



IACUC ASSISTANT

List Maintenance

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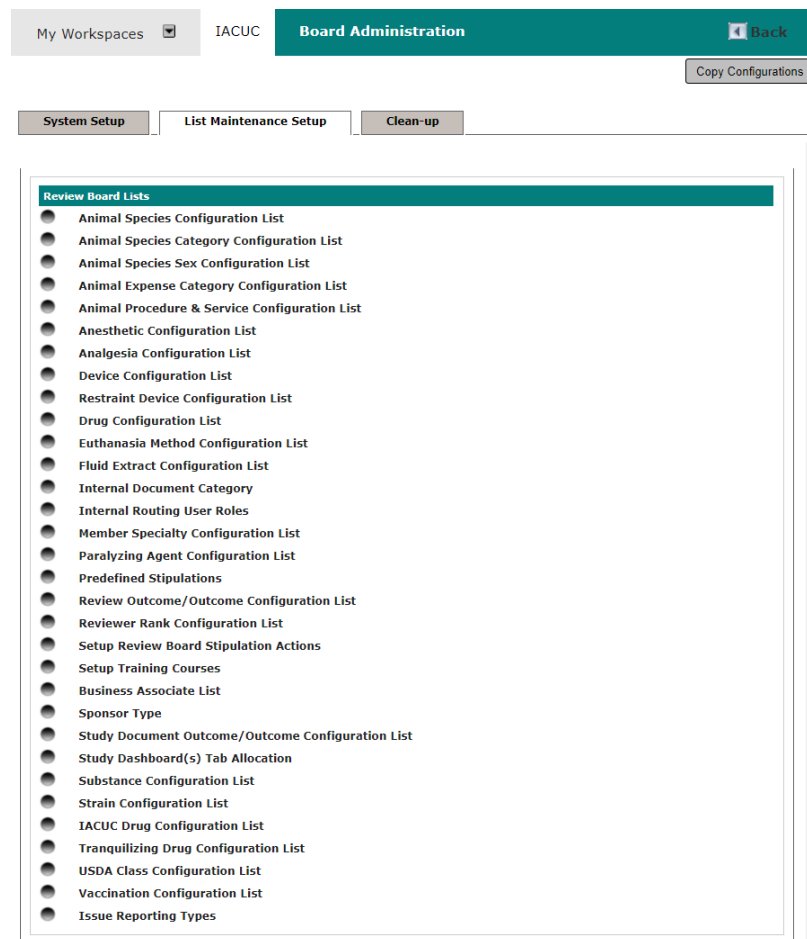
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IACUC Assistant - Review Board Administration

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 IACUC Assistant module, lists are managed on the **List Maintenance Setup** tab. To access this area, navigate to IACUC Assistant > Review Board Administration > **List Maintenance Setup** tab.



CAUTION: Note that many of the lists linked here are also available in the **List Maintenance Setup** tab under Animal Resource Center > Review Board Administration, where they are employed by institutions using the Animal Resource Center as a standalone module. See the IACUC Assistant – Animal Resource Center Integration Guide for more information about configuring a system to properly employ both the IACUC Assistant and Animal Resource Center modules.

This manual provides details of list configuration processes and settings, as well as information about where the configured lists are employed in the iRIS™ system.

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.

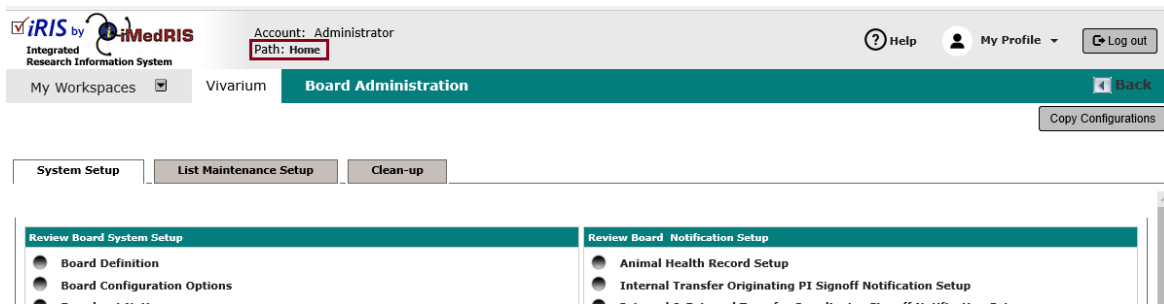
The screenshot shows the iRIS™ interface. At the top, the user is logged in as 'Administrator' from 'GH - 7543 - General Hospital'. The 'Path' directory tree is visible, showing the current location: 'Home > board admin > broadcast notice'. A 'Back' button is highlighted in the top right corner. Below the path, there are buttons for 'Return To List', 'Temp Save Notice', and 'Send'. The main content area has a form for 'Add a new notice' with fields for 'Subject' and 'Content'.

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**.

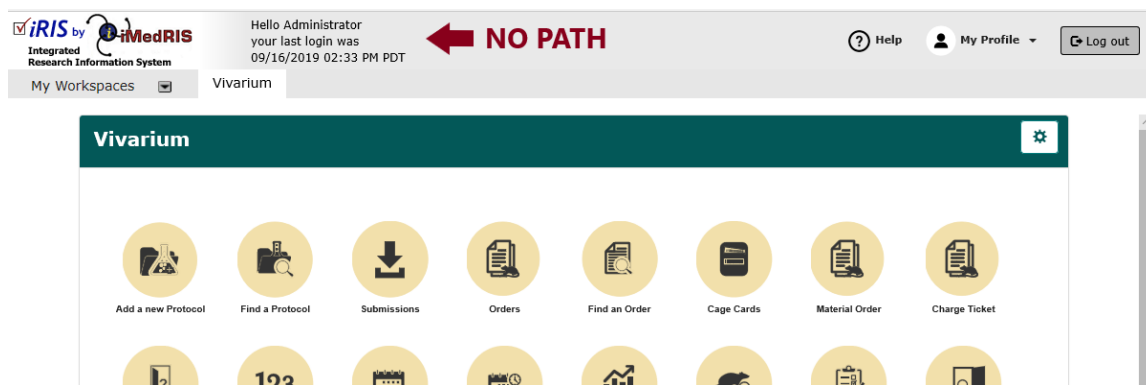
The screenshot shows the iRIS™ interface after navigating up one level. The 'Path' directory tree now shows 'Home > board admin'. The 'Back' button is still present. Below the path, there is an 'Add a New Notice' button. The main content area is a table with columns for 'Edit/View', 'Subject', 'Date Sent', and 'Last Modified By'. The table is currently empty, with a message 'No records have been added.'

Edit/View	Subject	Date Sent	Last Modified By
No records have been added.			

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**.

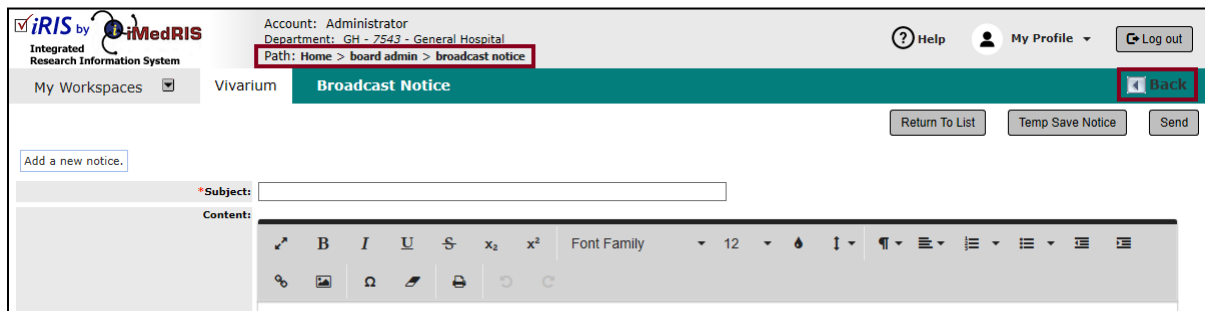


Click on **Home** in the **Path** to navigate up one level in the directory tree, to the main Workspace page. No Path item is displayed here because the user is now at the top-most level of the directory tree.

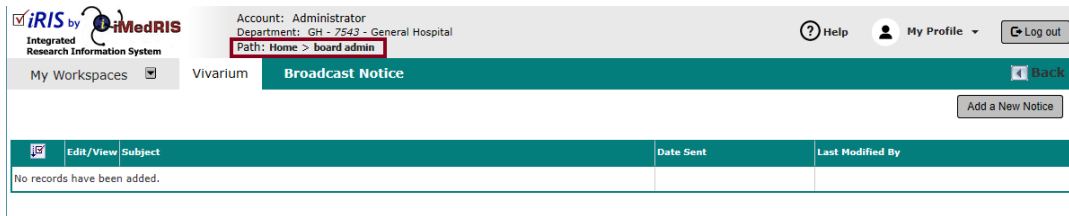


Back Button

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.*

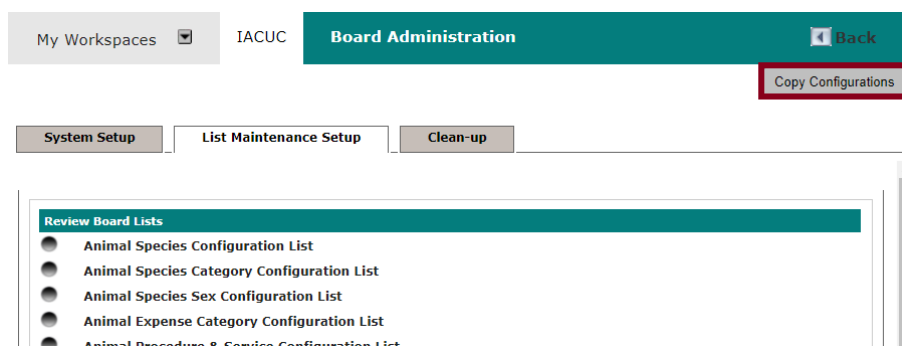
Copy Configurations

Copy Configurations is a tool that can be made available to full System Administrators (as opposed to those assigned to an Administrator role within a specific iRIS™ module) to help with initial setup of iRIS™ when two or more similar review boards are needed. The copy tool allows an iRIS™ system administrator to copy pre-existing, fully configured review board elements into a different, newly created review board.

CAUTION: Copy Configurations should not be used after setup of review boards is complete, nor in a live iRIS™ system. iMedRIS recommends performing a board configuration copy to a destination review board only once.

Note that configurations cannot be copied across review boards of different types (IRB to IBC, IRB to ARC, etc.). Within IACUC it is only possible to copy configurations across IACUC review boards.

Click the **Copy Configurations** button to copy a pre-existing IACUC review board configuration to another IACUC review board.



The **Copy Review Board Configuration** page displays. The page contains links to configurations that can be copied to another review board.

Note the **Destination** dropdown list at the top center of the page, and the **Helpful Information** button at right. The **Copy Configurations** button is non-functional until the **Destination** and at least one configuration item are selected (details follow below).

Click the **Helpful Information** button to view a popup containing important information and warnings about copying review board configurations.

Review Board Copy Properties Help

Please Read the below warnings:
Review Board Copy Properties and Settings.

! Warning Messages !

- This is one direction operation, you cannot rollback or delete the new values from this utility
- The wrong usage of this operation may cause redundancy problem in the database.
- The copy operation does not overwrite existing data . It will add the missing properties.
- Do not click multiple times on the copy button.
- Do not modify the data or the settings during the copy operation.
- Take notes of the selected properties and the resulted copy output.
- Please verify the copied data and make sure it is copied correctly.

The colors refer to the resulted status of the copy operation on the selected properties:

- Not Included
- Successfully Copied
- Operation Failed
- Invalid Option

Click the close window button in the upper right corner (marked with a red asterisk) to close the popup.

Back on the **Copy Review Board Configuration** page, select the target review board from the **Destination** dropdown list at the top of the page. The configuration **Source** is shown at the upper left, indicating the review board that is currently active. Only review boards of the same type will populate in the **Destination** dropdown list.

Select boxes for applicable configuration items in the setup lists are now available.

My Workspaces IACUC Copy Review Board Configuration [Back](#)

Source : IACUC Destination : IACUC III

[Cancel Copy](#) [Copy Configurations](#) [Helpful Information](#)

Review Board System Setup - General		Review Board Notification Setup	
☐	Board Definition Help	☐	Submission Notification Setup
☐	Board Configuration Options	☐	Continuing Review Notification Setup
☐	Setup Committee List	☐	Renewal Notification Setup
☐	Setup Review Board Roles	☐	Expiring Study Notification
☐	Setup Role Access	☐	Reviewer Assignment Notification
☐	Setup Electronic Document Stamp	☐	Reviewers Complete Notification
☐	Setup Study Numbering	☐	Internal Routing Complete Notification
☐	Setup Agenda Categories	☐	Pre Review Assignment Notification
☐	Setup Finalized Agenda Document Template	☐	Meeting Attendance Notification
	This option will copy the master template only.	☐	Member Attendance Change Notification
☐	ier:copyResult("Setup Finalized Agenda Document Template","RB_SETUP_AGENDA_TEMP")%>	☐	Designated Review to be placed on the Agenda Notification
☐	Setup Agenda Revision Document Template	☐	Outcome Signoff Letter Notification
	This option will copy the master template only.	☐	Outcome Signoff Complete Notification
☐	Setup Expedite Report Template	☐	Outcome Letter Notification
☐	Setup Meeting Minutes Template This option will copy the master template only.	☐	Outstanding Stipulations Notification
☐	Setup Outcome Letter Groups	☐	Internal Documents Notification
☐	Setup Outcome Letter Templates	☐	Meeting Agenda And Minute Notification
☐	Setup Canned Motion		
☐	Setup Template Language		
☐	Setup Correspondence Template		
☐	Setup Review Cycle		

Review Board System Setup - List Maintenance Setup	
☐	Review Outcome/Outcome Configuration List
☐	Internal Document Category
☐	Predefined Stipulations
☐	Review Board Stipulation Actions
☐	Reviewer Rank Configuration List
☐	Archived Location List
☐	Internal Routing User Roles

Select the configuration item(s) to be copied to the selected destination by clicking the respective checkbox(es).

Note that the following configuration items of the **Source** IACUC board cannot be copied:

- Board Definition
- Setup Review Board Roles
- Role Access
- Setup Correspondence Template
- Review Cycle
- Study Status Configuration List

Click the **Copy Configurations** button to complete the copy process. Click the **Cancel Copy** button to cancel the process without saving changes.

When the **Copy Configurations** button is clicked the copy process completes, and the **Copy Review Board Configuration** page refreshes.

*Items where there is no data to copy, or where the corresponding field is not turned on in the destination review board, are not copied to the **Destination** review board.*

My Workspaces ▼ IACUC **Copy Review Board Configuration** Back

Source : IACUC Destination : None ▼ Copy Configurations Helpful Information

Review Board System Setup - General	Review Board Notification Setup
Board Definition Help	Submission Notification Setup
Board Configuration Options	Continuing Review Notification Setup
Setup Committee List	Renewal Notification Setup
Setup Review Board Roles	Expiring Study Notification
Setup Role Access	Reviewer Assignment Notification
Setup Electronic Document Stamp	Reviewers Complete Notification
Setup Study Numbering	Internal Routing Complete Notification
Setup Agenda Categories	Pre Review Assignment Notification
Setup Finalized Agenda Document Template	Meeting Attendance Notification
ier.copyResult("Setup Finalized Agenda Document Template","RB_SETUP_AGENDA_TEMP")%>	Member Attendance Change Notification
Setup Agenda Revision Document Template	Designated Review to be placed on the Agenda Notification
Setup Expedite Report Template	Outcome Signoff Letter Notification
Setup Meeting Minutes Template	Outcome Signoff Complete Notification
Setup Outcome Letter Groups	Outcome Letter Notification
Setup Outcome Letter Templates	Outstanding Stipulations Notification
Setup Canned Motion	Internal Documents Notification

Any items successfully copied are color coded with green text. Items that did not copy successfully are color coded with red text.

Note: When performing a review board configuration copy from one board to another, fields that were originally pre-populated in the destination board will be overwritten with data copied from the source board.

My Workspaces ▼ Study Number: 1A72532753 PI: Investigator, Principal IACUC **Initial Review Submission Packet** Back

Protocol Items **Miscellaneous** **IACUC Items** **Submission Forms**

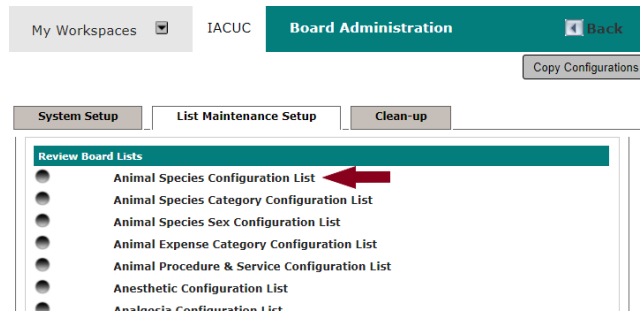
Protocol Status: Pending - Submitted for Initial Review **Protocol Title :** Evaluation of live Shigella sonnei vaccine candidates in a gnotobiotic piglet model

Save the Pre-Review Screening

General Information	Analyst Assignment ? Assign Analyst: Boardmember ▼ View Analyst Workload IACUC Number: ? IACUC Number: Generate Number Determine Review Process ? <table border="1"> <tr> <td>☐ Not Assigned</td> <td> Committee Name: IACUC ▼ Upcoming Meeting Date: 12/21/2018 ▼ or click here to select past meetings Agenda Category: Initial Reviews ▼ </td> </tr> <tr> <td>☒ Full Committee Review</td> <td></td> </tr> <tr> <td>☐ Expedited</td> <td></td> </tr> <tr> <td>☐ Pre-Review Forward to another Board/Committee</td> <td></td> </tr> <tr> <td>☐ Pre-Review changes requested</td> <td></td> </tr> <tr> <td>☐ Process Administratively</td> <td></td> </tr> </table>	☐ Not Assigned	Committee Name: IACUC ▼ Upcoming Meeting Date: 12/21/2018 ▼ or click here to select past meetings Agenda Category: Initial Reviews ▼	☒ Full Committee Review		☐ Expedited		☐ Pre-Review Forward to another Board/Committee		☐ Pre-Review changes requested		☐ Process Administratively	
☐ Not Assigned		Committee Name: IACUC ▼ Upcoming Meeting Date: 12/21/2018 ▼ or click here to select past meetings Agenda Category: Initial Reviews ▼											
☒ Full Committee Review													
☐ Expedited													
☐ Pre-Review Forward to another Board/Committee													
☐ Pre-Review changes requested													
☐ Process Administratively													
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													

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 IACUC Assistant > 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 IACUC **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. On the left is a sidebar with a 'Section view of Application' menu containing items 1.0 through 5.0. Item 5.0, 'Project Identification', is selected. The main area shows '5.0 Project Identification' with a sub-section '5.1 Species'. Below this, there is a table titled 'Add the species that are being used in this study:'. The table has columns: 'Delete Species', 'Edit', 'View Details', 'Species Name', 'Is Species USDA', 'USDA ID Number', 'Scientific Name', and 'Common Name'. One row is visible for 'American Crow (USDA C)'. Above the table, there is a button labeled 'Add a New Species to the Study' which is highlighted with a red box. A red arrow points to this button. Above the table, there are instructions: 'Please note that the total number of animals listed here must match with the Pain and Distress table later in the application. If you are adding multiple similar species, please use broad general groups (ex: Assorted fish, Assorted reptiles, Assorted small mammals, etc.). Additional details will be requested in the Experimental Design section later in the application. If you are adding purpose bred (Plus or Rattus) laboratory rodents, add them as individual strains in this table. This information can be included in the Experimental Design section later in the application.'

Find a Species: Search Options X

Species Browse/Find:

Species Name: Find Species

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: X

Species Name:
Scientific Name:
Common Name:
Strain Stock:
Is USDA:
* Sex:
* Age:
* Weight:
Category Type:
* Total Number Requested:
Total Number Approved:
Wildlife:
Laboratory:

American Crow (USDA A) ←
 Corvus Brachyrhynchos
 American Crow
 Bird
 Yes
 --none--

 A
 0
 0
☐
☐

Save Species Info

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:
*Euthanasia Method
*Route:
*Dose:
*Volume:
*Method of Ensuring Death:
Group/Age/Description:
Monitoring t.:

--none--
 --none-- or other
 --none-- or other

Save Euthanasia Info

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:
 --none--
 Mouse

*Tranquilizing Drug: or other

*Route: or other

*Dose:

*Volume:

*Frequency:

*Duration:

Monitoring:

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** Study Assistant IACUC APPLICATION (ANIMALS) (Version 1.0)

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:

Species	Agent	Route	Volume	Dose	Frequency
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

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

Section view of Application Entire view of the Application

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

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

Species	Type of Sample	Collection Method	Volume/Amount	Number and Frequency of Collection
☐ 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...

	Delete	Edit	Print All	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.

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

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 | Animal Details | **Animal Records** | Animal Progression | Animal Breeding | Forms

Species: All | Strain: All | Sex: All | Life Status: All | Date of Birth Range: | Generation: All | Cage ID: All | Facility: All | Building: All | Room: All | Animal ID: | Animal Tag Number: | Origin: All | Find ...

Animal Records

0 result(s) found...

Edit	Life Status	Species	Strain	Animal ID Tag Number	Sex	DOB	Facility Building Room	Cage ID	Animal received by
No results found.									

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

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

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 | Animal Details | **Animal Records** | Animal Progression | Animal Breeding | Forms

Treatment Plan Template: --none-- | Species: All | Print Friendly

No Animals Found

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

My Workspaces | IACUC Number: **IACUC-2019-094** | Study Assistant | **Arc Order Form - (Version 1.0)** | Back

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

Save Form

Order Number: <Generated on Save>

Order Status: Draft

* Order Date: 12/19/2019

* Preferred Delivery Date: | * Preferred Vendor: --none--

Vendor Notes: |

Requested Animals:

Requested Species: --none-- | Requested Strain: --none--

Total Approved Animals: 0

Total Available Animals: 0

* Stock #/Order Code: |

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 Numbers: <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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab > Animal Procedure & Service Configuration List link

Merge System Procedure Re

Category: --none--

Expense Type: --none--

Species: --none--

Shown in all Studies?:

Name:

14 result(s) found...

Delete	Edit	Category	Species Name	Is USDA Sp
		Procedure	Bird	
		Procedure	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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab > Animal Procedure & Service Configuration List link

My Workspaces ▼ IACUC **Setup System Services and Procedures List** Back

Return to List Save Procedure/Service

[Edit procedure/service.](#)

***Category:** Service ▼

***Name:** Cage Door Replacement

Expense Type: Cage Upgrade ▼

Description: Replace legacy cage door with key card locking door

Species: Beagle (USDA A) ▼

Shown in all Studies?: ☒ Yes ☐ No

Is Billable: ☒ Yes ☐ No

Billing Code:

Cost: \$150.00

Administrative Cost: \$15.00

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

My Workspaces ▼ IACUC **Setup Anesthetic List** Back

Save Changes

***Species Name:** --none--

***Anesthetic:** 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)

or create New

or create New

***Route:**

***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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab > Analgesia Configuration List link

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

Save Changes

***Species Name:** --none--

***Analgesia:** 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)

or create New

or create New

***Route:**

***Dose:**

***Frequency:**

Monitoring:

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 > 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 IACUC Assistant > 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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab > Substance Configuration List link

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

My Workspaces ▾ IACUC **Setup Species Strain List** ◀ Back

Save Changes

*Species Name: American Crow (USDA D) ▾

*Strain: Texas A&M

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab > Tranquilizing Drug Configuration List link

My Workspaces ▾ IACUC **Setup Tranquilizing Drug List** ◀ Back

Save Changes

*Species Name: --none-- ▾

*Tranquilizing Drug: --none-- ▾ or create New

*Route: --none-- ▾ 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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab > Vaccination Configuration List link

My Workspaces ▾ IACUC **Setup Vaccination List** ◀ Back

Save Changes

*Species Name: --none-- ▾

*Vaccination:

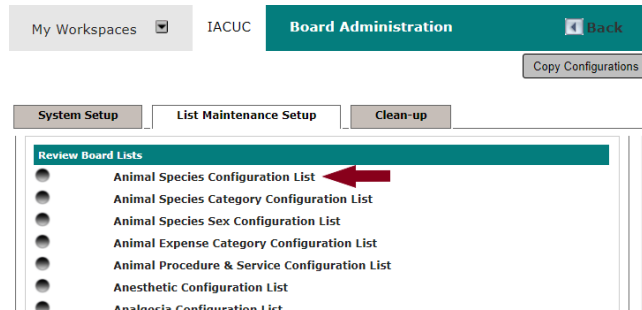
Setup Coat Color List add/edit panel — the species list is included in the **Setup Coat Color List** add/edit panel, which is accessed via Animal Resource Center > Review Board Administration > System Setup tab > Setup Coat Color link

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

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

Add Species

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



The **Species List** page is opened.

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

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.

My Workspaces ▾ IACUC 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:	--none-- ▾

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.

My Workspaces ▾ IACUC Species List Back

Save Changes

Add a new species to the system.

*Species Name:	a
*Scientific Name:	American Crow (USDA D)
*Common Name:	American Crow (USDA B)
Is USDA Species:	Axis Deer (USDA A)
Category Type:	American Crow (USDA A)
	American Crow (USDA C)

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 ▾ IACUC Species List Back

Save Changes

Add a new species to the system.

*Species Name:	American Crow (USDA E)
*Scientific Name:	
*Common Name:	
Is USDA Species:	☐ Yes ☐ No
Category Type:	--none-- ▾

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**.

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.

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 in the IACUC Assistant application. The form is titled 'Species List' and has a 'Back' button. Below the title bar, there is a 'Save Changes' button. The form contains several fields: 'Species Name' (American Crow (USDA E)), 'Scientific Name' (Corvus Brachyrhynchos), 'Common Name' (a), 'Is USDA Species' (American Crow), and 'Category Type' (Axis Deer). The 'Common Name' field has a dropdown menu open, showing a list of previously created species names, with 'American Crow' selected.

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.

The screenshot shows the 'Species List' form in the IACUC Assistant application. The form is titled 'Species List' and has a 'Back' button. Below the title bar, there is a 'Save Changes' button. The form contains several fields: 'Species Name' (American Crow (USDA E)), 'Scientific Name' (Corvus Brachyrhynchos), 'Common Name' (American Crow), 'Is USDA Species' (Yes), and 'Category Type' (A). The 'Category Type' field has a dropdown menu open, showing a list of category types: A, B, C, D, E.

The completed form is shown below.

The screenshot shows the 'Species List' form in the IACUC Assistant application. The form is titled 'Species List' and has a 'Back' button. Below the title bar, there is a 'Save Changes' button. The form contains several fields: 'Species Name' (American Crow (USDA E)), 'Scientific Name' (Corvus Brachyrhynchos), 'Common Name' (American Crow), 'Is USDA Species' (Yes), and 'Category Type' (E). The 'Save Changes' button is highlighted with a red border.

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

IACUC

Species List

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.

	Application Name
☐	IRB Application
☐	IBC APPLICATION (BIO-SAFETY)
☒	IACUC APPLICATION (ANIMALS)
☐	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.

My Workspaces IACUC **Species List** Back

Merge Species Records Add a New Species

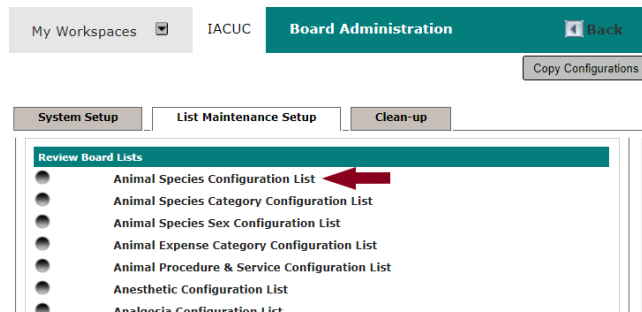
Species Browse/Find: Species Name: Find ...

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

Edit Species

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



The **Species List** page is opened.

My Workspaces IACUC 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)	Zenaidura Macroura	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 IACUC Species List Back

Save Changes

Edit a species in the system.

*Species Name: American Crow (USDA C)

*Scientific Name: Corvus Brachyrhynchos

*Common Name: American Crow

Is USDA Species: ☒ Yes ☐ No

Category Type: A

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 Back

Merge System Procedure Records

Category: --none--

Expense Type: --none--

Species: --none--

Shown in all Studies?:

Name:

14 result(s) found...

Delete	Edit	Category	Species Name	Is USDA Species
		Procedure	Bird	
		Procedure	Canine	

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 Records

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

14 result(s) found...

Delete	Edit	Category	Species Name	Is USDA Species
		Procedure	Bird	
		Procedure	Canine	
		Procedure		
		Case Cleaning		

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

My Workspaces IACUC **Species List** Back

Save Changes

Edit a species in the system.

*Species Name:
*Scientific Name:
*Common Name:
Is USDA Species: ☒ Yes ☐ No
Category Type: C

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

My Workspaces IACUC **Species List** Back

Merge Species Records Add a New Species

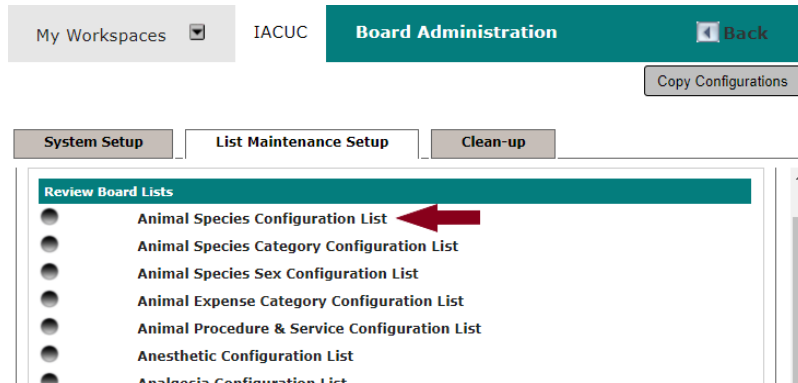
Species Browse/Find: Species Name: Find...

15 result(s) found...

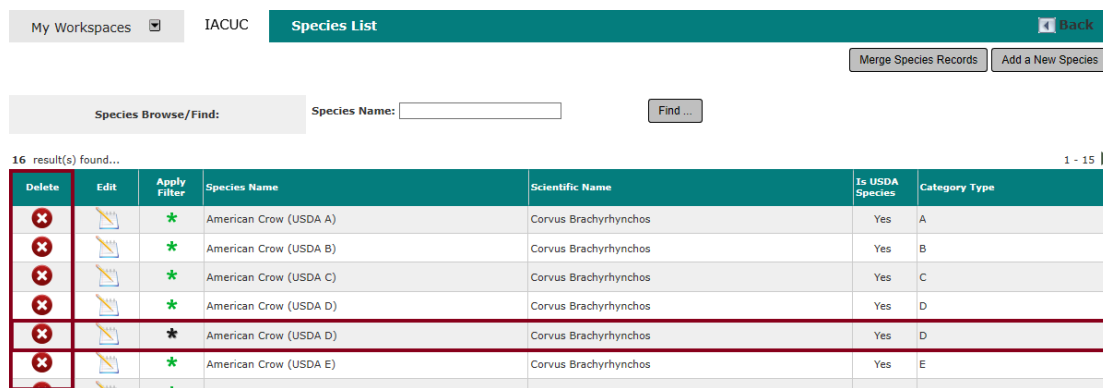
Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow (USDA A)	Corvus Brachyrhynchos	Yes	A
			American Crow (USDA B)	Corvus Brachyrhynchos	Yes	B
			American Crow (USDA C)	Corvus Brachyrhynchos	Yes	C
			American Crow (USDA D)	Corvus Brachyrhynchos	Yes	D
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

Delete Species

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

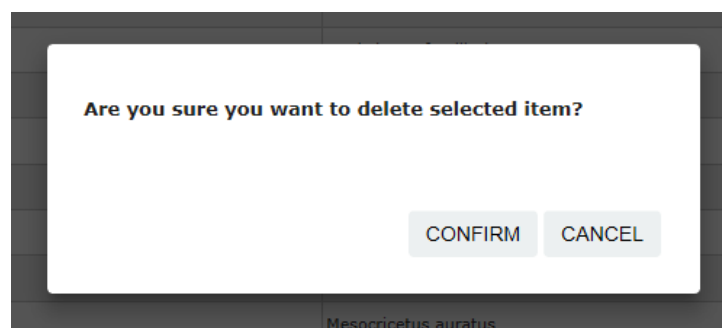


The **Species List** page is opened.



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

IACUC

Species List

Back

Merge Species Records

Add a New Species

Species Browse/Find:

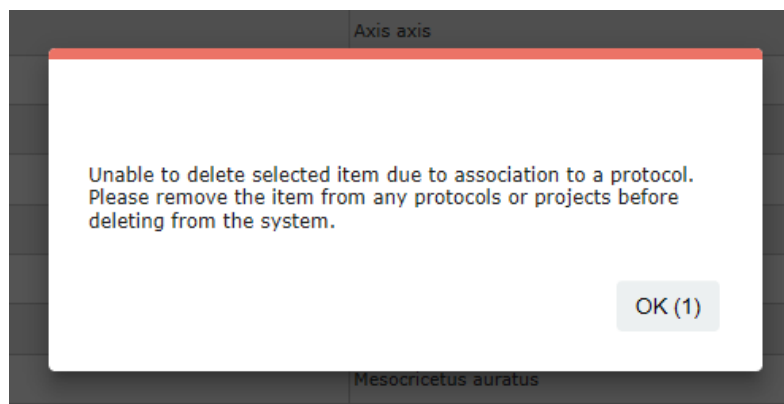
Species Name:

Find

14 result(s) found...

Delete	Edit	Apply Filter	Species Name	Scientific Name	Is USDA Species	Category Type
			American Crow	Corvus brachyrhynchos	Yes	A
			American Crow	Corvus brachyrhynchos	Yes	B
			American Crow	Corvus brachyrhynchos	Yes	C
			American Crow	Corvus brachyrhynchos	Yes	D
			Avian (Duck)	Anas platyrhynchos	No	A
			Axis Deer	Axis axis	No	A
			Beagle	Canis lupus familiaris	Yes	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.

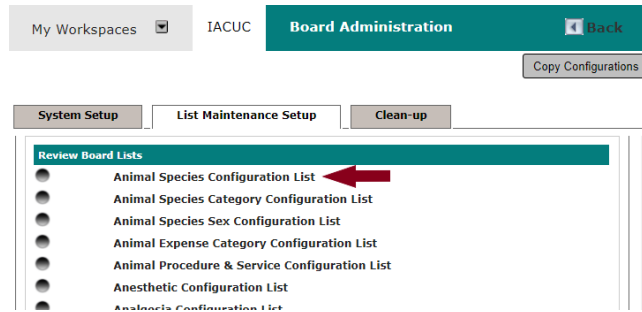


Merge Species

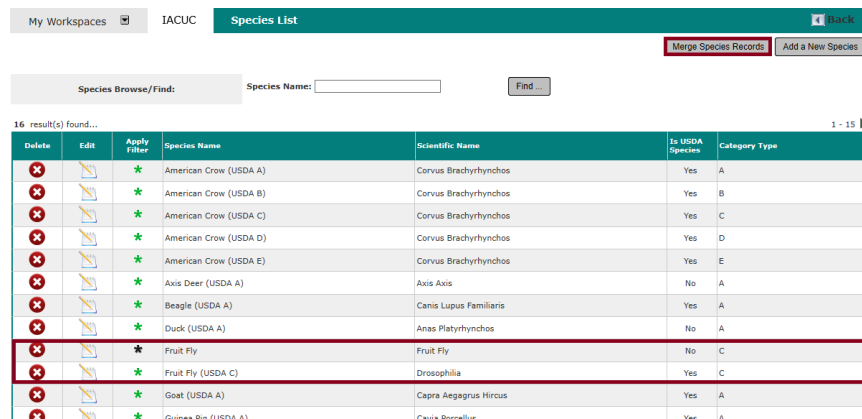
Recall that once a species has been assigned to a study application, it cannot be deleted. Sometimes a duplicate or erroneous species record is created and then assigned to one or more study applications before the mistake is caught.

