **Setup Tranquilizing Drug List** [Back](#)

Merge Tranquilizing Drug Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midazolam for deeper sedation
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

An edit panel is opened for the selected record.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ◀ Back

Save Changes

*Species Name: American Crow (USDA C) ▼

*Tranquilizing Drug: Butorphanol ▼ or create New

*Route: Intranasal ▼ or create New

*Dose: 1 - 3 mg/kg

*Monitoring: Can be combined with Midazolam for deeper sedation

Make desired changes and click the **Save Changes** button to close the edit panel and save the record. The record is revised on the **Setup Tranquilizing Drug List** page.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ◀ Back

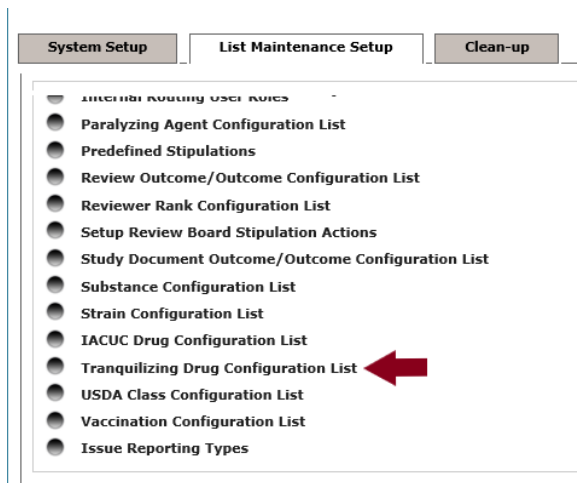
Merge Tranquilizing Drug Records Add a New Record

3 result(s) found... 1 - 3

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midazolam for deeper sedation
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

Delete Tranquilizing Drug

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Tranquilizing Drug Configuration List** link.



The **Setup Tranquilizing Drug List** page is opened. Click the icon in the **Delete** column for the applicable record.

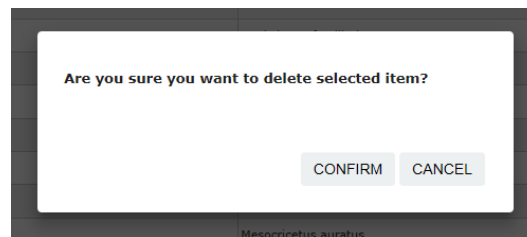
My Workspaces ▾ Vivarium **Setup Tranquilizing Drug List** [Back](#)

Merge Tranquilizing Drug Records [Add a New Record](#)

3 result(s) found... 1 - 3

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midazolam for deeper sedation
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Tranquilizing Drug List** page.

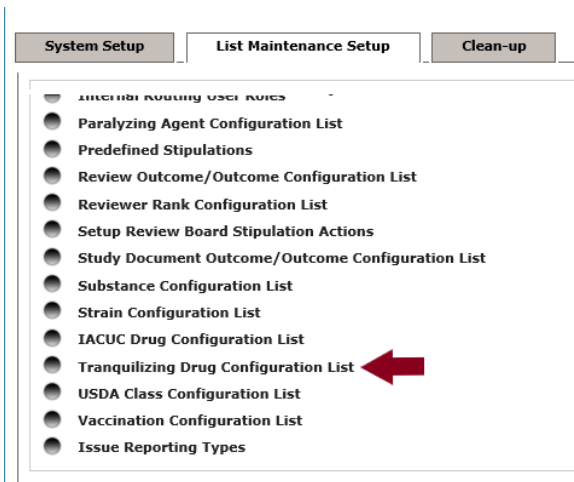
Click **CONFIRM** to complete deletion of the record and return to the **Setup Tranquilizing Drug List** page.

Merge Tranquilizing Drug Records

Sometimes a duplicate or erroneous tranquilizing drug record is created and then assigned to one or more study applications before the mistake is caught.

In that situation, the duplicate or erroneous drug record can be merged with a valid drug record. The valid drug record is then substituted for the duplicate/erroneous drug record previously assigned to study applications.

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Tranquilizing Drug Configuration List** link.



The Setup Tranquilizing Drug List page is opened.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ← Back

Merge Tranquilizing Drug Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midazolam for deeper sedation
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intramuscular	1500mg	Can be combined with Butorphanol
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

In the example shown above, the first “Midazolam” drug record in the list is inaccurate and was created in error. The erroneous Midazolam record may have been assigned to one or more studies and must be merged with the valid “Midazolam” record. Click the **Merge Tranquilizing Drug Records** button to begin. A merge panel opens.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ← Back

Merge Selected Records

Select two or more records to merge.

<input type="checkbox"/>	Species name	Tranquilizing Drug	Route	Dose	Monitor
<input type="checkbox"/>	American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midazolam for deeper sedation
<input type="checkbox"/>	American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
<input checked="" type="checkbox"/>	American Crow (USDA C)	Midazolam	Intramuscular	1500mg	Can be combined with Butorphanol
<input checked="" type="checkbox"/>	American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

Select the checkboxes at far left for the drug records to be merged and click the **Merge Selected Records** button. A new panel opens with only the selected records listed.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ◀ Back

Merge **Cancel**

Select the record you want to keep after merging.

Select	Species name	Tranquilizing Drug	Route	Dose	Monitor
<input type="radio"/>	American Crow (USDA C)	Midazolam	Intramuscular	1500mg	Can be combined with Butorphanol
<input checked="" type="radio"/>	American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

Click the **Cancel** button to close the panel without merging the records.

Note the red instruction text above the table: select the radio button at far left for the record to be KEPT, then click the **Merge** button. A confirmation popup window appears.

✕

This site says...

The following operation will remove all records on this list except for the record selected.
Do you want to continue with the merge operation?

OK Cancel

As the popup states, all records on the list will be deleted except for the selected record. Click **Cancel** to close the popup without merging the records. Click **OK** to complete the merge and return to the **Setup Tranquilizing Drug List** page, where the merge can be confirmed.

My Workspaces ▼ Vivarium **Setup Tranquilizing Drug List** ◀ Back

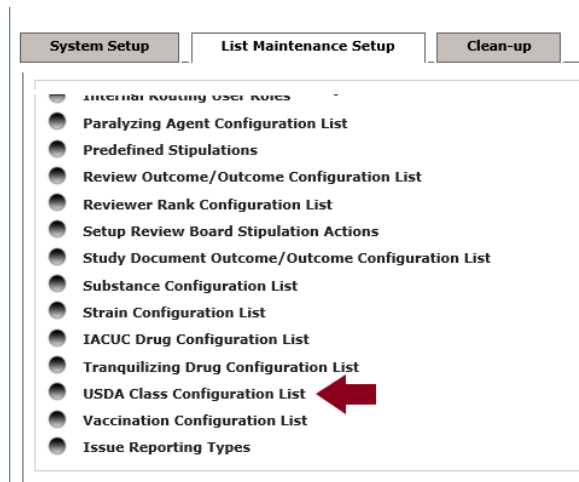
Merge Tranquilizing Drug Records Add a New Record

3 result(s) found... 1 - 3

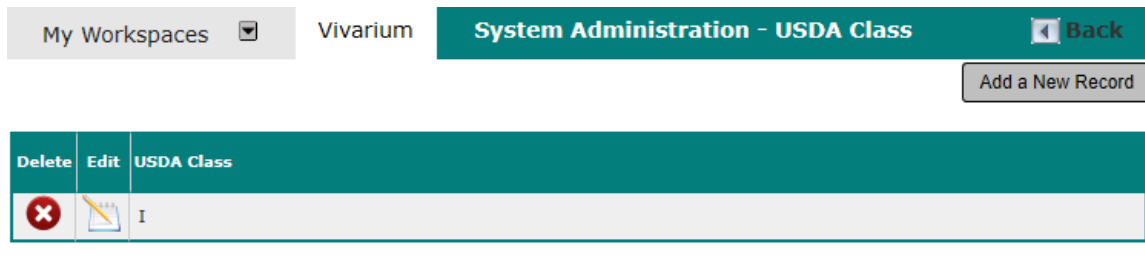
Delete	Edit	Species name	Tranquilizing Drug	Route	Dose	Monitor
		American Crow (USDA C)	Butorphanol	Intranasal	1 - 3 mg/kg	Can be combined with Midazolam for deeper sedation
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Longer onset and duration, check reflexes at five minutes
		American Crow (USDA C)	Midazolam	Intranasal	0.5 - 3 mg/kg	Can be combined with Butorphanol for deeper sedation

USDA Class Configuration List

The **USDA Class Configuration List** is where a list of USDA animal categories is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **USDA Class Configuration List** link.



The **USDA Class** page is opened.



USDA Animal Categories

For purposes of veterinary licensing, research regulation and safety oversight, the USDA classifies animals into two general categories.

Category I animals — all animals except food and fiber species, horses, birds, farm-raised aquatic animals, all other livestock species, and zoo animals that can transmit exotic animal diseases to livestock; examples include dog, cat, laboratory animal (rat, mouse, gerbil, guinea pig, hamster), non-human primate, rabbit, ferret, mink, gopher, hedgehog, native non-ruminant wildlife, and marine mammal

Category II animals — all animals; examples include food and fiber animal species (cow, pig, sheep, goat, all ruminant), horse (mule, ass, pony, zebra), all bird species and poultry, farm-raised aquatic animal species, livestock species (bison, captive cervid, llama, alpaca, antelope, other hoofed animal), and zoo animals that can transmit exotic animal diseases to livestock

Note that Category I is a subset of Category II.

For more information about implementation of USDA requirements in institutional research, visit the APHIS Animal Welfare portal at <https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare>.

The iRIS™ system does not enforce the USDA’s category designations in the USDA Class Configuration List, nor limit the list to the USDA’s two current categories. Some institutions may choose to use this list for tracking subject animal categories or classifications of their own.

USDA Class List Implementation – Application Side

The USDA class list is employed in the following areas on the application side of iRIS™.

Study Profile — the USDA Class list is employed in the **IACUC** section of the Study Profile, accessed via IACUC > Find a Study > [study opened] > Study Management tab > Study Summary/Profile link

The screenshot shows the IACUC form with the following fields and values:

- IACUC Number: IACUC-2019-058
- Committee of Record: --none--
- Review Cycle: Yearly
- Teaching: Yes No
- Type Assigned: --none--
- Temporary Closed: Yes No
- Inspection Required: Yes No
- Previous Protocol Number: (empty)
- IACUC Initial Approval: 04/23/2019
- IACUC Expiration Date: 04/22/2020
- Full Renewal Expiration: 04/22/2022
- USDA Class: --none-- (highlighted with a red arrow)
- Continuing Review Due: (empty)

Below the form is a table for Study Species:

Species Name				
Sex	Age	Weight	Highest Pain Category	Total
American crow				

For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

USDA Class List Implementation – Board Side

The USDA class list is employed in the following areas on the review board / system setup side of iRIS™.

IACUC Review Submission Packet — the USDA Class list is employed in the Outcome tab of the IACUC Review Outcome section of the IACUC Review Submission Packet

My Workspaces [v] Study Number: IA72322753 IACUC Initial Review Submission Packet [Back]

Protocol Items Miscellaneous IACUC Items Submission Forms

Study Status: Pending - Submitted for Initial Review Study Title: Evaluation of live Shigella sonnei vaccine candidates in a gnotobiotic piglet model

Save the Submission Outcome

IACUC Review Outcome

Review Outcome: --none--

Additional information required: No

Submission Approval: [] []

Study Status: Pending - Submitted for Initial Review

Assign the Submission to Agenda: Committee Name: IACUC Meeting Date: 12/21/2018 or click here to select past meetings Agenda Category: Initial Reviews

Internal Comments: Comment

Shared Comments: Comment...

Take Note: Comment...

Meeting Date: 12/21/2018

Review Cycle: --none--

Teaching: Yes No

Type Assigned: --none--

Temporary Closed: Yes No

IACUC Initial Approval: [] []

IACUC Expiration Date: [] []

Full Review Expiration: [] []

USDA Class: [] []

Continuing Review Due: [] []

Add USDA Class

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **USDA Class Configuration List** link.

System Setup List Maintenance Setup Clean-up

- Internal Routing User Roles
- Paralyzing Agent Configuration List
- Predefined Stipulations
- Review Outcome/Outcome Configuration List
- Reviewer Rank Configuration List
- Setup Review Board Stipulation Actions
- Study Document Outcome/Outcome Configuration List
- Substance Configuration List
- Strain Configuration List
- IACUC Drug Configuration List
- Tranquilizing Drug Configuration List
- USDA Class Configuration List**
- Vaccination Configuration List
- Issue Reporting Types

The **USDA Class** page is opened. Click the **Add a New Record** button.

My Workspaces [v] Vivarium System Administration - USDA Class [Back]

Add a New Record

Delete	Edit	USDA Class
[X]	[Pencil]	I

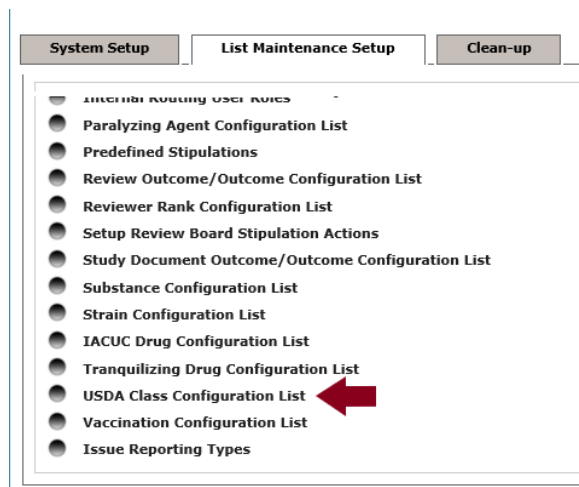
An add panel is opened. Enter the **USDA Class** and click the **Save Record** button.

