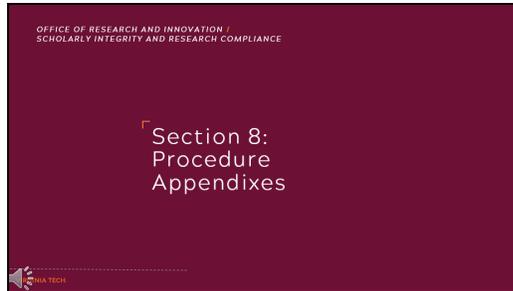


Slide 1



Section 8: Procedure Appendixes

Slide 2



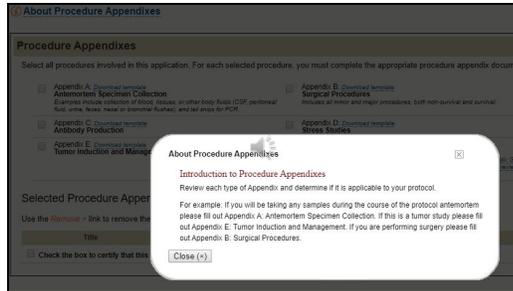
Section 8 focuses on appendixes that your protocol may require.

Slide 3



At the top of the screen, you will find the link containing additional information regarding the section.

Slide 4



As a brief overview, there are currently six types of appendixes available for protocols. Appendix A is for antemortem specimens such as blood, other body fluids, or tissues. Tissues can include ear punches or tail snips taken as part of genotyping. As a reminder, this appendix is only for samples collected prior to euthanasia. Samples taken after euthanasia are not required to be described in a protocol. Appendix B is for surgical procedures and includes all minor and major procedures, both non-survival and survival. Appendix C is for antibody production. Appendix D is for stress studies. Appendix E is for tumor induction and management, and Appendix G is for substance administration. As a reminder from earlier in this tutorial, if you added any substances to Section 6 of this online application they are required to be described in this appendix.

Slide 5



Blank templates for these appendixes are available to download, such as the template for Appendix B shown by the arrow. Download a new template to ensure you are using the latest version of the appendix form. Older versions of forms are not accepted and will have to be replaced before your protocol can continue through the approval process.

Slide 6

IACUC # 21-097: (8) Procedure Appendixes

About Procedure Appendixes

Procedure Appendixes

Select all procedures involved in this application. For each selected procedure, you must complete the appropriate procedure appendix document.

Appendix A: Download template -OR- Download Mouse template
Antemortem Specimen Collection
Examples include collection of blood, tissues, or other body fluids (CSF, peritoneal fluid, urine, feces, nasal or bronchial flushes), and tail snips for PCR.

Appendix B: Download template -OR- Download Mouse template
Surgical Procedures
Includes all minor and major procedures, both non-survival and survival.

Appendix G: Download template -OR- Download Mouse template
Substance Administration
Resources to assist in completion and approval
Includes: EHS Appendix G: Educational Information, Chemicals in animals chart, Flow Chart for EHS review of Appendix G.

As a note, breeding protocols only have three available appendixes: A, B, and G.

Slide 7

IACUC # 21-097: (8) Procedure Appendixes

About Procedure Appendixes

Procedure Appendixes

Select all procedures involved in this application. For each selected procedure, you must complete the appropriate procedure appendix document.

Appendix A: Download template -OR- Download Mouse template
Antemortem Specimen Collection
Examples include collection of blood, tissues, or other body fluids (CSF, peritoneal fluid, urine, feces, nasal or bronchial flushes), and tail snips for PCR.

Appendix B: Download template -OR- Download Mouse template
Surgical Procedures
Includes all minor and major procedures, both non-survival and survival.

Appendix G: Download template -OR- Download Mouse template
Substance Administration
Resources to assist in completion and approval
Includes: EHS Appendix G: Educational Information, Chemicals in animals chart, Flow Chart for EHS review of Appendix G.

You will note that the breeding protocol for mice provides Mouse specific templates. For example, the Mouse template of Appendix A includes pre-filled information for tissues collected during genotyping.

Slide 8

IACUC # 19-159: (8) Procedure Appendixes

About Procedure Appendixes

Procedure Appendixes

Select all procedures involved in this application. For each selected procedure, you must complete the appropriate procedure appendix document.

Appendix A: Download template -OR- Download Mouse template
Antemortem Specimen Collection
Examples include collection of blood, tissues, or other body fluids (CSF, peritoneal fluid, urine, feces, nasal or bronchial flushes), and tail snips for PCR.

Appendix B: Download template -OR- Download Mouse template
Surgical Procedures
Includes all minor and major procedures, both non-survival and survival.

Appendix C: Download template
Stress Studies

Appendix E: Download template
Tumor Detection and Management

Appendix G: Download template
Substance Administration
Resources to assist in completion and approval
Includes: EHS Appendix G: Educational Information, Chemicals in animals chart, Flow Chart for EHS review of Appendix G.