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.

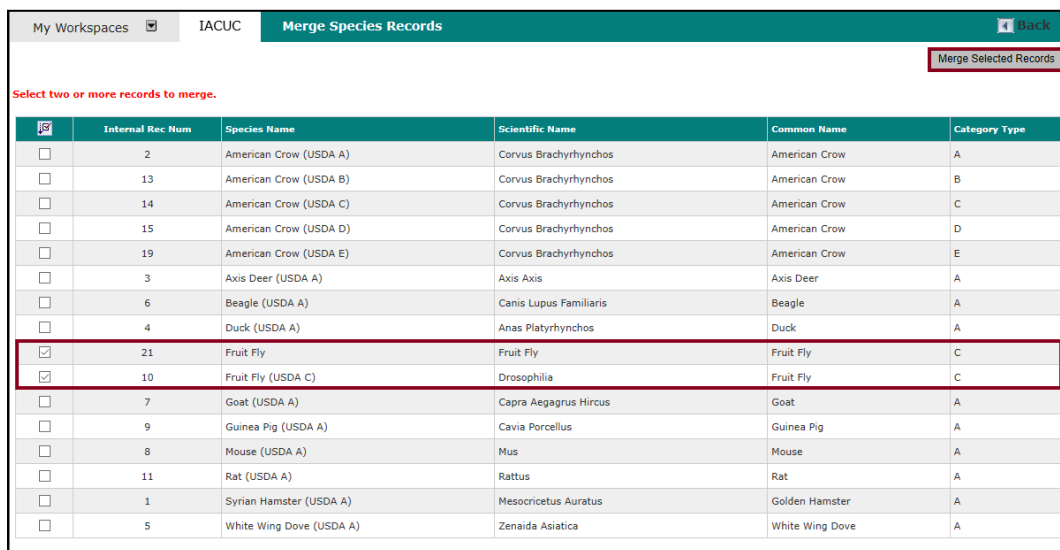
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Configuration List** link.



The **Species List** page is opened.



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.



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 ☒ IACUC **Merge Species Records** [Back](#)

[Merge](#) [Cancel](#)

Select the record you want to keep after merging. 

	Species Name	Scientific Name	Common Name	Category Type
☒	Fruit Fly (USDA C)	Drosophila	Fruit Fly	C
☐	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 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 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 ☒ IACUC **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	Corvus brachyrhynchos	Yes	A
			American Crow	Corvus brachyrhynchos	Yes	B
			American Crow	Corvus brachyrhynchos	Yes	C
			American Crow	Corvus brachyrhynchos	Yes	D
			Avian (Duck)	Anas platyrhynchos	No	A
			Axis Deer	Axis axis	No	A
			Beagle	Canis lupus familiaris	Yes	A
			Fruit Fly	Drosophila	Yes	C
			Goat	Capra aegagrus hircus	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 ☒ IACUC **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

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

My Workspaces ☒ IACUC **Board Administration** [Back](#) [Copy Configurations](#)

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 Procedure & Service Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List

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

My Workspaces ☒ IACUC **System Administration - Animal Species Category** [Back](#) [Add a New Record](#)

Delete	Edit	Species Category
		A
		B
		C
		D
		E

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

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

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

5.0 Project Identification

5.1 Species

Add the species that are being used in this study:

- Please note that the total number of animals listed here must match with the Pain and Distress table later in the application
- If you are adding **multiple wildlife species**, please use broad general groups (ex: Assorted fish, Assorted reptiles, Assorted small mammals, etc.). Additional details will be requested in the Experimental Design section later in the application.
- If you are adding purpose bred (Plus or Rattus) laboratory rodents **DO NOT** list individual strains in this table. This information can be included in the Experimental Design section later in the application.

+ Add a New Species to the Study

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

Find a Species: Search Options

Species Browse/Find:

Species Name: Find Species

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: --none--

* Age:

* Weight:

Category Type: A

* Total Number Requested: 0

Total Number Approved: 0

Wildlife: ☐

Laboratory: ☐

Save Species Info

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) Back

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

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 PRD 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 B or C. 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 **4** 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

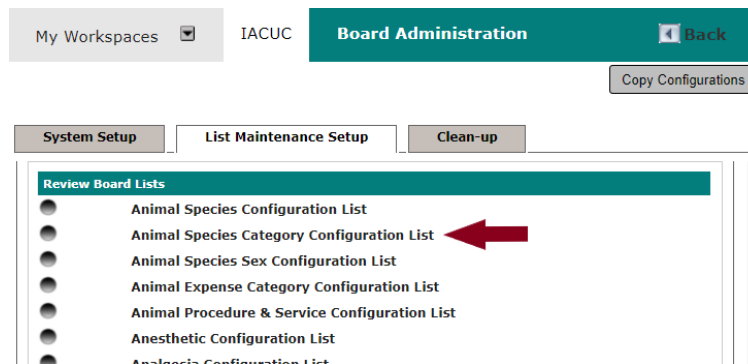
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

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 IACUC Assistant > 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 IACUC **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 IACUC **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 IACUC **System Administration - Animal Species Category** Back

[Add a New Record](#)

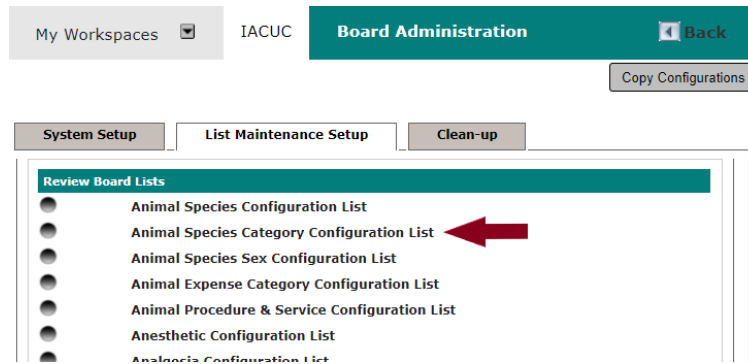
Delete	Edit	Species Category
		A
		B
		C
		D
		E

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.

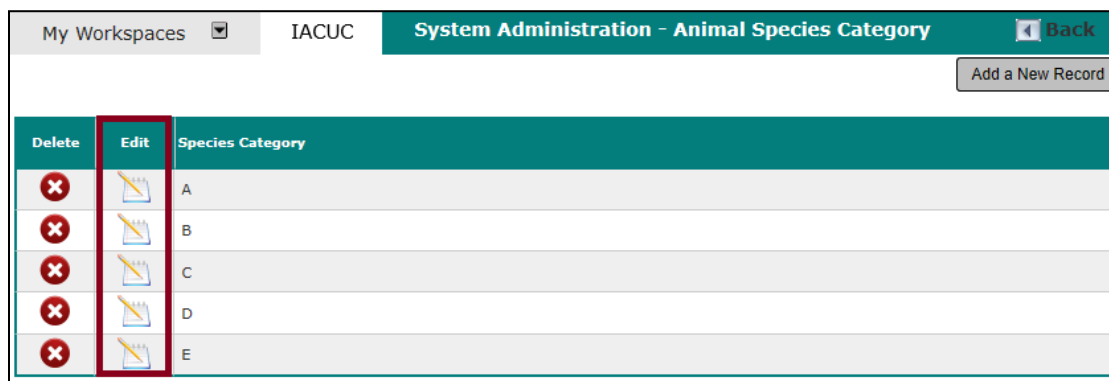
*To deliver maximum flexibility, the iRIS™ system does not limit the number of Animal Species Category records to five and does not prevent creation of duplicate category records. It is the responsibility of the iRIS™ system administrator to ensure the **Animal Species Category** list is maintained in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

Edit Species Category

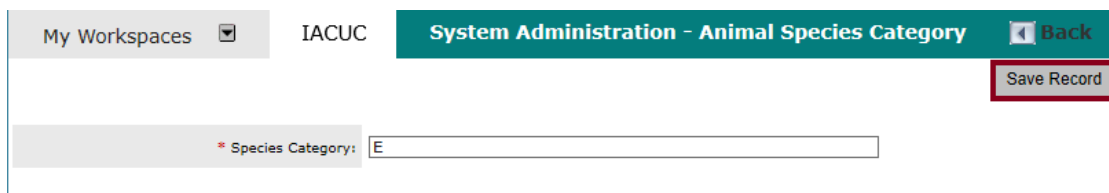
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Category Configuration List** link.



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.

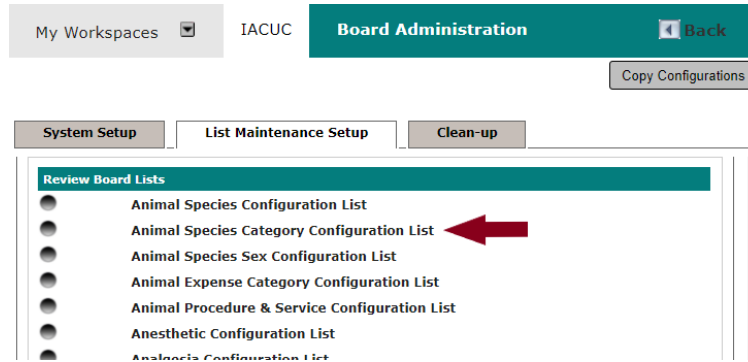


*To deliver maximum flexibility, the iRIS™ system does not limit the number of Animal Species Category records to five and does not prevent creation of duplicate category records. It is the responsibility of the iRIS™ system administrator to ensure the **Animal Species Category** list is maintained in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

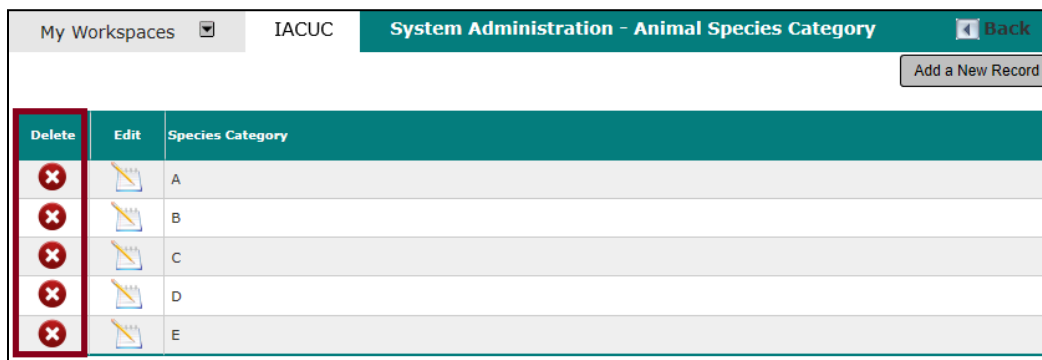
Make desired edits, then click the **Save Record** button to save changes and return to the **Animal Species Category** list page.

Delete Species Category

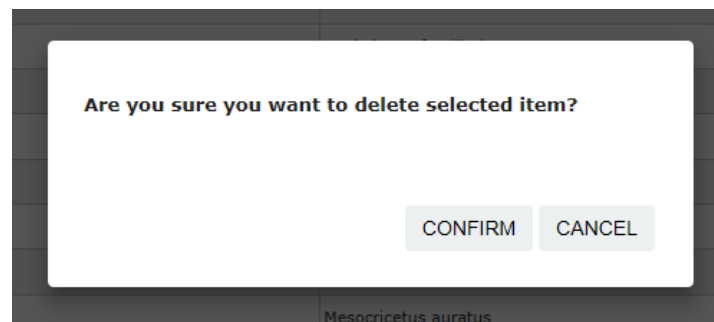
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Category Configuration List** link.



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.



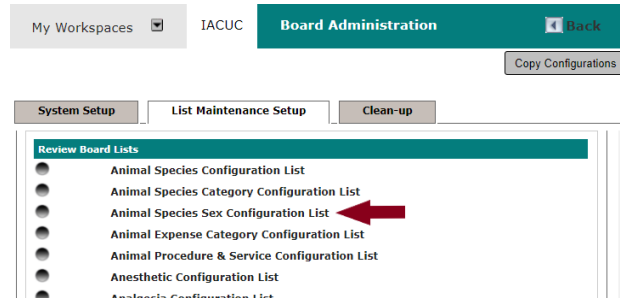
Note that deleting a species category that is already in use on study applications will delete the assigned species category from those applications. It is the responsibility of the iRIS™ system administrator to ensure the applicable species category is not in use before deleting it.

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Sex Configuration List** link.



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

System Administration – Animal Species Sex			Back
			Add a New Record
Delete	Edit	Species Sex	
		Female	
		Male	
		Male & Female	

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' section of the IACUC Assistant application. The 'Study Status' is 'Pending - Submitted for Initial Review'. The 'IACUC Number' is 'IACUC-2019-094'. The 'Study Title' is 'Effects of Amoxicillin on Aspergillosis in Corvids'. The 'Sex' dropdown menu is highlighted with a red arrow.

Species	Strain	Sex	Life Status	Date of Birth Range	Generation	Cage ID	Facility	Building	Room	Animal ID	Animal Tag Number	Origin
All	All	All	All		All	All	All	All	All			All

Animal Records

0 result(s) found...

Edit	Life Status	Species	Strain	Animal ID	Sex	DOB	Facility Building Room	Cage ID	Animal received by
				Tag Number					

No 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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Sex Configuration List** link.

The screenshot shows the 'Board Administration' section of the IACUC Assistant application. The 'List Maintenance Setup' tab is selected. The 'Animal Species Sex Configuration List' link is highlighted with a red arrow.

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 Procedure & Service Configuration List - Anesthetic Configuration List - Analysis Configuration List		

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

The screenshot shows the 'System Administration - Animal Species Sex' page. The 'Add a New Record' button is highlighted with a red box.

Delete	Edit	Species Sex
		Female
		Male
		Male & Female

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

My Workspaces IACUC **System Administration - Animal Species Sex** Back

* Species Sex:

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.

My Workspaces IACUC **System Administration - Animal Species Sex** Back

Delete	Edit	Species Sex
		Female
		Hermaphrodite
		Male
		Male & Female

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Sex Configuration List** link.

My Workspaces IACUC **Board Administration** Back

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 Procedure & Service Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List

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

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

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

My Workspaces		IACUC	System Administration - Animal Species Sex	Back
		Save Record		
		* Species Sex: Hermaphroditic		

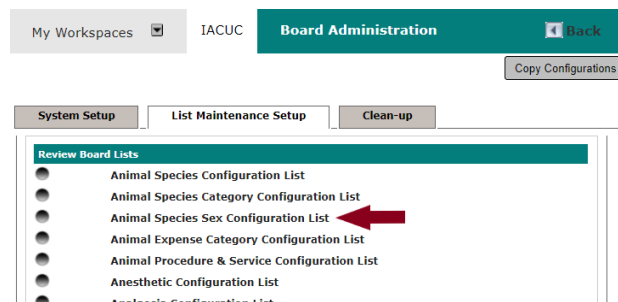
Make desired edits, then click the **Save Record** button to save the changes and return to the **Animal Species Sex** list page. The record is revised.

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

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

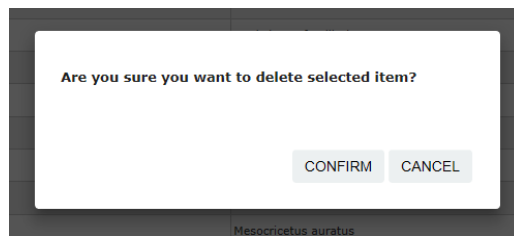
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Animal Species Sex Configuration List** link.



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

My Workspaces ☒		IACUC	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.

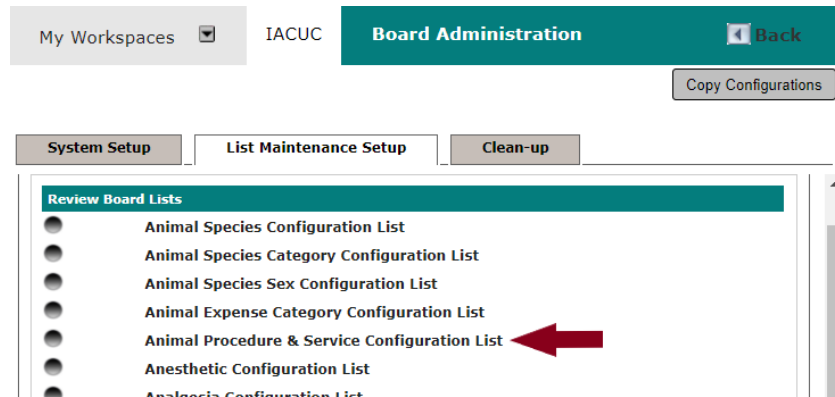
Click **CANCEL** to close the popup without deleting the record.

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

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

Animal Procedure and 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 IACUC Assistant > 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.

The screenshot shows the 'Setup System Services and Procedures List' page. At the top, there are tabs for 'My Workspaces', 'IACUC', and 'Setup System Services and Procedures List'. Below these are buttons for 'Merge System Procedure Records', 'Download Template', 'Upload Procedure/Service(s)', and 'Add a New Procedure/Service'. A search form is highlighted with a red box and a red arrow. The search form contains fields for 'Category', 'Expense Type', 'Species', 'Shown in all Studies?', and 'Name', along with a 'Search' button. Below the search form, a table displays 14 results. The table has columns for 'Delete', 'Edit', 'Category', 'Name', 'Species Name', 'Is USDA Species', 'Is Billable', 'Shown in all Studies?', 'Billing Code', 'Cost', and 'Administrative Cost'.

Delete	Edit	Category	Name	Species Name	Is USDA Species	Is Billable	Shown in all Studies?	Billing Code	Cost	Administrative Cost
		Procedure	Bird Surgery	Bird		No	Yes		\$200.00	\$200.00
		Procedure	Surgery							
		Procedure	Behavior Testing	Canine		Yes	Yes	22201	\$100.00	\$10.00
		Procedure	Procedure							
		Service	Cage Cleaning	Canine		Yes	Yes	2220	\$20.00	\$5.00
		Procedure	Acute Surgery	Goat		Yes	Yes	92373	\$1,000.00	\$10.00

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 fourteen (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 one (1) - ten (10) are currently displayed in the table. Click the paging control to access records eleven (11) – fourteen (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

+ Add a New Procedure to the Study

Delete Procedure	View Description	Species	Is USDA Species	Procedure Type	Procedure Name	Shown in all Studies?
No Procedures have been added to this study						

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Animal Procedure & Service Configuration List** link.

My Workspaces ▼

IACUC

Board Administration Back

Copy Configurations

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 Procedure & Service Configuration List**
- Anesthetic Configuration List
- Analgesia Configuration List

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

My Workspaces ▼

IACUC

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

14 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
✕	✎	Procedure	Bird Surgery	Bird		No	Yes		\$200.00	\$200.00
			Surgery							
✕	✎	Procedure	Behavior Testing	Canine		Yes	Yes	22201	\$100.00	\$10.00
			Procedure							
✕	✎	Procedure	Cage Cleaning						\$30.00	\$5.00

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

My Workspaces ☒ IACUC **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--
Shown in all Studies?:	☒ Yes ☐ No
Is Billable:	☐ Yes ☒ No
Billing Code:	
Cost:	\$0.00
Administrative Cost:	\$0.00

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.

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

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

[Add a new procedure/service.](#)

*Category:	--none-- Procedure Service
*Name:	
Expense Type:	--none-- Cage Repair Cage Upgrade Procedure Surgery Treatment Veterinarian Well Care Checkup
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 Code:	
Cost:	
Administrative Cost:	

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.

The screenshot shows the 'Setup System Services and Procedures List' form. At the top, there are tabs for 'My Workspaces' and 'IACUC'. The form title is 'Setup System Services and Procedures List'. There are two buttons at the top right: 'Return to List' and 'Save Procedure/Service'. Below the title bar, there is a text input field for 'Add a new procedure/service.'. The form fields are as follows:

- *Category:** Service (dropdown)
- *Name:** Cage Door Replacement (text input)
- Expense Type:** Cage Upgrade (dropdown)
- Description:** Replace legacy cage door with key card locking door (text area)
- Species:** Beagle (USDA A) (dropdown)
- Shown in all Studies?:** Yes (radio button selected), No (radio button)
- Is Billable:** Yes (radio button selected), No (radio button)
- Billing Code:** 48562 (text input)
- Cost:** \$150.00 (text input)
- Administrative Cost:** \$15.00 (text input)

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.

The screenshot shows the 'Setup System Services and Procedures List' page. At the top, there are tabs for 'My Workspaces' and 'IACUC'. The page title is 'Setup System Services and Procedures List'. There are four buttons at the top right: 'Merge System Procedure Records', 'Download Template', 'Upload Procedure/Service(s)', and 'Add a New Procedure/Service'. Below the title bar, there is a search filter section with the following fields:

- Category:** --none-- (dropdown)
- Expense Type:** --none-- (dropdown)
- Species:** --none-- (dropdown)
- Shown in all Studies?:** --none-- (dropdown)
- Name:** (text input)
- Search** (button)

Below the search filter, it says '15 result(s) found...'. To the right, there is a pagination link '1 - 10'. Below this is a table with the following columns: Delete, Edit, Category, Name, Species Name, Is USDA Species, Is Billable, Shown in all Studies?, Billing Code, Cost, and Administrative Cost. The table contains three rows of data:

Delete	Edit	Category	Name	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.

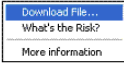
My Workspaces ☒ IACUC **Download Procedure Template** [Back](#)

INSTRUCTIONS

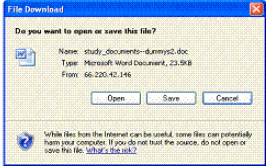
Step 1:
If your browser blocks pop - ups, then after a few moments a bar similar to the one shown below may appear in your browser.

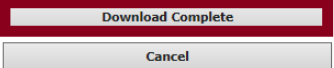


Simply click on the bar and a small drop down list will appear. Click **Download File** from the list of options.



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.

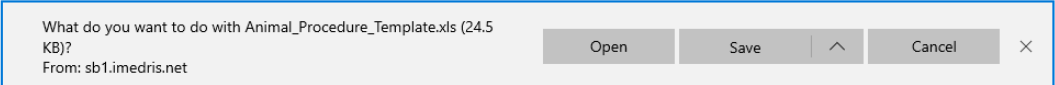




To do so, click **Save**. This will open up a window similar to the one shown below that allows you to choose where in your workstation you would like to save the document.

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.

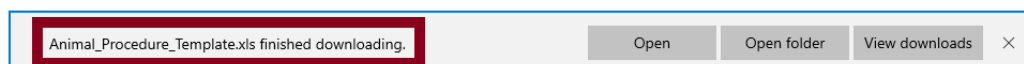


IMPORTANT: READ THE INSTRUCTIONS PROVIDED ON THE PAGE.

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.

My Workspaces IACUC 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:

Search

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

Delete	Edit	Category	Expense Type	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
		Procedure	Bird Surgery							
		Procedure	Surgery	Canine		Yes	Yes	22201	\$100.00	\$10.00
		Procedure	Behavior Testing							
		Service	Procedure	Canine		Yes	Yes	2220	\$20.00	\$5.00
		Service	Cage Cleaning							
		Procedure	Acute Surgery	Goat		Yes	Yes	92373	\$1,000.00	\$10.00
		Procedure	Procedure	Goat		Yes	Yes	92373	\$100.00	\$0.00
		Procedure	Coronary Treatment							
		Procedure	Procedure	Goat		Yes	Yes	92373	\$100.00	\$10.00
		Procedure	Coronary Treatment							
		Procedure	Procedure	Goat		Yes	Yes	92373	\$100.00	\$1.00
		Procedure	Coronary Treatment 1							
		Procedure	Procedure	Guinea Pig		Yes	Yes		\$150.00	\$50.00
		Procedure	Surgical							
		Service	Procedure	Guinea Pig		Yes	Yes		\$75.00	\$15.00
		Service	Vitals Check							
		Service	Veterinarian Care							

Animal_Procedure_Template.xls finished downloading. Open Open folder View downloads

Navigate to the downloaded template file and open it.

AutoSave OFF Animal_Procedure_Template - Compatibility Mode - Excel

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles Cells Editing Ideas

	A	B	C	D	E	F	G	H	I	J
1	*Category	*Name	Expense Type	Description	*Species	Is Billable	Billing Code	Costs	Administration Cost	
2	Procedure/Service		Must match in IRIS list		Must match in IRIS list	Yes/No				
3										
4										
5										
6										

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 IACUC Assistant > 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.

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
			Cage Upgrade							

An upload dialog popup appears.

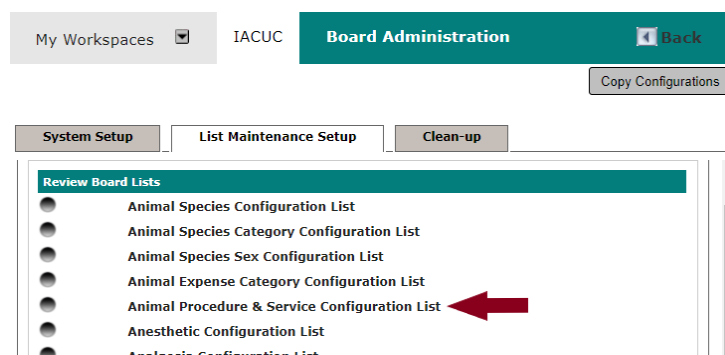
Click the **Cancel** button to close the dialog without completing the upload.

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 IACUC Assistant > 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

IACUC

Setup System Services and Procedures List

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:

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	Expense Type	Beagle (USDA A)	Yes	Yes	Yes	48562	\$150.00	\$15.00
			Cage Door Replacement							
		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							

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 IACUC **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 IACUC **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:

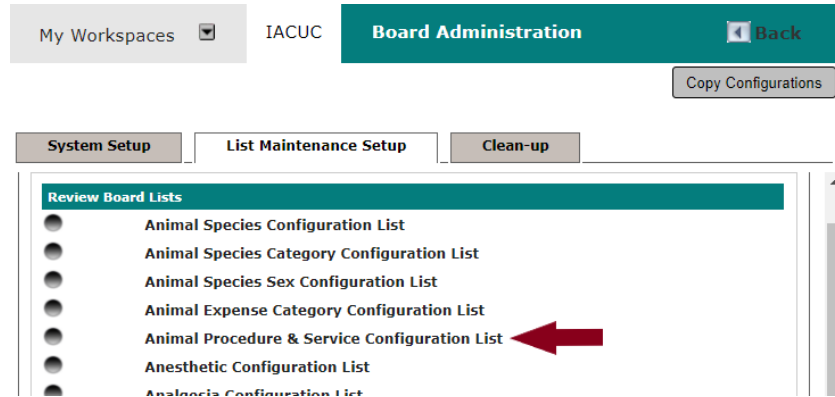
[Search](#)

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 IACUC Assistant > 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 **Delete** icon for the applicable record.

My Workspaces IACUC Setup System Services and Procedures List Back

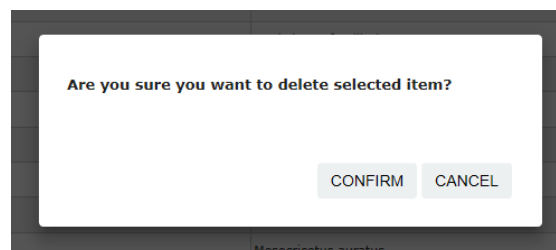
Merge System Procedure Records Download Template Upload Procedure/Service(s) Add a New Procedure/Service

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
			Cage Upgrade							
		Procedure	Avian Thoracic Surgery	Bird		No	Yes		\$200.00	\$200.00
			Surgery							
		Procedure	Behavior Testing	Canine		Yes	Yes	22201	\$100.00	\$10.00
			Procedure							
		Service	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
			Procedure							
		Service	Vitals Check	Guinea Pig		Yes	Yes		\$75.00	\$15.00
			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.

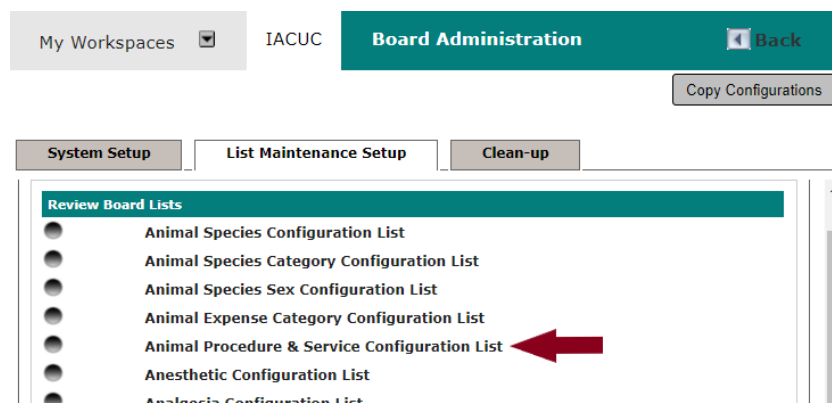
Click **CONFIRM** to complete deletion of the record and return to the **Setup System Services and Procedures List** page.

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 IACUC Assistant > 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.

My Workspaces IACUC **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:

[Search](#)

16 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
		Service	Cage Door Replacement	Beagle (USDA A)	Yes	Yes	Yes		\$150.00	\$15.00
			Cage Upgrade							
			Avian Thoracic Surgery							

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.

My Workspaces IACUC Setup System Services and Procedures List

Merge Selected Records

Select two or more records to merge.

	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
☒	Service	Cage Upgrade	Beagle (USDA A)	Yes	Yes	Yes		\$150.00	\$15.00

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 IACUC Setup System Services and Procedures List

Merge **Cancel**

Select the record you want to keep after merging.

Select	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
☐	Service	Cage Upgrade	Beagle (USDA A)	Yes	Yes	Yes		\$150.00	\$15.00

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 System Services and Procedures List** page, where the merge can be confirmed.

My Workspaces IACUC Setup System Services and Procedures List

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:

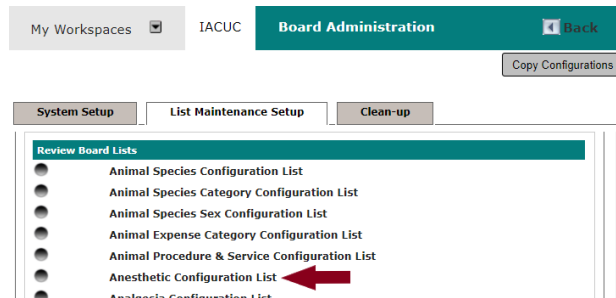
Search

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	Cage Upgrade	Bird		No	Yes		\$200.00	\$200.00

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.



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

My Workspaces		IACUC	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

Add a New Anesthetic to the Study

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

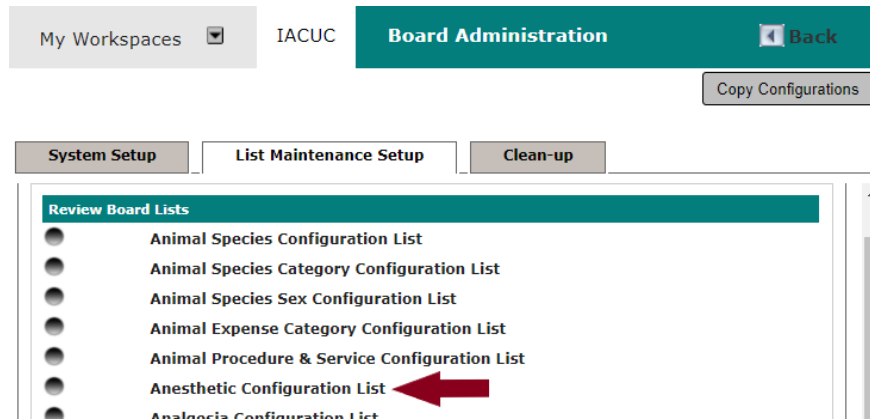
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

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 IACUC Assistant > 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.

My Workspaces

IACUC

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

An add panel is opened.

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

[Save Changes](#)

*Species Name:
 *Anesthetic: or create New
 *Route: or create New
 *Dose:
 Monitoring:

--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)

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 ☒ IACUC **Setup Anesthetic List** [Back](#)

[Save Changes](#)

*Species Name: American Crow (USDA C)
 *Anesthetic: or create New Butorphanol
 *Route: or create New
 *Dose:
 Monitoring:

--none--
 Isoflurane
 Ketamine/Midazolam
 Nitrous Oxide

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 ☒ IACUC **Setup Anesthetic List** [Back](#)

[Save Changes](#)

*Species Name: American Crow (USDA C)
 *Anesthetic: or create New Butorphanol
 *Route: or create New Intranasal
 *Dose:
 Monitoring:

--none--
 Inhaled
 IV

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

My Workspaces IACUC **Setup Anesthetic List** Back

Save Changes

*Species Name: American Crow (USDA C)

*Anesthetic: --none-- or create New Butorphanol

*Route: --none-- or create New Intranasal

*Dose: 1 - 3 mg/kg

Monitoring: Can be combined with 2 mg/kg of Midazolam, also administered intranasally

The new record is added.

My Workspaces IACUC **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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

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 Procedure & Service Configuration List
- Anesthetic Configuration List**
- Analgesia Configuration List

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

My Workspaces

IACUC

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 ▾
IACUC
Setup Anesthetic List
Back

Save Changes

*Species Name: Mouse

*Anesthetic: Nitrous Oxide

or create New

*Route: Inhaled

or create New

*Dose: 5 mg/kg

Monitoring:

1:1 mixture of nitrous to oxygen to augment primary anesthetic

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 

IACUC

Setup Anesthetic List

 Back

Merge Anesthetic Records

Add a New Record

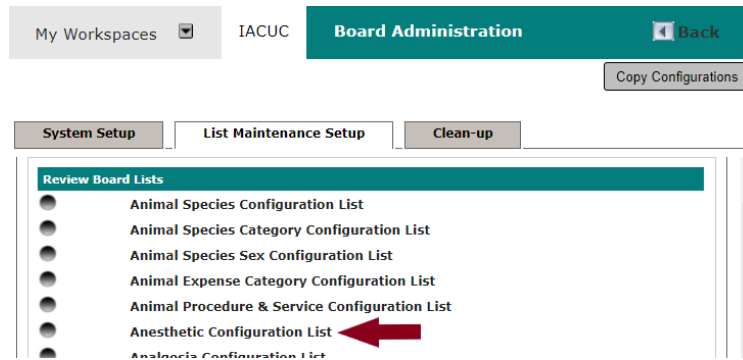
4 result(s) found...

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.