The record is added to the **USDA Class List** page.

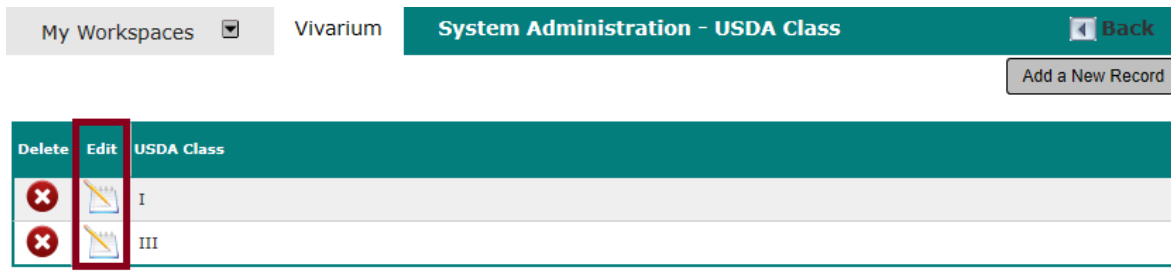
Delete	Edit	USDA Class
		I
		II

Edit USDA Class

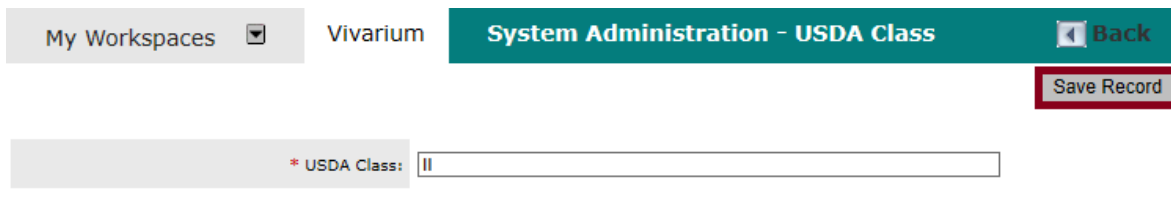
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **USDA Class Configuration List** link.



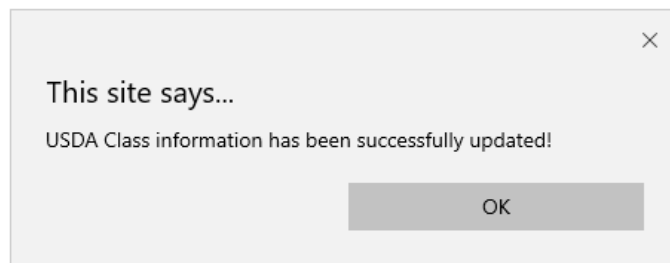
The **USDA Class** page is opened. Click the icon in the **Edit** column for the applicable record.



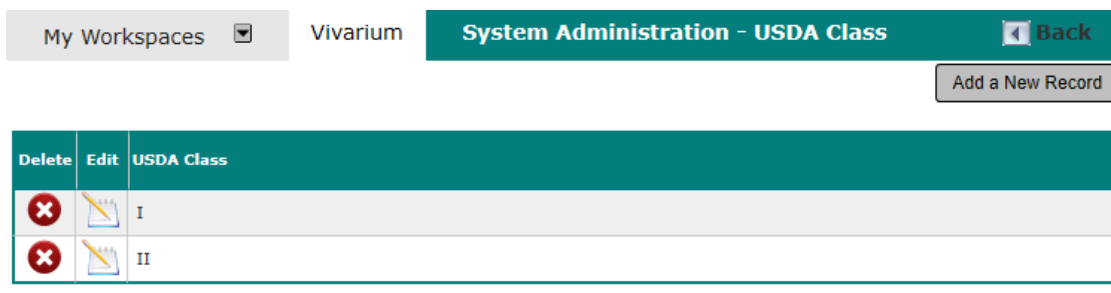
The record is opened in an edit panel. In this example the second record is being corrected.



Make desired changes and click the **Save Record** button. A confirmation popup dialog box appears.

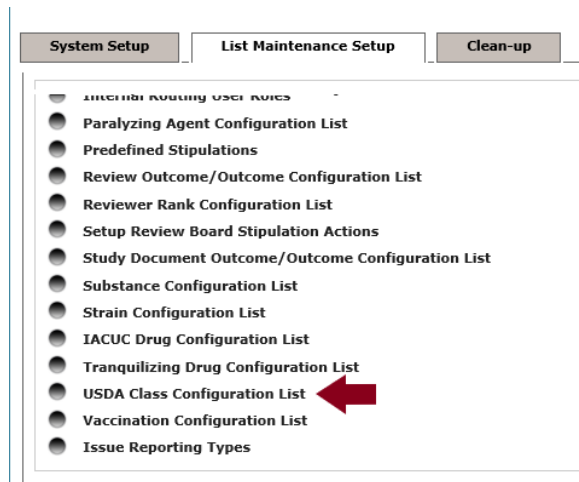


Click the **OK** button to close the popup. The record is revised on the **USDA Class** page.

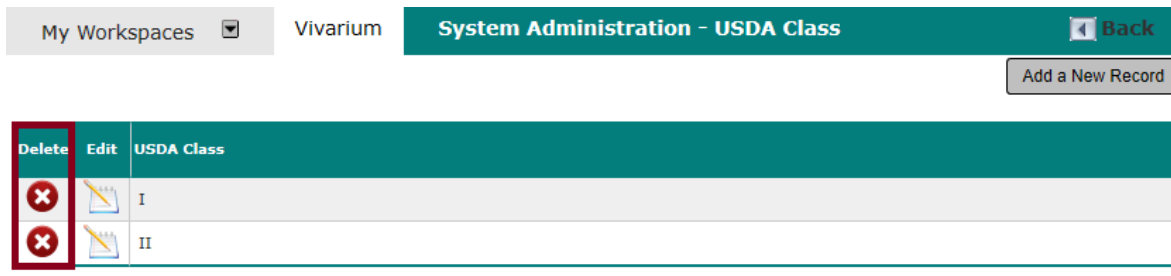


Delete USDA Class

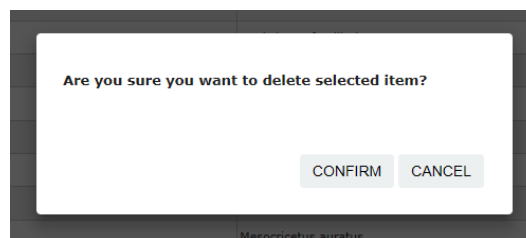
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **USDA Class Configuration List** link.



The **USDA Class** page is opened. Click the icon in the **Delete** column for the applicable record.



A confirmation popup window displays.

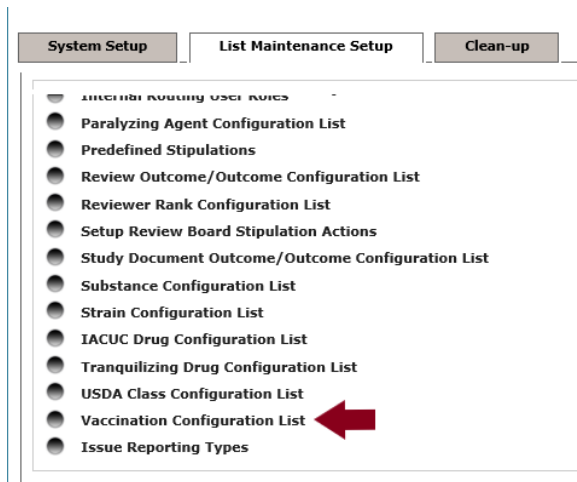


Click **CANCEL** to close the popup without deleting the record and return to the **USDA Class** page.

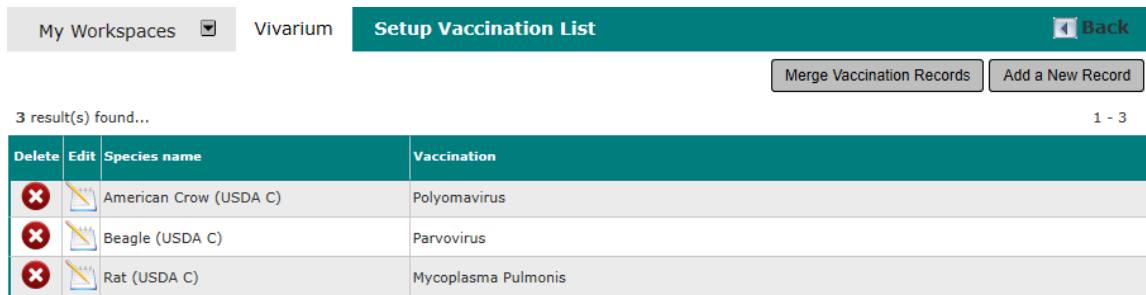
Click **CONFIRM** to complete deletion of the record and return to the **USDA Class** page.

Vaccination Configuration List

The **Vaccination Configuration List** is where a list of vaccines approved by the institution for use in studies is maintained in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Vaccination Configuration List** link.



The **Setup Vaccination List** page is opened.



Vaccination List Implementation – Application Side

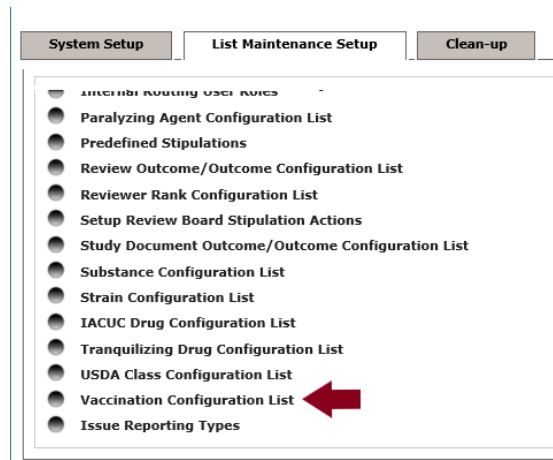
Where this field is in use by the institution, it appears in the study application form.

Vaccination List Implementation – Board Side

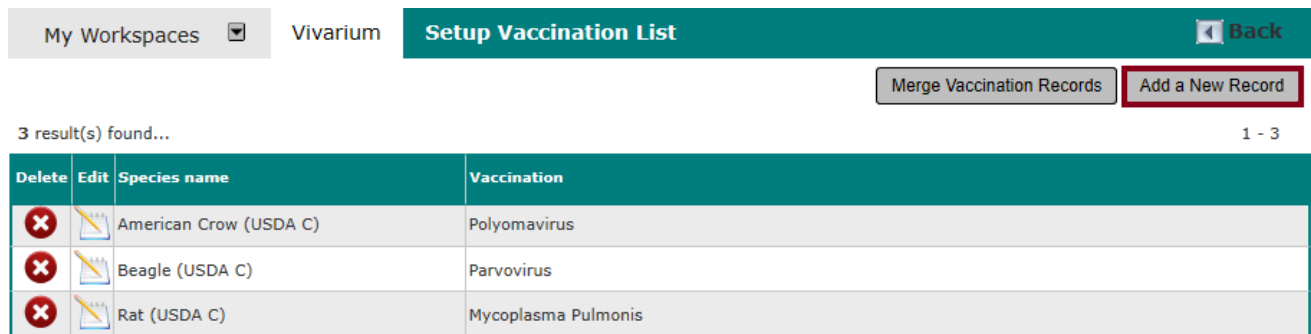
Vaccinations are added on the application side where required and are not generally subject to direct revision by the board.

Add Vaccination

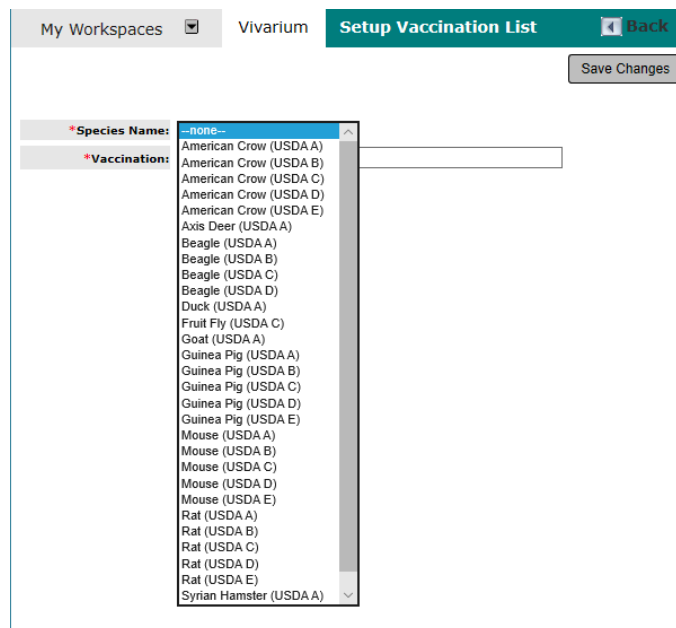
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Vaccination Configuration List** link.



The **Setup Vaccination List** page is opened. Click the **Add a New Record** button.



An add panel is opened for creation for the new record.