Selected Procedure Appendixes:

Use the [Remove](#) link to remove the procedure appendix from your application.

Title: _____ (Optional)

Check the box to verify that this application involves none of the procedures outlined in the appendixes listed above.

[Continue to \(8\) Supporting Documents >](#) [Save Draft](#)

Resources are provided to assist in the completion of Appendix G, and are available in the links outlined in red. The EHS Appendix G Educational Information provides links to the standards, policies, and guidelines that require an EHS review of hazardous materials. It also summarizes the review process and safety documentation requirements. This review process is additionally illustrated in the Flow Chart. The Chemicals in Animals chart is updated periodically and provides a list of hazardous and non-hazardous chemicals. This can be used as a tool when identifying which

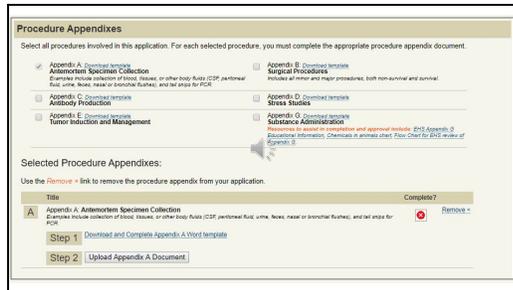
section of the appendix is appropriate for a substance.

Slide 9



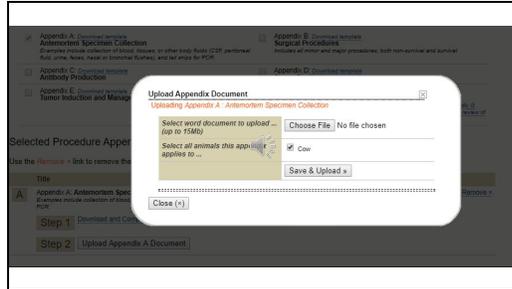
To add an appendix to your protocol, first select the appropriate box or boxes shown here outlined in red.

Slide 10



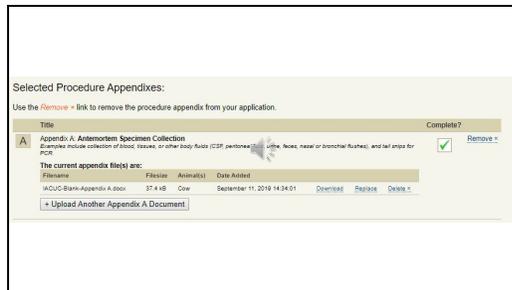
When the checkbox for Appendix A is selected, it auto populates a field below. Here, you can find another link to download the appendix template. You will notice that a red X is present since a document hasn't been uploaded here. As with other sections of this online application, you will not be able to submit the protocol until the red X has been replaced by a green check. Once you have downloaded and completed the appendix, click the "Upload Document" button.

Slide 11



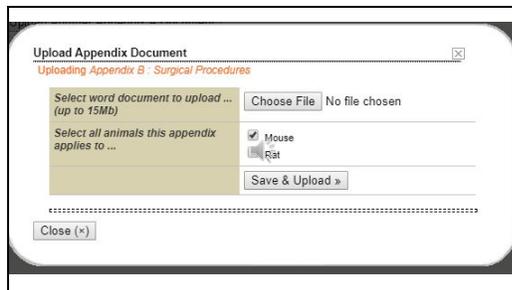
Click the “Choose File” button to find the completed document you wish to upload, and then once that file is chosen you can select the “Save & Upload” button to add it to the online application.

Slide 12



Once you have uploaded an appendix document, the red X will turn to a green check. You do have the options to download the currently uploaded version of the appendix, replace the current version with a new version, or delete the appendix from the protocol.

Slide 13



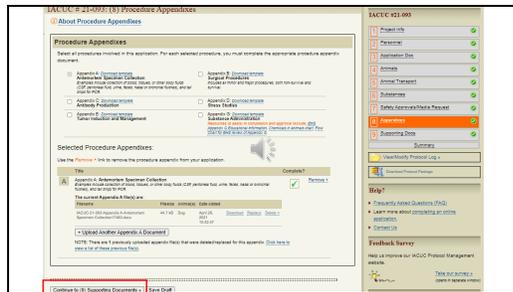
Sometimes there are multiple species on a protocol. By checking the species (as shown here) the appendix now clearly shows which species it applies to from the protocol. For example, I have indicated that this Appendix B only applies to the mice on this protocol. If rats will undergo different surgical procedures, I will upload a second Appendix B here.

Slide 14



If your protocol does not require any of the appendixes, check the box outlined in red which certifies no appendixes are required for this protocol.

Slide 15



When this section is completed and a green check is shown under the section on the right side, you can proceed to the next section by clicking the button outlined in red.

Slide 16



This concludes this portion of the video tutorial. If you have additional questions or suggestions to improve this tutorial, please feel free to call 540-231-0931 or email iacuc@vt.edu. The ACUP staff is happy to assist you as you complete the protocol submission process. Thank you for watching.