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

My Workspaces 

IACUC

Setup Anesthetic List

 Back

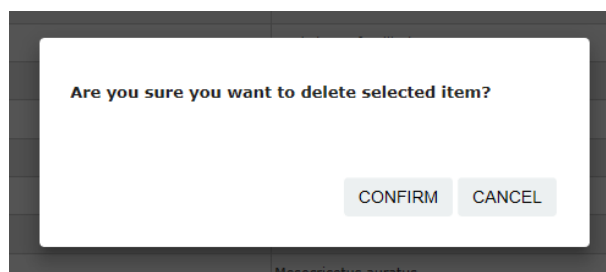
Merge Anesthetic Records

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Anesthetic Configuration List** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

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 Procedure & Service Configuration List
- **Anesthetic Configuration List**
- Analgesia Configuration List

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

My Workspaces IACUC **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 IACUC **Setup Anesthetic List** Back

Merge Selected Records

Select two or more records to merge.

	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	

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 IACUC **Setup Anesthetic List** Back

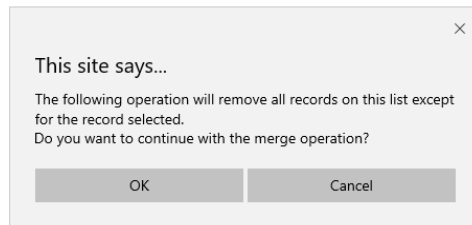
Merge Cancel

Select the record you want to keep after merging.

Select	Species name	Anesthetic	Route	Dose	Monitor
☒	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	

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 Anesthetic List** page, where the merge can be confirmed.

My Workspaces

IACUC

Setup Anesthetic List

Back

Merge Anesthetic Records

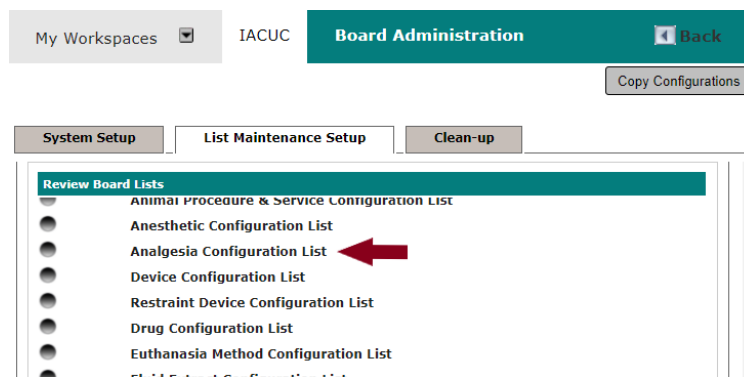
Add a New Record

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.



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

My Workspaces

IACUC

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.

My Workspaces ▾
IACUC
Board Administration
Back
Copy Configurations

System Setup
List Maintenance Setup
Clean-up

Review Board Lists

- Animal Procedure & Service Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List**
- Device Configuration List
- Restraint Device Configuration List
- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extent Configuration List

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

My Workspaces

IACUC

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		IACUC		Setup Analgesia List				Back			
								Save Changes			
*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		IACUC		Setup Analgesia 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)									
*Analgesia:		American Crow (USDA B)		or create New							
*Route:		American Crow (USDA D)		or create New							
*Dose:		American Crow (USDA E)									
*Frequency:		Axis Deer (USDA A)									
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 ▾ IACUC **Setup Analgesia List** [Back](#)

[Save Changes](#)

*Species Name: American Crow (USDA C) ▾

*Analgesia: --none-- ▾ or create New Diazepam

*Route: Butorphanol ▾ 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 ▾ IACUC **Setup Analgesia List** [Back](#)

[Save Changes](#)

*Species Name: American Crow (USDA C) ▾

*Analgesia: --none-- ▾ or create New Diazepam

*Route: --none-- ▾ or create New Intranasal

*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 ▾ IACUC **Setup Analgesia List** [Back](#)

[Save Changes](#)

*Species Name: American Crow (USDA C) ▾

*Analgesia: --none-- ▾ or create New Diazepam

*Route: --none-- ▾ or create New Intranasal

*Dose: 0.2 - 2 mg/kg

*Frequency: Every 4 - 6 hrs

Monitoring: For intranasal delivery only, not intramuscular

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

My Workspaces IACUC **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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

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

Review Board Lists

- Animal Procedure & Service Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List**
- Device Configuration List
- Restraint Device Configuration List
- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extent Configuration List

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

My Workspaces IACUC **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 IACUC **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 

IACUC

Setup Analgesia List



Merge Analgesia Records

Add a New Record

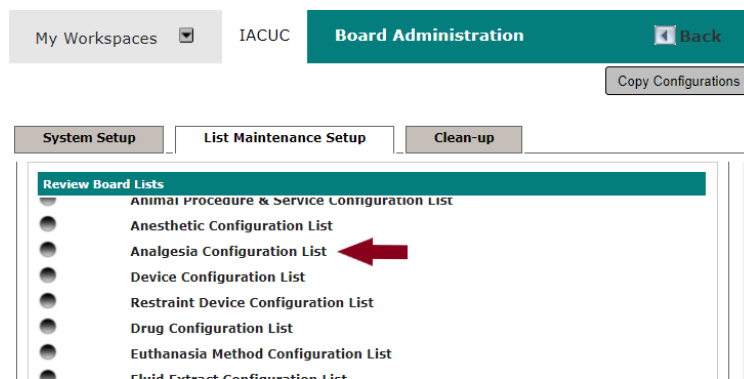
3 result(s) found...

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Analgesia Configuration List** link.



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

My Workspaces ☒

IACUC

Setup Analgesia List

Back

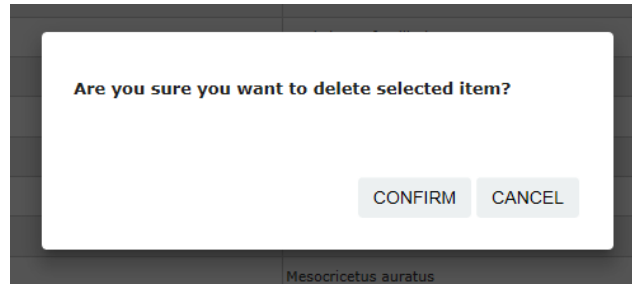
Merge Analgesia Records

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.

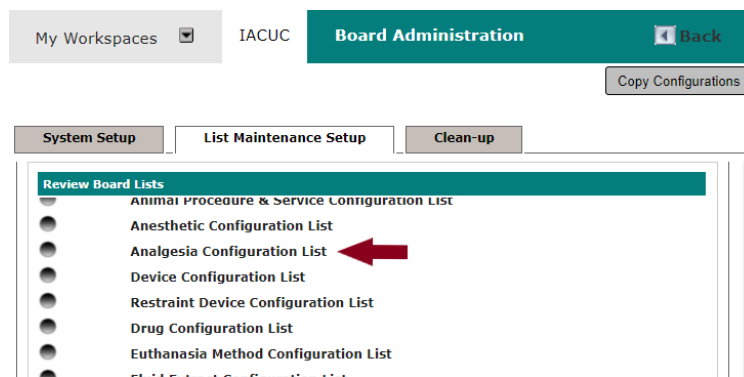
Click **CONFIRM** to complete deletion of the record and return to the **Setup Analgesia List** page.

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 IACUC Assistant > 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

IACUC

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 IACUC **Setup Analgesia List** Back

Merge Selected Records

Select two or more records to merge.

	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

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 IACUC **Setup Analgesia List** Back

Merge Cancel

Select the record you want to keep after merging.

Select	Species name	Analgesia	Route	Dose	Frequency	Monitor
☒	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
☐	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.

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 Analgesia List** page, where the merge can be confirmed.

My Workspaces

IACUC

Setup Analgesia List

Back

Merge Analgesia Records

Add a New Record

3 result(s) found...

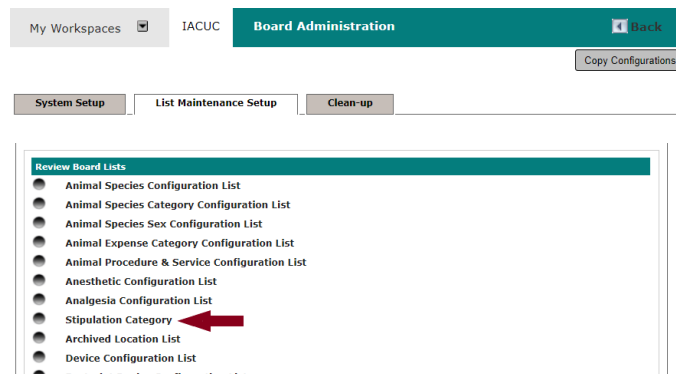
Delete	Edit	Species name	Analgesia	Route	Dose	Frequency	Monitor
		American Crow (USDA C)	Diazepam	Intranasal	0.2 - 2 mg/kg	Every 4 - 6 hrs	For intranasal delivery only, not intramuscular
		Guinea Pig (USDA B)	Butorphanol	IV	0.02 - 0.25 mg/kg	Every 4 - 6 hrs	Can be safely combined with Midazolam at .25 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

1 - 3

Stipulation Category

Where the property `rb.use_stipulation_category` is set to “Yes” (under IACUC Assistant > Review Board Administration > Board Configuration Options > Recommendations and Stipulations), the review board can group stipulation items into categories.

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Stipulation Category List** link.



The **Setup Stipulation Category List** page is opened.

My Workspaces ▾		IACUC Setup Stipulation Category List						Back
								Add a Stipulation Category
	Edit	Stipulation Category						
No stipulation categories records have been entered.								

Stipulation Category List Implementation – Application Side

Where applicable, stipulations are assigned on the board review side. This list is not employed on the application side.

Stipulation Category List Implementation – Board Side

The stipulation category list is provided as a dropdown picklist for selection of **Stipulation Type** when a stipulation is added for a submission.

Add Stipulation Category

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Stipulation Category List** link.

The **Setup Stipulation Category List** page is opened. Click the **Add a Stipulation Category** button.

Enter a **Stipulation Category** name and click the **Save Stipulation Category** button.

The category is added on the main **Setup Stipulation Category List** page.

Edit Stipulation Category

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Stipulation Category List** link.

The **Setup Stipulation Category List** page is opened. Click the icon in the **Edit** column for the applicable item.

The record is opened for editing. Make desired changes to the **Stipulation Category** name and click the **Save Stipulation Category** button.

The category is revised on the main **Setup Stipulation Category List** page.

Delete Stipulation Category

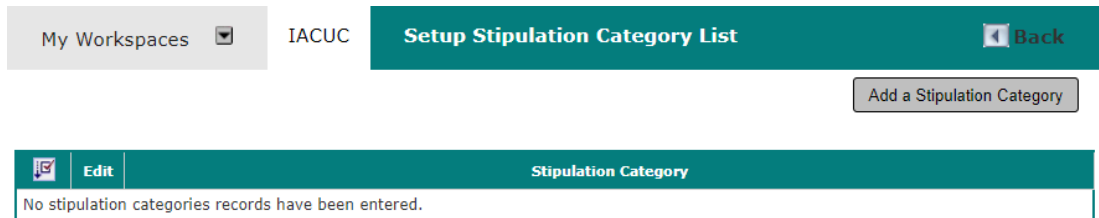
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Stipulation Category List** link.

The **Setup Stipulation Category List** page is opened. Select the checkbox(es) for the item(s) to be deleted and click the **Delete Select Stipulation Category(s)** button.

A confirmation popup window displays.

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

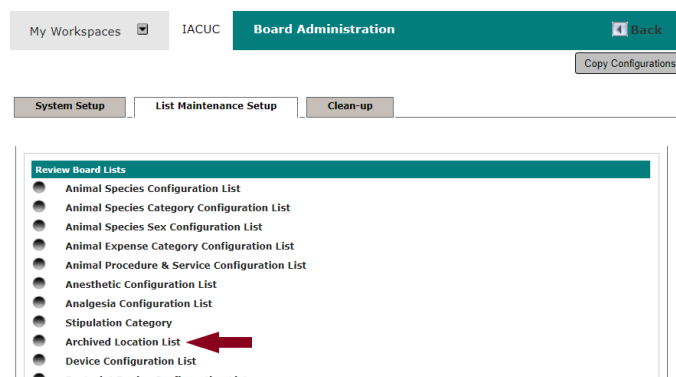
Click **CONFIRM** to complete deletion of the record and return to the **Setup Stipulation Category List** page. The item is deleted.



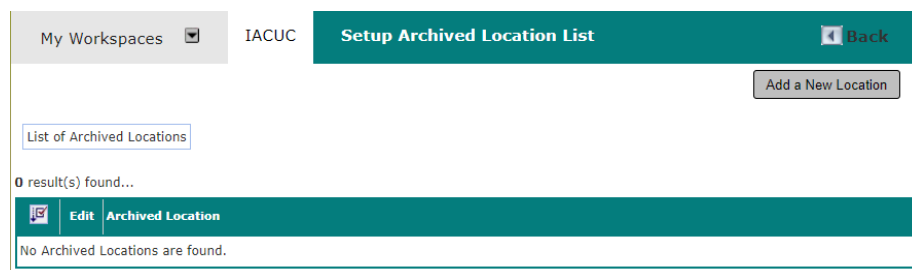
Archived Location List

Where the property `rb.use_archived_location` is set to “Yes” (under IACUC Assistant > Review Board Administration > Board Configuration Options > Study Board Properties), the iRIS™ system provides a means for tracking locations where study documentation can be archived.

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Archived Location List** link.



The **Setup Archived Location List** page is opened.



Archived Location List Implementation – Application Side

The archived location list is provided as a dropdown picklist on the **Study Summary** page for selection of **Archived Location** when a study/submission is renewed or reactivated.

My Workspaces ▾ IACUC Number: **ANI-12-156** IACUC Study Summary Back

Alias: Application
PI: admin, Admin Admin, Ph.D. Brig. Gen.

Study Status: IACUC Number: ANI-12-156 Study Title: Application 2204

IACUC Expiration Date: 10/08/2015

IACUC Full Renewal Expiration Date: 04/08/2016

Save Changes

Previous Protocol Number:

Archived Location: ▾
None
Location 1

Archived Location List Implementation – Board Side

Where applicable, archive locations are specified on the application side and are not generally subject to direct revision by the board.

Add Archived Location

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Archived Location List** link.

My Workspaces ▾ IACUC Board Administration Back

Copy Configurations

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 Procedure & Service Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List
- Stipulation Category
- Archived Location List
- Device Configuration List
- Posttest Rules Configuration List

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

My Workspaces ▾ IACUC Setup Archived Location List Back

Add a New Location

List of Archived Locations

0 result(s) found...

Edit	Archived Location
No Archived Locations are found.	

Enter the desired **Archived Location** and click the **Save Location** button.

My Workspaces ▾ IACUC **Setup Archived Location List** [Back](#)

[Save Location](#)

Add an Archived Location to the system.

*Archived Location:

The category is added on the main **Setup Archived Location List** page.

My Workspaces ▾ IACUC **Setup Archived Location List** [Back](#)

[Add a New Location](#) [Delete Selected Location\(s\)](#)

List of Archived Locations

1 result(s) found...

	Edit	Archived Location
☐		Gaines Hall Basement, Rm 9

Edit Archived Location

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Archived Location List** link.

My Workspaces ▾ IACUC **Board Administration** [Back](#)

[Copy Configurations](#)

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 Procedure & Service Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List
- Stipulation Category
- **Archived Location List** ←
- Device Configuration List
- Posttest Device Configuration List

The **Setup Archived Location List** page is opened. Click the icon in the **Edit** column for the applicable item.

My Workspaces ▾ IACUC **Setup Archived Location List** [Back](#)

[Add a New Location](#) [Delete Selected Location\(s\)](#)

List of Archived Locations

1 result(s) found...

	Edit	Archived Location
☐		Gaines Hall Basement, Rm 9

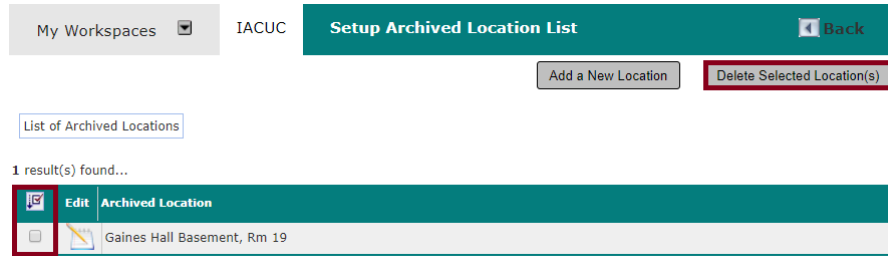
The record is opened for editing. Make desired changes to the **Archived Location** field and click the **Save Location** button.

The category is revised on the main **Setup Archived Location List** page.

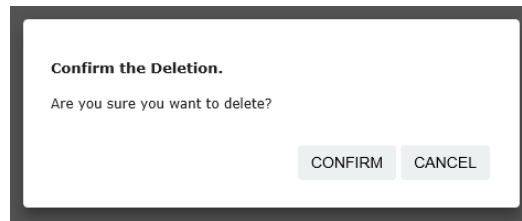
Delete Archived Location

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Archived Location List** link.

The **Setup Archived Location List** page is opened. Select the checkbox(es) for the item(s) to be deleted and click the **Delete Selected Location(s)** button.

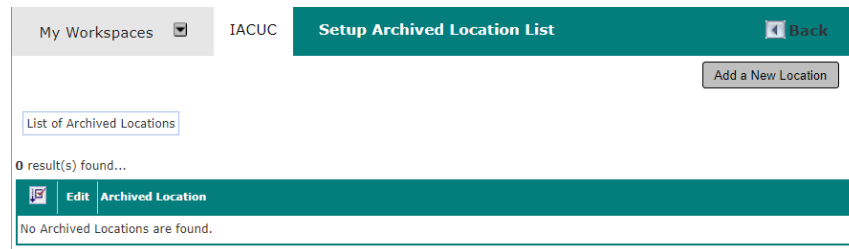


A confirmation popup window appears.



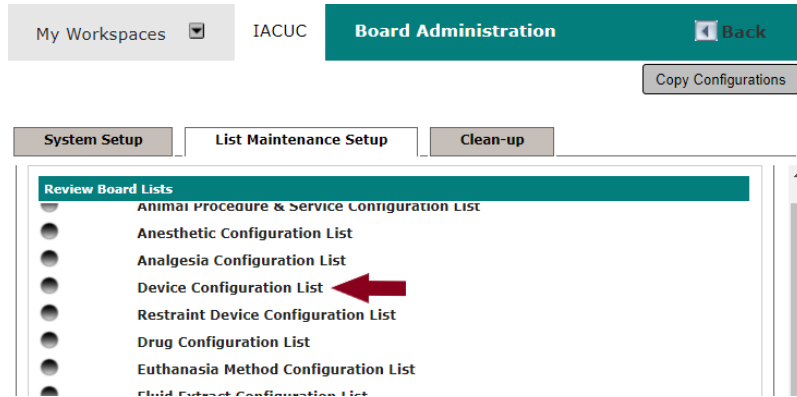
Click **CANCEL** to close the popup without deleting the record.

Click **CONFIRM** to delete the record and close the popup. The record is deleted from the list on the main **Setup Archived Location List** page.



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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.



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

The 'Setup Device List' page includes a search bar for 'Device Name' and a 'Find ...' button. Below the search bar, it indicates '2 result(s) found...' and displays a table with the following data:

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

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

The screenshot shows a button labeled '+ Add a New Device to the Study'. Below it 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 indicates 'No devices have been added to this Study'.

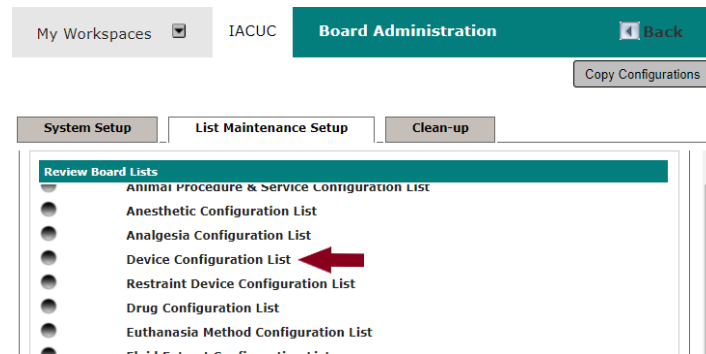
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Device List Implementation – Board Side

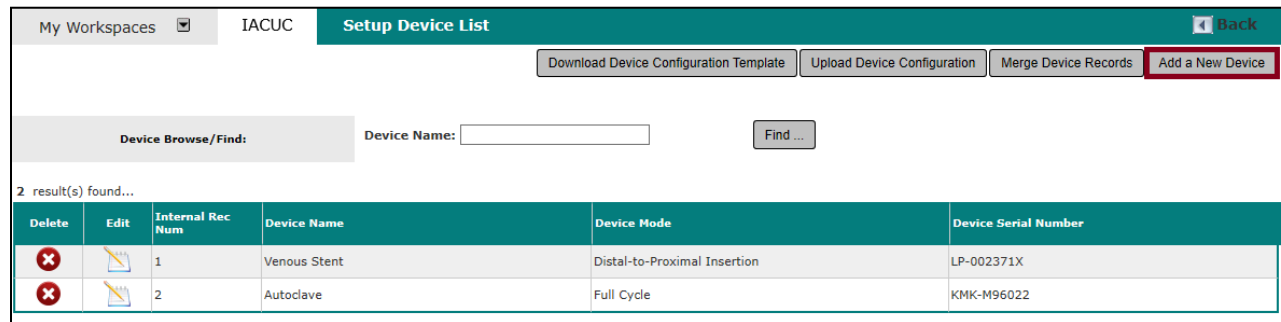
Devices are added on the application side where required and are not generally subject to direct revision by the board.

Add a New Device

Navigate to IACUC Assistant > 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.

Add a new device to the system.

*Device Name:

Device Mode:

Device Serial Number:

Save Changes

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

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

[Save Changes](#)

Add a new device to the system.

*Device Name:

Device Mode:

Device Serial Number:

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

My Workspaces ▾ IACUC **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 ▾ IACUC **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](#) [X](#)

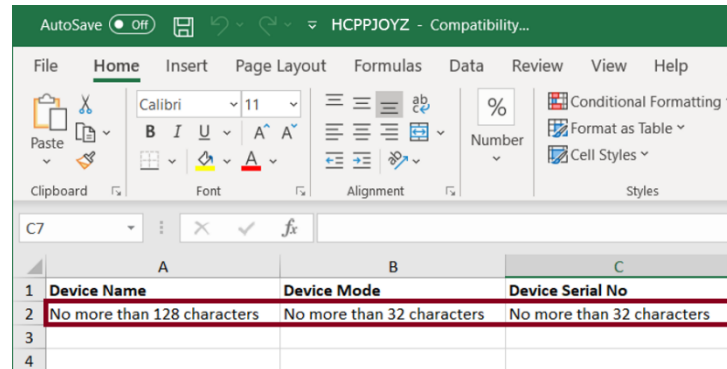
Click the **Cancel** button in the download dialog popup to close it without downloading the template.

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.



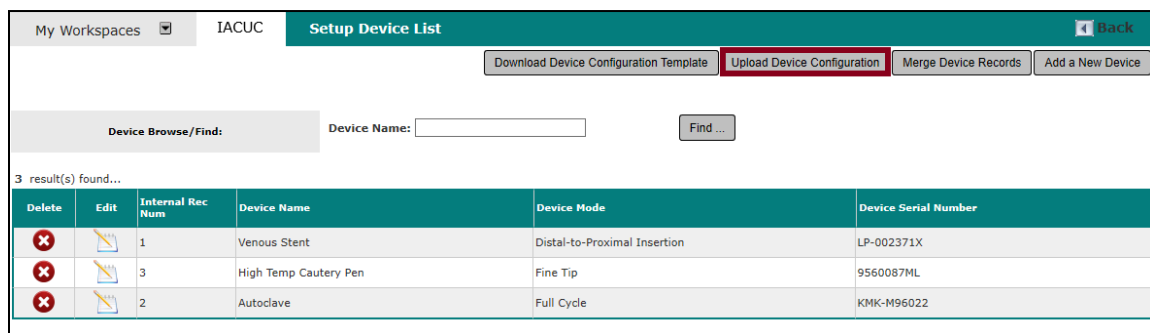
Navigate to the downloaded template file and open it.



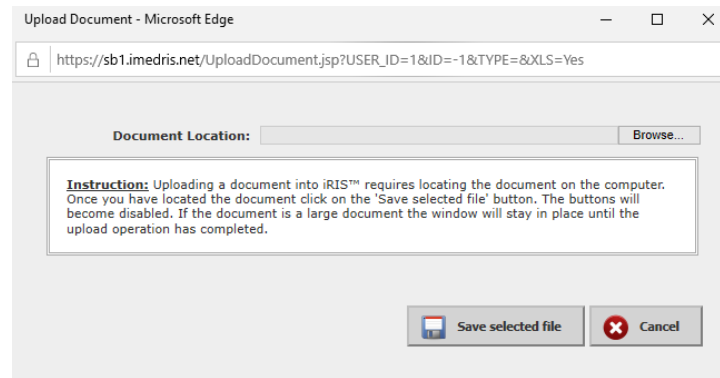
As shown in the screenshot above, field length limits are provided in the second row. Enter desired device records to complete the template and save changes to the file.

Upload Device Configuration Template

When the Device Template has been populated with all desired data, navigate to IACUC Assistant > 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.



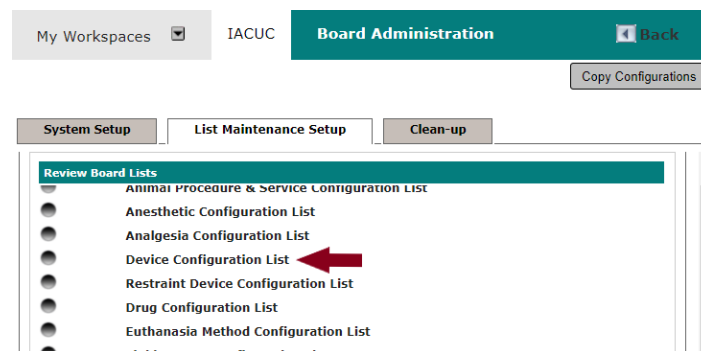
Click the **Cancel** button to close the dialog without completing the upload.

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

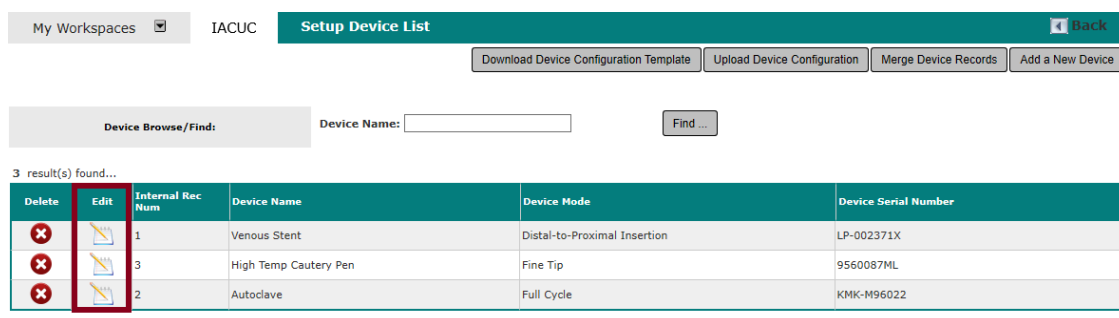
Review the uploaded records in the **Setup Device List** page to ensure the uploaded records have correctly populated all columns. Any records that do not meet data content requirements must be edited or deleted promptly, to ensure they cannot be mistakenly assigned to studies.

Edit Device

Navigate to IACUC Assistant > 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.



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

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

[Save Changes](#)

[Edit a device in the system.](#)

*Device Name:	Fine Tip Cautery Pen
Device Mode:	High Temp
Device Serial Number:	9560087ML

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

My Workspaces ▾ IACUC **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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.

My Workspaces ▾ IACUC **Board Administration** [Back](#)

[Copy Configurations](#)

[System Setup](#)
[List Maintenance Setup](#)
[Clean-up](#)

Review Board Lists

- Animal Procedure & Service Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List
- Device Configuration List
- Restraint Device Configuration List
- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extent Configuration List

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

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

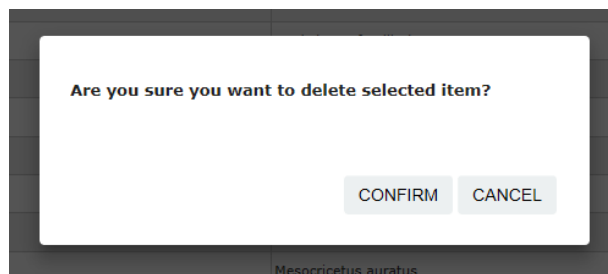
[Download Device Configuration Template](#) [Upload Device Configuration](#) [Merge Device Records](#) [Add a New Device](#)

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

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Device Configuration List** link.

My Workspaces ▾ IACUC **Board Administration** [Back](#)

[Copy Configurations](#)

[System Setup](#) [List Maintenance Setup](#) [Clean-up](#)

Review Board Lists

- Animal Procedure & Service Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List
- Device Configuration List**
- Restraint Device Configuration List
- Drug Configuration List
- Euthanasia Method Configuration List
- Child Patient Configuration List

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

My Workspaces IACUC Setup Device List Back

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

Device Browse/Find: Device Name: Find

4 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
		4	Cautery Pen	High Temp	9560087ML

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.

My Workspaces IACUC Merge Device Records Back

Merge Selected Records

Select two or more records to merge.

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

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 IACUC Merge Device Records Back

Merge Cancel

Select the record you want to keep after merging.

	Device Name	Device Mode	Device Serial Number
☒	Fine Tip Cautery Pen	High Temp	9560087ML
☐	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?

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 **Merge Device Records** page, where the merge can be confirmed.

My Workspaces IACUC **Merge Device Records** Back

Merge Selected Records

Select two or more records to merge.

	Internal Rec Num	Device Name	Device Mode	Device Serial Number
☐	2	Autoclave	Full Cycle	KMK-M96022
☐	3	Fine Tip Cautery Pen	High Temp	9560087ML
☐	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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

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

Review Board Lists

- Animal Procedure & Service Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List
- Device Configuration List
- Restraint Device Configuration List**
- Drug Configuration List
- Euthanasia Method Configuration List
- Food Subject Configuration List

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

My Workspaces IACUC **Setup Restraint Device List** Back

Merge Restraint Device Records Add a New Restraint Device

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

3 result(s) found...

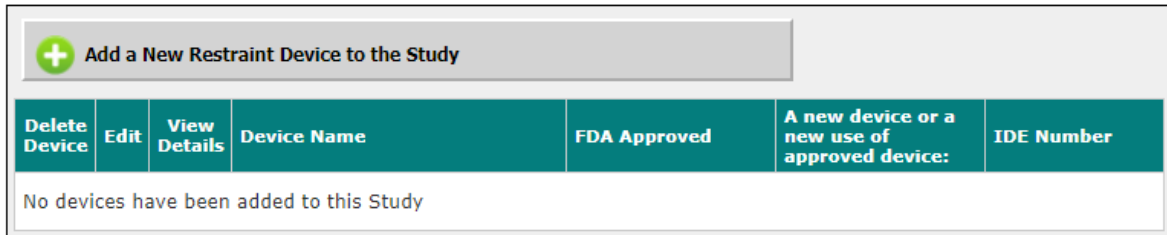
Delete	Edit	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
		1	Acrylic	cage	RDN-1001
		3	Chamber	cage	RDN-10036
		2	Live Trap	leash	RDN-10023

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' and 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. Below the table, it states 'No devices have been added to this Study'.

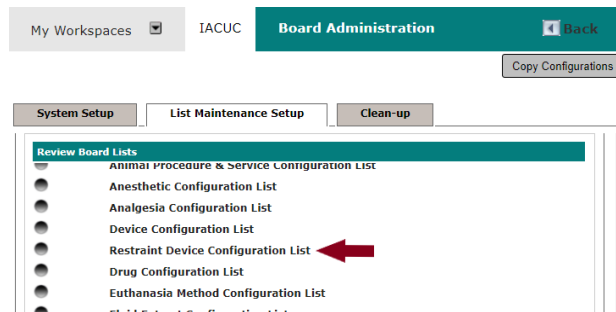
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

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.

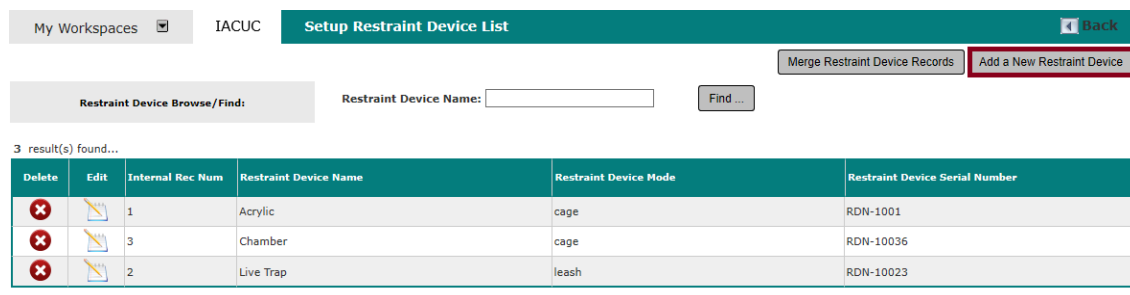
Add a New Restraint Device

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.



The screenshot shows the 'Board Administration' section with a 'Back' button and a 'Copy Configurations' button. Below this, there are three tabs: 'System Setup', 'List Maintenance Setup', and 'Clean-up'. Under 'List Maintenance Setup', there is a 'Review Board Lists' section with a list of links: Animal Procedure & Service Configuration List, Anesthetic Configuration List, Analgesia Configuration List, Device Configuration List, Restraint Device Configuration List (highlighted with a red arrow), Drug Configuration List, Euthanasia Method Configuration List, and Fluid Patient Configuration List.

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



The screenshot shows the 'Setup Restraint Device List' page. It includes a 'My Workspaces' dropdown, 'IACUC' text, and a 'Back' button. Below these are 'Merge Restraint Device Records' and 'Add a New Restraint Device' buttons. A search bar is present with 'Restraint Device Browse/Find:' and 'Restraint Device Names:' fields, and a 'Find ...' button. Below the search bar, it says '3 result(s) found...'. A table displays the results:

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

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

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

[Save Changes](#)

Add a new restraint device to the system.

*Restraint Device Name:

Restraint Device Mode:

Restraint Device Serial Number:

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 ▾ IACUC **Setup Restraint Device List** [Back](#)

[Save Changes](#)

Add a new restraint device to the system.

*Restraint Device Name:

Restraint Device Mode:

Restraint Device Serial Number:

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

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

[Merge Restraint Device Records](#) [Add a New Restraint Device](#)

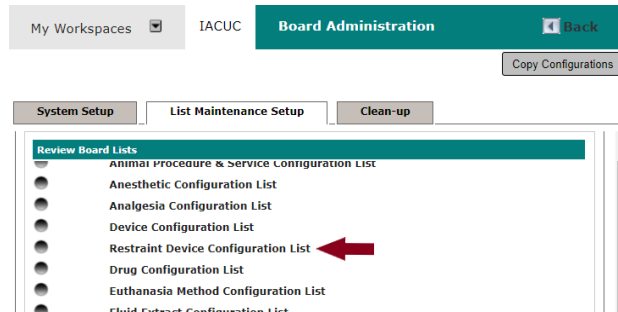
Restraint Device Browse/Find: [Find ...](#)

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



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

My Workspaces IACUC **Setup Restriction Device List** [Back](#)

[Merge Restriction Device Records](#) [Add a New Restriction Device](#)

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

4 result(s) found...

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

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

My Workspaces IACUC **Setup Restriction Device List** [Back](#)

[Merge Restriction Device Records](#) [Add a New Restriction Device](#)

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

4 result(s) found...