Click on the **Species Name** dropdown list to open it and select the desired species, then enter the **Vaccination** name and click the **Save Changes** button.

My Workspaces ▼ Vivarium **Setup Vaccination List** ◀ Back

Save Changes

*Species Name:

*Vaccination:

The new record is added on the **Setup Vaccination List** page.

My Workspaces ▼ Vivarium **Setup Vaccination List** ◀ Back

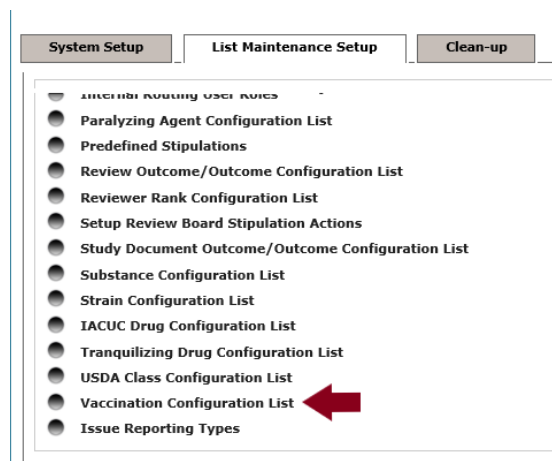
Merge Vaccination Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Vaccination
		American Crow (USDA C)	Polyomavirus
		Beagle (USDA C)	Parvovirus
		Beagle (USDA C)	Rabies
		Rat (USDA C)	Mycoplasma Pulmonis

Edit Vaccination

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Vaccination Configuration List** link.



The **Setup Vaccination List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces ▼ Vivarium **Setup Vaccination List** ← Back

Merge Vaccination Records Add a New Record

4 result(s) found... 1 - 4

Delete	Edit	Species name	Vaccination
		American Crow (USDA C)	Polyomavirus
		Beagle (USDA C)	Parvovirus
		Beagle (USDA C)	Rabies
		Rat (USDA C)	Mycoplasma Pulmonis

The record is opened in an edit panel. Make desired changes and click the **Save Changes** button.

My Workspaces ▼ Vivarium **Setup Vaccination List** ← Back

Save Changes

*Species Name:

*Vaccination:

The record is revised on the **Setup Vaccination List** page.

My Workspaces ▼ Vivarium **Setup Vaccination List** ← Back

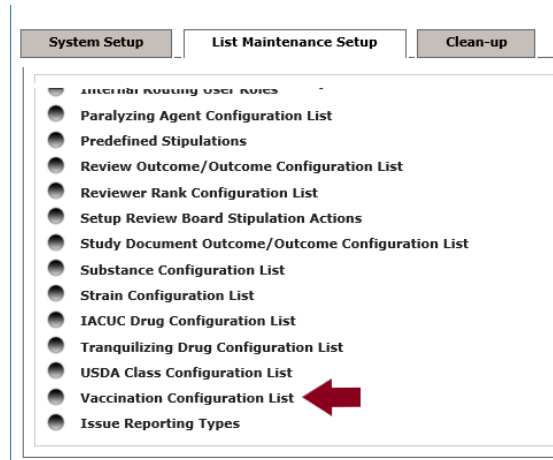
Merge Vaccination Records Add a New Record

4 result(s) found... 1 - 4

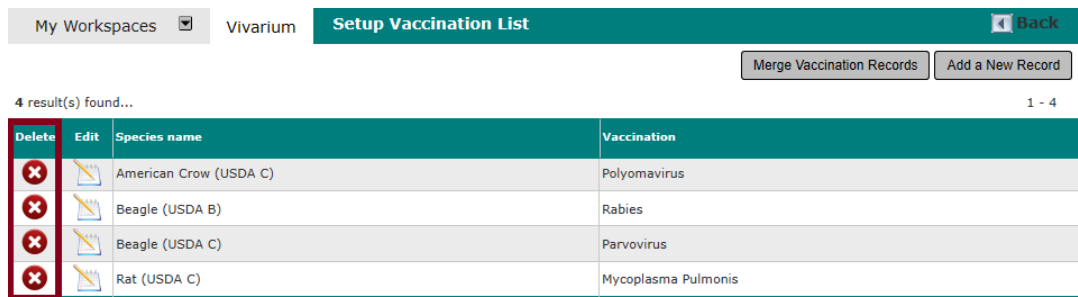
Delete	Edit	Species name	Vaccination
		American Crow (USDA C)	Polyomavirus
		Beagle (USDA B)	Rabies
		Beagle (USDA C)	Parvovirus
		Rat (USDA C)	Mycoplasma Pulmonis

Delete Vaccination

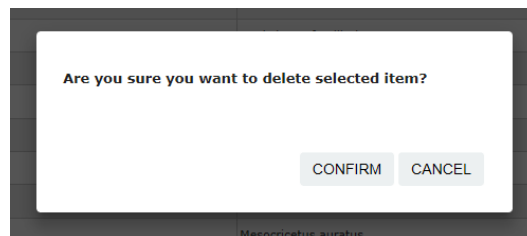
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Vaccination Configuration List** link.



The **Setup Vaccination List** page is opened. Click the icon in the **Delete** column for the applicable record.



A confirmation popup window displays.



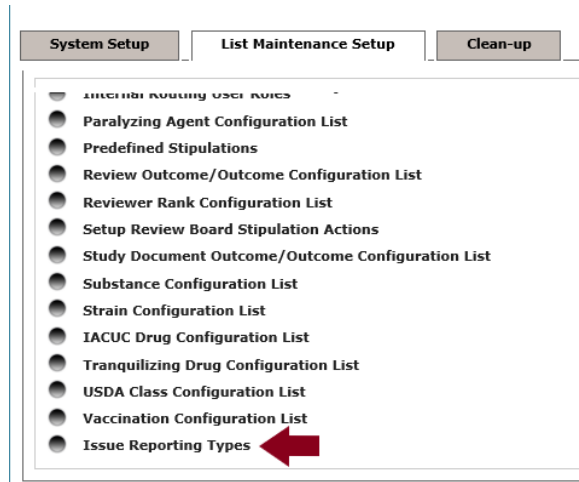
Click **CANCEL** to close the popup without deleting the record and return to the **Setup Vaccination List** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Vaccination List** page.

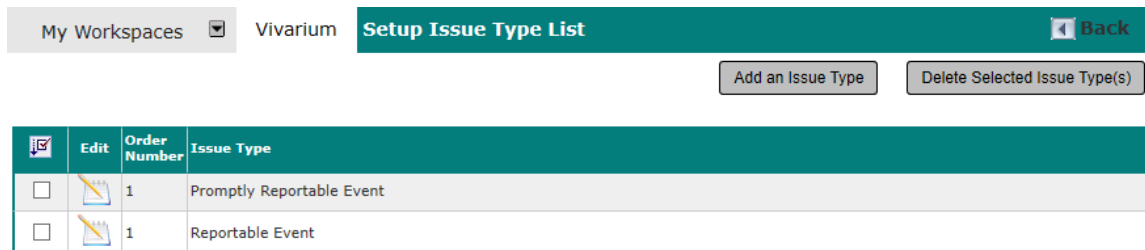
Issue Reporting Types

Institutions involved in IRB or IACUC research activity must report any issues that arise and have the potential to impact on any aspect of research activities. Each institution has its own internal policies for issue reporting, categorization, management and resolution.

The **Issue Reporting Types** list is where a list of issue reporting types can be maintained by institutions in the iRIS™ system. To access the list, navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Issue Reporting Types** link.



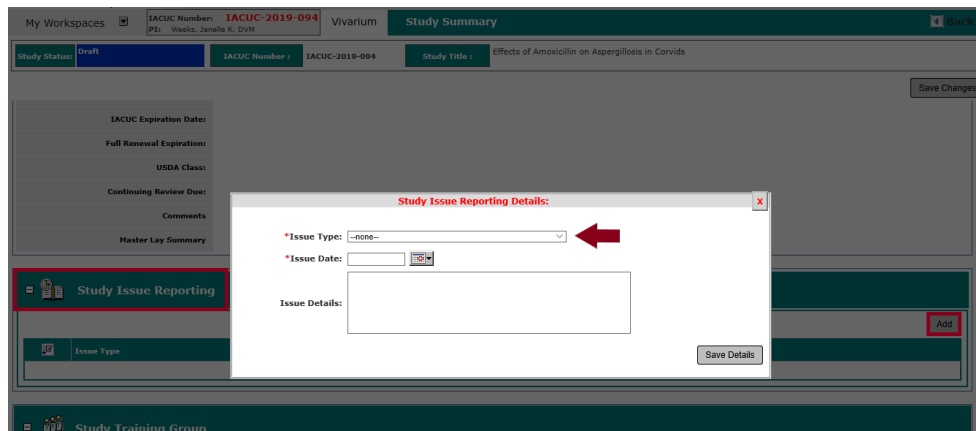
The **Setup Issue Type List** page is opened.



Issue Type Implementation – Application Side

The issue type list is employed in the following areas on the application side of iRIS™.

Issue reporting functionality on the application side is accessed via IACUC/Animal Resource Center > Find a Study > [study opened] > Study Management tab > Study Summary/Profile link.



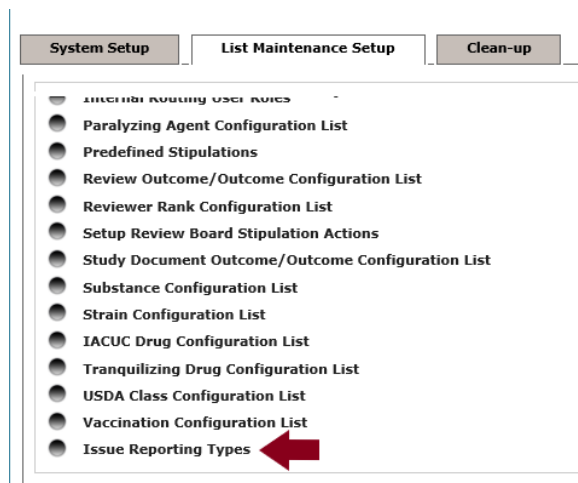
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Issue Type Implementation – Board Side

Issues are reported on the application/study side at the time they occur. This list is not applicable to the board side of processing.

Add Issue Type

Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Issue Reporting Types** link.



The **Setup Issue Type List** page is opened. Click the **Add an Issue Type** button.

My Workspaces ▾ Vivarium **Setup Issue Type List** [Back](#)

[Add an Issue Type](#) [Delete Selected Issue Type\(s\)](#)

<input type="checkbox"/>	Edit	Order Number	Issue Type
<input type="checkbox"/>		1	Promptly Reportable Event
<input type="checkbox"/>		1	Reportable Event

An add panel is opened for creation of the new record.

My Workspaces ▾ Vivarium **Setup Issue Type List** [Back](#)

[Save Item Order](#)

***Order Number:**

***Issue Type:**

Enter an **Order Number** and enter the desired designation in the **Issue Type** field, then click the **Save Item Order** button to save the record and close the add panel.

*Note that the **Order Number** field is generally used to indicate the priority level of the **Issue Type**, according to the institution’s internal policies.*

The record is added to the **Setup Issue Type List**.

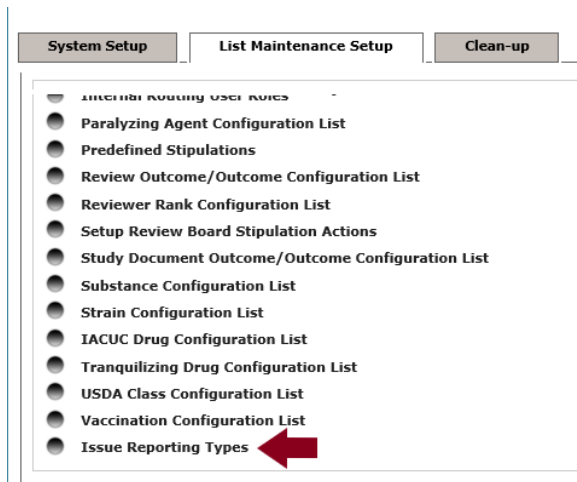
My Workspaces ▾ Vivarium **Setup Issue Type List** [Back](#)

[Add an Issue Type](#) [Delete Selected Issue Type\(s\)](#)

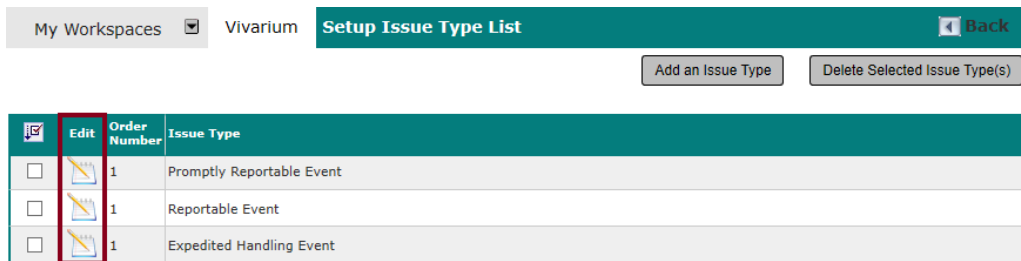
<input type="checkbox"/>	Edit	Order Number	Issue Type
<input type="checkbox"/>		1	Promptly Reportable Event
<input type="checkbox"/>		1	Reportable Event
<input type="checkbox"/>		1	Expedited Handling Event

Edit Issue Type

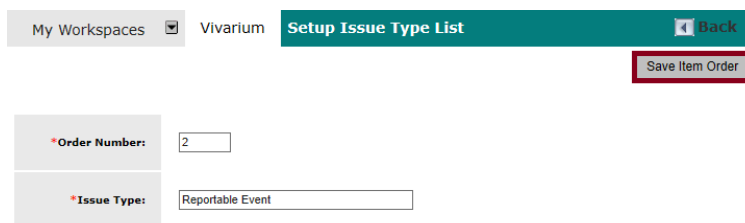
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Issue Reporting Types** link.



