1) Log in as Principal Investigator or Safety Designate. Select the lab.

**NOTE:** For this process, you must use Firefox or Internet Explorer. Chrome and Safari are not compatible.

2) From your "To Do" list or from the "Safety Forms" tab, click the pad-and-pencil icon next to "Personal Protective Equipment (PPE)."

3) Read through the text. Then check "Yes" at bottom if you can be considered a lab worker for training and compliance purposes. (If "No," you can still complete the module for your lab workers.)
4) In the left-hand column, check off all applicable hazards; in the right-hand column, check off any and all corresponding PPE. You may wish to use the "Clear and load hazard info from your NSIS profile" button to facilitate the process. If desired, enter comments in the comment box at bottom. Then click on "Next Screen."

5) To adjust PPE requirements for a specific lab worker, click on the notepad-and-pencil icon next to that person’s name. (If you do not need to do this, you can click "Next Screen.")
6) If you have finished updating PPE for your own and your lab workers, click “Next Screen.” Read through the text, and check “Yes.” Then click on “Next Screen.”

7) If you have finished updating PPE for your own and your lab workers, click "Next Screen." Read through the text, and check "Yes." Then click on “Next Screen.”

8) Click “Next Screen” once more to complete the process.

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