[Edit a restriction device in the system.](#)

***Restriction Device Name:**

Restriction Device Mode:

Restriction Device Serial Number:

[Save Changes](#)

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 Restriction Device List** page.

My Workspaces IACUC **Setup Restriction Device List** [Back](#)

[Merge Restriction Device Records](#) [Add a New Restriction Device](#)

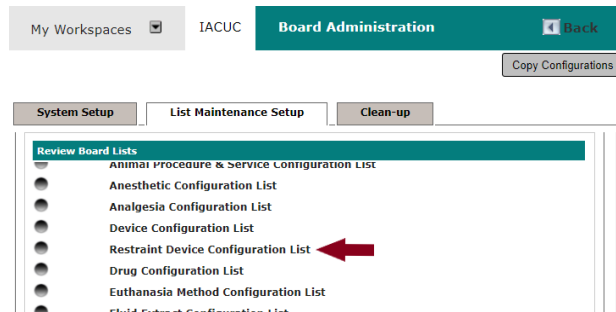
Restriction Device Browse/Find: Restriction Device Name: [Find ...](#)

4 result(s) found...

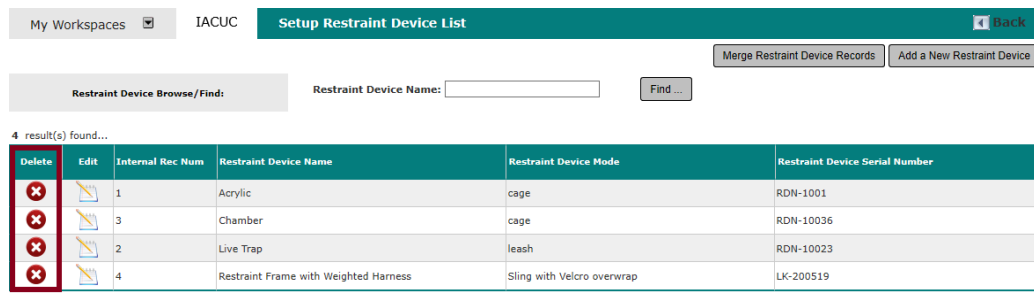
Delete	Edit	Internal Rec Num	Restriction Device Name	Restriction Device Mode	Restriction Device Serial Number
		1	Acrylic	cage	RDN-1001
		3	Chamber	cage	RDN-10036
		2	Live Trap	leash	RDN-10023
		4	Restriction Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519

Delete Restraint Device

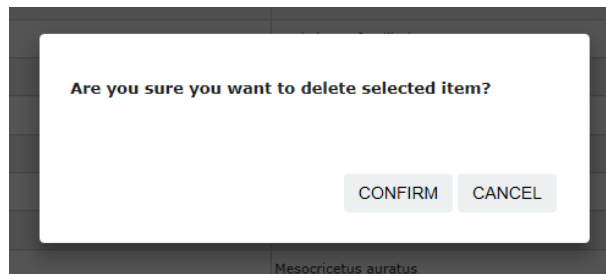
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Restraint Device Configuration List** link.



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



A confirmation popup window displays.



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

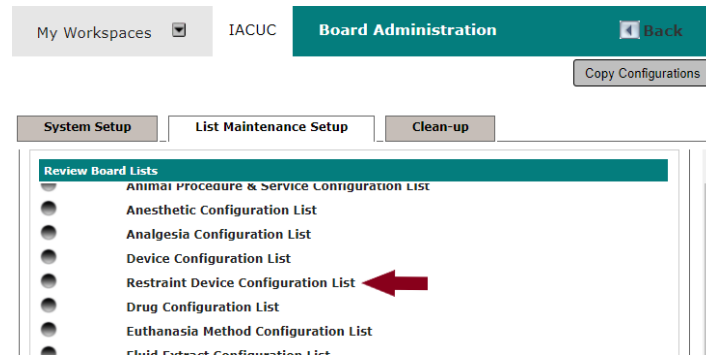
Click **CONFIRM** to complete deletion of the record and return to the **Setup Restraint Device List** page.

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



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

My Workspaces

IACUC

Setup Restraint Device List

Back

Merge Restraint Device Records

Add a New Restraint Device

Restraint Device Browse/Find:

Restraint Device Name:

Find ...

5 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
		5	Restraint Frame	Sling style	LK-200519
		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.

My Workspaces

IACUC

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
☐	1	Acrylic	cage	RDN-1001
☐	3	Chamber	cage	RDN-10036
☐	2	Live Trap	leash	RDN-10023
☒	5	Restraint Frame	Sling style	LK-200519
☒	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 ▾ IACUC **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
☒	Restraint Frame with Weighted Harness	Sling with Velcro overwrap	LK-200519
☐	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.

×

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 **Merge Restraint Device Records** page, where the merge can be confirmed.

My Workspaces ▾ IACUC **Merge Restraint Device Records** Back

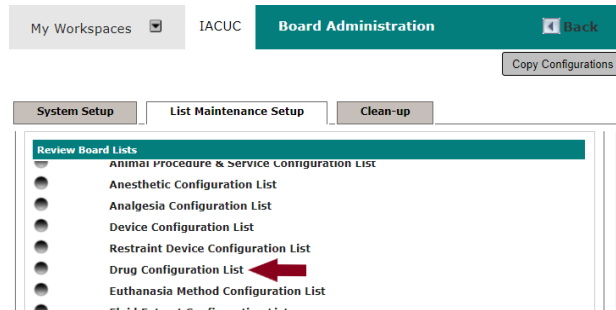
Merge Selected Records

Select two or more records to merge.

	Internal Rec Num	Restraint Device Name	Restraint Device Mode	Restraint Device Serial Number
☐	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

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link.



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

The 'Setup Drug List' page includes a search bar and a table of drug records. The table contains 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.

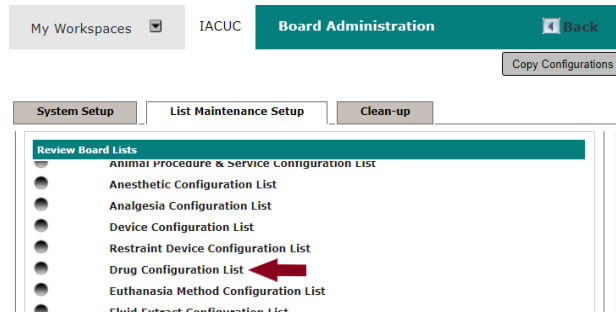
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Drug List Implementation – Board Side

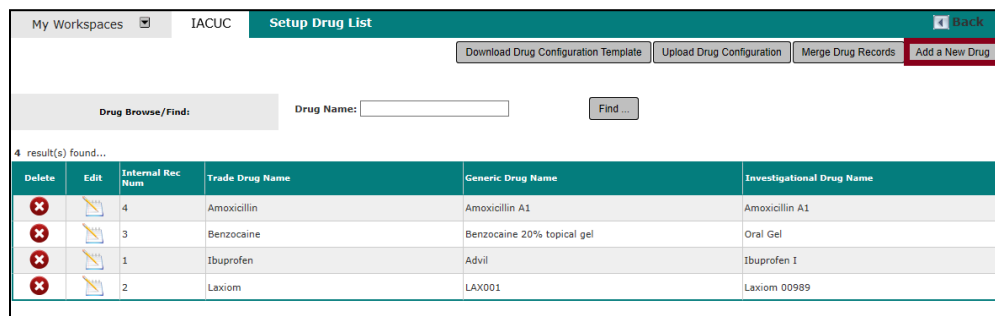
Drugs are added on the application/study side where required and are not generally subject to direct revision by the board.

Add a New Drug

Navigate to IACUC Assistant > 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 screenshot shows the 'Add a new drug to the system' panel. It includes a 'Save Changes' button (highlighted with a red box) and a form with the following fields:

Trade Name:	Vivlodex
Generic Name:	Meloxicam
If not yet named, Investigational Name:	Meloxicam ER-12

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

My Workspaces ▾ IACUC **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 ▾ IACUC **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 MNOQNMKG.xls?
From: sb1.imedris.net

[Open](#)
[Save](#)
[^](#)
[Cancel](#)
[×](#)

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

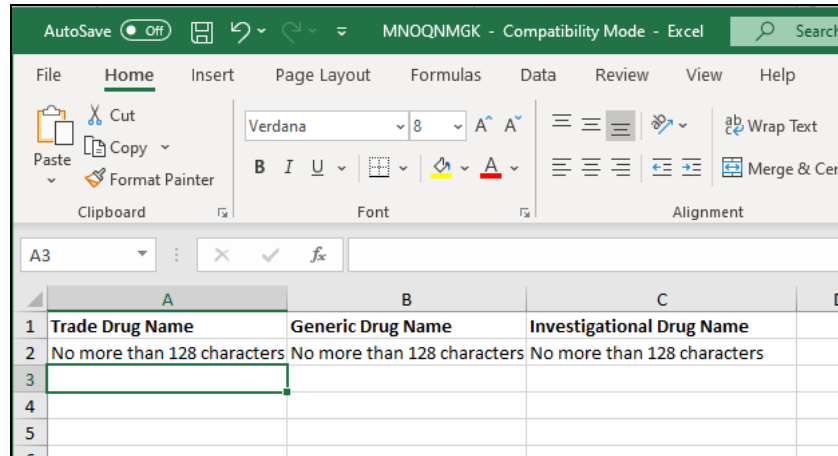
Click the **Save** button in the download dialog popup to save the template to the default Downloads folder on the computer. Click the upward-pointing arrow to the right of the **Save** button to access Save As options, which allow for saving the template to the user's desired location on the computer.

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

MNOQNMKG.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, IACUC Assistant > 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.

My Workspaces IACUC **Setup Drug List**

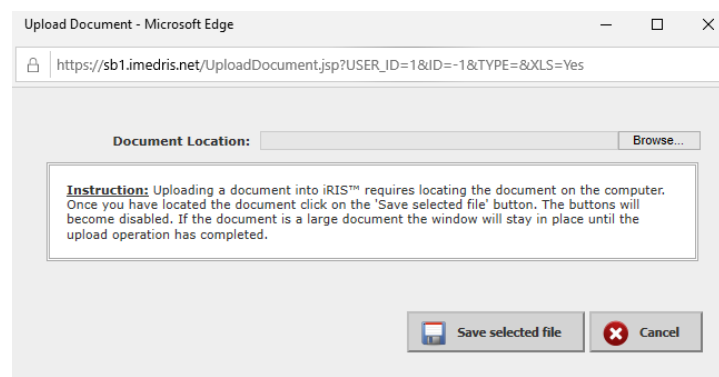
[Download Drug Configuration Template](#)
[Upload Drug Configuration](#)
[Merge Drug Records](#)
[Add a New Drug](#)

Drug Browse/Find: Drug Name:

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

An upload dialog popup appears.



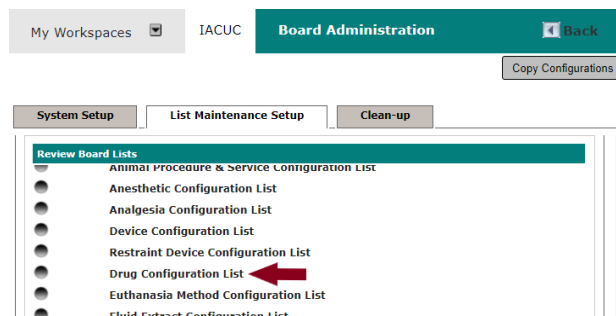
Click the **Cancel** button to close the dialog without completing the upload.

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 IACUC Assistant > 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

IACUC

Setup Drug List

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

IACUC

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 IACUC **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 1
		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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Drug Configuration List** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

System Setup List Maintenance Setup Clean-up

Review Board Lists

- Animal Procedure & Service Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List
- Device Configuration List
- Restraint Device Configuration List
- Drug Configuration List**
- Euthanasia Method Configuration List
- Fluid Extent Configuration List

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

My Workspaces IACUC **Setup Drug List** Back

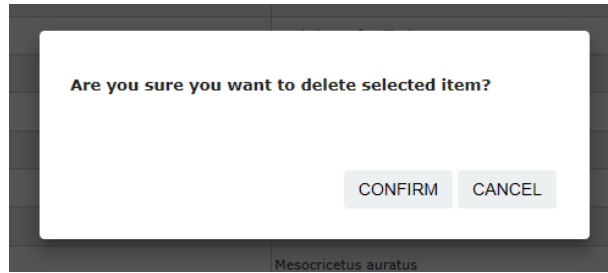
Download Drug Configuration Template Upload Drug Configuration Merge Drug Records Add a New Drug

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 1
		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

A confirmation popup window displays.



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

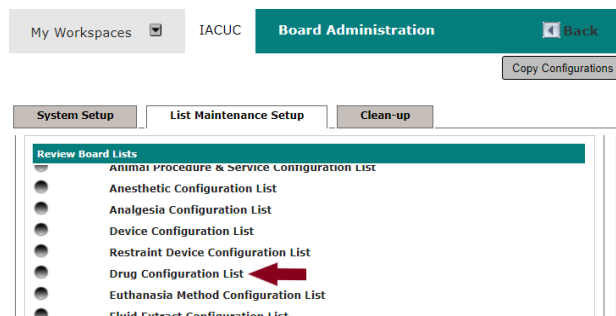
Click **CONFIRM** to complete deletion of the record and return to the **Setup Drug List** page.

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 IACUC Assistant > 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 ☒ IACUC **Setup Drug List** [Back](#)

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

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

6 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
		6	Motrin	Ibuprofen	Ibuprofen I
		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 ▾ IACUC Merge 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
☒	1	Advil	Ibuprofen	Ibuprofen I
☐	4	Amoxicillin	Amoxicillin A1	Amoxicillin A1
☐	3	Benzocaine	Benzocaine 20% topical gel	Oral Gel
☐	2	Laxiom	LAX001	Laxiom 00989
☒	6	Motrin	Ibuprofen	Ibuprofen I
☐	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 ▾ IACUC Merge Drug Records Back

Merge Cancel

Select the record you want to keep after merging.

	Trade Drug Name	Generic Drug Name	Investigational Drug Name
☒	Advil	Ibuprofen	Ibuprofen I
☐	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.

×

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 **Merge Drug Records** page, where the merge can be confirmed.

My Workspaces IACUC **Merge 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
☐	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

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Euthanasia Method Configuration List** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

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

Review Board Lists

- Animal Procedure & Service Configuration List
- Anesthetic Configuration List
- Analgesia Configuration List
- Device Configuration List
- Restraint Device Configuration List
- Drug Configuration List
- Euthanasia Method Configuration List**
- Field Protocol Configuration List

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

My Workspaces IACUC **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

+ 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							

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Euthanasia Method Configuration List** link.

The screenshot shows the 'Board Administration' section with the 'List Maintenance Setup' tab selected. Under 'Review Board Lists', the following links are listed: Animal Procedure & Service Configuration List, Anesthetic Configuration List, Analgesia Configuration List, Device Configuration List, Restraint Device Configuration List, Drug Configuration List, **Euthanasia Method Configuration List** (highlighted with a red arrow), and Field Subject Configuration List.

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

My Workspaces ☒ IACUC

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.

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 ▾ IACUC Setup Euthanasia Method List Back

Save Changes

*Species Name: --none--
 *Euthanasia Method: American Crow (USDA A)
 *Route: American Crow (USDA B)
 *Dose: American Crow (USDA C)
 *Monitoring: 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)

or create New

or create New

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.

My Workspaces ▾ IACUC Setup Euthanasia Method List Back

Save Changes

*Species Name: American Crow (USDA E) ▾
 *Euthanasia Method: --none--
 Carbon Dioxide
 *Route: --none--
 *Dose:
 *Monitoring:

or create New Sodium Pentobarbital

or create New

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 ▾ IACUC Setup Euthanasia Method List Back

Save Changes

*Species Name: American Crow (USDA E) ▾
 *Euthanasia Method: --none--
 *Route: --none--
 *Dose: Inhaled
 IV
 *Monitoring:

or create New Sodium Pentobarbital

or create New

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

My Workspaces IACUC **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®.

Save Changes

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

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

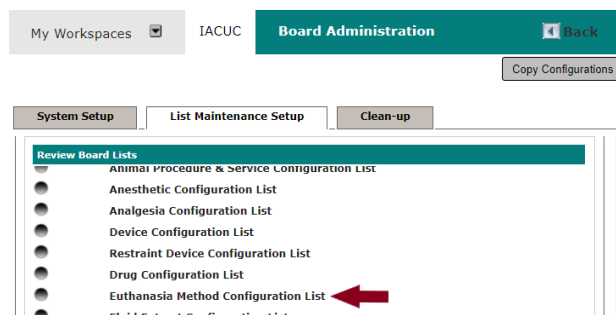
Merge Euthanasia Records Add a New Record

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.

Edit Euthanasia Method

Navigate to IACUC Assistant > 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

IACUC

Setup Euthanasia Method List

Back

Merge Euthanasia Records

Add a New Record

4 result(s) found...

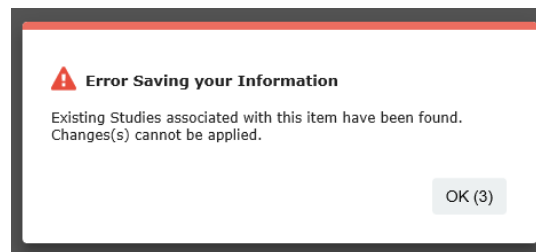
1 - 4

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		IACUC		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

IACUC

Setup Euthanasia Method List

Back

Merge Euthanasia Records

Add a New Record

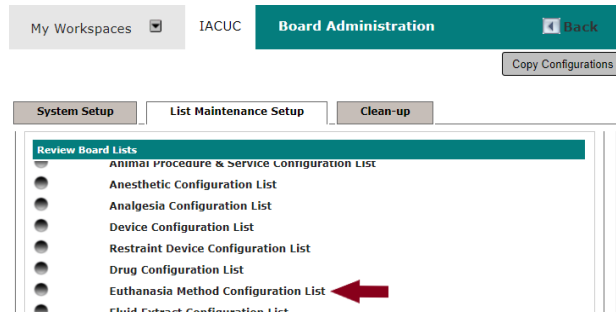
4 result(s) found...

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 IACUC Assistant > 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

IACUC

Setup Euthanasia Method List

Back

Merge Euthanasia Records

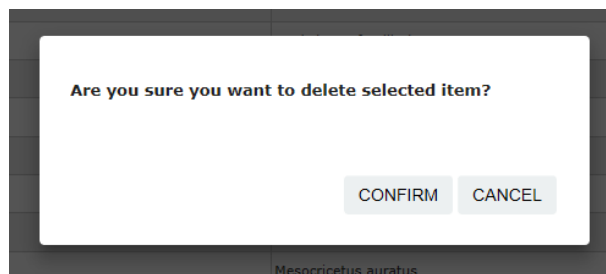
Add a New Record

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.

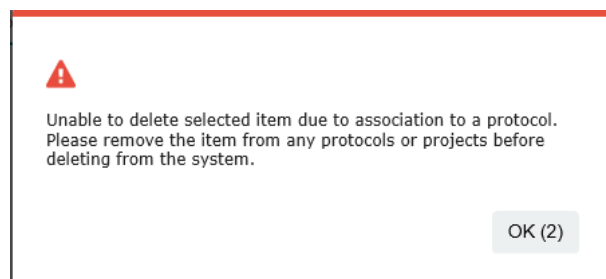
A confirmation popup window displays.



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.

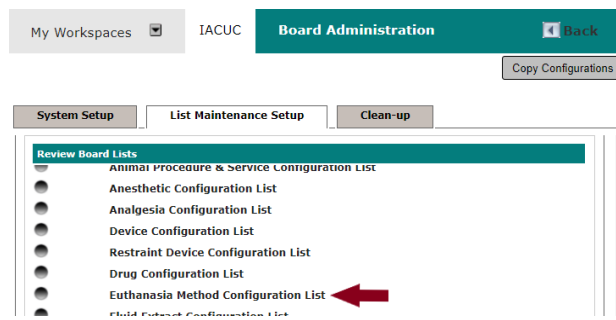


Merge Euthanasia Method Records

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 IACUC Assistant > 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

IACUC

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.
		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.

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IACUC

Setup Euthanasia Method List

Back

Merge Selected Records

Select two or more records to merge.

	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.
☐	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.

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 ▾ IACUC **Setup Euthanasia Method List** [Back](#)

Merge **Cancel**

Select the record you want to keep after merging.

Select	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	

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 ▾ IACUC **Setup Euthanasia Method List** [Back](#)

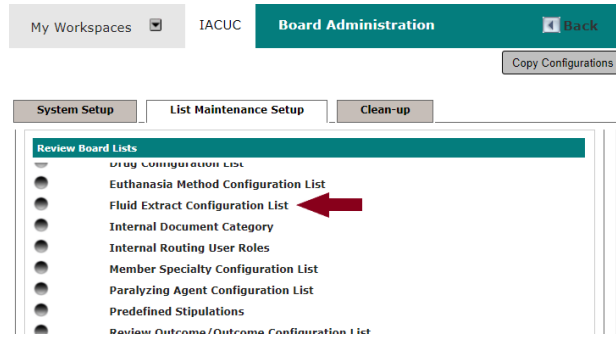
Merge Euthanasia Records **Add a New Record**

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 IACUC Assistant > 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		IACUC	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

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							

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				

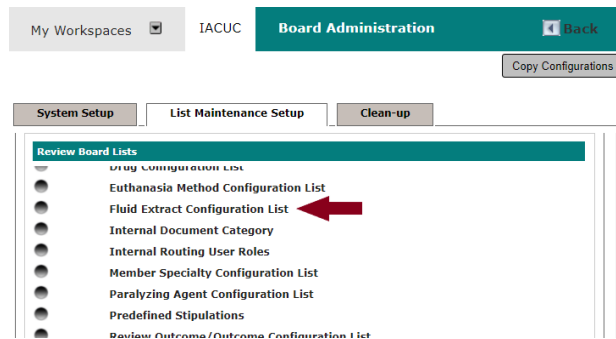
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

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 IACUC Assistant > 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

IACUC

Setup Fluid Extract List

1 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.

My Workspaces  IACUC Setup Fluid Extract 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) 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)	
*Fluid Extraction:		or create New
*Frequency:		or create New
*Volume:		
*Method of Collection:		

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.

My Workspaces  IACUC Setup Fluid Extract List  Back

Save Changes

*Species Name:	Rat (USDA D)	
*Fluid Extraction:	--none-- Blood Saliva Urine	or create New CSF
*Frequency:		or create New
*Volume:		
*Method of Collection:		

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 IACUC **Setup Fluid Extract List** Back

Save Changes

*Species Name: Rat (USDA D)

*Fluid Extraction: --none-- or create New CSF

*Frequency: --none-- or create New Monthly

*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 IACUC **Setup Fluid Extract List** Back

Save Changes

*Species Name: Rat (USDA D)

*Fluid Extraction: --none-- or create New CSF

*Frequency: --none-- or create New Monthly

*Volume: .25 mL

*Method of Collection: Direct CC puncture using 1 ml syringe, disposable intravenous infusion needle and clip, with negative pressure.

The new record is added on the **Setup Fluid Extract List** page.

My Workspaces IACUC **Setup Fluid Extract List** Back

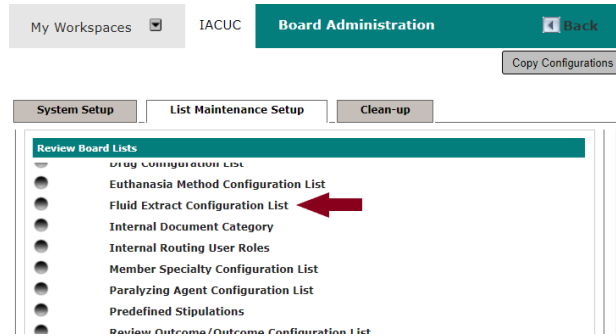
Merge Fluid Extract Records Add a New Record

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 IACUC Assistant > 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 ☒

IACUC

Setup Fluid Extract List

Back

Merge Fluid Extract Records

Add a New Record

5 result(s) found...

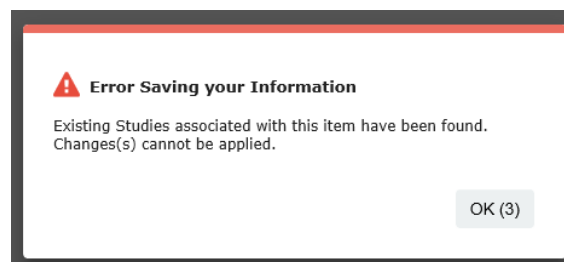
1 - 5

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.

The record is opened in a panel with editable fields. Make desired changes and click the **Save Changes** button.

My Workspaces		IACUC		Setup Fluid Extract List			Back						
							Save Changes						
*Species Name:		Rat (USDA D)											
*Fluid Extraction:		--none--		or create New		CSF							
*Frequency:		--none--		or create New		Monthly							
*Volume:		25 mL											
*Method of Collection:		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.											

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 IACUC **Setup Fluid Extract List** Back

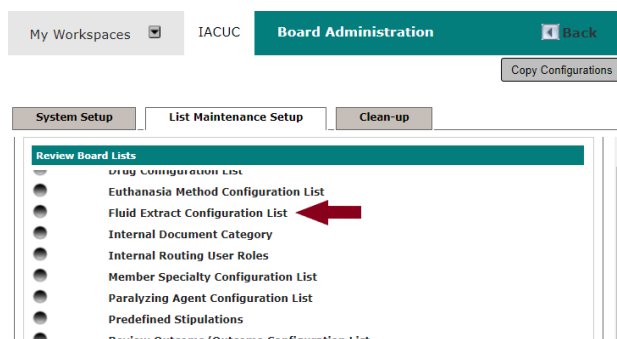
Merge Fluid Extract Records Add a New Record

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 IACUC Assistant > 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.

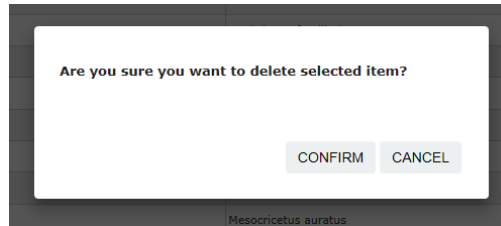
My Workspaces IACUC **Setup Fluid Extract List** Back

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.

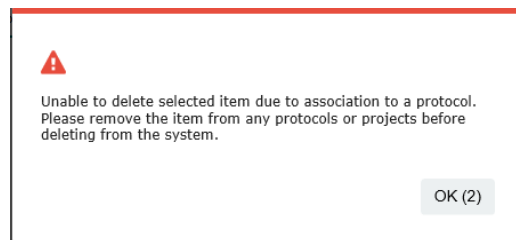
A confirmation popup window displays.



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.

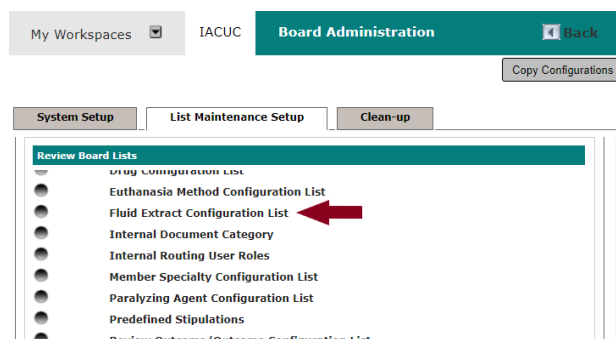


Merge Fluid Extracts

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 IACUC Assistant > 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 ▾ IACUC 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 ▾ IACUC Setup Fluid Extract List Back

Merge Selected Records

Select two or more records to merge.

	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.

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 ▾ IACUC Setup Fluid Extract List Back

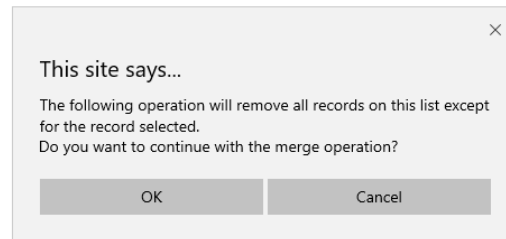
Merge Cancel

Select the record you want to keep after merging.

Select	Species name	Fluid Extraction	Frequency	Volume	Method of Collection
☐	Rat (USDA D)	Blood	Weekly	.25 mL	Artery draw.
☒	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.



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

IACUC

Setup Fluid Extract List

Back

Merge Fluid Extract Records

Add a New Record

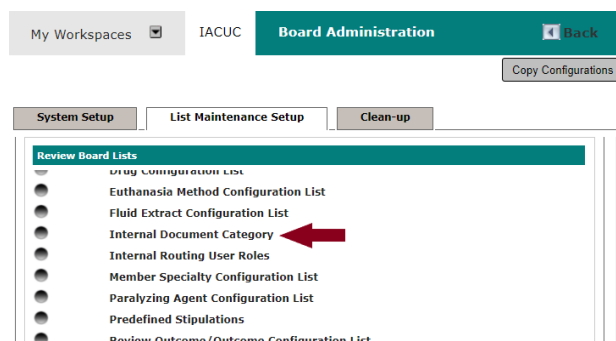
5 result(s) found...

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Internal Document Category** link.



The **Setup Board Internal Document Category List** page is opened.

My Workspaces IACUC **Setup Board Internal Document Category List** Back

Add a Document Category Delete Selected Document Category(s)

	Edit	Document Category
☐		Lab Equipment Cleaning Protocol
☐		Rodent Care Sheet
☐		Supplier Manifest

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 Select 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 PI" is automatically applied to all AUPs as an option for final disposition of animals. **Please note - animal transfers still need to be documented through the Animal Performance Software.** 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	Owner/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

My Workspaces ▼ IACUC Numbers: **IACUC-2019-094** Study Assistant Initial Review Submission Form - (Version 1.0) Track

Section view of the Form Entire view of the Form

1.0 ☐ Transitioning to Initial Review Submission

2.0 ☐ IACUC - Initial Review Submission Packet

3.0 ☐ Application Form

4.0 ☒ **Other Study Documents**

4.0 Other Study Documents

4.1 If a document was already attached in the Study Application, DO NOT upload it again here. This will create duplicates of documents which will need to be voided later. In this section, you can upload and attach any other study documents (e.g. protocol, investigators brochure, recruitment materials, instruments, case report forms, study handouts or other miscellaneous documents) that have not been attached as part of the Study Application. Click on the Help icon (?) on the right for instructions.

Detach	Version	Sponsor Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.								

?

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

The screenshot shows the 'Study Management' interface. At the top, there are tabs for 'My Workspaces', 'IACUC Numbers: IACUC-2019-094', 'Vivarium', and 'Study Management'. Below these are fields for 'Study Status: Draft', 'IACUC Number: IACUC-2019-094', and 'Study Title: Effects of Amo'. A navigation bar includes 'Submissions', 'Study Management', and 'Animal Management'. The main content area is divided into several sections: 'Study Details' (with links like Study Summary/Profile, External Study Personnel, etc.), 'Sponsors & Subrecipients' (with links like Sponsor, Subrecipients, etc.), 'Administrative Management Tools' (with links like Stipulation History, Letter Generation & Tracking, Notebook, and Review Board Internal Documents), and 'Drugs and Devices' (with a link for Drug/Biohazard/Chemical agents). A red arrow points to the '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™.

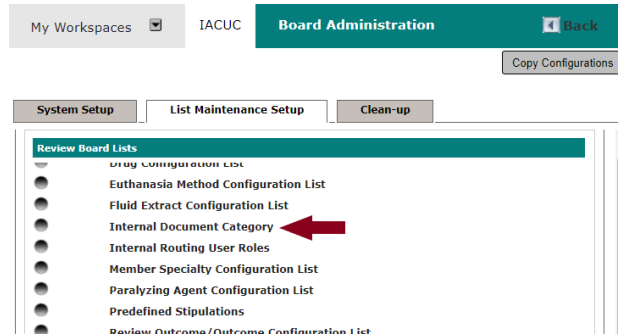
Review Board Internal Documents add form — board members can add internal documents via the Review Board Internal Documents add form

The screenshot shows the 'Review Board Internal Documents add form'. It includes the following fields and controls:

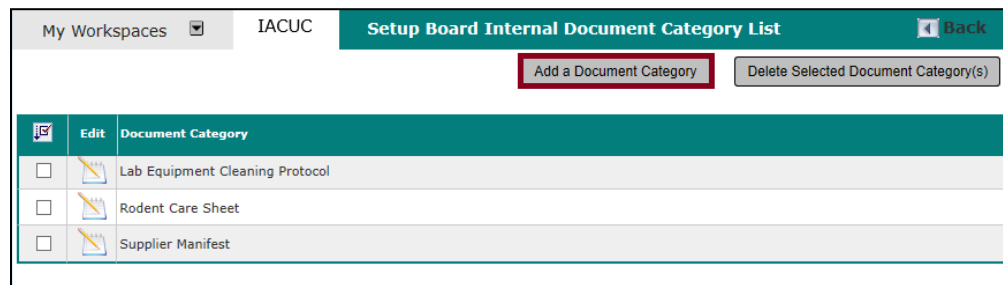
- *Title:** A text input field containing 'Internal Document Attachment'.
- *Version Number:** A text input field containing '1' and a decimal field containing '.0'.
- Version Date:** A date picker showing '02/17/2014'.
- Category:** A dropdown menu with 'Additional Documents' selected.
- Description:** A text input field containing 'Internal Document(s)'.
- Load the document into iRIS:** An 'Upload ...' button.
- Save the Document to my machine:** A 'Download ...' button.

Add Internal Document Category

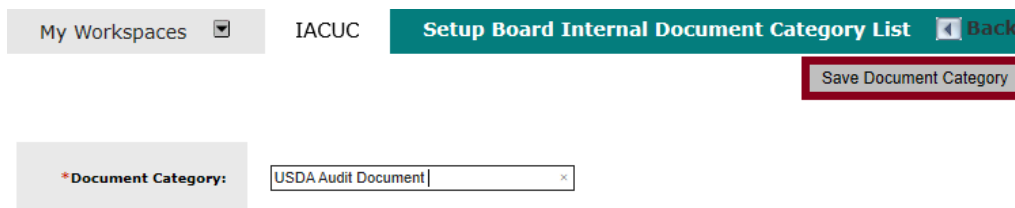
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Internal Document Category** link.



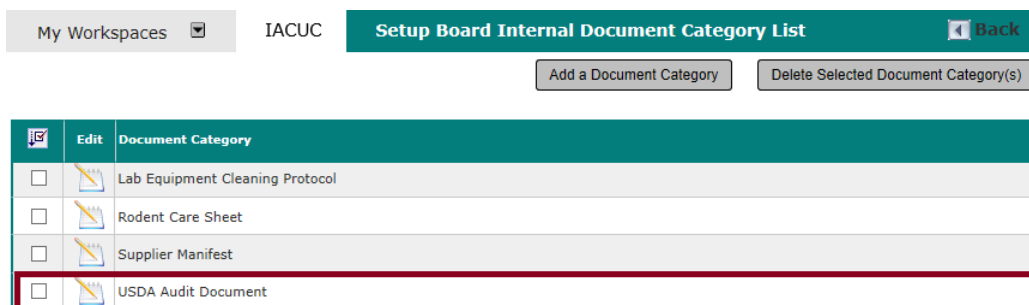
The **Setup Board Internal Document Category List** page is opened. Click the **Add a Document Category** button.



An add panel is opened for creation of the new record. Enter the new **Document Category** and click the **Save Document Category** button.

