Quick Reference Guide:
Updating and Resubmitting Your Lab Safety Review in NSIS

1) Log in as a Principal Investigator or Safety Designate. On the "To Do List" click the pad-and-pencil icon next to "Complete LSR Deficiencies." You may also access it from the menu at the top clicking on "Laboratory Safety Reviews."

2) Click on the pad-and-pencil icon in the row with the red dot.
3) Read through the instructions carefully. Then click on “Next Screen.”

4) This screen lists the sections relevant to this lab. Click on “Next Screen” to begin.
5) If you see a red circle next to an item, fill out the “Plan of Correction” field with the steps you will take to remedy the problem.

NOTE: You must click “Next Screen” to save changes. (Use the “Jump to Section” dropdown menu only if you have not made changes on the current page.)

The Yellow exclamation next to the item indicates that you have made changes, but they have not been submitted. You will submit all of your changes at the end.

6) Advance through the pages using the "Next Screen" button. When you reach the "Additional Information/Comments" page, follow the instructions, if there are any comments. When you are finished, click “Next Screen.”
7) Be sure to click the “Submit to ORS” button.

8) You will see a green checkmark in the row you just completed, and you will receive a confirmation e-mail from NSIS. This completes the process.

Additional “quick guides” for commonly performed NSIS tasks can be found at http://www.research.northwestern.edu/ors/nsis.