**Administrative Review (Admin): Manage Departures Work Instructions**

**Work Instructions:**

The IACUC coordinator and director manage departures from the *Guide for Care and Use of Laboratory Animals*.

To manage a departure from the Guide:

1. Log into Click portal.
2. Click the **IACUC** tab at the top.
3. From the In-Review tab, click the submission name.
4. From the submission workspace, click **Manage Departures**.
5. Complete the page, paying special attention to the field below.
	* **1. Add any departures from the Guide:** Click **Add**.
	* This opens another SmartForm. Complete the pages and click **OK**.
6. Add any comments or supporting documents. Click **OK.**

*Note: Manage Departures is not available for annual reviews.*

1. Departures from the *Guide for Care and Use of Laboratory* Animals are reported on approved protocols. Departures are found in the Institutional Official Report and the Protocols with Departures from the Guide Report, both of which are found in the Reports shortcut.