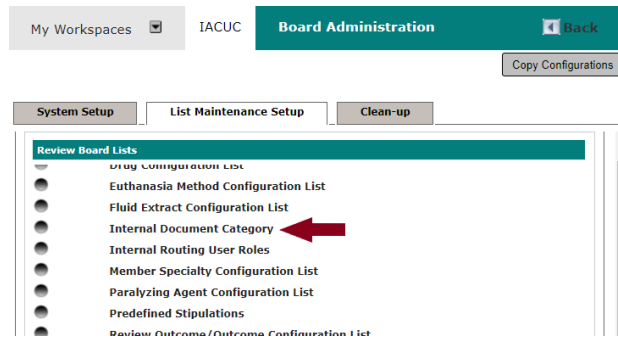


The record is added to the list on the main **Setup Board Internal Document Category List** page.

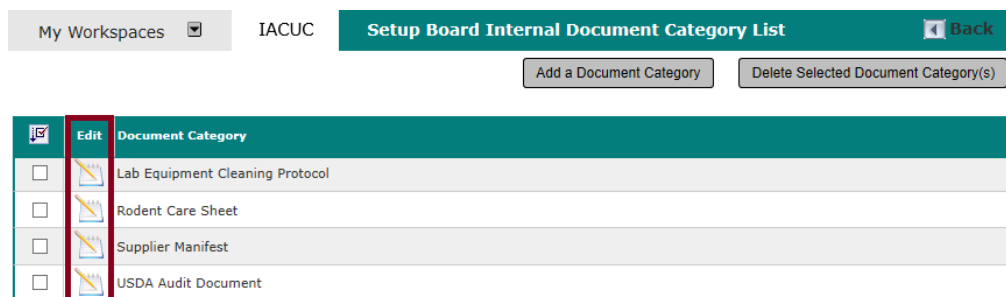


Edit Internal Document Category

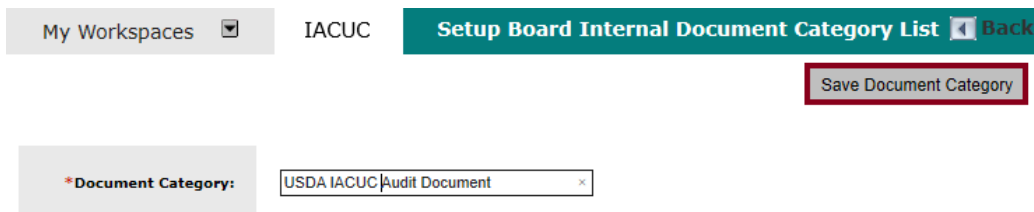
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Internal Document Category** link.



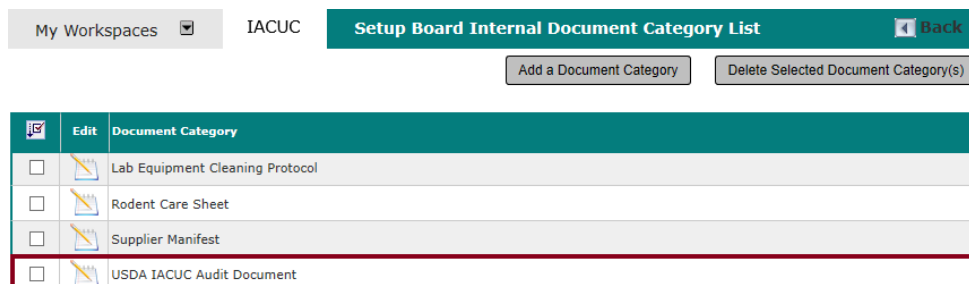
The **Setup Board Internal Document Category List** page is opened. Click the icon in the **Edit** column for the applicable record.



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

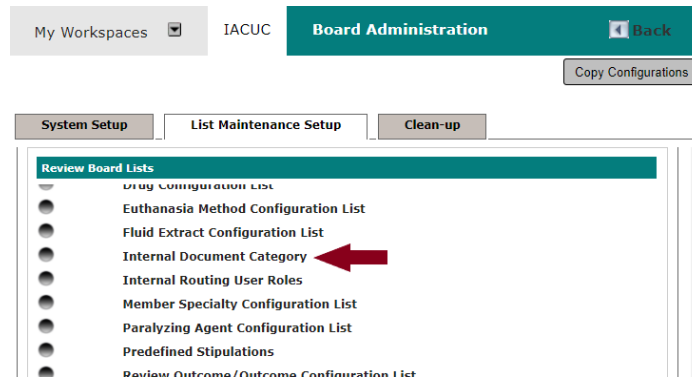


The record is revised on the main **Setup Board Internal Document Category List** page.

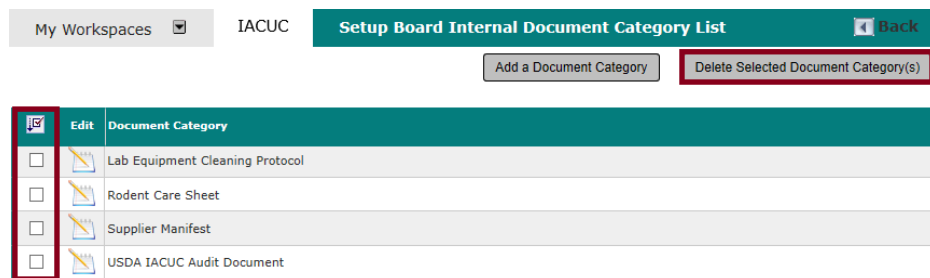


Delete Internal Document Category

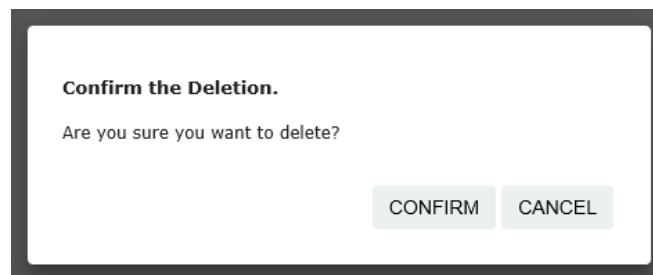
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Internal Document Category** link.



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.

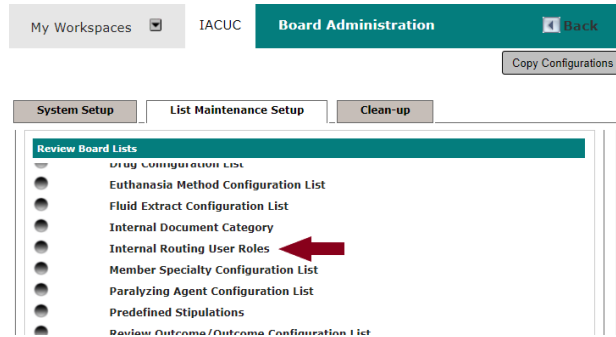


Click **CANCEL** to close the popup without deleting the record.

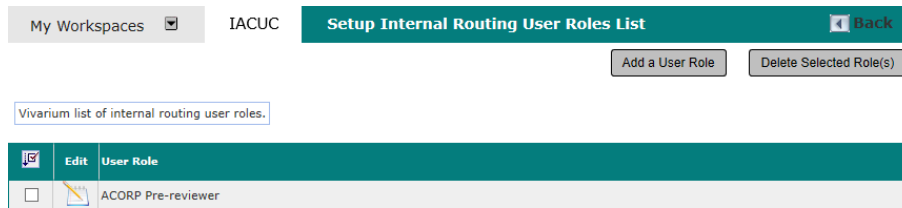
Click **CONFIRM** to delete the record and close the popup. The record is deleted from the list on the main **Setup Board Internal Document Category List** page.

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 IACUC Assistant > 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

Add Review Board Routing
Add Non-Review Board Routing
Print Friendly

	Order Number	Click to review	Assignment Comments			
			Assigned To	Role	Date Notified	Date Completed
User Comments						
✖	0		Assignment Comments:			
			admin, Admin Admin, Ph.D. Brig. Gen.			
			User Comments:			
				--none--		
				ACORP Pre-Reviewer		
				ACORP Reviewer		

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 | 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: View Analyst Workload

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 CDE?	Date Notified	Date Completed
Ad Hoc Primary Reviewer		No			

Note that selection of an Ad Hoc reviewer role unlocks fields for selection of a named reviewer.

My Workspaces | Study Number: IA72522753 | 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: View Analyst Workload

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 CDE?	Date Notified	Date Completed
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.

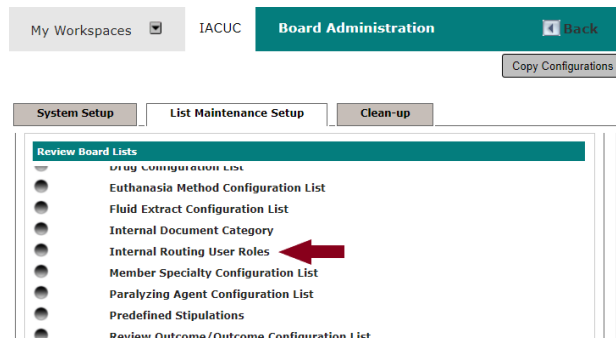
Internal Routing User Role List Implementation – Board Side

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.

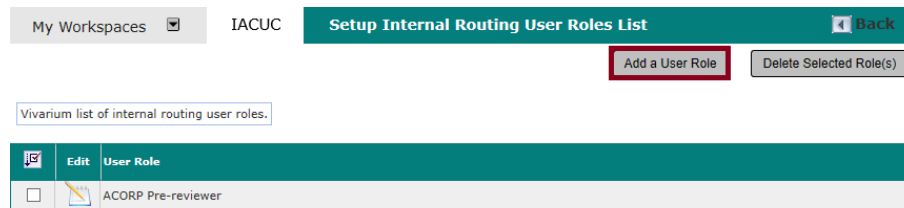
Add Internal Routing User Role

Note: the review board property `rb.useReviewRouting_user_role` must be set to "Yes" in order to use the Internal Routing User Roles feature.

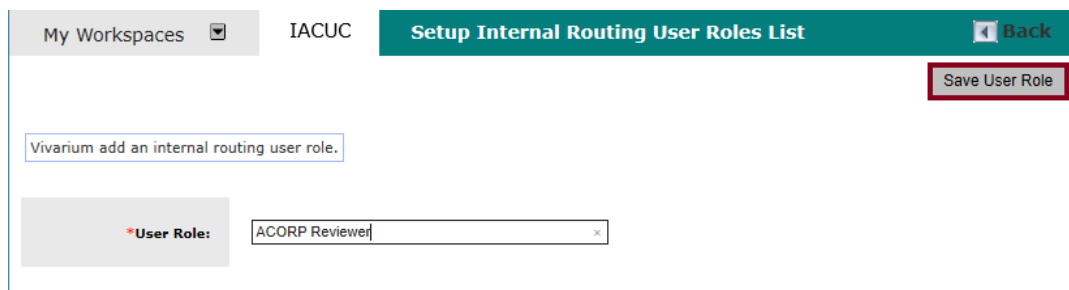
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Internal Routing User Roles** link.



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.

My Workspaces IACUC **Setup Internal Routing User Roles List** Back

Add a User Role Delete Selected Role(s)

Vivarium list of internal routing user roles.

		User Role
☐		ACORP Pre-reviewer
☐		ACORP Reviewer

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Internal Routing User Roles** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

System Setup List Maintenance Setup Clean-up

Review Board Lists

- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extract Configuration List
- Internal Document Category
- Internal Routing User Roles**
- Member Specialty Configuration List
- Paralyzing Agent Configuration List
- Predefined Stipulations
- Review Outcome/Outcome Configuration List

The **Setup Internal Routing User Roles List** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces IACUC **Setup Internal Routing User Roles List** Back

Add a User Role Delete Selected Role(s)

Vivarium list of internal routing user roles.

		User Role
☐		ACORP Pre-reviewer
☐		ACORP Reviewer
☐		Admin Reviewer

An **edit an internal routing user role** panel is opened. Enter desired changes and click the **Save User Role** button.

My Workspaces IACUC **Setup Internal Routing User Roles List** Back

Save User Role

Vivarium edit an internal routing user role.

*User Role:

The edit panel is closed, and the record is revised on the **Setup Internal Routing User Roles List** page.

My Workspaces IACUC **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
☐		ACORP Pre-reviewer
☐		ACORP Reviewer
☐		Administrative Reviewer

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Internal Routing User Roles** link.

My Workspaces IACUC **Board Administration** Back

[Copy Configurations](#)

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

Review Board Lists

- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extract Configuration List
- Internal Document Category
- Internal Routing User Roles**
- Member Specialty Configuration List
- Paralyzing Agent Configuration List
- Predefined Stipulations
- Review Outcome/Outcome Configuration List

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.

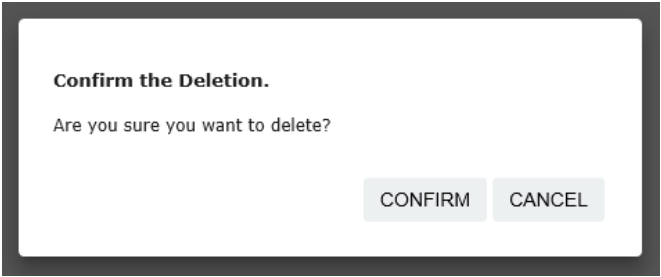
My Workspaces IACUC **Setup Internal Routing User Roles List** Back

[Add a User Role](#) [Delete Selected Role\(s\)](#)

Vivarium list of internal routing user roles.

	Edit	User Role
☐		ACORP Pre-reviewer
☐		ACORP Reviewer
☐		Administrative Reviewer

A confirmation popup window appears.

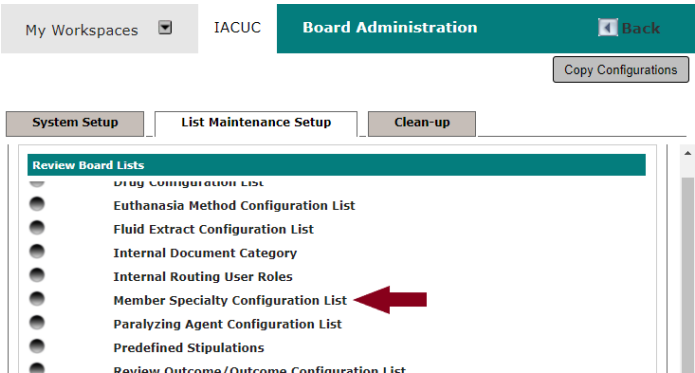


Click **CANCEL** to close the popup without deleting the record.

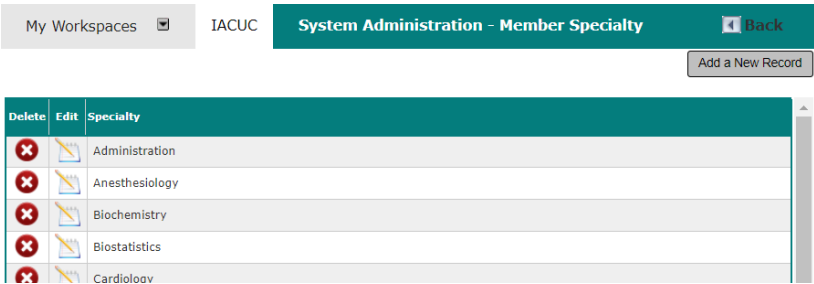
Click **CONFIRM** to delete the record and close the popup. The record is deleted from the list on the main **Setup Internal Routing User Roles List** page.

Member Specialty Configuration List

The **Member Specialty Configuration List** is where a list of review board member academic or medical specialties is maintained in the iRIS™ system. To access the list, navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Member Specialty Configuration List** link.



The **System Administration – Member Specialty** page is opened.



Member Specialty List Implementation – Application Side

The member specialty list is employed on the review board side only.

Member Specialty List Implementation – Board Side

Member specialties are added to review board member user profiles at the time the system administrator sets up their iRIS™ user accounts, and the specialty configuration list is also made available as a dropdown picklist when guests are added to the meeting attendance section for a meeting agenda (shown below).

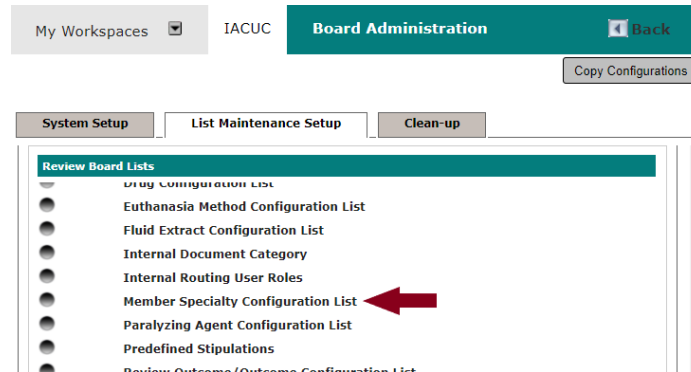
*Guest Name:

*Specialty: --none--

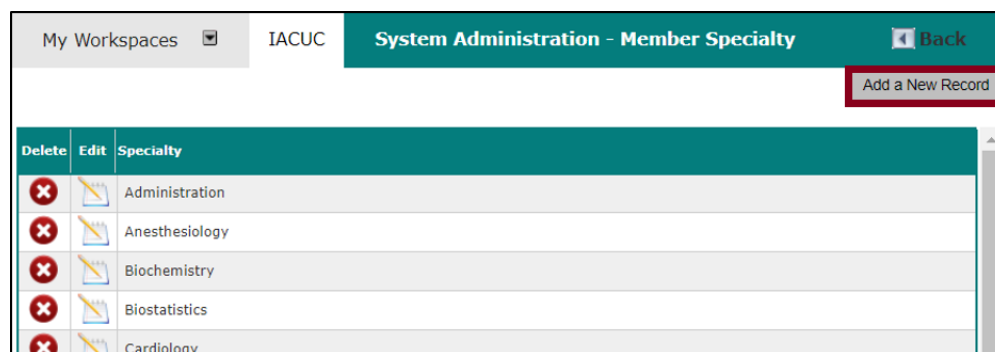
*Affiliation:

Add Member Specialty

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Member Specialty Configuration List** link.



The **System Administration – Member Specialty** page is opened. Click the **Add a New Record** button.



An add panel is opened. Enter the **Specialty** and click the **Save Record** button.

My Workspaces IACUC **System Administration - Member Specialty** Back

Save Record

* Specialty:

The record is added to the **System Administration – Member Specialty** list page.

My Workspaces IACUC **System Administration - USDA Class** Back

Add a New Record

Delete	Edit	USDA Class
		I
		II

Edit Member Specialty

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Member Specialty Configuration List** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

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

Review Board Lists

- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extract Configuration List
- Internal Document Category
- Internal Routing User Roles
- Member Specialty Configuration List**
- Paralyzing Agent Configuration List
- Predefined Stipulations
- Review Outcome/Outcome Configuration List

The **System Administration – Member Specialty** page is opened. Click the icon in the **Edit** column for the applicable record.

My Workspaces IACUC **System Administration - Member Specialty** Back

Add a New Record

Delete	Edit	Specialty
		Emergency Medicine
		Endocrinology
		Family Medicine
		General Practitioner
		Genetics
		Geriatrics

The record is opened in an edit panel.

My Workspaces ▾ IACUC **System Administration - Member Specialty** [Back](#)

[Save Record](#)

* Specialty:

Make desired changes and click the **Save Record** button. The record is revised on the **System Administration – Member Specialty** list page.

My Workspaces ▾ IACUC **System Administration - Member Specialty** [Back](#)

[Add a New Record](#)

Delete	Edit	Specialty
		Emergency Medicine
		Endocrinology
		Family Medicine
		General Practitioner
		Genetic Engineering
		Geriatrics
		Supervision

Delete Member Specialty

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Member Specialty Configuration List** link.

My Workspaces ▾ IACUC **Board Administration** [Back](#)

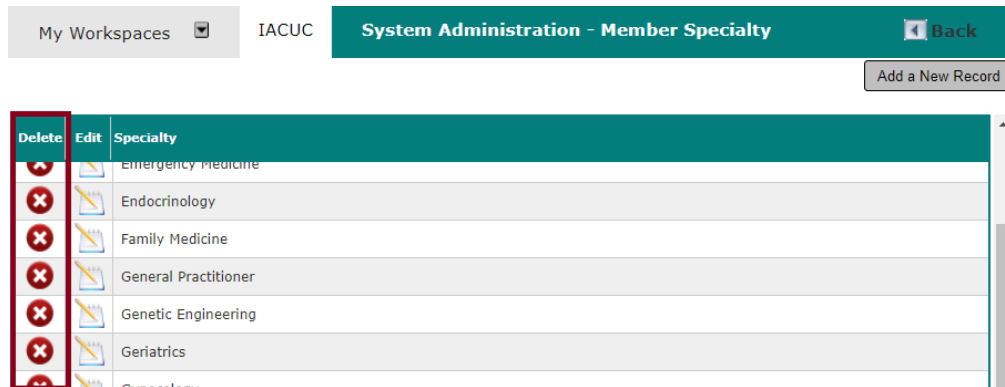
[Copy Configurations](#)

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

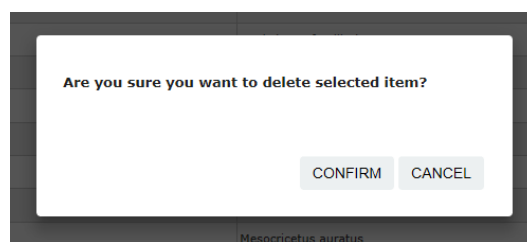
Review Board Lists

- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extract Configuration List
- Internal Document Category
- Internal Routing User Roles
- Member Specialty Configuration List**
- Paralyzing Agent Configuration List
- Predefined Stipulations
- Review Outcome/Outcome Configuration List

The **System Administration – Member Specialty** page is opened. Click the icon in the **Delete** column for the applicable record.

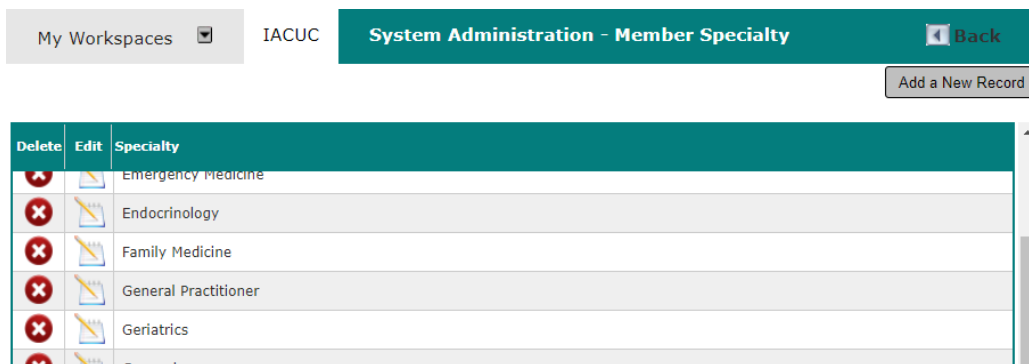


A confirmation popup window displays.



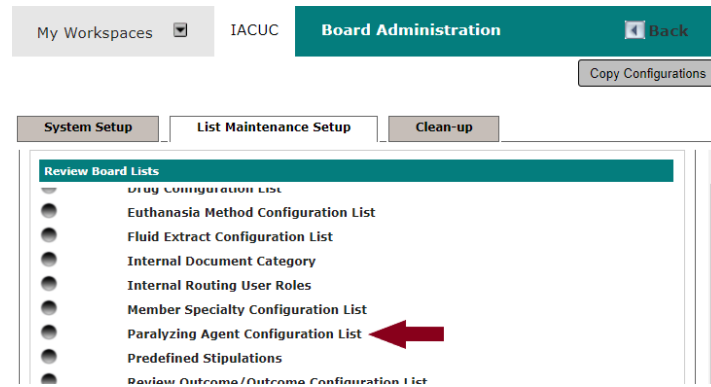
Click **CANCEL** to close the popup without deleting the record and return to the **System Administration – Member Specialty** list page.

Click **CONFIRM** to complete deletion of the record and return to the **System Administration – Member Specialty** list page. The record is deleted from the list.



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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Paralyzing Agent Configuration List** link.



The **Setup Paralyzing Agent List** page is opened.

My Workspaces

IACUC

Setup Paralyzing Agent List

Back

Merge Paralyzing Agent Records

Add a New Record

1 result(s) found...

1 - 1

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

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

My Workspaces ▼ IACUC **Setup Paralyzing Agent List** Back

Merge Paralyzing Agent Records **Add a New Record**

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

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

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 ▼ IACUC **Setup Paralyzing Agent List** Back

Save Changes

*Species Name: none--

*Paralyzing Agent: none-- or create New

*Route: none-- or create New

*Dose:

Monitoring:

Species list (from dropdown):

- 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 **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 ▼ IACUC **Setup Paralyzing Agent List** Back

Save Changes

*Species Name: Rat (USDA C)

*Paralyzing Agent: none-- or create New

*Route: none-- 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 IACUC **Setup Paralyzing Agent List** Back

Save Changes

*Species Name: Rat (USDA C)

*Paralyzing Agent: --none-- or create New Edrophonium

*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 IACUC **Setup Paralyzing Agent List** Back

Save Changes

*Species Name: Rat (USDA C)

*Paralyzing Agent: --none-- or create New Edrophonium

*Route: IV or create New

*Dose: 0.125 mg/kg

Monitoring: Monitor red cell acetylcholinesterase in follow up blood work

The new record is added on the **Setup Paralyzing Agent List** page.

My Workspaces IACUC **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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Paralyzing Agent Configuration List** link.

My Workspaces IACUC **Board Administration** [Back](#)

[Copy Configurations](#)

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

Review Board Lists

- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extract Configuration List
- Internal Document Category
- Internal Routing User Roles
- Member Specialty Configuration List
- Paralyzing Agent Configuration List
- Predefined Stipulations
- Review Outcome / Outcome Configuration List

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

My Workspaces IACUC **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 IACUC **Setup Paralyzing Agent List** [Back](#)

[Save Changes](#)

*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 IACUC **Setup Paralyzing Agent List** [Back](#)

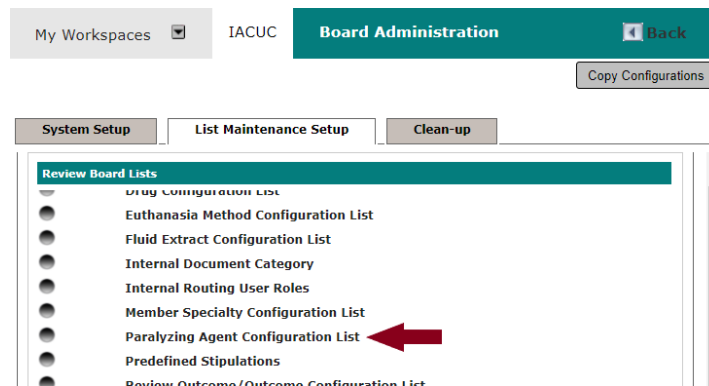
[Merge Paralyzing Agent Records](#) [Add a New Record](#)

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

Delete Paralyzing Agent

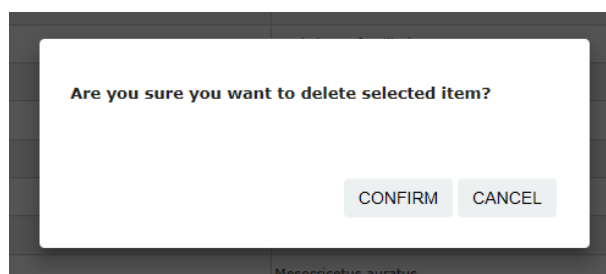
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Paralyzing Agent Configuration List** link.



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

My Workspaces		IACUC	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.

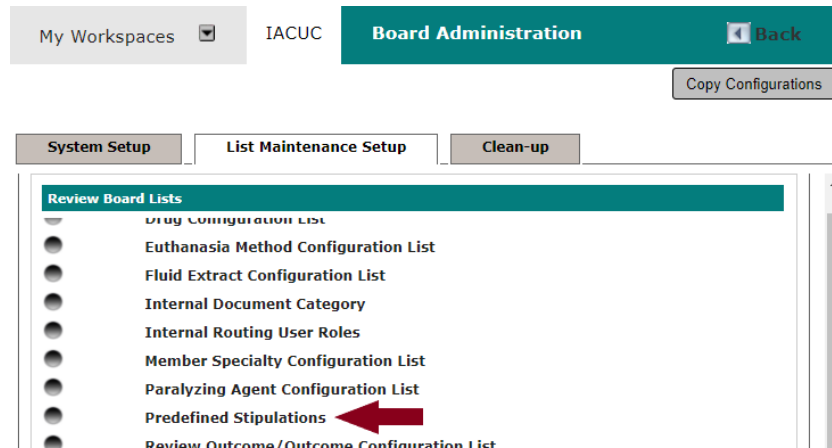


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Paralyzing Agent List** page.

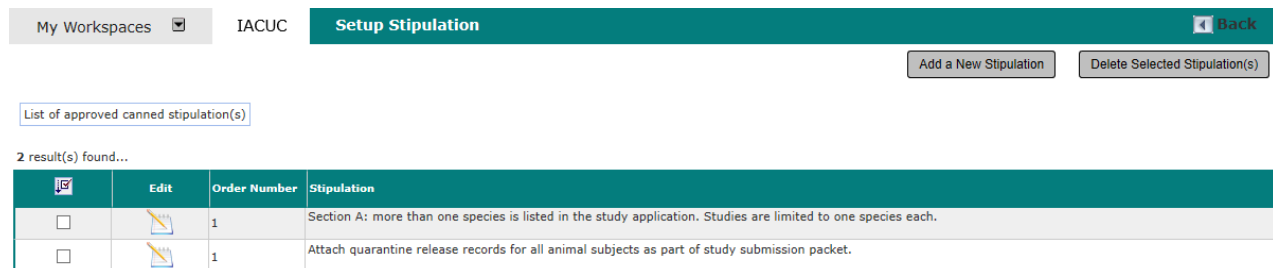
Click **CONFIRM** to complete deletion of the record and return to the **Setup Paralyzing Agent List** page.

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Predefined Stipulations** link.



The **Setup Stipulation** page is opened.



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

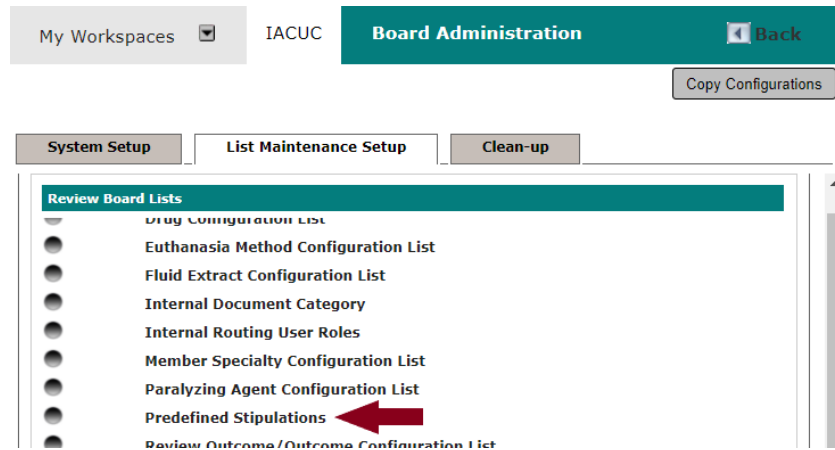
74 result(s) found... 1 - 10

	Category	Stipulation
☐	Category I	Section A: More than one species is listed in the protocol (protocols are limited to one species only).
☐	Category I	Pre Defined Stipulation for IACUC - 7/15/2019

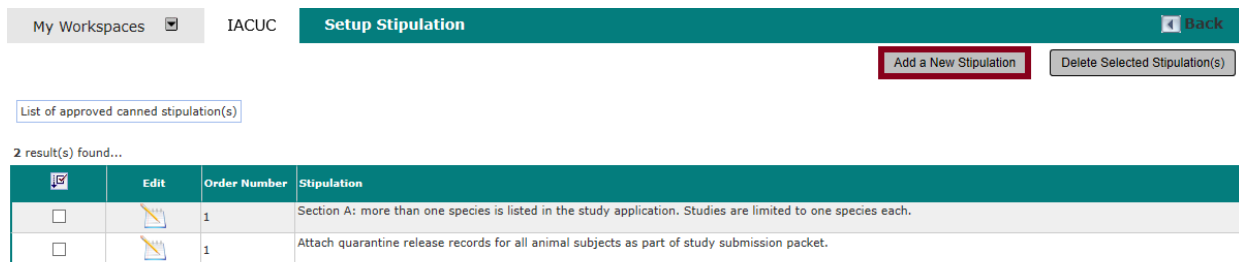
For more information about IACUC study application processing, see the IACUC Assistant - IACUC Assistant Manual.

Add Predefined Stipulation

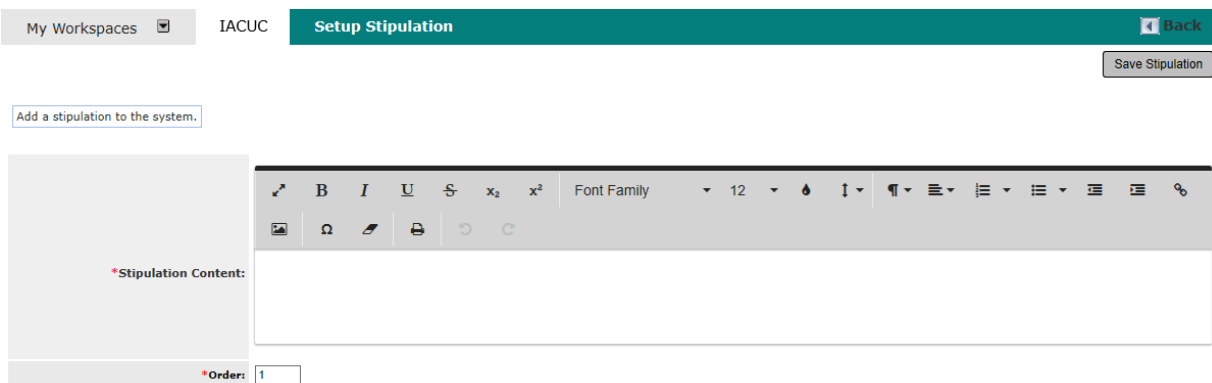
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Predefined Stipulations** link.



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



The **Add a stipulation to the system** panel is opened.



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 IACUC Assistant > 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.

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 ▼ IACUC **Setup Stipulation** [Back](#)

[Save Stipulation](#)

Add a stipulation to the system.

* Stipulation Content:

* Order: 2

Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

The new stipulation is added on the main **Setup Stipulation** list page.

My Workspaces ▼ IACUC **Setup Stipulation** [Back](#)

[Add a New Stipulation](#) [Delete Selected Stipulation\(s\)](#)

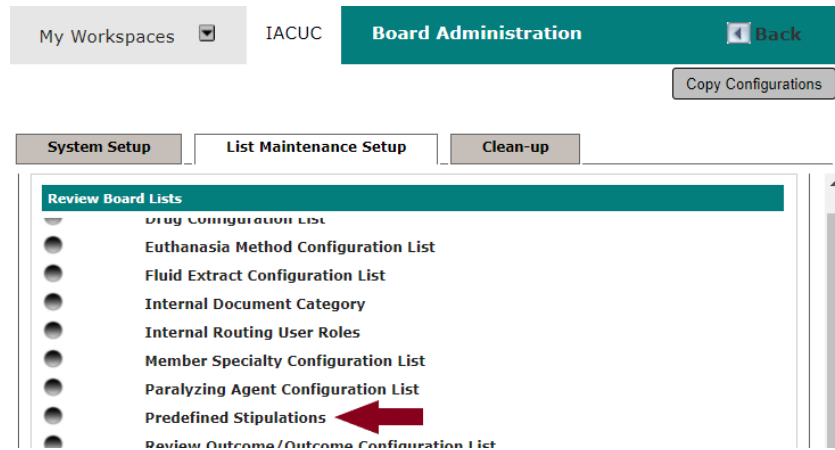
List of approved canned stipulation(s)

3 result(s) found...