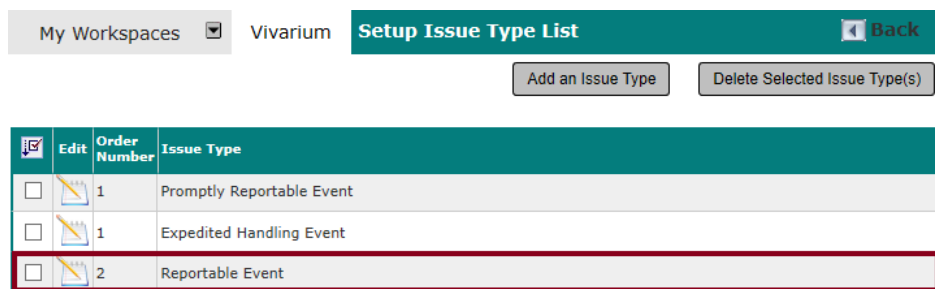
The **Setup Issue Type List** page is opened. Click the icon in the Edit column for the applicable item.



The record is opened in an edit panel.

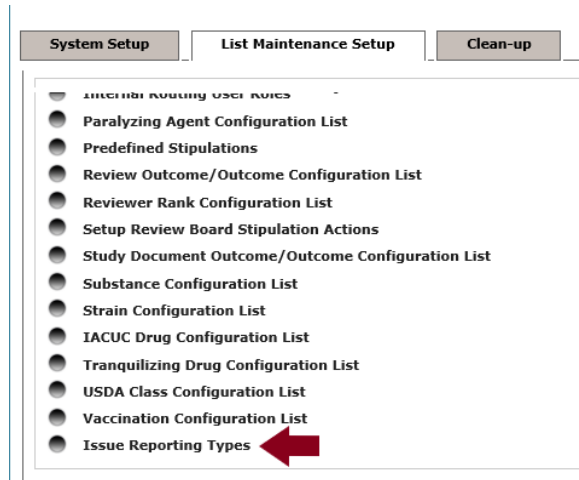


Make desired changes and click the **Save Item Order** button to save the record and close the edit panel. The record is revised on the **Setup Issue Type List**.

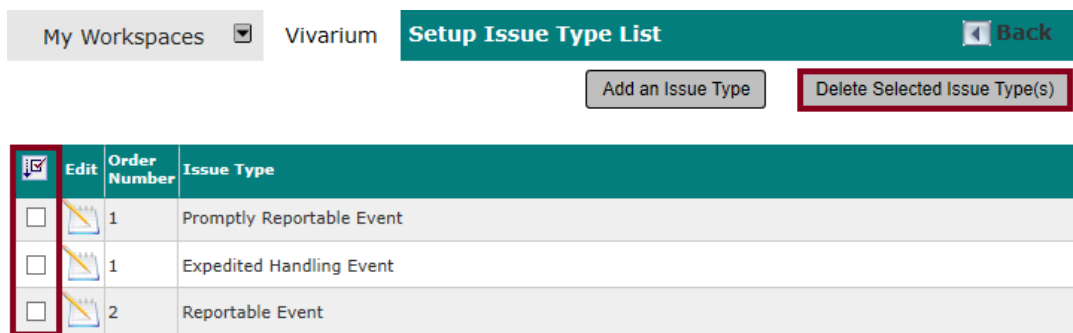


Delete Issue Type

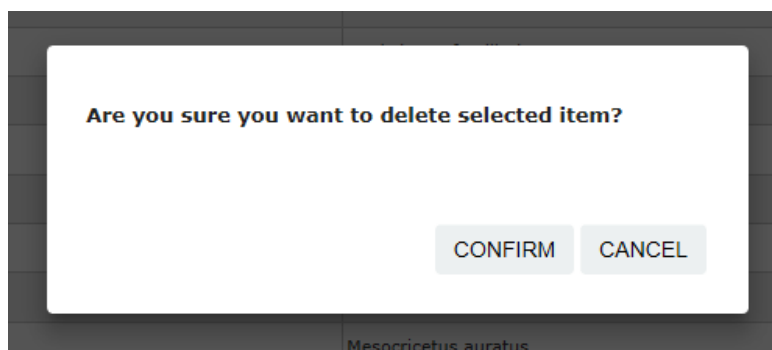
Navigate to Animal Resource Center > Review Board Administration > List Maintenance Setup tab and click the **Issue Reporting Types** link.



The **Setup Issue Type List** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Issue Type(s)** button.



A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Issue Type List** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Issue Type List** page. The record is deleted from the list on the **Setup Issue Type List** page.

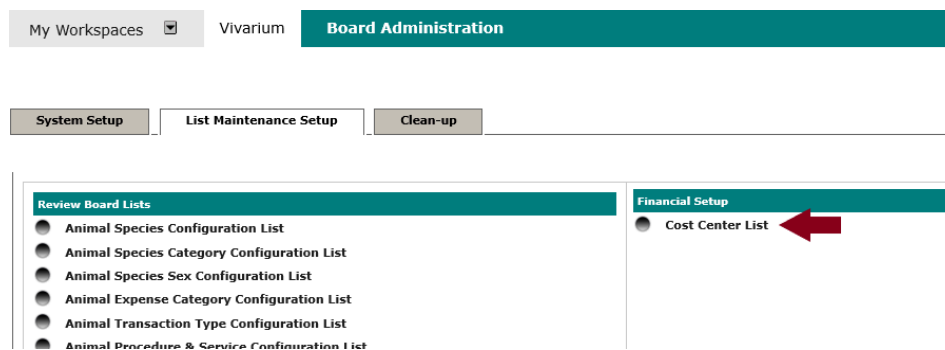
Cost Center List / Account List

The **Define Cost Centers** page is where a list of study cost centers is maintained in the iRIS™ system.

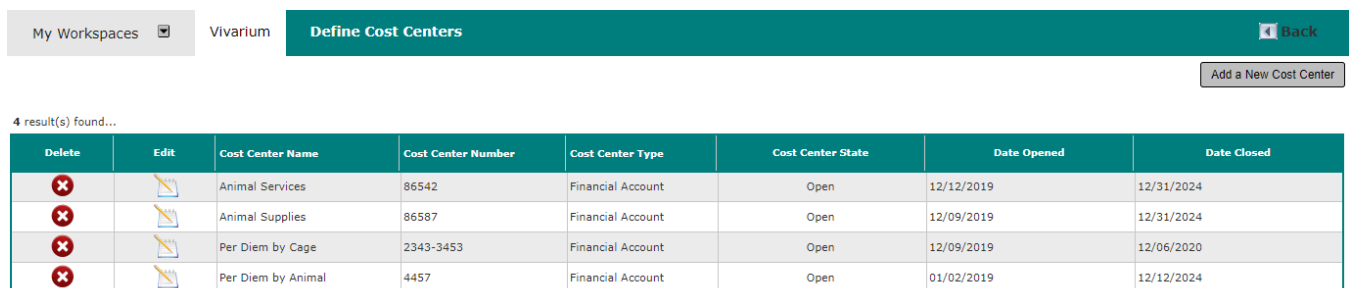
Note that this feature is only available if the system.use_arc_cost_center_user_access property under System Administration > System Configuration > Animal Resource Center section is set to “Yes”. Also note that where that property is set to “Yes”, the applicable menu link is only visible to users with appropriate access rights.

To access the list, navigate to Animal Resource Center > Review Board Administration > **List Maintenance Setup** tab and click the **Cost Center List** link in the **Financial Setup** section.

Note that the name of this configuration list can be customized by the institution and may appear as “Account List”.



The **Define Cost Centers** page is opened.

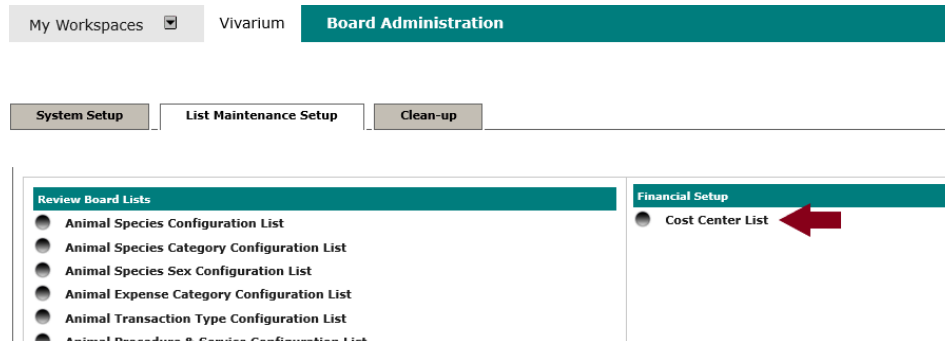


Cost center records can be created, edited or deleted from this page.

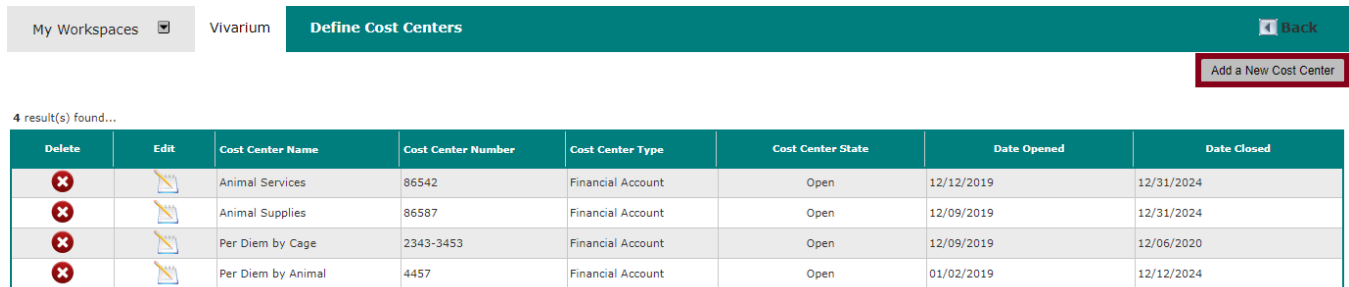
Add Cost Center

Navigate to Animal Resource Center > Review Board Administration > **List Maintenance Setup** tab and click the **Cost Center List** link in the **Financial Setup** section.

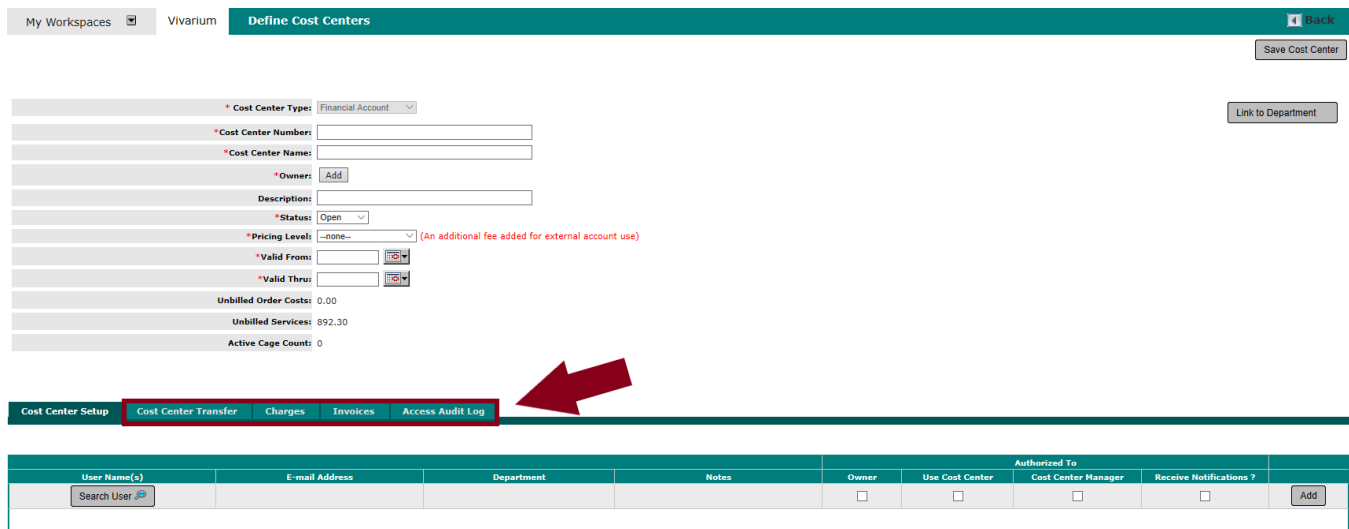
Note that the name of this configuration list can be customized for the institution and may appear as “Account List”.



The Define Cost Centers page is opened.



Click the Add a New Cost Center button. An add panel opens, as shown below.



Notice that only the **Cost Center Setup** tab is unlocked on this panel when creating a new cost center. The other tabs, indicated by a red arrow and box in the screenshot above, are only used when working with existing cost centers.

Complete the add panel fields as described below.

