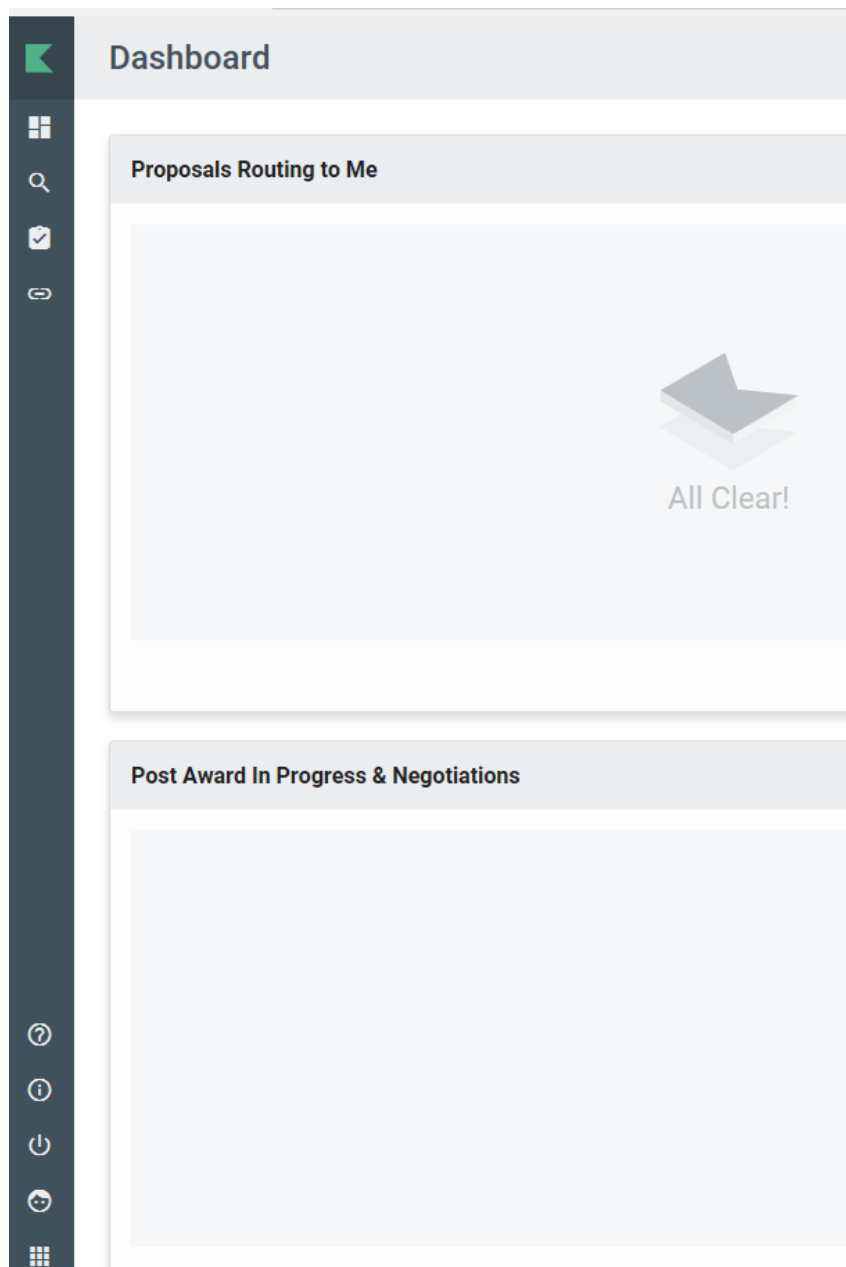


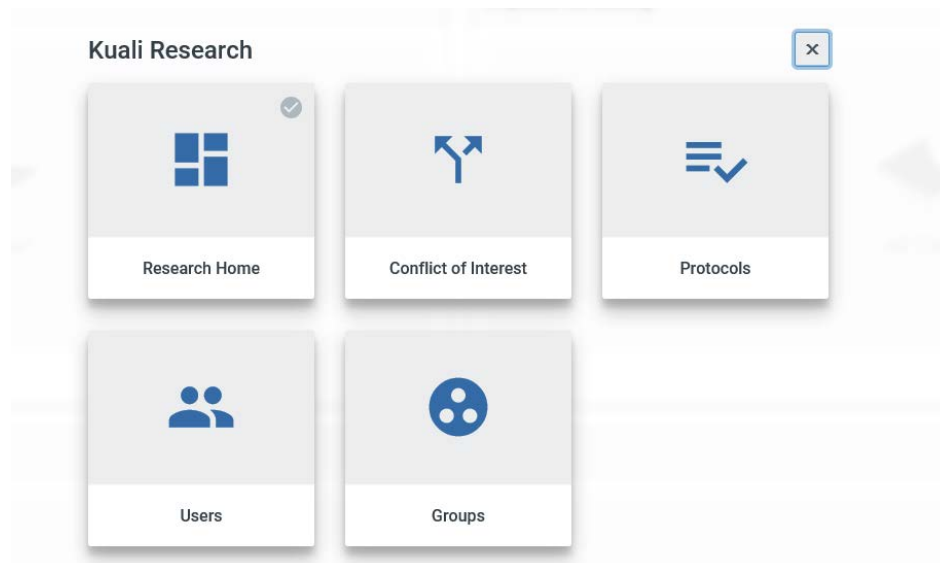
## QUICK GUIDE

### How to add a PROCEDURE to an IACUC protocol

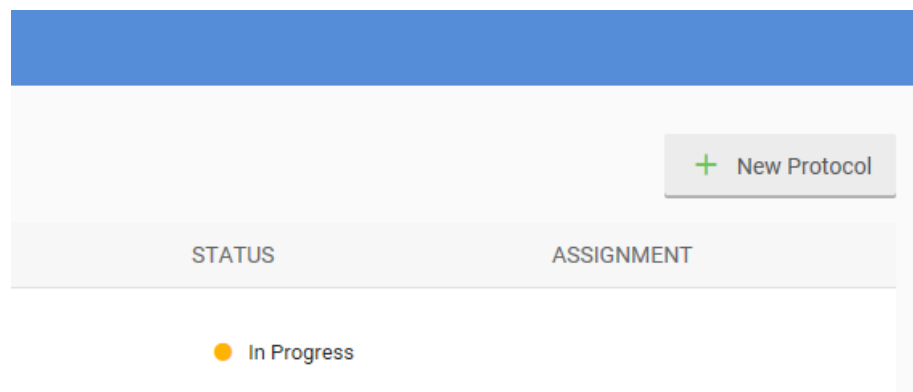
1. LOG IN: Go to [www.umass.edu/research/kuali](http://www.umass.edu/research/kuali) and log in using your NetID and Password.
2. Select **Switch Apps** on the lower left margin (the icon has 9 dots).



3. Click **Protocols**.

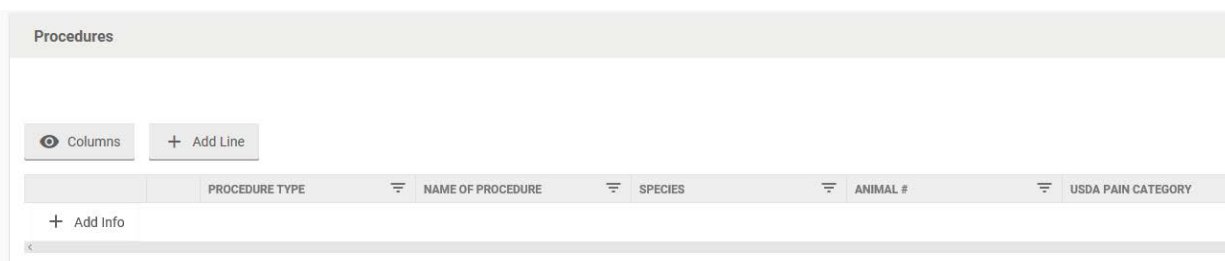


4. Click **+New Protocol** in upper right of screen.



5. Select **IACUC** and follow instructions on **How to create an IACUC protocol in Kuali** (separate document) OR select an already approved protocol and open it to amend it.

6. Go to **Procedures** and then click **+ Add Line**.



7. When you do, the following with pop up:

<u>Procedure Type</u>
<u>Name of Procedure</u>
<u>Species</u>
<u>Detailed Procedure Description</u>
Please list and describe any clinical effects or changes from the normal health and behavior of an untreated animal which may occur as a result of this procedure.
Approximate number of animals to be used in this procedure at this location

The above fields are either drop down selections or free text fields.

8. There are several fields that must be completed in this pop up. When you come to USDA Pain Category, you MUST select a **pain category** even if your protocol is not USDA covered.

A description of the pain categories is provided to help you choose the correct category.

**USDA Pain Category**

(Choose all that will apply. Enter the total number of the species to be used in each Pain Category. If animals will be used in more than one category, enter the number in the higher category. EXAMPLE: If 150 mice will be used in Category C for ear punching and 50 of those mice will then be used in Category D for laparotomy, list 100 mice in Category C and 50 mice in Category D)