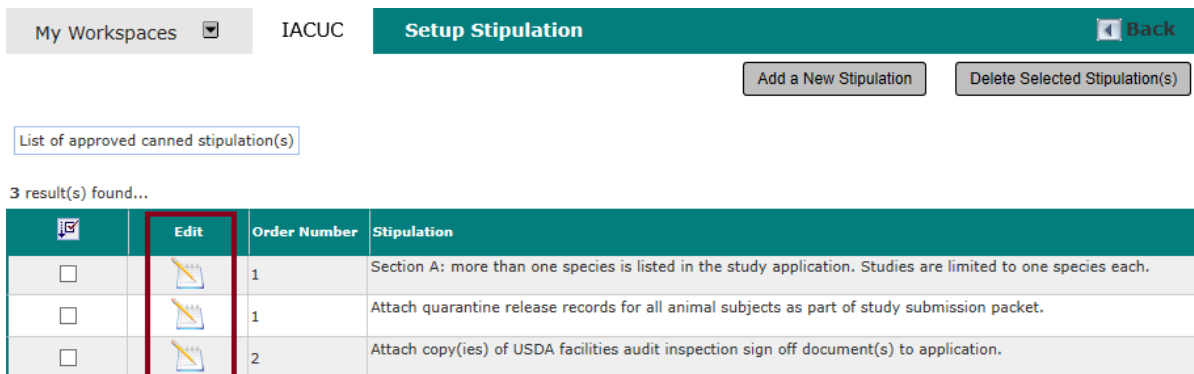
☒	Edit	Order Number	Stipulation
☐		1	Section A: more than one species is listed in the study application. Studies are limited to one species each.
☐		1	Attach quarantine release records for all animal subjects as part of study submission packet.
☐		2	Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

Edit Predefined Stipulation

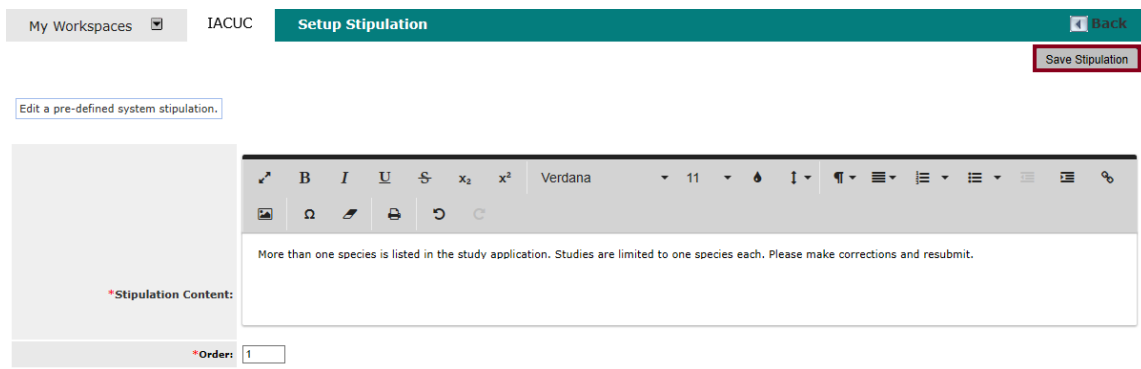
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Predefined Stipulations** link.



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



The selected record is opened in an **Edit a pre-defined system stipulation** panel.



*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 IACUC **Setup Stipulation** Back

Add a New Stipulation Delete Selected Stipulation(s)

List of approved canned stipulation(s)

3 result(s) found...

	Edit	Order Number	Stipulation
☐		1	More than one species is listed in the study application. Studies are limited to one species each. Please make corrections and resubmit.
☐		1	Attach quarantine release records for all animal subjects as part of study submission packet.
☐		2	Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

Delete Predefined Stipulation

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Predefined Stipulations** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

System Setup List Maintenance Setup Clean-up

Review Board Lists

- Drug Configuration List
- Euthanasia Method Configuration List
- Fluid Extract Configuration List
- Internal Document Category
- Internal Routing User Roles
- Member Specialty Configuration List
- Paralyzing Agent Configuration List
- Predefined Stipulations**
- Review Outcome/Outcome Configuration List

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 IACUC **Setup Stipulation** Back

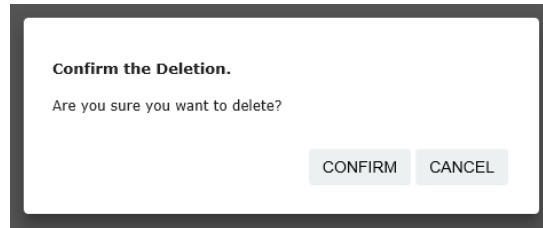
Add a New Stipulation Delete Selected Stipulation(s)

List of approved canned stipulation(s)

3 result(s) found...

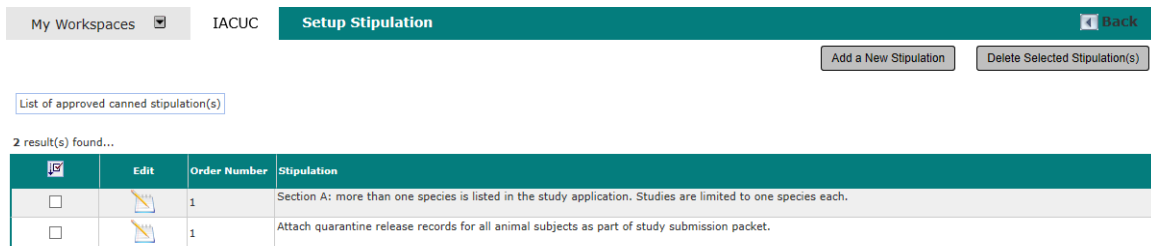
	Edit	Order Number	Stipulation
☐		1	More than one species is listed in the study application. Studies are limited to one species each. Please make corrections and resubmit.
☐		1	Attach quarantine release records for all animal subjects as part of study submission packet.
☐		2	Attach copy(ies) of USDA facilities audit inspection sign off document(s) to application.

A confirmation popup window displays.



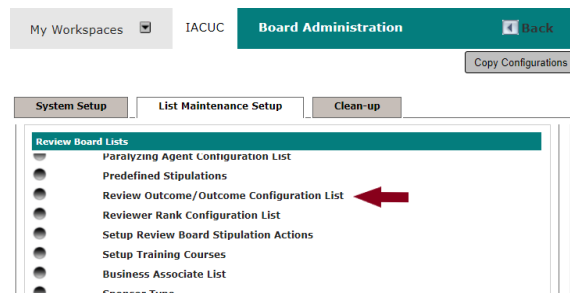
Click **CANCEL** to close the popup without deleting the record and return to the **Setup Stipulation** page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Stipulation** page. The record is deleted from the **Setup Stipulation** page.

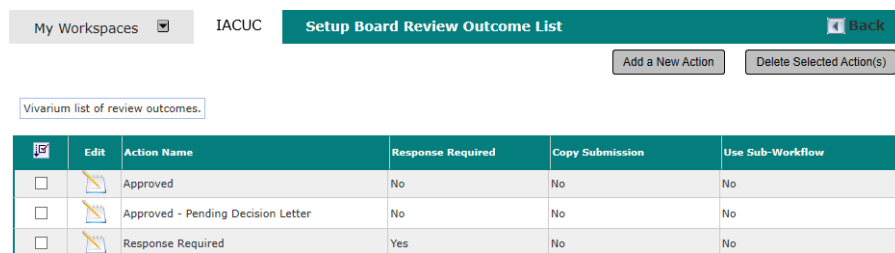


Review Outcome/Outcome Configuration List

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 IACUC Assistant > 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.



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

Add Review Outcome

Navigate to IACUC Assistant > 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.

My Workspaces IACUC **Setup Board Review Outcome List** Back

Add a New Action **Delete Selected Action(s)**

Vivarium list of review outcomes.

		Action Name	Response Required	Copy Submission	Use Sub-Workflow
☐		Approved	No	No	No
☐		Approved - Pending Decision Letter	No	No	No
☐		Response Required	Yes	No	No

The **add a review outcome** panel is opened. Note the default selections of “No” for **Response Required**, **Submission Copy required** and **Use Sub-Workflow**.

My Workspaces IACUC **Setup Board Review Outcome List** Back

Save Review Outcome

Vivarium add 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.

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 IACUC **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 IACUC **Setup Board Review Outcome List** Back

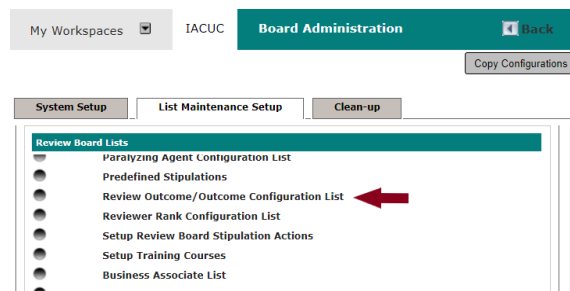
Add a New Action **Delete Selected Action(s)**

Vivarium list of review outcomes.

	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
☐		Approved	No	No	No
☐		Approved - Pending Decision Letter	No	No	No
☐		Response Required	Yes	No	No
☐		Returned for Corrections	Yes	No	No

Edit Review Outcome

Navigate to IACUC Assistant > 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 IACUC **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
☐		Approved	No	No	No
☐		Approved - Pending Decision Letter	No	No	No
☐		On Hold	No	No	No
☐		Response Required	Yes	No	No
☐		Returned for Corrections	Yes	No	No

The record is opened in an **edit a review outcome** panel.

My Workspaces IACUC **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 IACUC **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
☐		Approved	No	No	No
☐		Approved - Pending Decision Letter	No	No	No
☐		On Hold	No	Yes	No
☐		Response Required	Yes	No	No
☐		Returned for Corrections	Yes	No	No

Delete Review Outcome

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Review Outcome / Outcome Configuration List** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

System Setup List Maintenance Setup Clean-up

Review Board Lists

- Paralyzing Agent Configuration List
- Predefined Stipulations
- Review Outcome/Outcome Configuration List
- Reviewer Rank Configuration List
- Setup Review Board Stipulation Actions
- Setup Training Courses
- Business Associate List
- Connect Time

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.

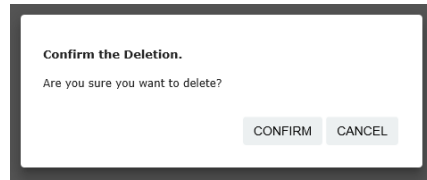
My Workspaces IACUC **Setup Board Review Outcome List** Back

Add a New Action Delete Selected Action(s)

Vivarium list of review outcomes.

	Edit	Action Name	Response Required	Copy Submission	Use Sub-Workflow
☐		Approved	No	No	No
☐		Approved - Pending Decision Letter	No	No	No
☐		On Hold	No	Yes	No
☐		Response Required	Yes	No	No
☐		Returned for Corrections	Yes	No	No

A confirmation popup window displays.

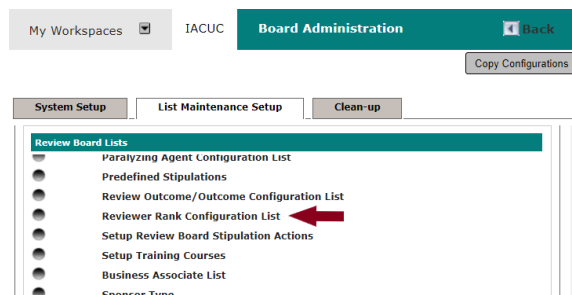


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Board Review Outcome List** page.

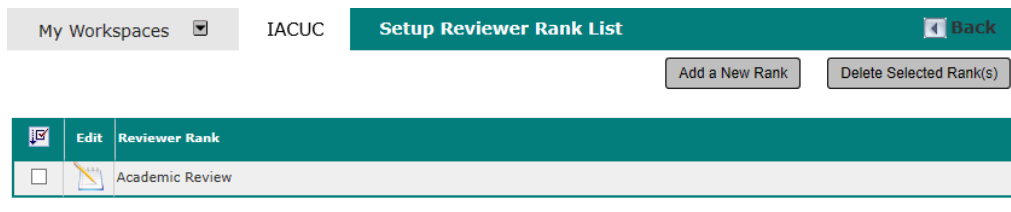
Click **CONFIRM** to complete deletion of the record and return to the **Setup Board Review Outcome List** page. The record is deleted from the **Setup Board Review Outcome List** page.

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Reviewer Rank Configuration List** link.



The **Setup Reviewer Rank List** page is opened.



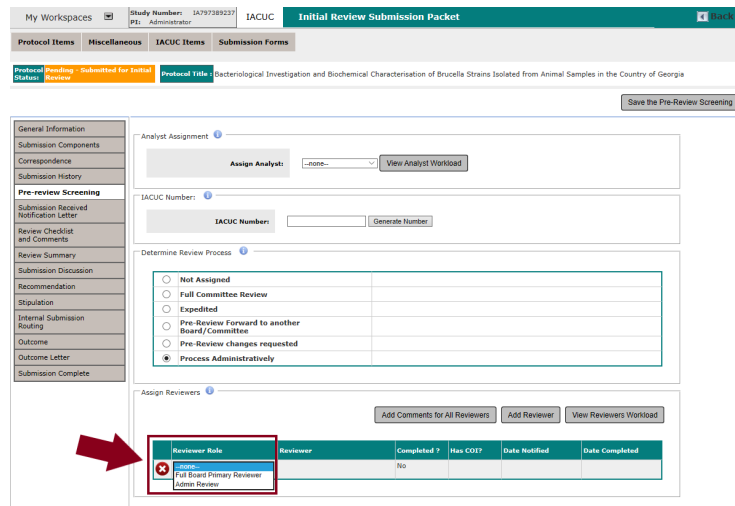
Reviewer Rank List Implementation – Application Side

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: IA79738327 IACUC Initial Review Submission Packet

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

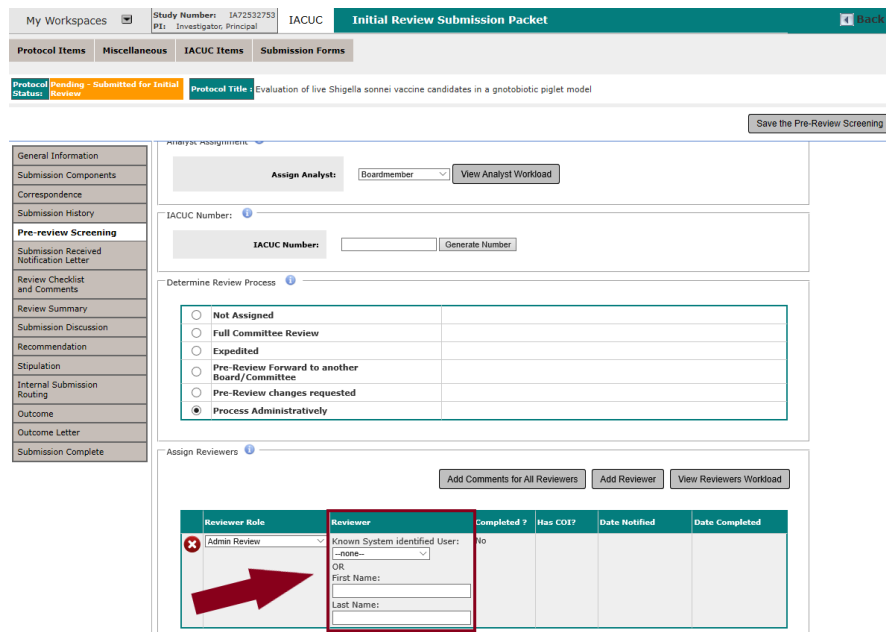
IACUC Number:
IACUC Number: [] Generate Number

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 COE?	Date Notified	Date Completed
Ad Hoc Primary Reviewer	Johnn 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 IACUC Initial Review Submission Packet

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

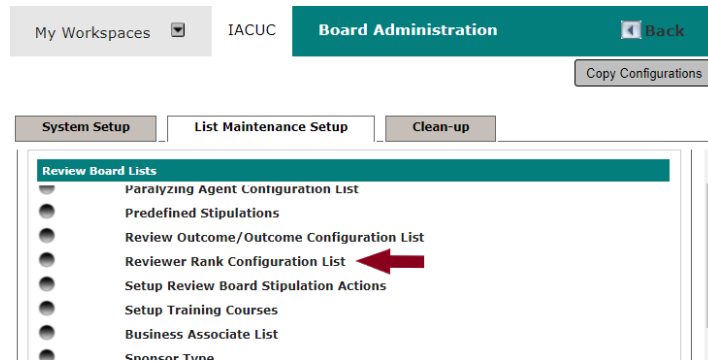
Determine Review Process
☐ Not Assigned
☐ Full Committee Review
☐ Expedited
☐ Pre-Review Forward to another Board/Committee
☐ Pre-Review changes requested
☒ Process Administratively

Assign Reviewers
 Add Comments for All Reviewers Add Reviewer View Reviewers Workload

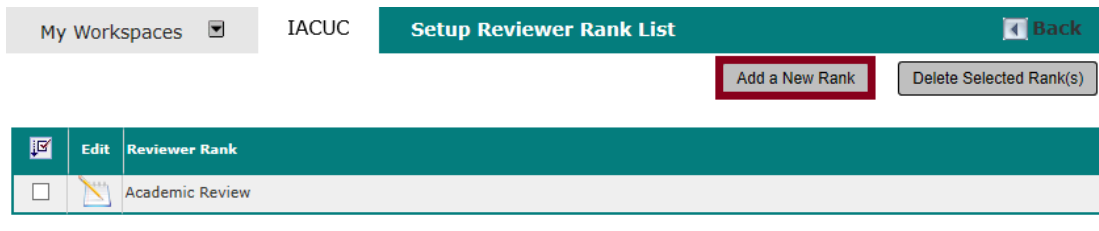
Reviewer Role	Reviewer	Completed ?	Has COE?	Date Notified	Date Completed
Admin Review	Known System identified User: [none] OR First Name: Last Name:	No			

Add Reviewer Rank

Navigate to IACUC Assistant > 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.

The screenshot shows the 'Add Reviewer Rank' panel. It contains the following fields and options:

- *Reviewer Rank:** A text field containing 'Full Board Primary Reviewer'.
- *Is this the label for an Ad Hoc Reviewer:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- *If this is not an Ad Hoc Reviewer please add the Rank (i.e. 1, 2, 3):** A text field containing '1'.
- Save Reviewer Rank:** A button highlighted with a red box.

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 ▾ IACUC **Setup Reviewer Rank List** [Back](#)

[Add a New Rank](#) [Delete Selected Rank\(s\)](#)

☐		Reviewer Rank
☐		Full Board Primary Reviewer
☐		Academic Review

Edit Reviewer Rank

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Reviewer Rank Configuration List** link.

My Workspaces ▾ IACUC **Board Administration** [Back](#)

[Copy Configurations](#)

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

Review Board Lists

- Paralyzing Agent Configuration List
- Predefined Stipulations
- Review Outcome/ Outcome Configuration List
- Reviewer Rank Configuration List** 
- Setup Review Board Stipulation Actions
- Setup Training Courses
- Business Associate List
- Spencer Time

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

My Workspaces ▾ IACUC **Setup Reviewer Rank List** [Back](#)

[Add a New Rank](#) [Delete Selected Rank\(s\)](#)

☐	Edit	Reviewer Rank
☐		Full Board Primary Reviewer
☐		Academic Review

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

My Workspaces ▾ IACUC **Setup Reviewer Rank List** [Back](#)

[Save Reviewer Rank](#)

***Reviewer Rank:**

***Is this the label for an Ad Hoc Reviewer:** ☒ Yes ☐ No

***If this is not an Ad Hoc Reviewer please add the Rank (i.e. 1, 2, 3):**

The edit panel is closed, and the record is revised on the **Setup Reviewer Rank List** page.

	Edit	Reviewer Rank
☐		Full Board Primary Reviewer
☐		Academic Reviewer

Delete Reviewer Rank

Navigate to IACUC Assistant > 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.

	Edit	Reviewer Rank
☐		Full Board Primary Reviewer
☐		Academic Reviewer

A confirmation popup window displays.

Confirm the Deletion.

Are you sure you want to delete?

CONFIRM CANCEL

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

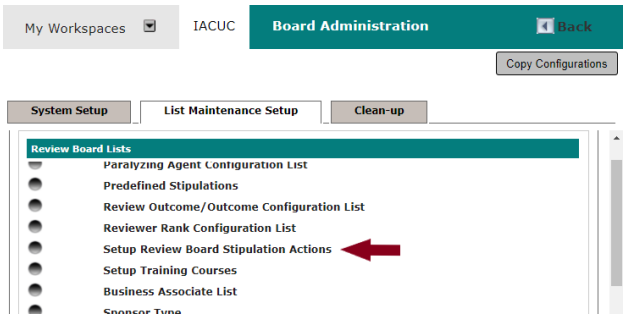
Click **CONFIRM** to complete deletion of the record and return to the **Setup Reviewer Rank List** page. The record is deleted from the **Setup Reviewer Rank List** page.

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 IACUC Assistant > 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

IACUC

Setup Stipulation Review Board Actions

Back

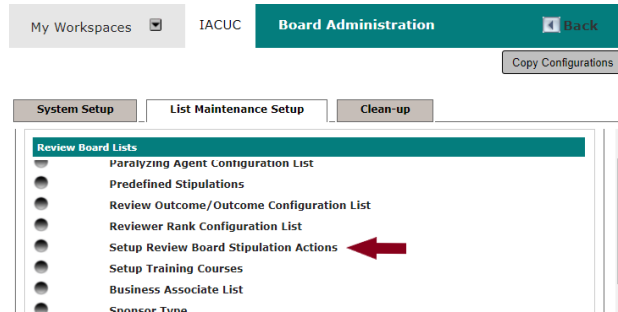
Add a Stipulation Action

Delete Selected Stipulation Action(s)

	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
☐		No	Accepted	No
☐		No	Approved	No

Add Review Board Stipulation

Navigate to IACUC Assistant > 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.

My Workspaces

IACUC

Setup Stipulation Review Board Actions

Back

Add a Stipulation Action

Delete Selected Stipulation Action(s)

	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
☐		No	Accepted	No
☐		No	Approved	No

An add panel is opened for creation of the new record.

My Workspaces ☒ IACUC 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 **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 IACUC **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.

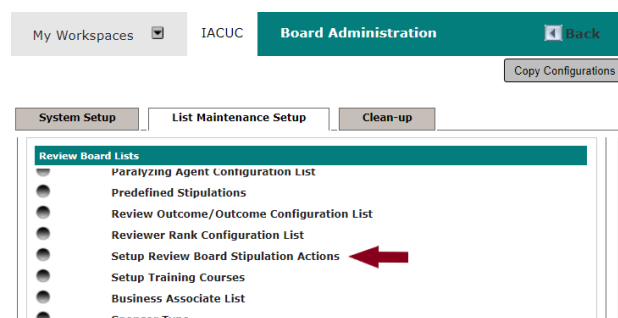
My Workspaces IACUC **Setup Stipulation Review Board Actions** Back

Add a Stipulation Action **Delete Selected Stipulation Action(s)**

	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
☐		No	Accepted	No
☐		No	Approved	No
☐		Yes	Rejected	No

Edit Review Board Stipulation

Navigate to IACUC Assistant > 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.

My Workspaces ☒ IACUC **Setup Stipulation Review Board Actions** [Back](#)

[Add a Stipulation Action](#) [Delete Selected Stipulation Action\(s\)](#)

☒	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
☐		No	Accepted	No
☐		No	Approved	No
☐		No	Rejected	No

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

My Workspaces ☒ IACUC **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 edit panel is closed, and the record is revised on the **Setup Stipulation Review Board Actions** list page.

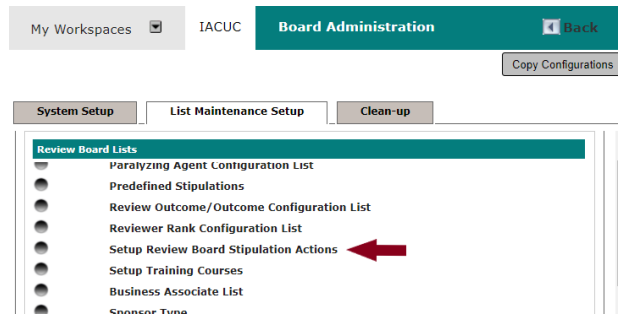
My Workspaces ☒ IACUC **Setup Stipulation Review Board Actions** [Back](#)

[Add a Stipulation Action](#) [Delete Selected Stipulation Action\(s\)](#)

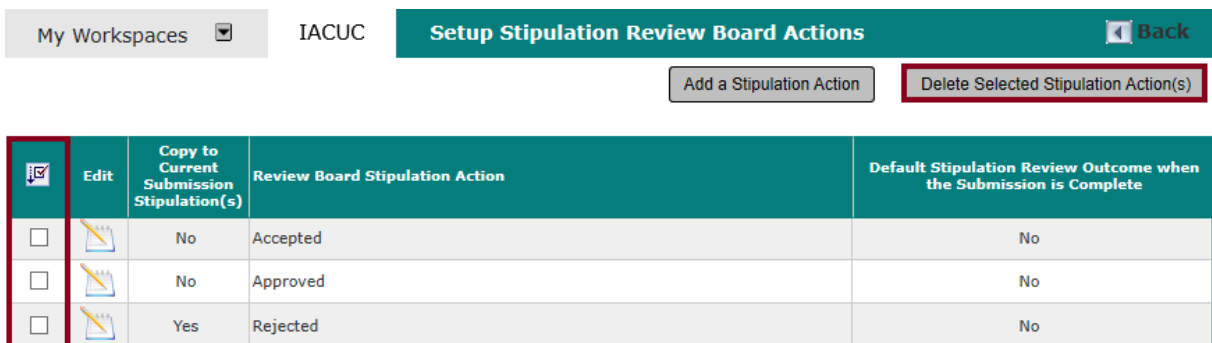
☒	Edit	Copy to Current Submission Stipulation(s)	Review Board Stipulation Action	Default Stipulation Review Outcome when the Submission is Complete
☐		No	Accepted	No
☐		No	Approved	No
☐		Yes	Rejected	No

Delete Review Board Stipulation

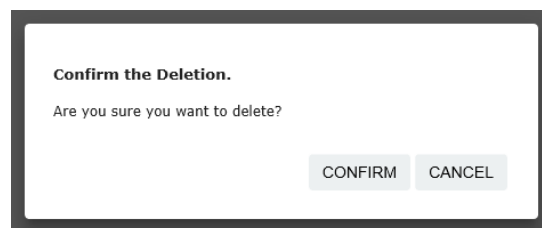
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Setup Review Board Stipulation Actions** link.



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.



A confirmation popup window displays.

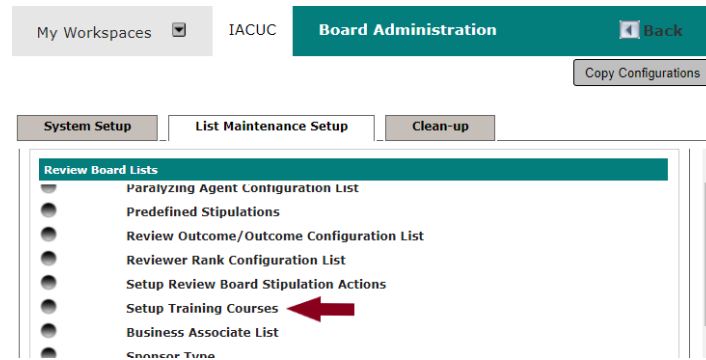


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Stipulation Review Board Actions** page.

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.

Setup Training Courses

Direct access to the Define Training Courses area under iRIS™ System Administration > List Configuration and Maintenance > System Setup tab > User Training Setup section is provided for the IACUC review board under IACUC Assistant > Review Board Administration > List Maintenance Setup tab > Setup Training Courses link.



See the List Configuration and Maintenance section of the System Administration – User Training Manual for more information about configuring and tracking iRIS™ user training.

Business Associate List

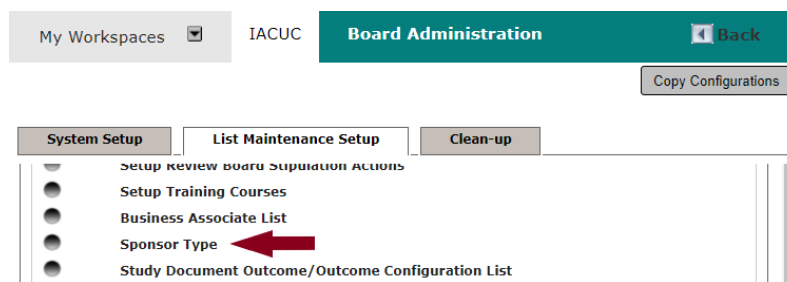
The Business Associate List link is used to access system functions related to business associates. In this context, a business associate is an institution or business which interacts with the institution where iRIS™ is in use.

Within the iRIS™ system, business associate entities can be added as a study sponsor, vendor or subrecipient, or as a third party in a conflict of interest.

For more information about business associate list management activities, see the IACUC Assistant — Business Associate List manual.

Sponsor Type

The Sponsor Type configuration list is where a list of predefined sponsor types is maintained in the iRIS™ system. To view the list, navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Sponsor Type** link.



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

My Workspaces		IACUC Setup Sponsor Type				Back	
						Add a New Category	
13 result(s) found...						1 - 13	
Delete	Edit	Sponsor Type	Sort Order Number	Include in Disclosure Search	Description		
		01 - Federal	1	Yes	Federal Government: Departments, agencies, etc. of the United States government.		
		02 - State	2	Yes	State Government: Departments, agencies, etc. of the State of California		
		03 - Other Government	3	Yes	Other Government Agency: Other governmental agencies, including: cities; counties; other states; foreign governments or governmental agencies; multi-national organizations such as the United Nations; or, quasi-governmental agencies or special districts, such as a water or pest control district.		
		04 - Business/Profit Entity	4	Yes	Business/Profit Entity: Business or other entity engaged in activities for profit.		
		05 - Non-profit	5	Yes	Non-Profit, Business Related: Non-profit organization sponsored by one or more business or other entities engaged in activities for profit, including: corporate foundations, industry or trade associations; and professional, union, or lobbying organizations.		
		06 - Foundation/Charitable Trust	6	Yes	Foundation/Charitable Trust: Non-profit foundations or charitable trusts, as defined in The Foundation Directory; excluding corporate foundations; and, including funds or endowments designated by the Internal Revenue Service as private grant-making foundations, community foundations, family foundations, and charitable trusts.		
		07 - Higher Education	7	Yes	Higher Education: Higher education institution or association such as: Harvard Institution/Association University, University of Michigan, or the American Association of Colleges of Pharmacy.		
		08 - Campus Organization	8	Yes	Campus-Related Organization: Campus-related organization, including student groups, University support groups, alumni associations, etc.		
		09 - Individual	9	Yes	Individual: Individuals, excluding incorporated professionals who should be coded 'Business/Profit Entity'.		
		10 - Marketing Orders	10	Yes	Marketing Orders: Regulated Agricultural Marketing Order Boards		
		11 - Unfunded	11	No	Carried out with either actual funding from Departmental funding source or by faculty and staff who receive salary support from Departmental funding.		
		12 - Departmental	12	No	Carried out with either actual funding from Departmental funding source or by faculty and staff who receive salary support from Departmental funding.		
		99 - Unassigned	99	Yes	Unassigned: Sponsor not yet assigned to one of the above categories		

Sponsor Type Implementation: Application Side

The sponsor type list is employed when a sponsor is added to the study application via the **Add a New Sponsor to the Study** button. As shown below, any sponsor listed in the table beneath the add button includes the Sponsor Type designation selected when the sponsor is added to the application.

+ Add a New Sponsor to the Study									
Delete	Edit	View Details	Sponsor Name	Sponsor Type	Funding Through	Contract Type:	Project Number	Award Number Modified	
No Sponsor has been added to this Study									

Sponsor Type Implementation: Board Side

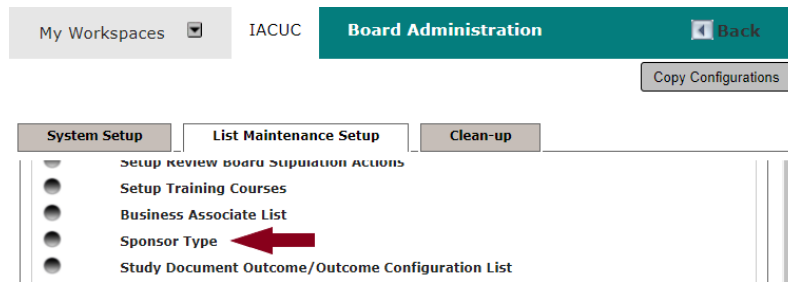
The sponsor type list is employed in the **System Setup of Business Associate List** page, as shown below.

My Workspaces		IACUC		System Setup of Business Associate List	
Associate Abbrv:	APharm				
*Associate Name:	Abbott Pharmaceutical				
Short Name:	Abbott Pharmaceutical				
Status:	Active				
Associate Group:	☐ Competitor ☐ Purchaser ☐ Research Affiliate ☒ Sponsor		☐ Vendor ☐ Supporter ☒ Subrecipient		
Sponsor ID:			☐ Animal Vendor ☐ Lab Supply Vendor ☒ Vet Supply Vendor		
*Associate Type Code:	Pharmaceutical				
Associate Type Description:	--none--				
UCOP Sponsor Code:	01 - Federal				
Principal Business of Entity:	02 - State				
Familiar Name:	03 - Other Government				
Legal Name:	04 - Business/Profit Entity				
Organization Name:	05 - Non-profit				
NIH Employer Identification Number(NIH EIN):	06 - Foundation/Charitable Trust				
EIN:	07 - Higher Education				
	08 - Campus Organization				
	09 - Individual				
	10 - Marketing Orders				
	11 - Unfunded				
	12 - Departmental				
	99 - Unassigned				
	Pharmaceutical				

When “Sponsor” is selected from among the **Associate Group** options (large red arrow in screenshot above), new fields populate for selection of the sponsor type (small red arrow and red box in screenshot above) and entity details.

Add Sponsor Type

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Sponsor Type** link.



The **Setup Sponsor Type** page is opened. Click the **Add a New Category** button.

The screenshot shows the 'Setup Sponsor Type' page with a table of existing sponsor types. The table has columns for Delete, Edit, Sponsor Type, Sort Order Number, Include in Disclosure Search, and Description. There are 13 results found.

Delete	Edit	Sponsor Type	Sort Order Number	Include in Disclosure Search	Description
		01 - Federal	1	Yes	Federal Government: Departments, agencies, etc. of the United States government.
		02 - State	2	Yes	State Government: Departments, agencies, etc. of the State of California
		03 - Other Government	3	Yes	Other Government Agency: Other governmental agencies, including: cities; counties; other states; foreign governments or governmental agencies; multi-national organizations such as the United Nations; or, quasi-governmental agencies or special districts, such as a water or pest control district.
		04 - Business/Profit Entity	4	Yes	Business/Profit Entity: Business or other entity engaged in activities for profit.
		05 - Non-profit	5	Yes	Non-Profit, Business Related: Non-profit organization sponsored by one or more business or other entities engaged in activities for profit, including: corporate foundations, industry or trade associations; and professional, union, or lobbying organizations.
		06 - Foundation/Charitable Trust	6	Yes	Foundation/Charitable Trust: Non-profit foundations or charitable trusts, as defined in The Foundation Directory; excluding corporate foundations; and, including funds or endowments designated by the Internal

An add panel is opened for creation of the new record.