Cost Center Number — text entry field; enter the desired cost center number

Cost Center Name — text entry field; enter the desired cost center name

Owner — click the **Add** button to open the **Search User Directory** page for user lookup and selection

As shown in the screenshot above, the user directory can be searched by full or partial **Last Name** or **First Name**, by **Department**, or by any combination of the three. Enter desired search criteria in the top section of the page and click the **Find** button. Search results display in the lower part of the page.

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Harper, Jill M, M.D., PhD		JHarp@msc.edu

Click the checkmark icon in the **Select User** column to assign the applicable user as the owner of the new cost center. Note that only one user can be assigned as cost center owner, though multiple users can have various access rights to a cost center.

The user is added as cost center **Owner**, as shown below. Notice that the selected user is automatically assigned full rights to all cost center functions in the **Authorized To** section at the bottom of the cost center add panel.

The **Add** button remains for the **Owner** field, indicating that a different user can be substituted for the one originally selected as owner. Note that any user added in this manner is added to, *and remains in*, the list of users at the bottom of the cost center add panel.

In the example below the **Add** button was clicked again and a different user was assigned as cost center **Owner** (red boxes). Notice that the user previously assigned as owner remains in the list of users assigned to the cost center, but the **Owner** box is no longer selected for that user in the **Authorized To** section at the bottom of the cost center add panel (blue box). Also notice that all **Authorized To** section select boxes at the bottom of the panel are read only.

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?
Harper, Jill M, M.D., PhD	JHarp@msc.edu			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. Weeks, Janelle K, DVM	ja.weeks@govh.org			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Because it is not possible to de-select any items in the **Authorized To** section, if the new cost center is saved with both users in the list at the bottom of the page as shown in the screenshot above, both users will have access to the new cost center with assigned rights as shown above.

If user access or rights changes are required after the new cost center is created, those changes must be made via the Edit Cost Center function (see the Edit Cost Center subsection of this manual). Add panel fields in the upper part of the page continue as follows:

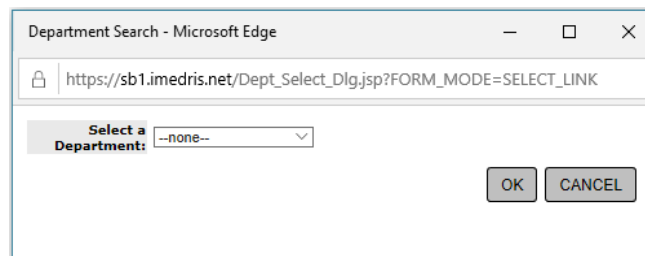
Description — text entry box; entire the desired cost center **Description**

Status — click in the field to open a dropdown list containing selections of “Closed”, “Open” and “Pending”, then click the desired option to select it

Pricing Level — click in the field to open a dropdown list of options, then click the desired item to select it; note that this list is configured via Animal Resource Center > Review Board Administration > System Setup > Setup Pricing Level link

Valid From / Valid Thru — click the calendar button to open a calendar widget, then use the widget’s controls to navigate to the applicable date and click to select it

Link to Department (button at upper right) — click this button to open a **Department Search** popup, shown below



Click the **CANCEL** button to close the popup without linking the cost center to a department.

Click in the **Select a Department** field to open a dropdown list of departments, then click the desired department to select it. Click the **OK** button to close the popup and link the selected department to the new cost center.

As shown below, the selected department is linked on the cost center add panel (red box).

My Workspaces ▼ Vivarium **Define Cost Centers** Back

[Save Cost Center](#)

* **Cost Center Type:** Financial Account ▼

* **Cost Center Number:** 68254

* **Cost Center Name:** Administrative Expense

* **Owner:** [Add](#) Harper, Jill M, M.D., PHD

Description: Administrative and office expense

* **Status:** Open ▼

* **Pricing Level:** Internal ▼ (An additional fee added for external account use)

* **Valid From:** 01/01/2020 📅

* **Valid Thru:** 01/01/2026 📅

Unbilled Order Costs: 0.00

Unbilled Services: 0.00

Active Cage Count: 0

[Link to Department](#) [Remove Link](#)

Department Name: GH Oncology

[Cost Center Setup](#) [Cost Center Transfer](#) [Charges](#) [Invoices](#) [Access Audit Log](#)

User Name(s)	E-mail Address	Department	Notes	Authorized To				Add
				Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?	
Search User				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Harper, Jill M, M.D., PHD	JHarp@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

If the department name shown was selected in error, click the **Link to Department** button (blue box) again and make a different selection in the **Department Search** form. Note that only one department can be linked to the cost center at a time.

If a department was linked in error and *no* department link is intended for the new cost center, click the **Remove Link** button (orange box).

In the example below the **Define Cost Centers** page is filled. Click the **Save Cost Center** button to create the new cost center.

My Workspaces ▾ Vivarium **Define Cost Centers** Back

Save Cost Center

* Cost Center Type: Financial Account

* Cost Center Number: 68254

* Cost Center Name: Administrative Expense

* Owner: Add Harper, Jill M, M.D., PHD

Description: Administrative and office expense

* Status: Open

* Pricing Level: Internal (An additional fee added for external account use)

* Valid From: 01/01/2020

* Valid Thru: 01/01/2026

Unbilled Order Costs: 0.00

Unbilled Services: 0.00

Active Cage Count: 0

Link to Department Remove Link

Department Name: GH Oncology

Cost Center Setup Cost Center Transfer Charges Invoices Access Audit Log

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Authorized To Cost Center Manager	Receive Notifications ?	
Search User				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Harper, Jill M, M.D., PHD	JHarp@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

The new cost center record remains open and is now shown in an edit panel. The **Cost Center Transfer**, **Charges**, **Invoices** and **Access Audit Log** tabs at the bottom of the page are unlocked.

Back on the **Define Cost Centers** list page, the new cost center is added.

My Workspaces ▾ Vivarium **Define Cost Centers** Back

Add a New Cost Center

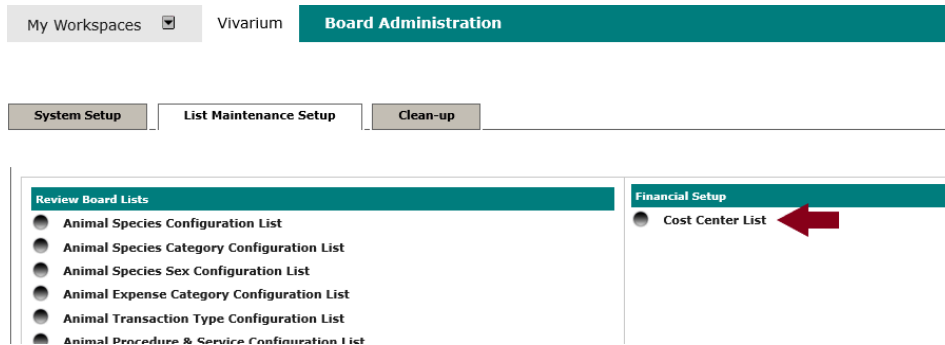
5 result(s) found...

Delete	Edit	Cost Center Name	Cost Center Number	Cost Center Type	Cost Center State	Date Opened	Date Closed
		Administrative Expense	68254	Financial Account	Open	01/01/2020	01/01/2026
		Animal Services	86542	Financial Account	Open	12/12/2019	12/31/2024
		Animal Supplies	86587	Financial Account	Open	12/09/2019	12/31/2024
		Per Diem by Cage	2343-3453	Financial Account	Open	12/09/2019	12/06/2020
		Per Diem by Animal	4457	Financial Account	Open	01/02/2019	12/12/2024

Edit Cost Center

Navigate to Animal Resource Center > Review Board Administration > **List Maintenance Setup** tab and click the **Cost Center List** link in the **Financial Setup** section.

Note that the name of this configuration list can be customized by the institution and may appear as "Account List".



The **Define Cost Centers** page is opened.

The screenshot shows the 'Define Cost Centers' page. At the top, there are tabs for 'My Workspaces' and 'Vivarium'. Below these, there is a 'Define Cost Centers' header with a 'Back' button and an 'Add a New Cost Center' button. Below the header, it says '5 result(s) found...' and displays a table with 5 rows. The 'Delete' and 'Edit' columns are highlighted with red boxes.

Delete	Edit	Cost Center Name	Cost Center Number	Cost Center Type	Cost Center State	Date Opened	Date Closed
		Administrative Expense	68254	Financial Account	Open	01/01/2020	01/01/2026
		Animal Services	86542	Financial Account	Open	12/12/2019	12/31/2024
		Animal Supplies	86587	Financial Account	Open	12/09/2019	12/31/2024
		Per Diem by Cage	2343-3453	Financial Account	Open	12/09/2019	12/06/2020
		Per Diem by Animal	4457	Financial Account	Open	01/02/2019	12/12/2024

Click the icon in the **Edit** column for the applicable cost center. The cost center is opened in an edit panel, as shown below. Colored boxes and arrows in the screenshot highlight the four types of available edits.

Red boxes / arrow — edits made in the upper portion of the panel pertain to cost center setup and owner details; changes made in this area are saved via the **Save Cost Center** button at the upper right (button may be labeled Save Account at some institutions)

Fluorescent green box / arrow — the Cost Center Transfer tab allows for a cost center to be merged into another, pre-existing cost center assigned to the same owner (see Cost Center Transfer Tab subsection of this manual)

Purple boxes / arrow — edits made in the lower portion of the panel pertain to cost center user additions and **Authorized To** rights assignments (blue box enclosed within purple box), and **Authorized To** rights changes for existing cost center users (orange box enclosed within purple box); changes made in this area are saved via the **Save** button at the lower right

Blue box / arrow — users can be added to the cost center, and their access rights configured, in this section of the **Cost Center Setup** tab

The **Charges**, **Invoices** and **Access Audit Log** tabs are informational only, no changes can be made to the data shown on those tabs.

Revise the fields in the upper section of the edit panel as described below.

Cost Center Number — text entry field; enter the desired cost center number

Cost Center Name — text entry field; enter the desired cost center name

Owner — click the **Add** button to open the **Search User Directory** page for user lookup and selection to either assign an owner to a cost center that does not currently have an owner assignment, or to reassign the cost center to a different owner

As shown in the screenshot above, the user directory can be searched by full or partial **Last Name** or **First Name**, by **Department**, or by any combination of the three. Enter desired search criteria in the top section of the page and click the **Find** button. Search results display in the lower part of the page.

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Harper, Jill M, M.D., PhD		JHarp@msc.edu

Click the checkmark icon in the **Select User** column to assign the applicable user as the owner of the new cost center. Note that only one user can be assigned as cost center owner, though multiple users can have various access rights to a cost center.

The user is added as cost center **Owner**, as shown below. Notice that the selected user is automatically assigned full rights to all cost center functions in the **Authorized To** section at the bottom of the cost center add panel.

My Workspaces Vivarium Define Cost Centers

Save Cost Center

Link to Department

* Cost Center Type: Financial Account

* Cost Center Number: 68254

* Cost Center Name: Administrative Expense

* Owners: Add Harper, Jill M, M.D., PhD

Description:

* Status: Open

* Pricing Level: -none- (An additional fee added for external account use)

* Valid From:

* Valid Thru:

Unbilled Order Costs: 0.00

Unbilled Services: 0.00

Active Cage Count: 0

Cost Center Setup Cost Center Transfer Charges Invoices Access Audit Log

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?	Add
Harper, Jill M, M.D., PhD	JHarp@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

The **Add** button remains for the **Owner** field, indicating that a different user can be substituted for the one originally selected as owner. Note that any user added in this manner is added to, *and remains in*, the list of users at the bottom of the cost center edit panel.

In the example below the **Add** button was clicked again and a different user was assigned as cost center **Owner** (red boxes). Notice that the user previously assigned as owner remains in the list of users assigned to the cost center, but the **Owner** box is no longer selected for that user in the **Authorized To** section at the bottom of the cost center add panel (blue box).

My Workspaces Vivarium Define Cost Centers

Save Cost Center

Link to Department

* Cost Center Type: Financial Account

* Cost Center Number: 68254

* Cost Center Name: Administrative Expense

* Owners: Add Dr. Weeks, Janelle K, DVM

Description:

* Status: Open

* Pricing Level: -none- (An additional fee added for external account use)

* Valid From:

* Valid Thru:

Unbilled Order Costs: 0.00

Unbilled Services: 0.00

Active Cage Count: 0

Cost Center Setup Cost Center Transfer Charges Invoices Access Audit Log

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?	Add
Harper, Jill M, M.D., PhD	JHarp@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Dr. Weeks, Janelle K, DVM	ja.weeks@cvh.org			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Checkboxes in the **Authorized To** section are unlocked. Select / de-select **Authorized To** checkboxes as desired.

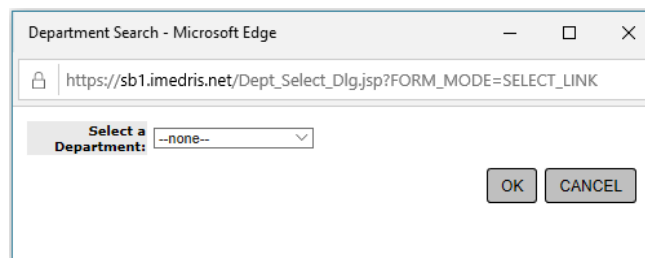
Description — text entry box; entire the desired cost center **Description**

Status — click in the field to open a dropdown list containing selections of “Closed”, “Open” and “Pending”, then click the desired option to select it

Pricing Level — click in the field to open a dropdown list of options, then click the desired item to select it; note that this list is configured via Animal Resource Center > Review Board Administration > System Setup > Setup Pricing Level link

Valid From / Valid Thru — click the calendar button to open a calendar widget, then use the widget’s controls to navigate to the applicable date and click to select it

Link to Department (button at upper right) — click this button to open a **Department Search** popup, shown below, to either link the cost center to a department for the first time or to change the department to which the cost center is already linked



Click the **CANCEL** button to close the popup without saving changes.

