

Northwestern University

Office for Research Safety

ISIS User Manual

ISIS (pronounced *ī-sēs*) is Northwestern University's Integrated Safety Information System. ISIS is the on-line web application by which PIs submit applications and registrations for review. ISIS also builds a laboratory's Safety Profile and serves as an educational resource for all laboratory workers. This manual will give you all the information you will need to get started and maintain your Laboratory Safety Profile.

Evanston Campus: 847 491-5581

Chicago Campus: 847 503-8300

Research-Safety@northwestern.edu

HOW DO I MAKE EFFECTIVE USE OF THIS MANUAL?

Navigating This Manual Online

This manual will help you make the best use of ISIS. It will explain how to assign a Safety Designate, add lab workers, and keep your Safety Profile up to date. While it is fine to navigate this manual page by page, it is also possible to jump to any topic of interest from the TABLE OF CONTENTS page by **clicking** on any topic. You can return to the Table of Contents by **clicking** the **brown scarab** in the lower left corner of any page. You can also print the .pdf file.

What is ISIS?

ISIS is a wizard-driven web application that will guide each PI through several initial screens that will result in a customized Safety Profile. Each custom profile is based upon the type of research being done. ISIS saves time by including only those forms, questions and informational pages that pertain to your laboratory. Once this profile is created, the PI may wish to assign a Safety Designate, who can then complete the forms and assign laboratory workers (Refer to [Table of Contents](#)). While the PI retains responsibility for the content, the Safety Designate has the same privileges in ISIS as the PI.

We continue to expand and improve ISIS so that the majority of your laboratory safety management and compliance requirements can be managed centrally. ISIS makes it easy to maintain compliance and expedite processing of applications and registrations.

The Office for Research Safety is always available to assist you with any of your ISIS questions, and welcomes your feedback.





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HOW DO I GET AN ISIS ACCOUNT?

Who Can Access and Who Needs to Use ISIS?

- All Principal Investigators (PI) who store or use any of the following: hazardous chemicals, radioactive or biological materials, lasers, animals, controlled substances, potential chemicals of interest, physical hazards, compressed gases, recombinant DNA molecules, human gene transfer or select agents must use ISIS. Registrations, Laboratory Annual Reviews, and some committee reviews are done within ISIS.
- Non-University lab directors and Core Facility managers who maintain a research facility in a Northwestern University structure, also must create and maintain a Safety Profile within ISIS.

New PI

If you are new to the University and need to register to use ISIS send an email to ors-operations@northwestern.edu. Include your name, department, anticipated date of arrival and a contact phone number and/or email address. The subject heading should read "ISIS Access Request". You will receive email notification once you have been granted access to the system. For questions please contact the ORS Evanston office at 847-491-5581. ORS can add your NetID to ISIS, and give you some instruction on how to log in and get started. If you work in the lab, you should also add yourself as a lab worker. All lab workers must be added by either the PI or Safety Designate in order to log in. Lab workers can be added or removed by selecting **Lab Workers** from the **Edit** menu, or from the **Lab Workers** tab on the **Home Page**, as shown. ([See Figure 4.](#))



Safety Designate

A Safety Designate is assigned by the PI to manage the information in ISIS, and should be knowledgeable about all research activities occurring in the laboratory. A Safety Designate has the same rights in ISIS as the PI, but the PI retains responsibility for the content. Before you can log in, your PI must enter your NetID as the Safety Designate. This can be done at any time by selecting **Safety Designate** from the **Edit** menu. ([See Figure 1.](#)) If you will be working in the lab, you should also add yourself as a lab worker. Typically, the Safety Designate is responsible for adding all lab workers so they can log into ISIS. Lab workers can be added or removed by selecting **Lab Workers** from the **Edit menu** or the **Lab Workers** tab on the homepage as shown. See [How Do I Assign/Remove/Change Safety Designates \(PI or Safety Designate\)](#) later in this manual.

Laboratory Worker

If you are a lab worker, only your PI or your Safety Designate can add your NetID to ISIS so that you can log in. See [NAVIGATING ISIS AS A LABORATORY WORKER](#) later in this manual.

Tenants and Other Non-University Laboratory Managers and Workers

Tenants and other non-University lab workers who do not have a University NetID (required to enter ISIS should have a Director, Dean or Manager email NUIT at consultant@northwestern.edu to acquire a NetID so they can be added to ISIS for training, waste pickups, etc. Once you have a NetID, you must be entered into ISIS by your director or Safety Designate before you can log in.



HOW DO I LOG INTO ISIS?

System Requirements

ISIS works well with recent versions of both Internet Explorer and Mozilla Firefox on a PC. If you have a Macintosh, we recommend that you use a recent version of Firefox. If you choose to use an unsupported browser, some features may not function properly.

Turn off your pop-up blockers.

Do NOT use your browser navigation buttons. Your data will not be saved unless you use the green navigation buttons within ISIS to move between screens.

If the system becomes very slow, empty your Internet Cache. In Internet Explorer, it is located under **Tools → Internet Options → General Tab → Browsing History. Click Delete**. The location will vary from browser to browser, but is usually very similar.

Off-campus Access and Wireless

If you need to access ISIS from any computer that is not directly connected to the campus network, as with off-campus wireless or ISP connections, you will need to install and run VPN. You can get instructions for installing VPN from the Northwestern web-site at:

<http://www.it.northwestern.edu/oncampus/vpn/>



The Login Page

ISIS can be accessed at:

<http://www.isis.northwestern.edu/Login.aspx>

If you are new to ISIS, please read [How do I get an ISIS account?](#)

Enter your university NetID and password and click **Login**.