The screenshot shows the 'Setup Sponsor Type' add panel. It includes fields for Sponsor Type, Sort Order Number, Include Sponsors of this group in Disclosure Search (Yes/No radio buttons), and a Description text area. There is a 'Save Category' button.

Enter a **Sponsor Type** name. At some institutions a numeric code is included in the name, as shown in the previous screenshot. The name should be distinct from any pre-existing items in the configuration list.

Enter the desired **Sort Order Number**. This number specifies the order in which sponsors appear in the configuration list and dropdown picklist of sponsors.

Note: If a number that is already in use is selected, when this record is saved its **Sort Order Number** overrides any pre-existing item with the same sort order. The overridden item and all items that follow it in the list are incremented by one (1) and moved down one (1) position in the configuration list.

Select “Yes” or “No” for **Include Sponsors of this group in Disclosure Search** field.

Enter a **Description** of the sponsor to assist system users in distinguishing it from other sponsors in the list.

An example of the filled add panel is shown below. Click the **Save Category** button.

My Workspaces IACUC Setup Sponsor Type Back

Save Category

*Sponsor Type: 13 - Professional Association

*Sort Order Number: 13

*Include Sponsors of this group in Disclosure Search: ☒ Yes ☐ No

Description: Professional Association: medical / scientific professional association such as the American Medical Association

The record is added on the **Setup Sponsor Type** page.

My Workspaces IACUC Setup Sponsor Type Back Add a New Category

14 result(s) found... 1 - 14

Delete	Edit	Sponsor Type	Sort Order Number	Include in Disclosure Search	Description
		01 - Federal	1	Yes	Federal Government: Departments, agencies, etc. of the United States government.
		02 - State	2	Yes	State Government: Departments, agencies, etc. of the State of California
		03 - Other Government	3	Yes	Other Government Agency: Other governmental agencies, including: cities; counties; other states; foreign governments or governmental agencies; multi-national organizations such as the United Nations; or, quasi-governmental agencies or special districts, such as a water or pest control district.
		04 - Business/Profit Entity	4	Yes	Business/Profit Entity: Business or other entity engaged in activities for profit.
		05 - Non-profit	5	Yes	Non-Profit, Business Related: Non-profit organization sponsored by one or more business or other entities engaged in activities for profit, including: corporate foundations, industry or trade associations; and professional, union, or lobbying organizations.
		06 - Foundation/Charitable Trust	6	Yes	Foundation/Charitable Trust: Non-profit foundations or charitable trusts, as defined in The Foundation Directory; excluding corporate foundations; and, including funds or endowments designated by the Internal Revenue Service as private grant-making foundations, community foundations, family foundations, and charitable trusts.
		07 - Higher Education	7	Yes	Higher Education: Higher education institution or association such as: Harvard Institution/Association University, University of Michigan, or the American Association of Colleges of Pharmacy.
		08 - Campus Organization	8	Yes	Campus-Related Organization: Campus-related organization, including student groups, University support groups, alumni associations, etc.
		09 - Individual	9	Yes	Individual: Individuals, excluding incorporated professionals who should be coded 'Business/Profit Entity'.
		10 - Marketing Orders	10	Yes	Marketing Orders: Regulated Agricultural Marketing Order Boards
		11 - Unfunded	11	No	
		12 - Departmental	12	No	Carried out with either actual funding from Departmental funding source or by faculty and staff who receive salary support from Departmental funding.
		13 - Professional Association	13	Yes	Professional Association: medical / scientific professional association such as the American Medical Association
		99 - Unassigned	99	Yes	Unassigned: Sponsor not yet assigned to one of the above categories

Edit Sponsor Type

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Sponsor Type** link.

My Workspaces IACUC Board Administration Back Copy Configurations

System Setup List Maintenance Setup Clean-up

Setup Review Board Supervision Actions

Setup Training Courses

Business Associate List

Sponsor Type

Study Document Outcome/Outcome Configuration List

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

My Workspaces ☒ IACUC

Setup Sponsor Type

Back

Add a New Category

14 result(s) found...

1 - 14

Delete	Edit	Sponsor Type	Sort Order Number	Include in Disclosure Search	Description
		01 - Federal	1	Yes	Federal Government: Departments, agencies, etc. of the United States government.
		02 - State	2	Yes	State Government: Departments, agencies, etc. of the State of California
		03 - Other Government	3	Yes	Other Government Agency: Other governmental agencies, including: cities; counties; other states; foreign governments or governmental agencies; multi-national organizations such as the United Nations; or, quasi-governmental agencies or special districts, such as a water or pest control district.
		04 - Business/Profit Entity	4	Yes	Business/Profit Entity: Business or other entity engaged in activities for profit.
		05 - Non-profit	5	Yes	Non-Profit, Business Related: Non-profit organization sponsored by one or more business or other entities engaged in activities for profit, including: corporate foundations, industry or trade associations; and professional, union, or lobbying organizations.
		06 - Foundation/Charitable Trust	6	Yes	Foundation/Charitable Trust: Non-profit foundations or charitable trusts, as defined in The Foundation Directory; excluding corporate foundations; and, including funds or endowments designated by the Internal Revenue Service as private grant-making foundations, community foundations, family foundations, and charitable trusts.
		07 - Higher Education	7	Yes	Higher Education: Higher education institution or association such as: Harvard Institution/Association University, University of Michigan, or the American Association of Colleges of Pharmacy.
		08 - Campus Organization	8	Yes	Campus-Related Organization: Campus-related organization, including student groups, University support groups, alumni associations, etc.
		09 - Individual	9	Yes	Individual: Individuals, excluding incorporated professionals who should be coded 'Business/Profit Entity'.
		10 - Marketing Orders	10	Yes	Marketing Orders: Regulated Agricultural Marketing Order Boards
		11 - Unfunded	11	No	
		12 - Departmental	12	No	Carried out with either actual funding from Departmental funding source or by faculty and staff who receive salary support from Departmental funding.
		13 - Professional Association	13	Yes	Professional Association: medical / scientific professional association such as the American Medical Association
		99 - Unassigned	99	Yes	Unassigned: Sponsor not yet assigned to one of the above categories

The selected record is opened in an edit panel. Make desired changes to the fields in the panel.

My Workspaces ☒ IACUC		Setup Sponsor Type		Back		
Save Category						
* Sponsor Type:	13 - Scientific Professional Association					
* Sort Order Number:	13					
* Include Sponsors of this group in Disclosure Search:	☒ Yes ☐ No					
Description:	Scientific Professional Association: medical / scientific professional association such as the American Medical Association					

At some institutions a numeric code is included in the **Sponsor Type** name, as shown above. The name should be distinct from any pre-existing items in the configuration list.

The **Sort Order Number** specifies the order in which sponsors appear in the configuration list and dropdown picklist of sponsors.

*Note: If a number that is already in use is selected, when this record is saved its **Sort Order Number** overrides any pre-existing item with the same sort order. The overridden item and all items that follow it in the list are incremented by one (1) and moved down one (1) position in the configuration list.*

Select “Yes” or “No” for **Include Sponsors of this group in Disclosure Search** field.

Enter a **Description** of the sponsor to assist system users in distinguishing it from other sponsors in the list.

Click the **Save Category** button to save changes.

The record is revised on the **Setup Sponsor Type** page.

My Workspaces

IACUC

Setup Sponsor Type

Back

Add a New Category

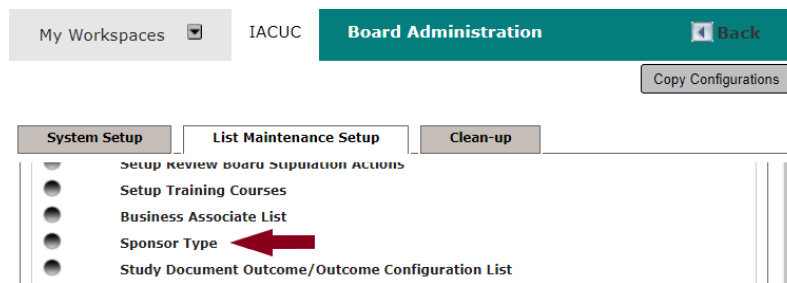
14 result(s) found...

1 - 14

Delete	Edit	Sponsor Type	Sort Order Number	Include in Disclosure Search	Description
		01 - Federal	1	Yes	Federal Government: Departments, agencies, etc. of the United States government.
		02 - State	2	Yes	State Government: Departments, agencies, etc. of the State of California
		03 - Other Government	3	Yes	Other Government Agency: Other governmental agencies, including: cities; counties; other states; foreign governments or governmental agencies; multi-national organizations such as the United Nations; or, quasi-governmental agencies or special districts, such as a water or pest control district.
		04 - Business/Profit Entity	4	Yes	Business/Profit Entity: Business or other entity engaged in activities for profit.
		05 - Non-profit	5	Yes	Non-Profit, Business Related: Non-profit organization sponsored by one or more business or other entities engaged in activities for profit, including: corporate foundations, industry or trade associations; and professional, union, or lobbying organizations.
		06 - Foundation/Charitable Trust	6	Yes	Foundation/Charitable Trust: Non-profit foundations or charitable trusts, as defined in The Foundation Directory; excluding corporate foundations; and, including funds or endowments designated by the Internal Revenue Service as private grant-making foundations, community foundations, family foundations, and charitable trusts.
		07 - Higher Education	7	Yes	Higher Education: Higher education institution or association such as: Harvard Institution/Association University, University of Michigan, or the American Association of Colleges of Pharmacy.
		08 - Campus Organization	8	Yes	Campus-Related Organization: Campus-related organization, including student groups, University support groups, alumni associations, etc.
		09 - Individual	9	Yes	Individual: Individuals, excluding incorporated professionals who should be coded 'Business/Profit Entity'.
		10 - Marketing Orders	10	Yes	Marketing Orders: Regulated Agricultural Marketing Order Boards
		11 - Unfunded	11	No	
		12 - Departmental	12	No	Carried out with either actual funding from Departmental funding source or by faculty and staff who receive salary support from Departmental funding.
		13 - Professional Association	13	Yes	Professional Association: medical / scientific professional association such as the American Medical Association
		99 - Unassigned	99	Yes	Unassigned: Sponsor not yet assigned to one of the above categories

Delete Sponsor Type

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Sponsor Type** link.



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

My Workspaces

IACUC

Setup Sponsor Type

Back

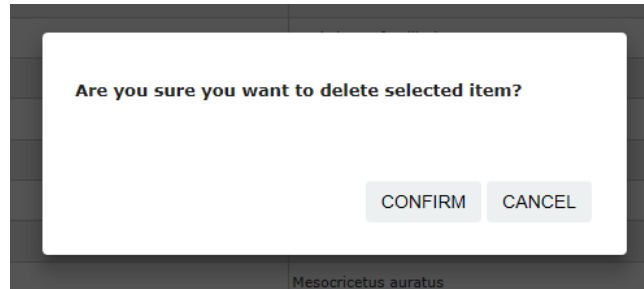
Add a New Category

14 result(s) found...

1 - 14

Delete	Edit	Sponsor Type	Sort Order Number	Include in Disclosure Search	Description
		01 - Federal	1	Yes	Federal Government: Departments, agencies, etc. of the United States government.
		02 - State	2	Yes	State Government: Departments, agencies, etc. of the State of California
		03 - Other Government	3	Yes	Other Government Agency: Other governmental agencies, including: cities; counties; other states; foreign governments or governmental agencies; multi-national organizations such as the United Nations; or, quasi-governmental agencies or special districts, such as a water or pest control district.
		04 - Business/Profit Entity	4	Yes	Business/Profit Entity: Business or other entity engaged in activities for profit.
		05 - Non-profit	5	Yes	Non-Profit, Business Related: Non-profit organization sponsored by one or more business or other entities engaged in activities for profit, including: corporate foundations, industry or trade associations; and professional, union, or lobbying organizations.
		06 - Foundation/Charitable Trust	6	Yes	Foundation/Charitable Trust: Non-profit foundations or charitable trusts, as defined in The Foundation Directory; excluding corporate foundations; and, including funds or endowments designated by the Internal Revenue Service as private grant-making foundations, community foundations, family foundations, and charitable trusts.
		07 - Higher Education	7	Yes	Higher Education: Higher education institution or association such as: Harvard Institution/Association University, University of Michigan, or the American Association of Colleges of Pharmacy.
		08 - Campus Organization	8	Yes	Campus-Related Organization: Campus-related organization, including student groups, University support groups, alumni associations, etc.
		09 - Individual	9	Yes	Individual: Individuals, excluding incorporated professionals who should be coded 'Business/Profit Entity'.
		10 - Marketing Orders	10	Yes	Marketing Orders: Regulated Agricultural Marketing Order Boards
		11 - Unfunded	11	No	
		12 - Departmental	12	No	Carried out with either actual funding from Departmental funding source or by faculty and staff who receive salary support from Departmental funding.
		13 - Scientific Professional Association	13	Yes	Scientific Professional Association: medical / scientific professional association such as the American Medical Association
		99 - Unassigned	99	Yes	Unassigned: Sponsor not yet assigned to one of the above categories

A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the record and return to the **Setup Sponsor Type** list page.

Click **CONFIRM** to complete deletion of the record and return to the **Setup Sponsor Type** list page. The record is deleted from the list.

My Workspaces

IACUC

Setup Sponsor Type

Back

Add a New Category

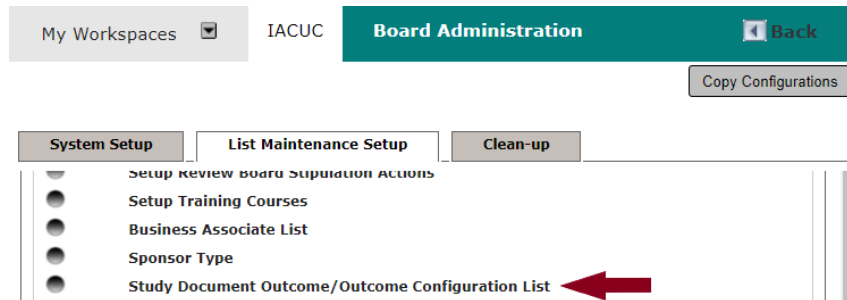
13 result(s) found...

1 - 13

Delete	Edit	Sponsor Type	Sort Order Number	Include in Disclosure Search	Description
		01 - Federal	1	Yes	Federal Government: Departments, agencies, etc. of the United States government.
		02 - State	2	Yes	State Government: Departments, agencies, etc. of the State of California
		03 - Other Government	3	Yes	Other Government Agency: Other governmental agencies, including: cities; counties; other states; foreign governments or governmental agencies; multi-national organizations such as the United Nations; or, quasi-governmental agencies or special districts, such as a water or pest control district.
		04 - Business/Profit Entity	4	Yes	Business/Profit Entity: Business or other entity engaged in activities for profit.
		05 - Non-profit	5	Yes	Non-Profit, Business Related: Non-profit organization sponsored by one or more business or other entities engaged in activities for profit, including: corporate foundations, industry or trade associations; and professional, union, or lobbying organizations.
		06 - Foundation/Charitable Trust	6	Yes	Foundation/Charitable Trust: Non-profit foundations or charitable trusts, as defined in The Foundation Directory; excluding corporate foundations; and, including funds or endowments designated by the Internal Revenue Service as private grant-making foundations, community foundations, family foundations, and charitable trusts.
		07 - Higher Education	7	Yes	Higher Education: Higher education institution or association such as: Harvard Institution/Association University, University of Michigan, or the American Association of Colleges of Pharmacy.
		08 - Campus Organization	8	Yes	Campus-Related Organization: Campus-related organization, including student groups, University support groups, alumni associations, etc.
		09 - Individual	9	Yes	Individual: Individuals, excluding incorporated professionals who should be coded 'Business/Profit Entity'.
		10 - Marketing Orders	10	Yes	Marketing Orders: Regulated Agricultural Marketing Order Boards
		11 - Unfunded	11	No	
		12 - Departmental	12	No	Carried out with either actual funding from Departmental funding source or by faculty and staff who receive salary support from Departmental funding.
		99 - Unassigned	99	Yes	Unassigned: Sponsor not yet assigned to one of the above categories

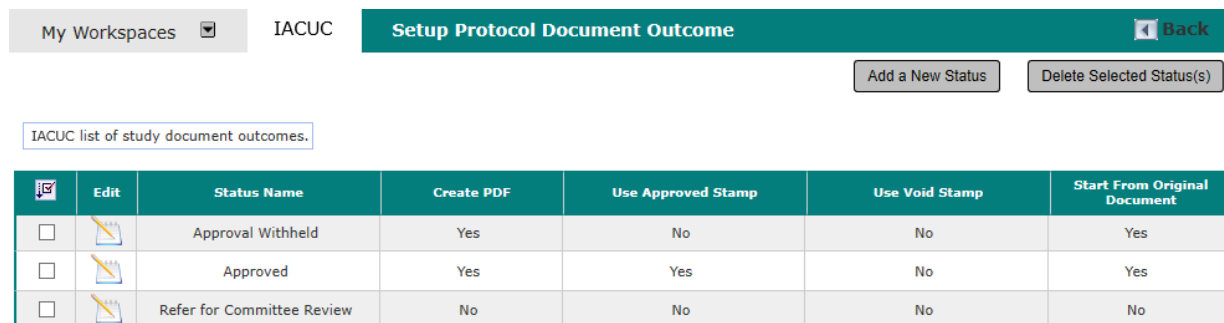
Study Document Outcome/Outcome Configuration List

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 IACUC Assistant > 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.



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**
 Alias: VA Merit: Arrestin Regulation o ...
 PI: Hauger, Richard L.

IACUC 

***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

Expiration Date: Approved
 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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Study Document Outcome / Outcome Configuration List** link.

My Workspaces  IACUC **Board Administration**  [Back](#)

[Copy Configurations](#)

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

- Setup Review Board Supination Actions
- Setup Training Courses
- Business Associate List
- Sponsor Type
- Study Document Outcome/Outcome Configuration List** 

The **Setup Protocol Document Outcome** page is opened. Click the **Add a New Status** button.

My Workspaces  IACUC **Setup Protocol Document Outcome**  [Back](#)

[Add a New Status](#) [Delete Selected Status\(s\)](#)

IACUC list of study document outcomes.

	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
☐		Approval Withheld	Yes	No	No	Yes
☐		Approved	Yes	Yes	No	Yes
☐		Refer for Committee Review	No	No	No	No

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**.

My Workspaces
IACUC
Setup Protocol Document Outcome
Back

Save Protocol Document Outcome

IACUC add 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
IACUC
Setup Protocol Document Outcome
Back

Save Protocol Document Outcome

IACUC 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” (under IACUC Assistant > 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
IACUC
Setup Protocol Document Outcome
Back
Save Protocol Document Outcome

IACUC add a review outcome.

*Outcome Status: Modifications Required to Secure Approval with DMR

*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.

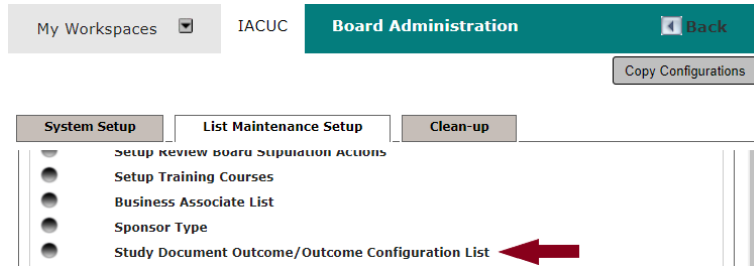
My Workspaces
IACUC
Setup Protocol Document Outcome
Back
Add a New Status
Delete Selected Status(s)

IACUC list of study document outcomes.

	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
☐		Approval Withheld	Yes	No	No	Yes
☐		Approved	Yes	Yes	No	Yes
☐		Modifications Required to Secure Approval with DMR	Yes	No	No	Yes
☐		Refer for Committee Review	No	No	No	No

Edit Study Document Outcome

Navigate to IACUC Assistant > 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

IACUC

Setup Protocol Document Outcome

Add a New Status

Delete Selected Status(s)

IACUC list of study document outcomes.

	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
☐		Approval Withheld	Yes	No	No	Yes
☐		Approved	Yes	Yes	No	Yes
☐		Modifications Required to Secure Approval with DMR	Yes	No	No	Yes
☐		Refer for Committee Review	No	No	No	No

The record is opened in an **edit a review outcome** panel.

My Workspaces		IACUC Setup Protocol Document Outcome	
IACUC edit a review outcome.			
		*Outcome Status: Refer for Full Committee Review	
		*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
IACUC
Setup Protocol Document Outcome
Back
Save Protocol Document Outcome

IACUC 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” (under IACUC Assistant > 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.

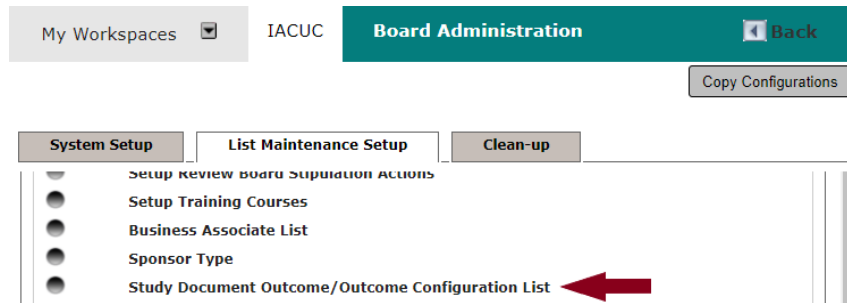
My Workspaces
IACUC
Setup Protocol Document Outcome
Back
Add a New Status
Delete Selected Status(s)

IACUC list of study document outcomes.

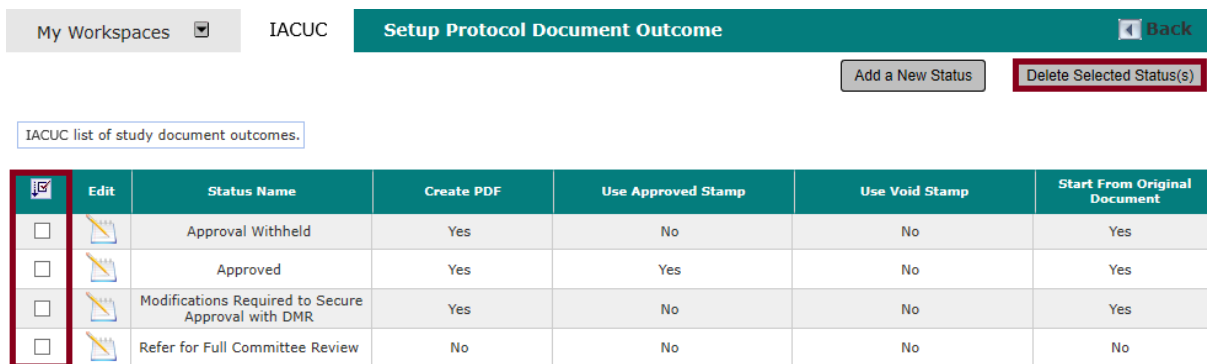
	Edit	Status Name	Create PDF	Use Approved Stamp	Use Void Stamp	Start From Original Document
☐		Approval Withheld	Yes	No	No	Yes
☐		Approved	Yes	Yes	No	Yes
☐		Modifications Required to Secure Approval with DMR	Yes	No	No	Yes
☐		Refer for Full Committee Review	No	No	No	No

Delete Study Document Outcome

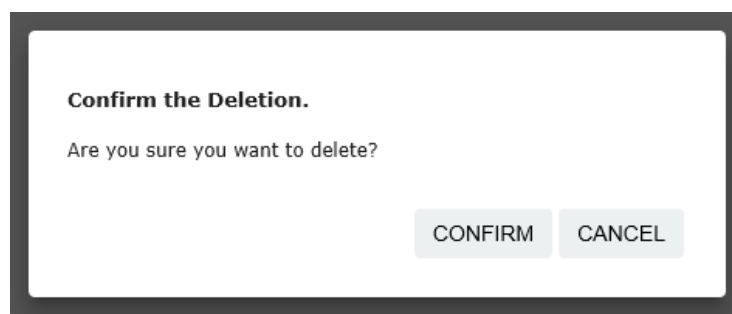
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Study Document Outcome / Outcome Configuration List** link.



The **Setup Protocol Document Outcome** page is opened. Select the checkbox(es) in the far-left column for the record(s) to be deleted and click the **Delete Selected Status(s)** button.



A confirmation popup window displays.

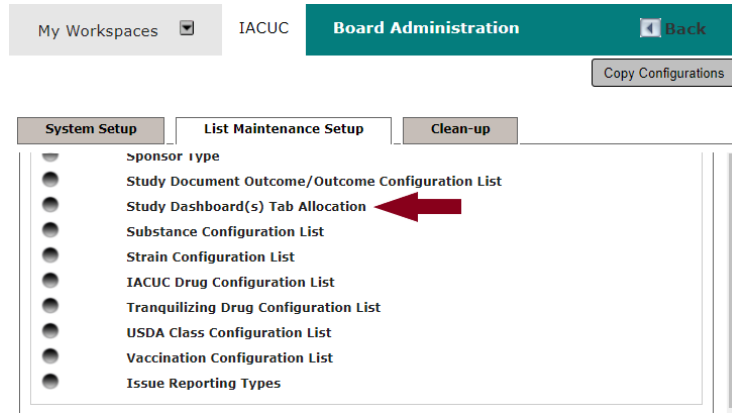


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Protocol Document Outcome** page.

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.

Study Dashboard(s) Tab Allocation

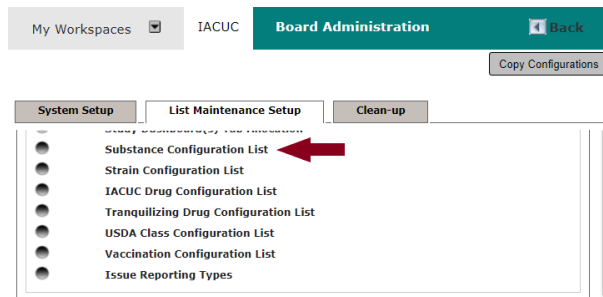
The iRIS™ system allows institutions to configure the order in which study status tabs appear on study dashboards. Configuration of this feature is accessed via IACUC Assistant > Review Board Administration > List Maintenance Setup tab > Study Dashboard(s) Tab Allocation link.



See the Document Management manual for more information about this feature.

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Substance Configuration List** link.



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

My Workspaces

IACUC

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								

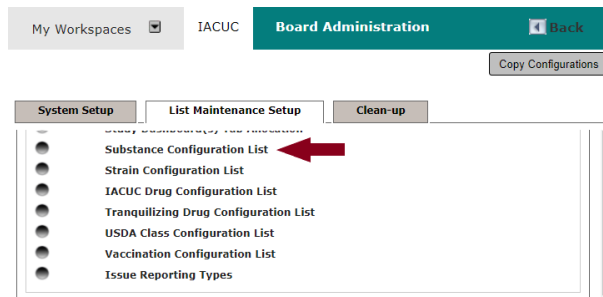
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

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 IACUC Assistant > 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 

IACUC

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 IACUC **Setup Substance List** Back

Save Changes

*Species Name:	--none--	
*Substance:	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)	or create New
*Route:		or create New
*Dose:		
*Frequency:		
*Expected Effect:		
*Possible Side Effect:		

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 IACUC **Setup Substance List** Back

Save Changes

*Species Name:	Rat (USDA A)	
*Substance:	--none--	or create New Applewood Sticks
*Route:	Ivermectin Paste Mealworms	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 IACUC **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: Consumed with food

*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 IACUC **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 IACUC **Setup Substance List** Back

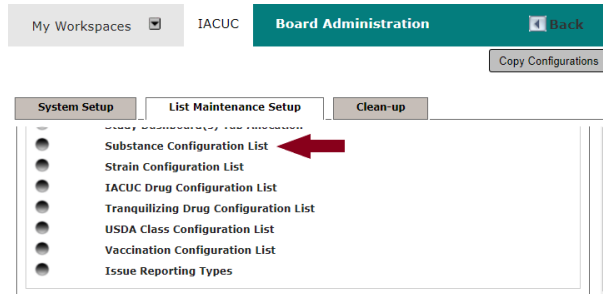
Merge Substance Records Add a New Record

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 IACUC Assistant > 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 ☒ IACUC		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 ☒ IACUC
Setup Substance List [Back](#)

[Save Changes](#)

*Species Name:

*Substance: or create New

*Route: or create New

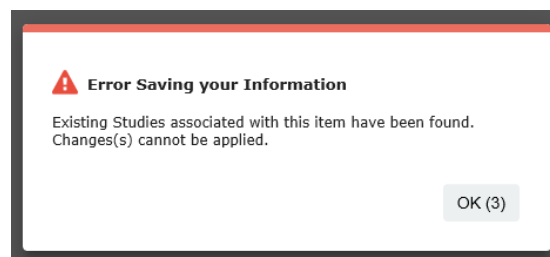
*Dose:

*Frequency:

*Expected Effect:

*Possible Side Effect:

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

IACUC

Setup Substance List

Back

Merge Substance Records

Add a New Record

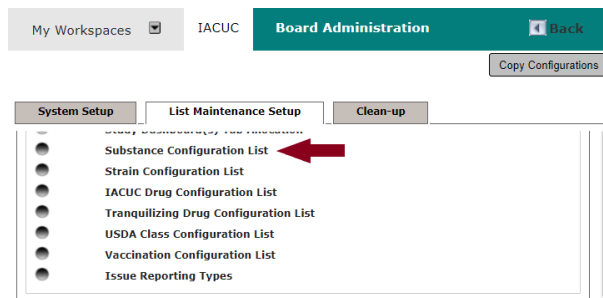
5 result(s) found...

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 IACUC Assistant > 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 

IACUC

Setup Substance List

 Back

Merge Substance Records

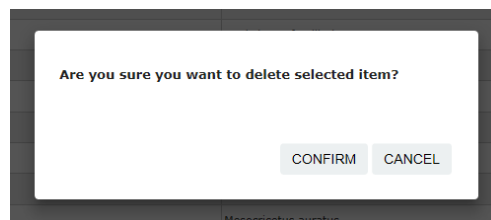
Add a New Record

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

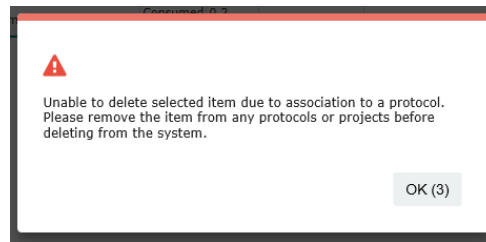
A confirmation popup window displays.



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

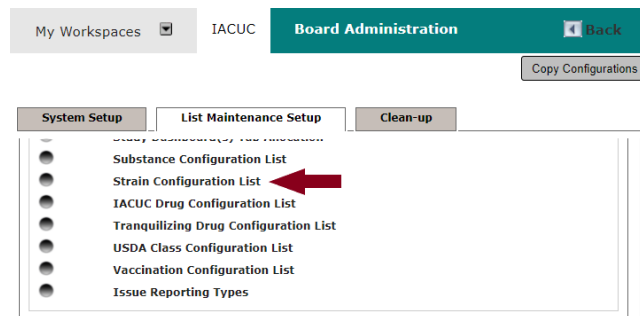
Click **CONFIRM** to complete deletion of the record and return to the **Setup Substance List** page.

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Strain Configuration List** link.



The **Strain List** page is opened.

My Workspaces	IACUC	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

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

Delete Strain	Edit	View Details	Species	Strain	Stock # / Order Code:	Special Care	Special Conditions
No Strain(s) have been added to this Study							

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 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

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.								

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

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**

My Workspaces IACUC Number: **IACUC-2019-094** PI: Weeks, Janelle K, DVM Study Assistant Arc Order Form - (Version 1.0) Back

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

Save Form

Order Number: <Generated on Save>

Order Status: Draft

* Order Date: 12/19/2019

* Preferred Delivery Date:

* Preferred Vendor: --none--

Vendor Notes:

Requested Animals:

Requested Species: --none--

* Requested Strain: --none--

Total Approved Animals: 0

Total Available Animals: 0

* Stock #/Order Code:

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

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

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

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:

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

My Workspaces IACUC Number: **IACUC-2019-094** Study Assistant **Animal Management** [Back](#)

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 Animal Details Animal Records Animal Progression Animal Breeding Forms

Species: All Strain: All Sex: All Life Status: All Date of Birth Range: - Generation: All Cage ID: All Facility: All Building: All Room: All Animal ID: Animal Tag Number: Origin: All Find

Animal Records
0 result(s) found...

Edit	Life Status	Species	Strain	Animal ID Tag Number	Sex	DOB	Facility Building Room	Cage ID	Animal received by
No results found.									

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Strain Configuration List** link.

My Workspaces IACUC **Board Administration** [Back](#)

[Copy Configurations](#)

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

- 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 **Add a New Record** button.

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

[Save Changes](#)

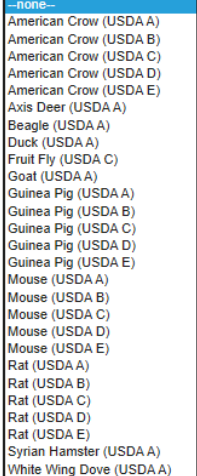
*Species Name:

*Strain:

Select a **Species Name** from the dropdown list.

My Workspaces  IACUC **Setup Species Strain List**  Back

Save Changes

*Species Name:  

*Strain: 

Enter the **Strain** name and click the **Save Changes** button.

My Workspaces  IACUC **Setup Species Strain List**  Back

Save Changes

*Species Name: American Crow (USDA D) 

*Strain: Texas A&M 

The record is added to the **Setup Species Strain List** page.

My Workspaces  IACUC **Setup Species Strain List**  Back

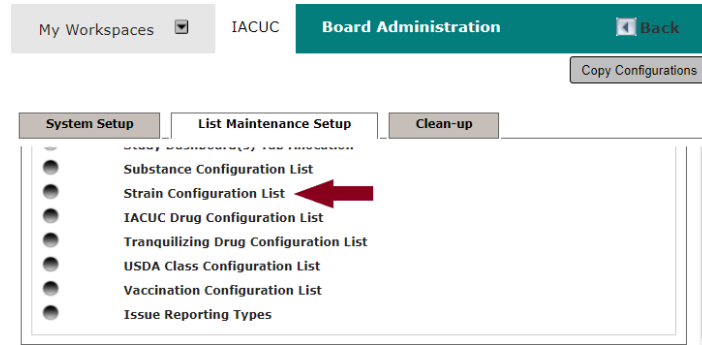
Merge Strain Records Add a New Record

16 result(s) found...