Click in the **Select a Department** field to open a dropdown list of departments, then click the desired department to select it. Click the **OK** button to close the popup and link the selected department to the cost center.

As shown below, the selected department is linked (red box).

My Workspaces Vivarium **Define Cost Centers** Back

*** Cost Center Type:** Financial Account

*** Cost Center Number:** 68254

*** Cost Center Name:** Administrative Expense

*** Owner:** Add Harper, Jill M, M.D., PHD

Description: Administrative and office expense

*** Status:** Open

*** Pricing Level:** Internal (An additional fee added for external account use)

*** Valid From:** 01/01/2020

*** Valid Thru:** 01/01/2026

Unbilled Order Costs: 0.00

Unbilled Services: 0.00

Active Cage Count: 0

Department Name: GH Oncology

Cost Center Setup | Cost Center Transfer | Charges | Invoices | Access Audit Log

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?	
<input type="button" value="Search User"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Harper, Jill M, M.D., PHD	JHarp@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

If the department name shown was selected in error, click the **Link to Department** button (blue box) again and make a different selection in the **Department Search** form. Note that only one department can be linked to the cost center at a time.

Remove Link button (orange box) — click this button to remove a department link

Click the **Save Cost Center** button (red box) to save changes.

Cost Center Setup Tab

The **Cost Center Setup** tab (may be labeled Account Setup at some institutions) is used to assign and manage cost center user rights.

Cost Center Setup | Cost Center Transfer | Charges | Invoices | Access Audit Log

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?	
<input type="button" value="Search User"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Harper, Jill M, M.D., PHD	JHarp@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Make desired changes to the **E-mail Address**, **Notes** and **Authorized To** fields for previously assigned users, listed at the bottom of the tab (highlighted in yellow on screen, orange box in screenshot above).

Click the **Search User** button (blue box in screenshot above) to add a new user to the cost center. As shown below, the **Search User Directory** page opens.

My Workspaces ▾ Vivarium Search User Directory Back

Directory Browse/Find: Last Name: (You may enter a partial name to search)
 First Name:
 by Department: All Departments

Find

Enter a full or partial **Last Name** and/or **First Name** to search by name. As shown below, the **Last Name** field offers a dynamic picklist feature that populates as the **Last Name** is typed into the field.

My Workspaces ▾ Vivarium Search User Directory Back

Directory Browse/Find: Last Name: du (You may enter a partial name to search)
 First Name:
 by Department: All Departments

Find

As demonstrated below, clicking on a name shown in the dynamic **Last Name** picklist immediately populates search results with details for that name, it is not necessary to click the **Find** button.

My Workspaces ▾ Vivarium Search User Directory Back Save Selected User(s)

Directory Browse/Find: Last Name: duvrong (You may enter a partial name to search)
 First Name:
 by Department: All Departments

Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Duvrong, Rapitha R		rduv@nhvc.com

Click in the **by Department** field to open a dropdown list of departments, then click a department in the list to add this criterion to the search. *Note that it is not possible to search by department alone, full or partial **Last Name** / **First Name** entries are also required.*

When all search criteria are entered, if results are not yet populated click the **Find** button.

As indicated below, the results section of the page offers two methods for adding users to the cost center.

My Workspaces ▾ Vivarium Search User Directory Back Save Selected User(s)

Directory Browse/Find: Last Name: duvrong (You may enter a partial name to search)
 First Name:
 by Department: All Departments

Find

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Duvrong, Rapitha R		rduv@nhvc.com

Assign multiple users to the cost center — if search results include two or more user names to be added to the cost center, select the **Check for Multiple** checkbox at far left (blue arrow)

for each user to be added, then click the **Save Selected User(s)** button at the upper right (blue box)

Assign single user to the cost center — click the green checkmark for the applicable user (red arrow)

When the applicable user(s) is(are) selected from the **Search User Directory** page, that page closes and the name(s) is(are) added to the **Cost Center Setup** tab as shown below.

User Name(s)	E-mail Address	Department	Notes	Owner	Use Cost Center	Cost Center Manager	Receive Notifications ?	
Search User				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Dr. Duvrong, Rapitha R	rduv@imedris.com			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Harper, Jill M, M.D., PhD	JHarp@msc.edu			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

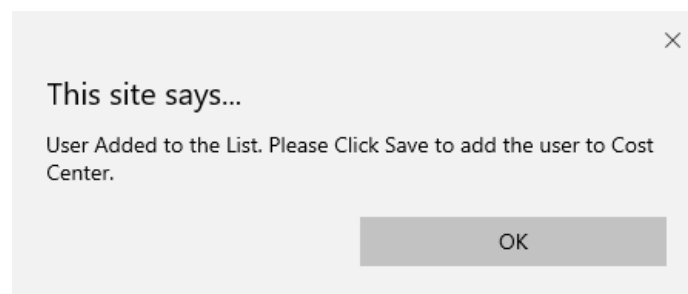
Make any desired changes to the **E-mail Address** and **Notes** field for each added user.

Select the applicable checkboxes in the **Authorized To** section to assign cost center rights for the user.

*Note that only one user can be designated as cost center owner. Selecting the **Owner** checkbox for a different user than the user currently assigned as cost center owner automatically de-selects the **Owner** checkbox for the currently assigned owner. When changes are saved the different user is assigned as cost center owner and the previously assigned owner remains as a cost center user with any remaining **Authorized To** rights.*

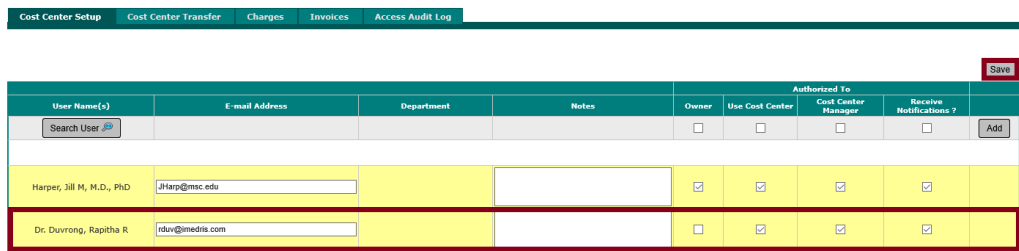
When changes are complete click the **Add** button at the far right of the **Cost Center Setup** tab. The new user is added to the user list on the **Cost Center Setup** tab.

A popup appears, warning that the user is added to the list but that these changes are not saved to the cost center record until the **Save** button on the **Cost Center Setup** tab is clicked.

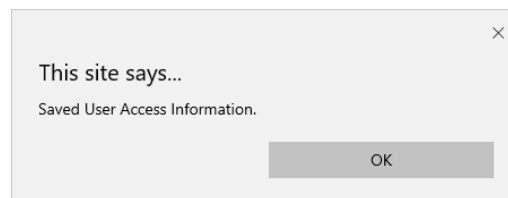


Click **OK** to close the popup and return to the cost center edit panel. The new user(s) is(are) added to the list at the bottom of the **Cost Center Setup** tab.

Make any desired changes to the **E-mail Address** field, **Notes** field and **Authorized To** selections for the added user(s), then click the **Save** button, as shown below.



A confirmation popup appears, as shown below.



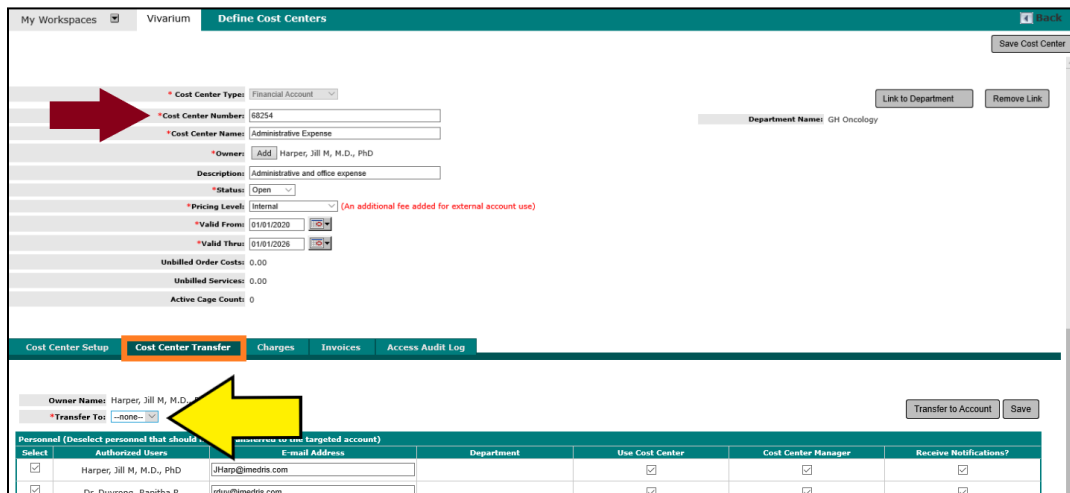
Click **OK** to close the popup.

The new user(s) is(are) added to the cost center with the selected **Authorized To** rights, it is not necessary to also click the **Save Cost Center** button in the upper portion of the **Define Cost Centers** edit panel.

Cost Center Transfer Tab

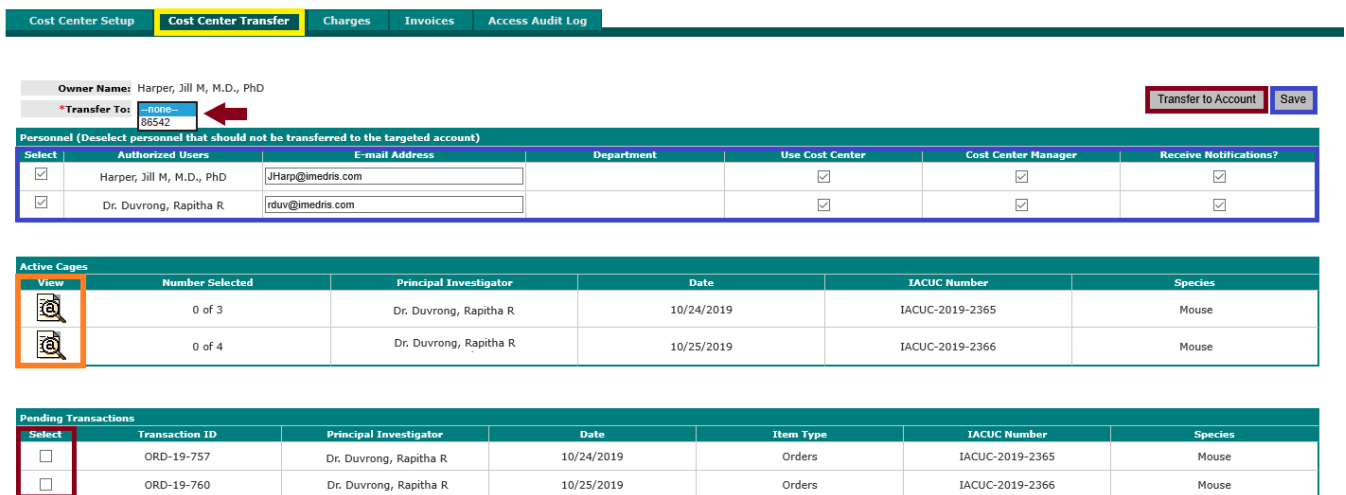
The **Cost Center Transfer** tab (may be labeled Account Transfer at some institutions) is used to transfer cages and transactions between cost centers owned by the same user, and to adjust user access rights to the reassigned items.

As highlighted in the screenshot below, item transfers completed here move those items *out of* the cost center shown in the **Cost Center Number** field in the upper portion of the **Define Cost Centers** page edit panel (red arrow) and *into* the cost center selected in the **Transfer To** field (yellow arrow) in the **Cost Center Transfer** tab.



The **Cost Center Transfer** tab is shown in isolation for the remainder of this manual topic.

IMPORTANT: When viewing screenshots of the **Cost Center Transfer** tab for the remainder of this topic, bear in mind that items transferred are being removed from the cost center shown in the upper portion of the edit panel.



Colored boxes and arrows in the screenshot above highlight the available features of this tab.

Transfer To — (red arrow) dropdown picklist of cost centers for which the user listed in the **Owner Name** field is owner

Transfer to Account button — (red box) completes cost center item transfers when all desired changes are complete in the tab

Personnel section — (large blue box) provides access to assign listed users to a different cost center, edit listed users' email addresses and assign listed users' cost center rights; changes

made in this section are saved via the **Save** button immediately above the section (small blue box)

Active Cages section — lists all active cages currently assigned to the cost center shown in the upper portion of the Define Cost Centers edit panel; icons in the **View** column (orange box) open a separate page for reassigning the cages individually or in bulk

Pending Transactions section — lists all pending transactions currently assigned to the cost center shown in the upper portion of the **Define Cost Centers** edit panel; **Select** boxes are provided to specify items to be transferred to the cost center selected in the **Transfer To** field

The following subsections provide details of each transfer type.

Transfer Personnel

The screenshot below highlights controls used in cost center personnel changes.