**Category B:** This category covers breeding (exclusive of genotyping) or holding of animals where no research is being conducted.

**Category C:** This category covers procedures that produce minimal, transient, or no pain or distress; no anesthesia or pain relieving drugs will be used. Examples of Category C procedures are ear punching, simple injections, blood drawing, filming or observing in the wild, euthanasia for tissue harvest, tattooing, and positive reward training.

**Category D:** This category covers procedures that would cause more than minimal or transient pain and/or distress, and are therefore performed using appropriate anesthetics, analgesics, or tranquilizers. Examples of Category D procedures which utilize pain relieving drugs are survival and terminal surgery (including perfusion and biopsy) and euthanasia for reasons of illness or injury. Induction of disease states or toxin and radiation exposure also may fall into this category.

**Category E:** This category covers procedures that cause more than minimal or transient pain and/or distress but cannot be performed using pain relieving drugs or palliative care measures without adversely affecting the study. Mechanical restraint, depending on the duration and type of restraint, may be considered a category "E" study. Projects involving "death as an endpoint" (lethality is used as the experimental endpoint rather than euthanasia), or endpoints involving severe morbidity or impairment, must also be accompanied by a strong scientific justification with particular attention to significance, necessity, and potential benefits of the research.



9. To select your **pain category**, you must click the **arrow** which is highlighted in YELLOW here. You will then be able to select from a drop down.