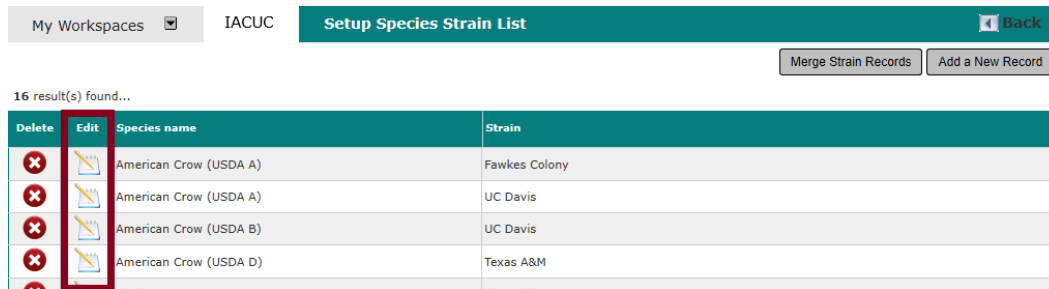
Delete	Edit	Species name	Strain
		American Crow (USDA A)	Fawkes Colony
		American Crow (USDA A)	UC Davis
		American Crow (USDA B)	UC Davis
		American Crow (USDA D)	Texas A&M

Edit Strain

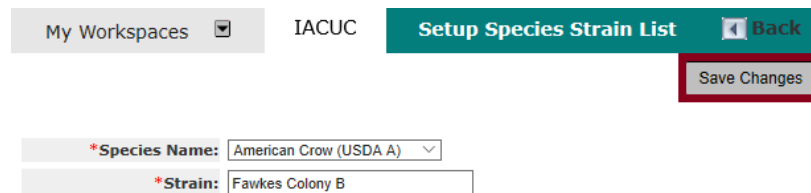
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Strain Configuration List** link.



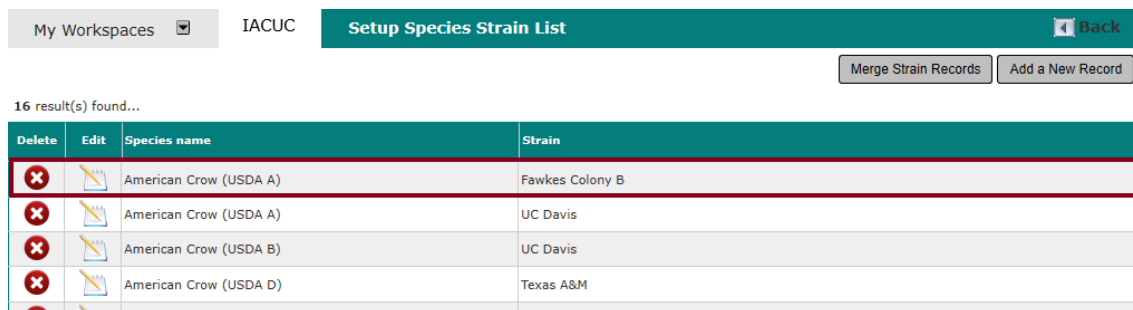
The **Setup Species Strain List** page is opened. Click the icon in the **Edit** column for the applicable record.



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

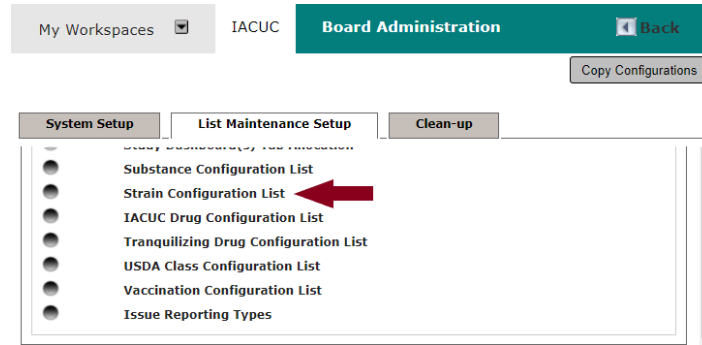


The record is revised on the **Setup Species Strain List** page.

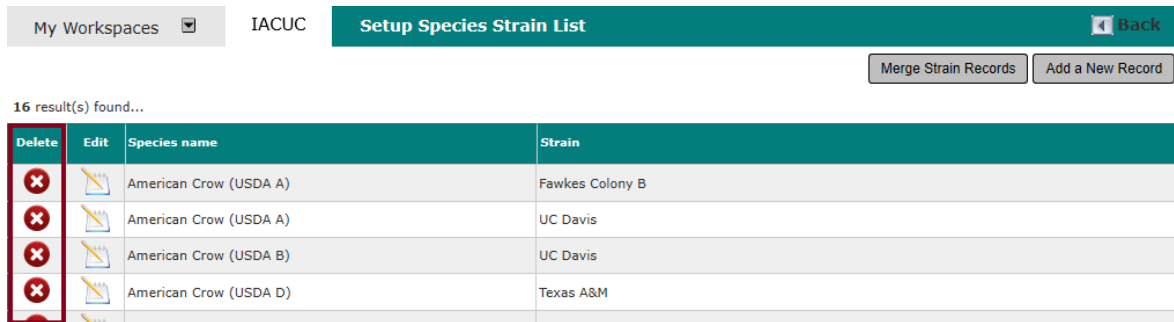


Delete Strain

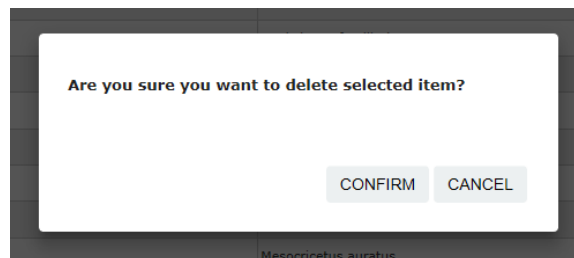
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Strain Configuration List** link.



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



A confirmation popup window displays.

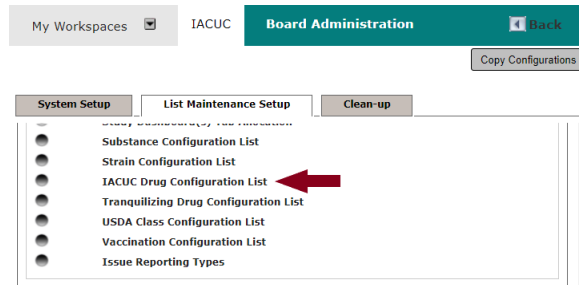


Click **CANCEL** to close the popup without deleting the record and return to the **Setup Species Strain List** page.

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.



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

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		2	Amoxi-Tabs	Amoxicillin	Amoxicillin TRS
		1	Benadryl	Diphenhydramine	Diphenhydramine CS-03

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

The screenshot shows a button labeled '+ Add a New IACUC Drug to the Study'. Below it is a table with the following columns: Delete Drug, Edit, View Details, Drug Name, FDA Approved, A new drug or a new use of approved drug:, and IND Number. The table currently contains no data, with a message stating 'No drugs have been added to this Study'.

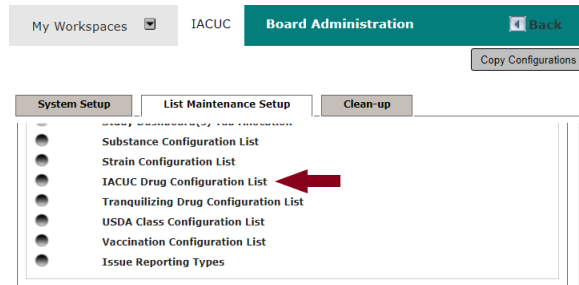
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

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 IACUC Assistant > 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.

The screenshot shows the 'Setup IACUC Drug List' page. The 'Add a New IACUC Drug' button is highlighted with a red box. Below the button is a search bar labeled 'IACUC Drug Browse/Find:' with a 'Find ...' button. Below the search bar, it says '2 result(s) found...' and displays a table of existing drugs.

Delete	Edit	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
		2	Amoxi-Tabs	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.

The screenshot shows the 'Add a new drug to the system' panel. The 'Save Changes' button is highlighted with a red box. Below the button are input fields for 'Trade Name', 'Generic Name', and 'If not yet named, Investigational Name'.

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 IACUC **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-Tabts	Amoxicillin	Amoxicillin TR5
		1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
		3	Soloxine	Levothyroxine Sodium	LS-G2006

Edit IACUC Drug

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

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

- 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 **Edit** column for the applicable record.

My Workspaces IACUC **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-Tabts	Amoxicillin	Amoxicillin TR5
		1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
		3	Soloxine	Levothyroxine Sodium	LS-G2006

An **Edit a drug in the system** panel is opened with editable fields.

My Workspaces IACUC **Setup IACUC Drug List** Back

Save Changes

Edit a drug in the system.

Trade Name:	Amoxi-Tabts
Generic Name:	Amoxicillin
If not yet named, Investigational Name:	Amoxicillin ATR5

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 IACUC 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
[X]	[Edit]	2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATR5
[X]	[Edit]	1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
[X]	[Edit]	3	Soloxine	Levothyroxine Sodium	LS-G2006

Delete IACUC Drug

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **IACUC Drug Configuration List** link.

My Workspaces IACUC Board Administration Back

Copy Configurations

System Setup List Maintenance Setup Clean-up

- 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 IACUC 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
[X]	[Edit]	2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATR5
[X]	[Edit]	1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
[X]	[Edit]	3	Soloxine	Levothyroxine Sodium	LS-G2006

A confirmation popup window displays.

Are you sure you want to delete selected item?

CONFIRM CANCEL

Mesocricetus auratus

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

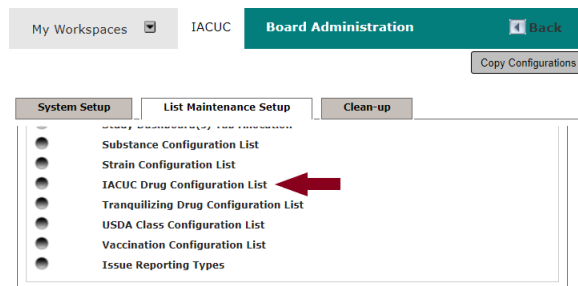
Click **CONFIRM** to complete deletion of the record and return to the **Setup IACUC Drug List** page.

Merge IACUC Drug Records

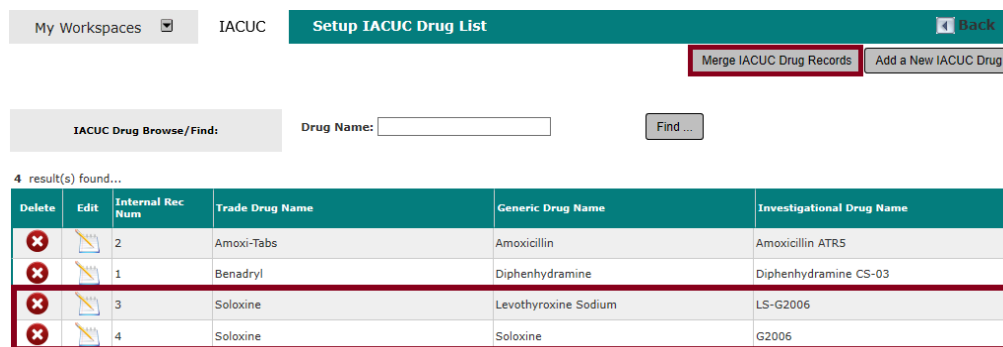
Sometimes a duplicate or erroneous IACUC drug record is created and then assigned to one or more study applications before the mistake is caught.

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 IACUC Assistant > 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.



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 ☒ IACUC **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
☐	2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATR5
☐	1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
☒	3	Soloxine	Levothyroxine Sodium	LS-G2006
☒	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 ☒ IACUC **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
☒	Soloxine	Levothyroxine Sodium	LS-G2006
☐	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.

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 **Merge IACUC Drug Records** page, where the merge can be confirmed.

My Workspaces IACUC **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
☐	2	Amoxi-Tabs	Amoxicillin	Amoxicillin ATR5
☐	1	Benadryl	Diphenhydramine	Diphenhydramine CS-03
☐	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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Tranquilizing Drug Configuration List** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

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

- 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 Tranquilizing Drug List** page is opened.

My Workspaces IACUC **Setup Tranquilizing Drug List** Back

Merge Tranquilizing Drug Records Add a New Record

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

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

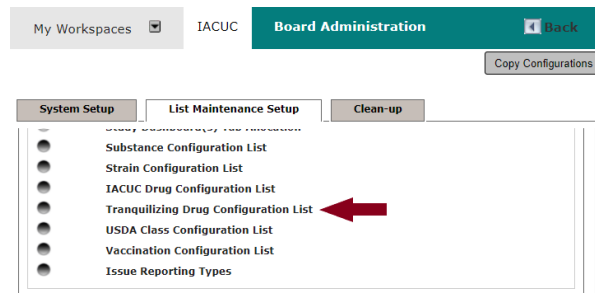
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

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 IACUC Assistant > 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.

My Workspaces

IACUC

Setup Tranquilizing Drug List

Back

Merge Tranquilizing Drug Records

Add a New Record

2 result(s) found...

1 - 2

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.

My Workspaces		IACUC		Setup Tranquilizing Drug List		Back			
				Save Changes					
*Species Name:		--none--							
*Tranquilizing Drug:		--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 IACUC **Setup Tranquilizing Drug List** Back

Save Changes

*Species Name:

*Tranquilizing Drug:

*Route:

*Dose:

*Monitoring:

or create New

or create New

Beagle (USDA A)
Duck (USDA A)
Fruit Fly (USDA A)
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 IACUC **Setup Tranquilizing Drug List** Back

Save Changes

*Species Name:

*Tranquilizing Drug:

*Route:

*Dose:

*Monitoring:

or create New

or create New

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 IACUC **Setup Tranquilizing Drug List** Back

Save Changes

*Species Name:

*Tranquilizing Drug:

*Route:

*Dose:

*Monitoring:

or create New

or create New

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

My Workspaces IACUC **Setup Tranquilizing Drug List** Back

Save Changes

*Species Name: American Crow (USDA C)

*Tranquilizing Drug: --none-- or create New Butorphanol

*Route: Intranasal or create New

*Dose: 1 - 3 mg/kg

*Monitoring: Can be combined with Midozalim for deeper sedation

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

My Workspaces IACUC **Setup Tranquilizing Drug List** Back

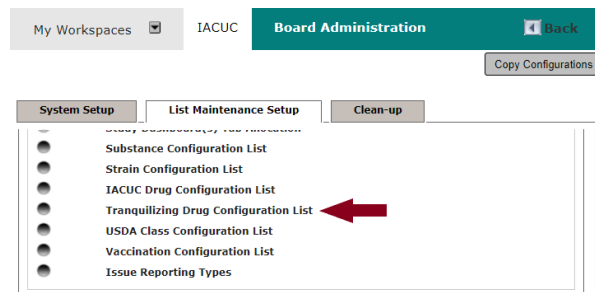
Merge Tranquilizing Drug Records Add a New Record

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 Midozalim 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 IACUC Assistant > 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 IACUC **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 Midozalim 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 IACUC **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 IACUC **Setup Tranquilizing Drug List** Back

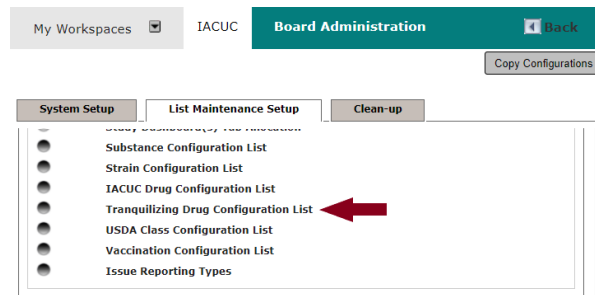
Merge Tranquilizing Drug Records Add a New Record

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 IACUC Assistant > 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.

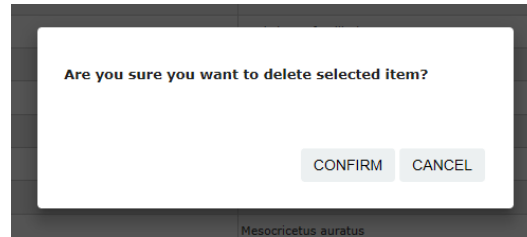
My Workspaces IACUC **Setup Tranquilizing Drug List** Back

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.

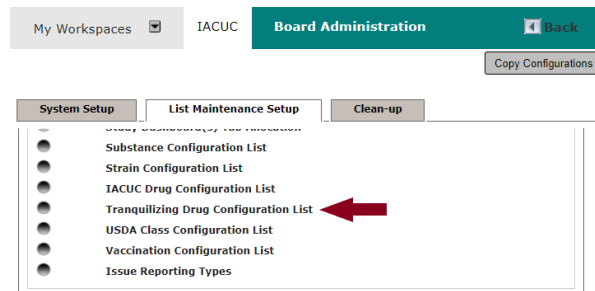
Click **CONFIRM** to complete deletion of the record and return to the **Setup Tranquilizing Drug List** page.

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 IACUC Assistant > 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		IACUC		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 IACUC **Setup Tranquilizing Drug List** Back

Merge Selected Records

Select two or more records to merge.

	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

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 IACUC **Setup Tranquilizing Drug List** Back

Merge Cancel

Select the record you want to keep after merging.

Select	Species name	Tranquilizing Drug	Route	Dose	Monitor
☐	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

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

IACUC

Setup Tranquilizing Drug List

Back

Merge Tranquilizing Drug Records

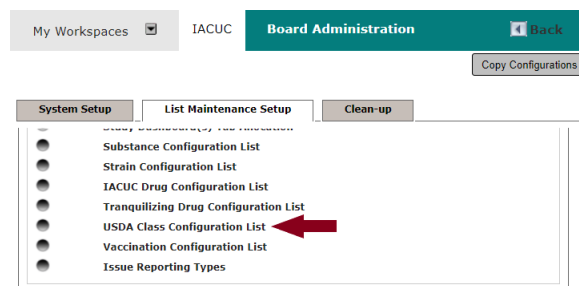
Add a New Record

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **USDA Class Configuration List** link.



The **USDA Class** page is opened.

My Workspaces 

IACUC

System Administration - USDA Class  Back

Add a New Record

Delete	Edit	USDA Class
		I

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.

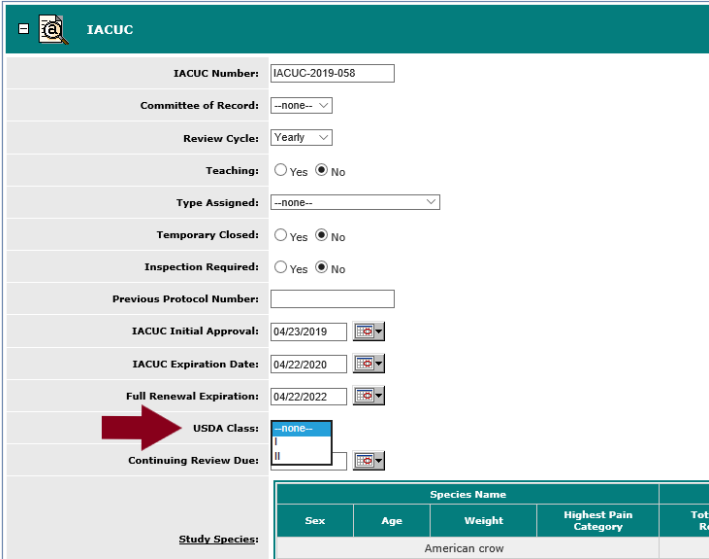
For more information about implementation of USDA requirements in institutional research, visit the APHIS Animal Welfare portal at <https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare>.

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



IACUC

IACUC Number: IACUC-2019-058

Committee of Record: --none--

Review Cycles: Yearly

Teaching: ☐ Yes ☒ No

Type Assigned: --none--

Temporary Closed: ☐ Yes ☒ No

Inspection Required: ☐ Yes ☒ No

Previous Protocol Number:

IACUC Initial Approval: 04/23/2019

IACUC Expiration Date: 04/22/2020

Full Renewal Expiration: 04/22/2022

USDA Class: --none--

Continuing Review Due:

Study Species:

Sex	Age	Weight	Highest Pain Category	Total Risk
			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

Add USDA Class

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **USDA Class Configuration List** link.

The **USDA Class** page is opened. Click the **Add a New Record** button.

An add panel is opened. Enter the **USDA Class** and click the **Save Record** button.

My Workspaces IACUC **System Administration - USDA Class** Back

* USDA Class: II

The record is added to the **USDA Class List** page.

My Workspaces IACUC **System Administration - USDA Class** Back

Delete	Edit	USDA Class
		I
		II

Edit USDA Class

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **USDA Class Configuration List** link.

My Workspaces IACUC **Board Administration** Back

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

- 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 icon in the **Edit** column for the applicable record.

My Workspaces IACUC **System Administration - USDA Class** Back

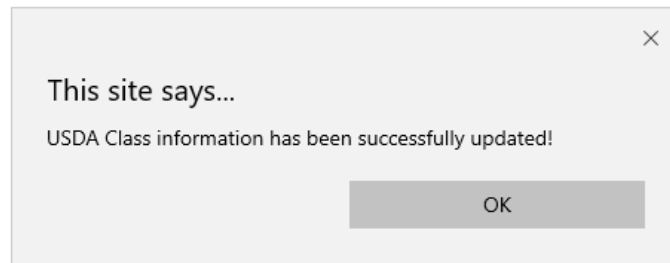
Delete	Edit	USDA Class
		I
		III

The record is opened in an edit panel. In this example the second record is being corrected.

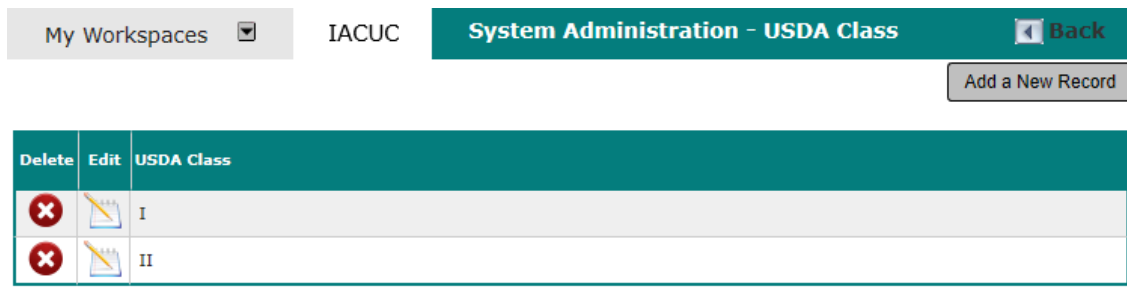
My Workspaces IACUC **System Administration - USDA Class** Back

* USDA Class: II

Make desired changes and click the **Save Record** button. A confirmation popup dialog box appears.

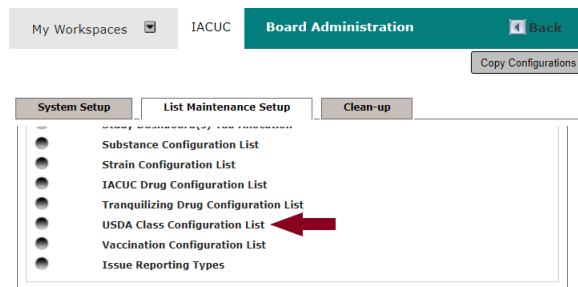


Click the **OK** button to close the popup. The record is revised on the **USDA Class** page.

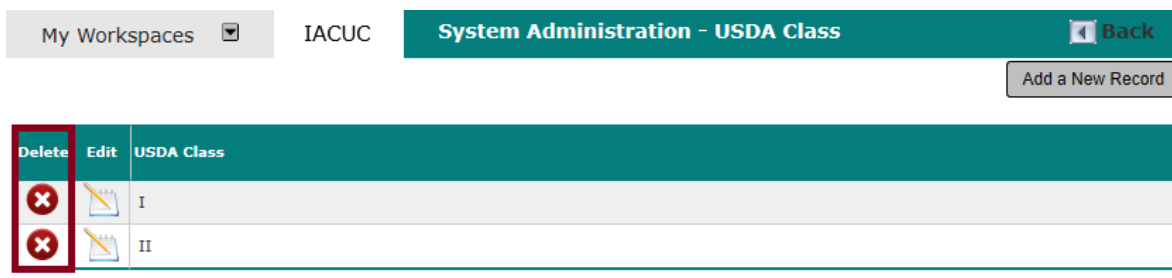


Delete USDA Class

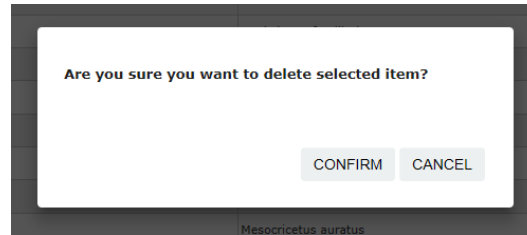
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **USDA Class Configuration List** link.



The **USDA Class** page is opened. Click the icon in the **Delete** column for the applicable record.



A confirmation popup window displays.

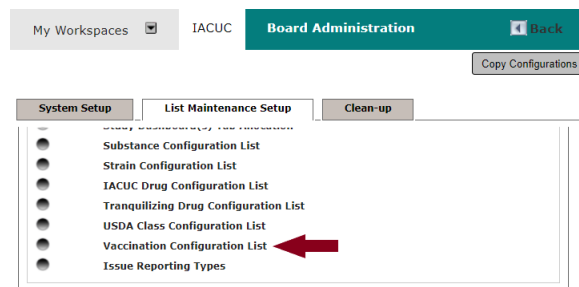


Click **CANCEL** to close the popup without deleting the record and return to the **USDA Class** page.

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Vaccination Configuration List** link.



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

My Workspaces		IACUC	Setup Vaccination List	Back
				Merge Vaccination Records Add a New Record
3 result(s) found...				1 - 3
Delete	Edit	Species name	Vaccination	
		American Crow (USDA C)	Polyomavirus	
		Beagle (USDA C)	Parvovirus	
		Rat (USDA C)	Mycoplasma Pulmonis	

Vaccination List Implementation – Application Side

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

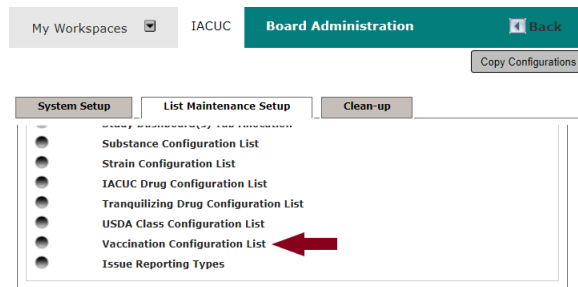
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

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 IACUC Assistant > 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.

My Workspaces

IACUC

Setup Vaccination List

Back

Merge Vaccination Records

Add a New Record

3 result(s) found...

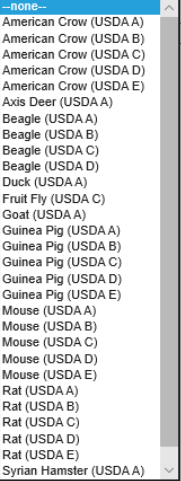
1 - 3

Delete	Edit	Species name	Vaccination
		American Crow (USDA C)	Polyomavirus
		Beagle (USDA C)	Parvovirus
		Rat (USDA C)	Mycoplasma Pulmonis

An add panel is opened for creation for the new record.

My Workspaces  IACUC **Setup Vaccination List**  Back

Save Changes

*Species Name:  

*Vaccination:

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  IACUC **Setup Vaccination List**  Back

Save Changes

*Species Name: 

*Vaccination:

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

My Workspaces  IACUC **Setup Vaccination List**  Back

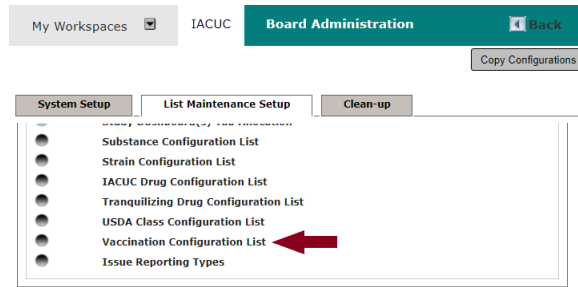
Merge Vaccination Records Add a New Record

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 IACUC Assistant > 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		IACUC	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.

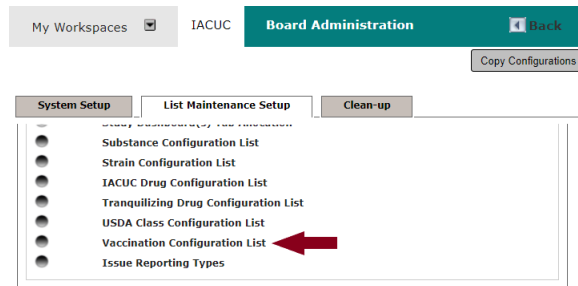
My Workspaces	IACUC	Setup Vaccination List	Back
		Save Changes	
*Species Name:	Beagle (USDA B)		
*Vaccination:	Rabies		

The record is revised on the **Setup Vaccination List** page.

My Workspaces		IACUC	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

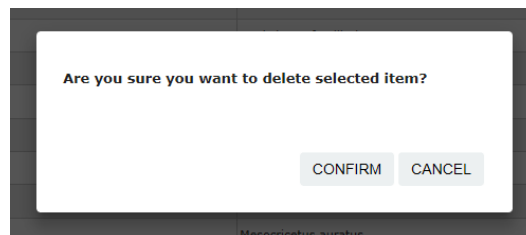
Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Vaccination Configuration List** link.



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

My Workspaces		IACUC		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	

A confirmation popup window displays.



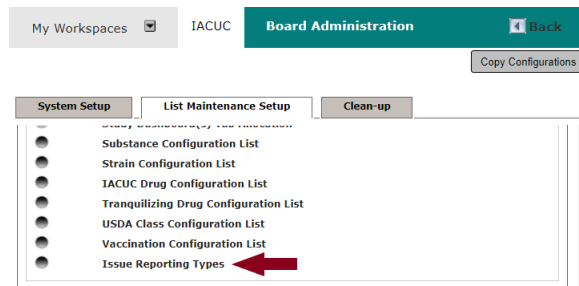
Click **CANCEL** to close the popup without deleting the record and return to the **Setup Vaccination List** page.

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

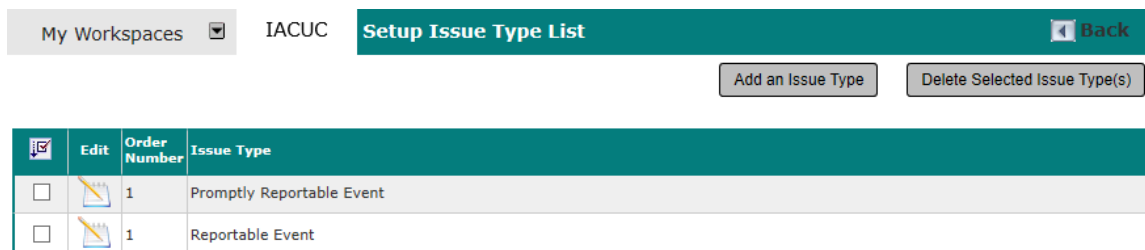
Issue Reporting Types

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 IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Issue Reporting Types** link.



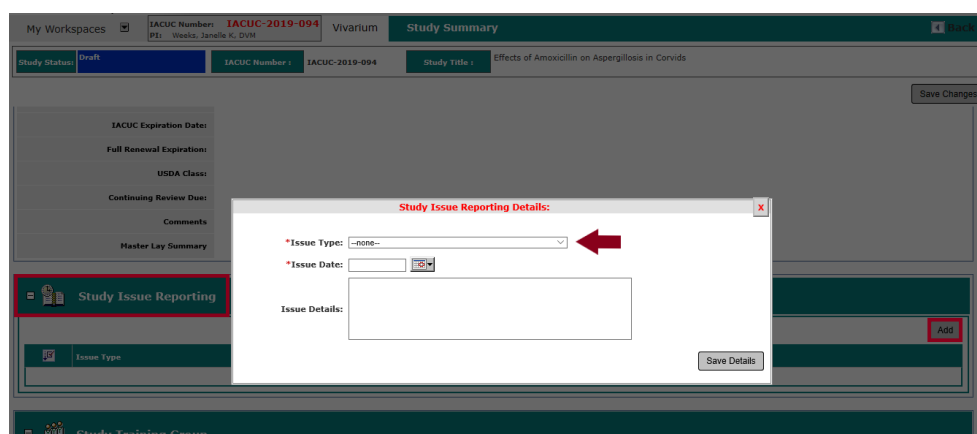
The **Setup Issue Type List** page is opened.



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.



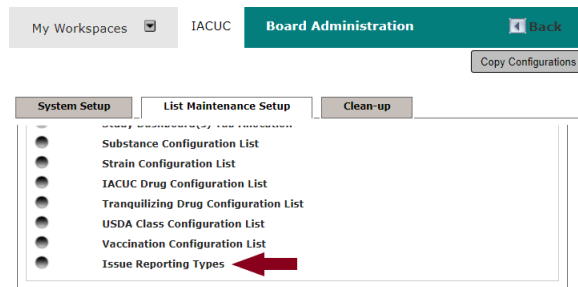
For more information about the IACUC study application, see the iRIS™ IACUC Assistant - IACUC Assistant Manual.

Issue Type Implementation – Board Side

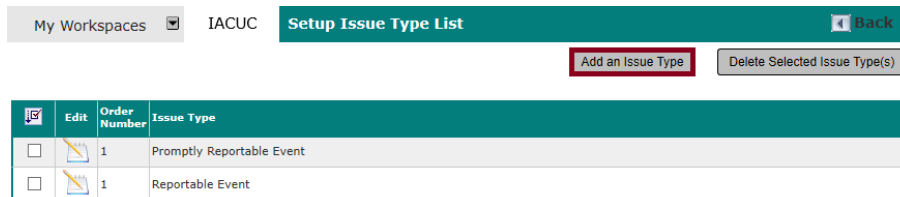
Issues are reported on the application/study side at the time they occur. This list is not applicable to the board side of processing.

Add Issue Type

Navigate to IACUC Assistant > 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.



An add panel is opened for creation of the new record.

The screenshot shows the 'Add Issue Type' panel. The 'Order Number' field is set to 1 and the 'Issue Type' field is set to 'Expedited Handling Event'. The 'Save Item Order' button is highlighted with a red box.

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 IACUC **Setup Issue Type List** Back

Add an Issue Type Delete Selected Issue Type(s)

	Edit	Order Number	Issue Type
☐		1	Promptly Reportable Event
☐		1	Reportable Event
☐		1	Expedited Handling Event

Edit Issue Type

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Issue Reporting Types** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

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

- 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 Issue Type List** page is opened. Click the **Add an Issue Type** button.

My Workspaces IACUC **Setup Issue Type List** Back

Add an Issue Type Delete Selected Issue Type(s)

	Edit	Order Number	Issue Type
☐		1	Promptly Reportable Event
☐		1	Reportable Event

The record is opened in an edit panel.

My Workspaces IACUC **Setup Issue Type List** Back

Save Item Order

*Order Number:

*Issue Type:

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**.

My Workspaces IACUC **Setup Issue Type List** Back

Add an Issue Type Delete Selected Issue Type(s)

	Edit	Order Number	Issue Type
☐		1	Promptly Reportable Event
☐		1	Expedited Handling Event
☐		2	Reportable Event

Delete Issue Type

Navigate to IACUC Assistant > Review Board Administration > List Maintenance Setup tab and click the **Issue Reporting Types** link.

My Workspaces IACUC **Board Administration** Back

Copy Configurations

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

- 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 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.

My Workspaces IACUC **Setup Issue Type List** Back

Add an Issue Type **Delete Selected Issue Type(s)**

	Edit	Order Number	Issue Type
☐		1	Promptly Reportable Event
☐		1	Expedited Handling Event
☐		2	Reportable Event

A confirmation popup window displays.

Are you sure you want to delete selected item?

CONFIRM CANCEL

Mesocricetus auratus

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.