Select	Authorized Users	E-mail Address	Department	Use Cost Center	Cost Center Manager	Receive Notifications?
<input checked="" type="checkbox"/>	Harper, Jill M, M.D., PhD	jHarp@imedris.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dr. Duvrong, Rapitha R	rduv@imedris.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click in the **Transfer To** field (blue arrow) to open a dropdown picklist of available cost centers. The list is limited to cost centers for which the user selected in the upper section of the **Define Cost Centers** edit panel has Owner rights (see previous manual subsection, Cost Center Transfer Tab, for a full screenshot of the edit panel). Click the cost center in the list to which the user(s) is(are) to have rights assigned.

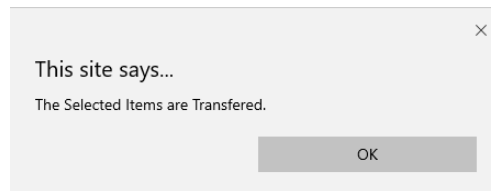
*Note that the first name shown at the top of the **Authorized Users** list will always be the owner of the cost center currently open in the upper section of the **Define Cost Centers** edit panel (see previous manual subsection, Cost Center Transfer Tab, for a full screenshot of the edit panel).*

Select checkboxes for all listed users are selected by default (blue box). As indicated by section instructions (orange arrow), click to de-select the checkboxes for any users who will not be assigned rights to the cost center selected in the **Transfer To** field.

Make any desired edits to the listed users' **E-mail Address(es)** (large yellow box).

Click to select / de-select the checkboxes for rights to be assigned for each user (large yellow box) for the cost center selected in the **Transfer To** field. *Recall that changes made here will only be applied for users with a checkmark in the select box of the **Select** column at far left.*

Click the **Transfer to Account** button (blue box) to complete the new user cost center rights assignments. A confirmation popup displays, as shown below.



Click **OK** to close the popup and return to the edit panel of the **Define Cost Centers** page.

Personnel Changes in Cost Center Currently Open for Editing

The **Cost Center Transfer** tab can also be used to make changes to listed users' **E-mail Address(es)** and/or cost rights (large yellow box) without assigning rights to other cost centers or transferring any items between cost centers.

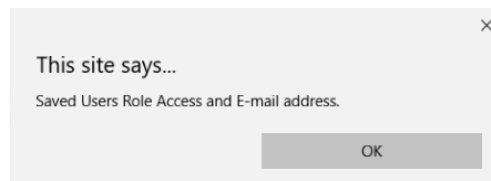
Changes made following these directions will only be applied for the cost center *currently open* in the **Define Cost Centers** edit panel (see previous manual subsection, Cost Center Transfer Tab, for a full screenshot of the edit panel).

Select "--none--" in the **Transfer To** box. This selection specifies changes are only to be applied to the cost center *currently open* in the **Define Cost Centers** edit panel.

Make any desired edits to the listed users' **E-mail Address(es)** (large yellow box).

Click to select / de-select the checkboxes for rights to be assigned for each user (large yellow box).

Click the **Save** button (small yellow box) to save changes. A confirmation popup displays, as shown below.




Click **OK** to close the popup and return to the edit panel of the **Define Cost Centers** page.

Transfer Cages

The screenshot below highlights controls used in cost center cage transfers.





Cost Center Setup | **Cost Center Transfer** | Charges | Invoices | Access Audit Log

Owner Names: Harper, Jill M, M.D., PhD
 *Transfer To: None  Transfer to Account Save

Personnel (Deselect personnel that should not be transferred to the targeted account)

Select	Authorized Users	E-mail Address	Department	Use Cost Center	Cost Center Manager	Receive Notifications?
<input checked="" type="checkbox"/>	Harper, Jill M, M.D., PhD	JHarp@imedris.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dr. Duvrong, Rapitha R	rduv@imedris.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Active Cages

View	Number Selected	Principal Investigator	Date	IACUC Number	Species
	0 of 3 	Dr. Duvrong, Rapitha R	10/24/2019	IACUC-2019-2365	Mouse
	0 of 4 	Dr. Duvrong, Rapitha R	10/25/2019	IACUC-2019-2366	Mouse

Click in the **Transfer To** field (red arrow) to open a dropdown picklist of available cost centers. The list is limited to cost centers for which the user selected in the upper section of the **Define Cost Centers** edit panel has Owner rights (see previous manual subsection, Cost Center Transfer Tab, for a full screenshot of the edit panel). Click the cost center in the list to which active cages are to be transferred.

The **Active Cages** section provides information about each active set of cages currently assigned to the cost center that is open for editing (see previous manual subsection, Cost Center Transfer Tab, for a full screenshot of the edit panel). Notice that before any changes are made the **Number Selected** column (yellow box) shows that for each active cage line item, zero (0) of the total number of active cages are selected.

Click the icon in the **View** column (blue box) for the active cage line item to have one or more cages transferred to the cost center selected in the **Transfer To** field. The **Cost Center Transfer** page (may be labeled Account Transfer at some institutions) opens, as shown below.

Cost Center Transfer:

Account Number: 5522 Account Status: Open
 Active Owner: Harper, Jill M, M.D., PhD IACUC Number: IACUC-2019-2365
 Account Expiration: 10/22/2026 Principal Investigator: Duvrong, Rapitha R Save Changes

Select	Card ID	Facility Building Room	Cage Type	Activated	Changed	Date	Days	Males	Females	Unknown	Origination ID
<input type="checkbox"/>	IACUC-2019-2365_00003	VMU	Mouse Cage New	10/24/2019	01/09/2020	01/09/2020	77	2	2	0	SEP-19-286
		445									
<input type="checkbox"/>	IACUC-2019-2365_00002	Animal Housing Facility	Mouse Cage New	10/24/2019	01/09/2020	01/09/2020	77	5	5	0	ORD-19-757
		McMillan Center									
<input type="checkbox"/>	IACUC-2019-2365_00001	345345345345 Animal Housing Facility	Mouse Cage	10/24/2019	01/09/2020	01/09/2020	77	5	5	0	ORD-19-757
		McMillan Center									
		24234									

Click the checkbox(es) in the **Select** column to select the cage(s) to be transferred to a different cost center, then click the **Save Changes** button to close this page and return to the **Define Cost Centers** page.

As shown below, the **Number Selected** field updates for the line item where cages are to be transferred (yellow box).

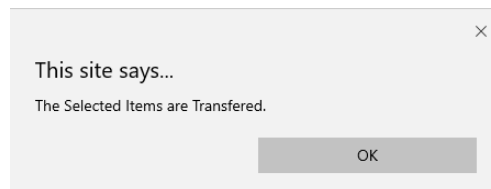
Cost Center Setup Cost Center Transfer Charges Invoices Access Audit Log

Owner Name: Harper, Jill M, M.D., PhD
 *Transfer To: 86542 Transfer to Account Save

Personnel (Deselect personnel that should not be transferred to the targeted account)						
Select	Authorized Users	E-mail Address	Department	Use Cost Center	Cost Center Manager	Receive Notifications?
<input checked="" type="checkbox"/>	Harper, Jill M, M.D., PhD	JHarp@imedris.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dr. Duvrong, Rapitha R	rduv@imedris.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Active Cages						
View	Number Selected	Principal Investigator	Date	IACUC Number	Species	
	2 of 3	Dr. Duvrong, Rapitha R	10/24/2019	IACUC-2019-2365	Mouse	
	0 of 4	Dr. Duvrong, Rapitha R	10/25/2019	IACUC-2019-2366	Mouse	

Repeat the process of cage selection for any other desired **Active Cages** line items, then click the **Transfer to Account** button (red box in screenshot above). A confirmation popup displays, as shown below.



Click **OK** to close the popup and return to the edit panel of the **Define Cost Centers** page.

Transfer Transactions

The screenshot below highlights controls used in transfers of **Pending Transactions** between cost centers.

Cost Center Setup Cost Center Transfer Charges Invoices Access Audit Log

Owner Names: Harper, Jill M, M.D., PhD
 *Transfer To: None Transfer to Account Save

Personnel (Deselect personnel that should not be transferred to the targeted account)						
Select	Authorized Users	E-mail Address	Department	Use Cost Center	Cost Center Manager	Receive Notifications?
<input checked="" type="checkbox"/>	Harper, Jill M, M.D., PhD	JHarp@imedris.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dr. Duvrong, Rapitha R	rduv@imedris.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

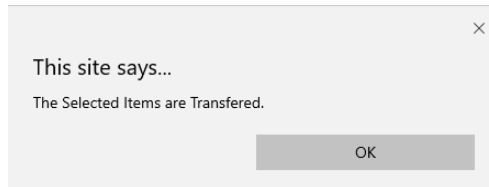
Active Cages						
View	Number Selected	Principal Investigator	Date	IACUC Number	Species	
	0 of 3	Dr. Duvrong, Rapitha R	10/24/2019	IACUC-2019-2365	Mouse	
	0 of 4	Dr. Duvrong, Rapitha R	10/25/2019	IACUC-2019-2366	Mouse	

Pending Transactions						
Select	Transaction ID	Principal Investigator	Date	Item Type	IACUC Number	Species
<input type="checkbox"/>	ORD-19-757	Dr. Duvrong, Rapitha R	10/24/2019	Orders	IACUC-2019-2365	Mouse
<input type="checkbox"/>	ORD-19-760	Dr. Duvrong, Rapitha R	10/25/2019	Orders	IACUC-2019-2366	Mouse

Click in the **Transfer To** field (red arrow) to open a dropdown picklist of available cost centers. The list is limited to cost centers for which the user selected in the upper section of the **Define Cost Centers** edit panel has Owner rights (see previous manual subsection, Cost Center Transfer Tab, for a full screenshot of the edit panel). Click the cost center in the list to which active cages are to be transferred.

Click the applicable checkbox(es) in the **Select** column of the **Pending Transactions** section (red box at lower left of screenshot above) to select transactions to be transferred to the cost center selected in the **Transfer To** field.

A confirmation popup displays, as shown below.



Click **OK** to close the popup and return to the edit panel of the **Define Cost Centers** page. As shown below, the transferred transaction is removed from the **Pending Transactions** list.

Select	Transaction ID	Principal Investigator	Date	Item Type	IACUC Number	Species
<input type="checkbox"/>	ORD-19-757	Dr. Duvrong, Rapitha R	10/24/2019	Orders	IACUC-2019-2365	Mouse

Charges Tab

The **Charges** tab is used to view details of charges under the cost center currently open for editing in the **Define Cost Centers** page. Note that data related to cost center charges is presented in the following pages and panels as view only, no editing is allowed.

Charge items displayed here are assigned to the cost center shown in the **Cost Center Number** field in the upper portion of the **Define Cost Centers** page edit panel (red arrow).

Account Setup | Account Transfer | **Charges** | Invoices | Access Audit Log

Filter by Months: January 2020 Account Total for January 2020: \$720.00

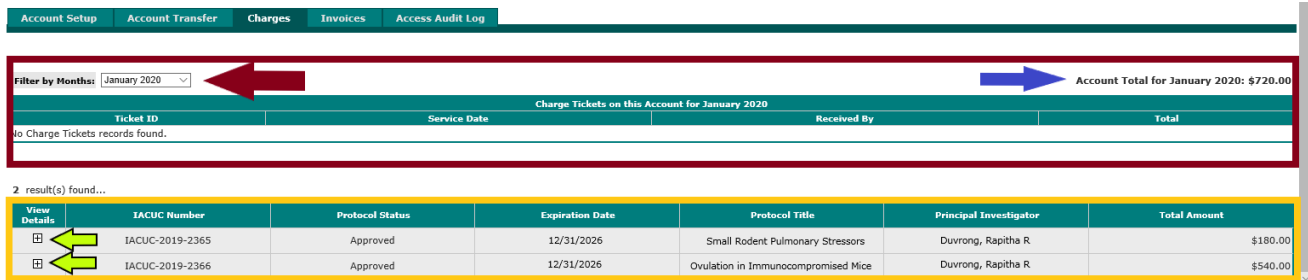
Ticket ID	Service Date	Charge Tickets on this Account for January 2020	Received By	Total
No Charge Tickets records found.				

2 result(s) found...

View Details	IACUC Number	Protocol Status	Expiration Date	Protocol Title	Principal Investigator	Total Amount
<input type="checkbox"/>	IACUC-2019-2365	Approved	12/31/2025	Small Rodent Pulmonary Stressors	Duvrong, Rapitha R	\$180.00
<input type="checkbox"/>	IACUC-2019-2366	Approved	12/31/2026	Ovulation in Immunocompromised Mice	Duvrong, Rapitha R	\$540.00

The **Charges** tab and related pages are shown in isolation for the remainder of this manual subsection.

The screenshot below highlights the different types of charge item information available via the **Charges** tab.



The total of charges assigned to the cost center that is open for editing is shown at the upper right of the **Charges** tab (blue arrow).

Click in the **Filter by Month** field to open a dropdown picklist of months. The list allows for searching up to twelve (12) months in the past and up to twelve (12) months in the future. Any filter selection made in this field is applied to both the upper (red box) and lower (yellow box) sections of the tab.

The upper section of the tab (red box) is used to view Charge Ticket items. Charge Tickets created, or that are still outstanding, in the selected month automatically populate in the list beneath the **Filter by Month** field.

