

How to resolve this error message related to” Euthanasia” in a procedure

If you receive the following error message during protocol submission:

Error/Warning Messages Refresh

Reviewer Notes from Related Projects:

Message	Project ID	Jump To
This is a required field; therefore, you must provide the required information.		Euthanasia
This is a required field; therefore, you must provide the required information.		Euthanasia

Close

1. Click on “Euthanasia” to see the specific procedure name (Q1) and the required field that you need to provide information. You also need to know if it is a **Team Procedure** or a **Standard Procedure**.
2. Go back to the protocol and find that procedure
3. Open the specific procedure from the experiment section:
 - 3.1 For **Team Procedure** shown in the error message, create a new version of the team procedure. This will allow you to edit the procedure

3.2 Click on “Create New Version” on the left (see below screenshots sample)

Procedure scope: Team
Species: Rodent: Guinea Pig
Version: 1

History Documents Related Protocols Related Procedures Versions

Filter by ? Activity ▼ Enter text to search for 🔍 + Add Filter ✕ Clear All

3.3 On next window, answer Q1 by clicking the box and ok:

1. Confirm creation of a new version of this procedure:

3.4 Once done with creating the new version, click on the new version of the procedure (yellow)

History Documents Related Protocols Related Procedures

Filter by ? Activity ▾ Enter text to search

+ Add Filter ✕ Clear All

Activity	Author	▼ Ac
Procedure Created		12/2
New version of: PROC00012304 Restraint and Recordings and chamber cleaning		

3.5 Then click on "Edit procedure":

Active

Next Steps

Edit Procedure

Printer Version

3.6 Scroll down to "Euthanasia" section of the procedure Q3 to provide an answer.

1. * Method of euthanasia: Chemical

2. Describe procedure:
Mice or rats will be euthanized by transcardial perfusion with PBS and 4% paraformaldehyde under isoflurane anesthesia. Depth of anesthesia will be confirmed by paw compression and respiratory rate. All individuals performing this procedure will receive training by lab personnel. Safe use, management, and disposal of 4% paraformaldehyde and perfusate has been reviewed and approved by EHSO.

3. * Describe how death will be confirmed:

4. If animals will be anesthetized prior to euthanasia, select the substance administration procedures to be used:

Name	Type	Version	State
✓ Anesthesia: Isoflurane Inhalation	Substance Administration	1	Archived

5. Alternatively, if you cannot find the procedures in the list above, describe each substance and the step-by-step procedure to be used: (include route, dose, volume, concentration, and whether substance is pharmaceutical grade) ?

3.7 Save the new version then go back to the **Experiment** section where this procedure needs to be added. Add the new version of the procedure that has been updated, remove the archived procedure.

4 For a **Standard Procedure** showing in the validation error

4.2 If the Standard procedure is **archived**, then remove it and add the ACTIVE version to the experiment.

4.3 If the Standard Procedure is **active**, please contact your RPA and/or iacuc@emory.edu

5 If you notice procedures with the State as “Archived” as shown in the picture below, please take the time to replace them with the current version.

Name	Type	Version	State
✓ Anesthesia: Isoflurane Inhalation	Substance Administration	1	Archived
✓ Anesthesia: Ketamine (IM)	Substance Administration	1	Archived
✓ Anesthesia: Telazol (IM)	Substance Administration	1	Archived

A current list of Standard Procedures approved by the IACUC is available in the [eIACUC wiki site](#).

If everything fails, please Contact Us

IACUC@emory.edu or by phone (404) 712-0734 | [Open Line: Friday 12 noon – 2pm](#)
Staff contact information can be found on our [Staff Contact page](#)

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