Citing the Use of Core Services within Protocols

The procedure classification “Core Lab Procedure” can be used in your protocol to cite procedures that Cores at NU will perform without having to re-enter the entire procedure information in eIACUC.

I. Add “Core Personnel” as a Lab Member to indicate that the personnel listed on the Core protocol will perform the Core Procedure(s) included in your protocol.

1. Navigate to the PI Library and click “Edit Lab Members” (1.).
2. Click “Add” (2.).
3. Type “Core Personnel” in the search bar to add that selection to the PI Library (3.). Click “OK” on all pop-ups to complete.
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II. Add the Core Procedure(s) to your PI Library for selection in your protocol. Since the procedures the Cores perform are listed within their protocols, you do not need to replicate the entire procedure for your protocol, only indicate which procedure(s) the Core will perform.

1. Navigate to the PI Library and click “Create Procedure.”
2. Copy the procedure name from the Core Protocol you will be using and enter it in the Procedure Name. Do NOT include “version numbers” or dates within this field.
3. Select the species.
4. Select “Core Lab Procedure - only select this if the ACUC has instructed you to do so.” as the Procedure Classification. Click “Continue.”
5. In “1.0 Please indicate the details regarding this procedure and the lab that will be performing it (PI, protocol number, etc.):” enter the PI name, Protocol title, and Procedure name in this field. If the Core you are using is performing a surgery, please verify that their personnel will be performing the post-surgical aftercare. If your lab will be performing post-surgical aftercare, please create an “Other” procedure type that includes a description of the aftercare.
6. If the answer to “2.0 Is this a survival surgery?” is “Yes,” then indicate whether the surgery is major or minor. Click “Continue.”
7. On the “Training, Qualifications, and Attachments” page, type “See associated Core protocol.” Click “Finish.”
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III. Add the new Core Procedure(s) and Core Personnel to your Protocol

1. Add the new procedure to the relevant Experimental Group(s) in your protocol.
2. Describe the time points of procedures in 4.0 Sequence and Timing within Experimental Groups.
3. Click “Continue” on the main Experimental Groups page to go to “Define Procedure Personnel.”
4. Add the “Core Personnel” lab member to each procedure the Core will perform.
5. On the “Animal Housing and Use” page, under 3.0 Animal Use, indicate the building and room where the Core Procedure will be performed. If the procedure is performed in a procedure room in the centralized facility, you can indicate “CCM Facility.” If animals will remain in satellite housing over 24 hours with the Core Lab, under 1.0 Animal Housing, select “Conventional” as the Housing type, indicate the building, and “[NAME of Core] Satellite” for the room number.

*Procedures and Animal Numbers*

1.0

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Status</th>
<th>Surgery Type</th>
<th>Notes</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update</td>
<td>1</td>
<td>3.A.b</td>
<td>Implant (JR)</td>
<td>Draft</td>
<td>Intracerebral Implantation (Mice)</td>
</tr>
<tr>
<td>Update</td>
<td>2</td>
<td>Administration of Agent 2</td>
<td>Draft</td>
<td>SmartForm</td>
<td></td>
</tr>
<tr>
<td>Update</td>
<td>2</td>
<td>Administration of Agent 1</td>
<td>Draft</td>
<td>SmartForm</td>
<td></td>
</tr>
<tr>
<td>Update</td>
<td>3</td>
<td>CO2 Euthanasia</td>
<td>Draft</td>
<td>SmartForm</td>
<td></td>
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</table>

*Animal Use:*

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Species</th>
<th>Building</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.A.b</td>
<td>Implant (JR)</td>
<td>CCM Facility</td>
<td>12 hours</td>
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</table>

*Indicate Procedure Personnel for this Protocol*

- Lab members indicated in the PI Lab as qualified to perform these procedures have defaulted in below. To modify the personnel for THIS protocol, click Update on the specific procedure(s) below. To modify the default procedure personnel in the PI Lab, execute the Edit Lab Members activity in the PI Lab workspace.

- Core Lab Procedure - only select this if the AUC has instructed you to do so.
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Full Core Procedure Example:

1.0 * Procedure Name:
   3.A.4.b. Implant / (JR) Intracerebral Implantation (Mice)

2.0 * Species:
   Mice

3.0 * Procedure Classification:
   Core Lab Procedure - only select this if the ACUC has instructed you to do so. Please consider the use of an AAP. The list of available AAPs can be found here.

Core Lab Procedure

1.0 * Please indicate the details regarding this procedure and the lab that will be performing it (PI, protocol number, etc.):
   Apkar Apkarian - "Center for Chronic Pain and Drug Abuse" Core protocol (ISO0000824).

   The procedure "3.A.4.b. Implant / (JR) Intracerebral implantation (Mice)" will be performed, along with its associated anesthetic regimen and post-surgical care, by the Apkarian Core Lab.

2.0
   * Is this a survival surgery?
     Yes ☐ No ☐

   * Surgery Type:
     Major

Surgery Types:

Major: Penetrates and exposes a body cavity or produces substantial impairment of physical or physiologic functions (e.g., laparotomy, amputation of limb).

Minor: Does not expose body cavity and causes little or no physical impairment (e.g., cut-downs, needle aspirations).

Additional Substances

1.0 If there are any substances that haven't been previously entered on the Procedure, please add them here:

<table>
<thead>
<tr>
<th>Substance Type</th>
<th>Dose</th>
<th>Maximum Dosage Volume</th>
<th>Route of Administration</th>
<th>Route of Administration Other Description</th>
<th>Site(s) of Injection</th>
<th>Number of Administrations</th>
<th>Range of Needle Gauge Size</th>
<th>Desired Effect</th>
<th>Duration of Survival</th>
<th>Hazard? (Justification if not)</th>
<th>Pharmaceutical Pain or Grade?</th>
<th>Distress? (Justification if yes)</th>
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</tbody>
</table>

There are no items to display

Training, Qualifications, & Attachments

1.0 * List the training and qualifications required to complete this procedure below, and include how competency will be assessed:

See associated Core protocol.