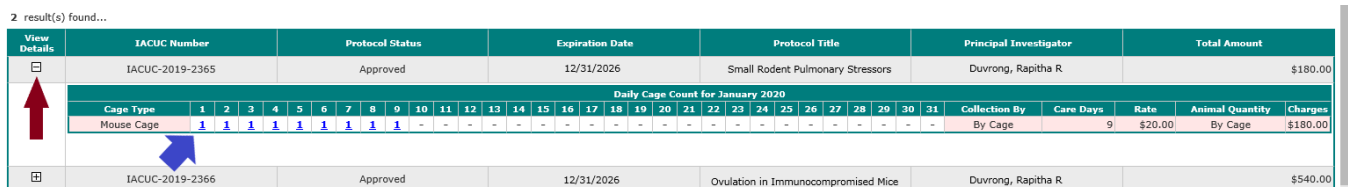
The lower section of the tab (yellow box) displays a summary view of cage charges. Click the plus sign in the **View Details** column (fluorescent green arrows) to expand a row of daily cage counts for the selected line item.

A countdown popup displays to warn the user it may take several seconds to populate the new data.


This operation may take several seconds.

OK (1)

When the popup closes the **View Details** plus sign icon is changed to a minus sign (red arrow), indicating the row is expanded, and cage count details (blue arrow) are visible for the selected line item in the **Charges** tab.



Click any of the **Daily Cage Count** numbers shown in the cage count detail row to open the **Per Diem** page.

Per Diem												
Account Number: 5522			Account Status: Open									
Active Owners: Harper, Jill M, M.D., PhD			IACUC Number: IACUC-2019-2365									
Account Expiration: 10/22/2026			Principal Investigator: Duvrong, Rapitha R									
Last Scanned Information												
Cage ID	Facility Building Room	Cage Type	Activated	Changed	Deactivated	Date	Days	Males	Females	Unknown	Origination ID	
 IACUC-2019-2365_00001	Animal Housing Facility McMillan Center 24234	Mouse Cage	10/24/2019	01/10/2020		11/05/2019		5	5	0	ORD-19-757	

Cage ID, location and other details for the selected cage are presented here. Click the icon in the far-left column of the Per Diem page (red box in screenshot above) to open the **ARC-Cage Activity History** page, shown below.

ARC-Cage Activity History												
Cage ID: IACUC-2019-2365_00001			Activation Date: 10/24/2019									
IACUC Number: IACUC-2019-2365			Origination ID: ORD-19-757									
Principal Investigator: Duvrong, Rapitha R			Date last modified: 01/10/2020									
Account Owner: Harper, Jill M, M.D., PhD			Last Scanned: 11/05/2019									
Account Number: 5522			Last Printed: 10/24/2019									
Cage Status: Active			Deactivation Date:									
Cage Type: Mouse Cage			Comments:									
Facility: Animal Housing Facility												
Building: McMillan Center												
Room: 24234												
Date & Time	Effective Date	IACUC Number	Cage Type	Facility	Building	Room	Account Number	Activity Description			User	
10/24/2019 10:19:02 AM PDT	10/24/2019 12:00:00 AM PDT	IACUC-2019-2365	Mouse Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage is created.			Rapitha Duvrong	
10/24/2019 10:19:08 AM PDT	10/24/2019 12:00:00 AM PDT	IACUC-2019-2365	Mouse Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage is activated.			Rapitha Duvrong	
10/24/2019 10:19:08 AM PDT	10/24/2019 12:00:00 AM PDT	IACUC-2019-2365	Mouse Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage status is changed.			Rapitha Duvrong	
10/24/2019 10:20:21 AM PDT	10/24/2019 12:00:00 AM PDT	IACUC-2019-2365	Mouse Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage is activated.			Rapitha Duvrong	
10/24/2019 10:20:21 AM PDT	10/24/2019 12:00:00 AM PDT	IACUC-2019-2365	Mouse Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage status is changed.			Rapitha Duvrong	
10/24/2019 10:20:21 AM PDT	10/24/2019 12:00:00 AM PDT	IACUC-2019-2365	Mouse Cage	Animal Housing Facility	McMillan Center	24234	5522	barcode is changed.			Rapitha Duvrong	
11/05/2019 01:56:13 PM PST	11/05/2019 12:00:00 AM PST	IACUC-2019-2365	Mouse Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage is activated.			Rapitha Duvrong	
11/05/2019 01:57:25 PM PST	11/05/2019 12:00:00 AM PST	IACUC-2019-2365	Mouse Cage	Animal Housing Facility	McMillan Center	24234	5522	Cage is activated.			Rapitha Duvrong	

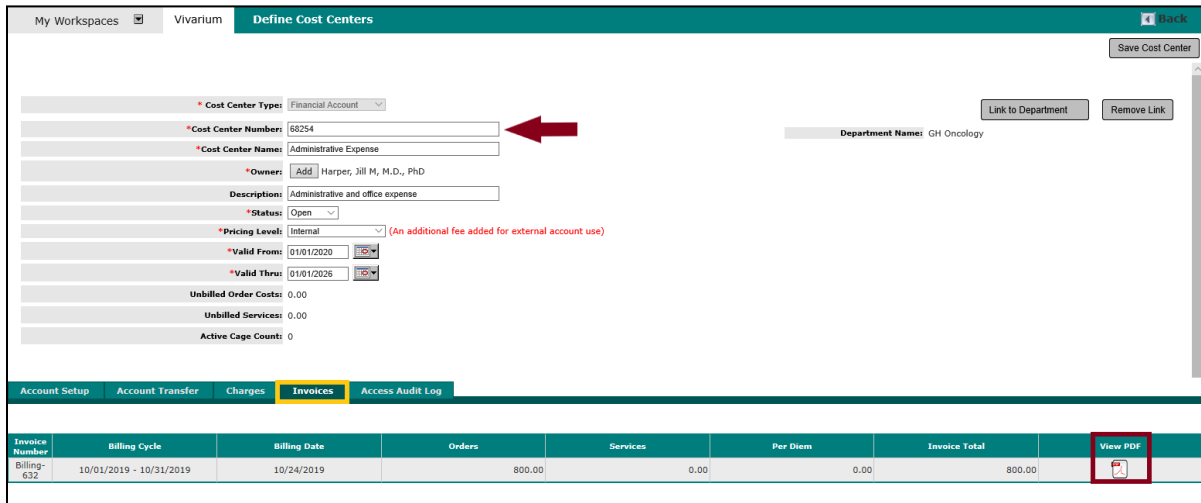
Click the red X icon at the upper right corner or the Back button at the lower right to close the **ARC-Cage Activity History** page and return to the **Per Diem** page.

Click the red X icon at the upper right corner of the Per Diem page to close it and return to the **Charges** tab of the **Define Cost Centers** page.

Invoices Tab

The **Invoices** tab is used to view details of invoices under the cost center currently open for editing in the **Define Cost Centers** page. Note that data related to cost center invoices is presented as view only, no editing is allowed.

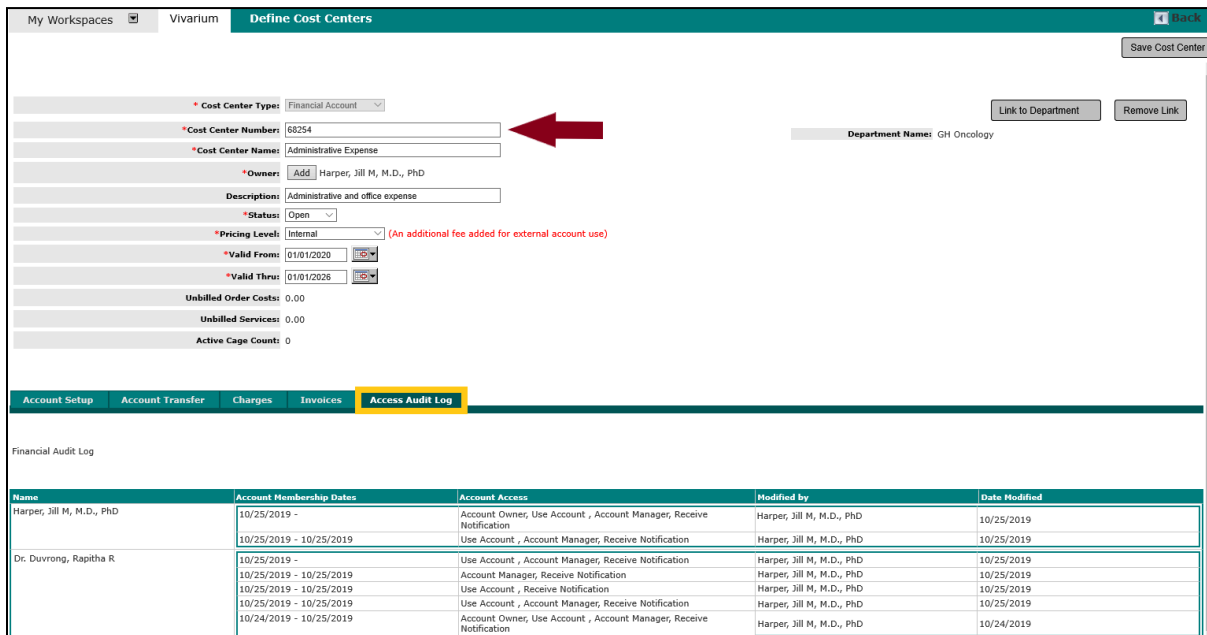
Invoices displayed here are assigned to the cost center shown in the **Cost Center Number** field in the upper portion of the **Define Cost Centers** page edit panel (red arrow).



Click the icon in the **View PDF** column (red box in screenshot above) to view a PDF copy of the applicable invoice.

Access Audit Log Tab

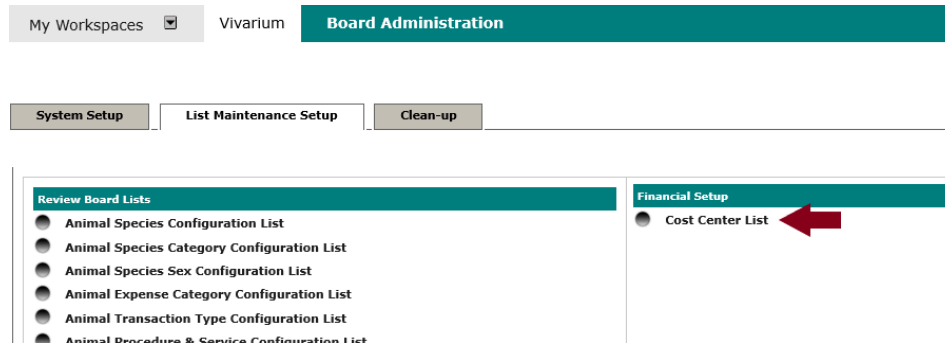
The **Access Audit Log** tab is used to view audit log details of the cost center currently open for editing in the **Define Cost Centers** page (red arrow in screenshot below). Note that audit data is presented as view only, no editing is allowed.



Delete Cost Center

Navigate to Animal Resource Center > Review Board Administration > **List Maintenance Setup** tab and click the **Cost Center List** link in the **Financial Setup** section.

Note that the name of this configuration list can be customized by the institution and may appear as “Account List”.



The **Define Cost Centers** page is opened.

The screenshot shows the 'Define Cost Centers' page. At the top, there are tabs for 'My Workspaces' and 'Vivarium'. Below these, there is a 'Back' button and an 'Add a New Cost Center' button. The main content is a table with 7 results found. The table has columns for 'Delete', 'Edit', 'Default', 'Cost Center Name', 'Cost Center Number', 'Cost Center Type', 'Cost Center State', 'Date Opened', and 'Date Closed'. The 'Delete' column contains red 'X' icons, and the 'Edit' column contains blue pencil icons. A red box highlights the 'Delete' column.

Delete	Edit	Default	Cost Center Name	Cost Center Number	Cost Center Type	Cost Center State	Date Opened	Date Closed
			Administrative Expense	68254	Financial Account	Open	01/01/2020	01/01/2026
			Animal Services	86542	Financial Account	Open	12/12/2019	12/31/2024
			Animal Supplies	86587	Financial Account	Open	12/09/2019	12/31/2024
			Per Diem by Cage	2343-3453	Financial Account	Open	12/09/2019	12/06/2020
			Per Diem by Animal	4457	Financial Account	Open	01/02/2019	12/12/2024

CAUTION: Deleting a cost center with pending transactions and/or invoices can result in orphaned accounting records. It is the responsibility of the institution to ensure that all accounting records assigned to a cost center are transferred to a different cost center (see Transfer Transactions subsection of this manual), deleted or otherwise reconciled before that cost center is deleted.

Click the icon in the **Delete** column for the cost center to be deleted. A confirmation popup displays, as shown below.

Are you sure you want to delete selected item?









CONFIRM CANCEL

Click **CANCEL** to close the popup without deleting the applicable cost center and return to the **Define Cost Centers** page.

Click **CONFIRM** to delete the applicable cost center and return to the **Define Cost Centers** page. As shown below, the cost center is deleted.

My Workspaces  Vivarium **Define Cost Centers**  Back 

7 result(s) found...

Delete	Edit	Default	Cost Center Name	Cost Center Number	Cost Center Type	Cost Center State	Date Opened	Date Closed
			Administrative Expense	68254	Financial Account	Open	01/01/2020	01/01/2026
			Animal Services	86542	Financial Account	Open	12/12/2019	12/31/2024
			Animal Supplies	86587	Financial Account	Open	12/09/2019	12/31/2024
			Per Diem by Cage	2343-3453	Financial Account	Open	12/09/2019	12/06/2020