(Occasionally, you also may see announcements of changes or additions to ISIS.)

Note: Off-campus access requires VPN. Refer to [OFF-campus and Wireless Access](#).

ISIS will use your NetID to determine which profiles are available to you. ([See Figure 1](#).) Select the desired profile from the dropdown list. Since Principal Investigator and Safety Designate have the same access privileges, there is only one profile for both. PIs and Safety Designates may also have a lab worker profile. Click **Next Screen**. If you work for more than one PI, you will need to select the appropriate PI from the list. ([See Figure 2](#).) Otherwise, just navigate to the next screen. You have successfully logged into ISIS. Your active profile will be displayed in the upper left portion of the screen. Available options will vary depending upon the active profile. You may switch between profiles by clicking **Switch Profiles** in the upper right portion of the screen.



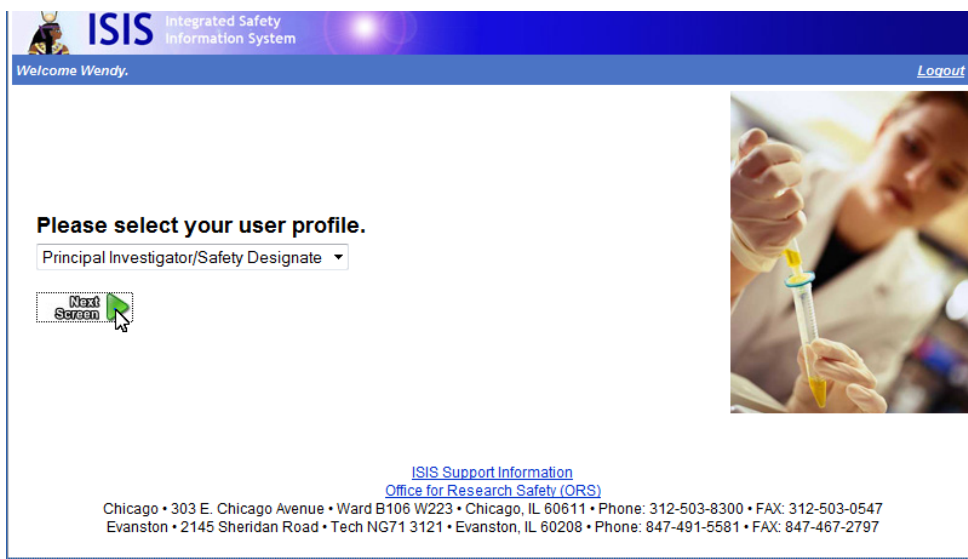


Figure 1: Selecting a user profile

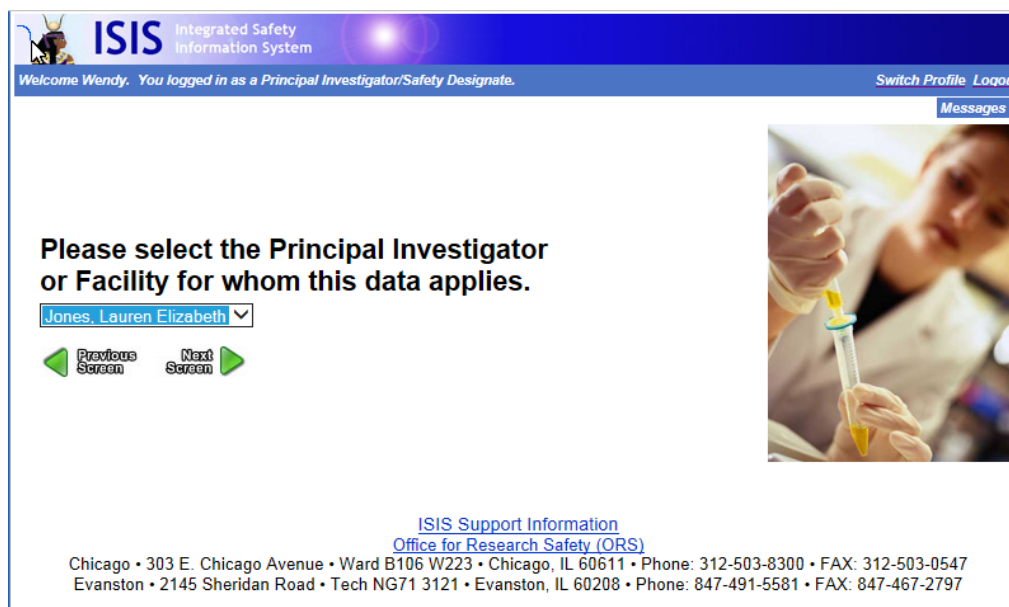


Figure 2: Selecting a Principal Investigator



From this point onward, how you proceed in this manual will depend upon your active profile. If you are a PI or Safety Designate, please continue to the next paragraph. If you are a Laboratory worker, go to [NAVIGATING ISIS AS A LABORATORY WORKER](#).

Create Your Profile in ISIS (PI and Safety Designate)

The first time the PI logs in, ISIS requests information about the PI, and then the PI may choose to assign a Safety Designate (as described in the next section) to complete the laboratory basic information, hazards, locations, procedures, etc. Next, the PI or Safety Designate will complete the **Safety Evaluation Wizard** to identify hazards and create a safety profile defining laboratory activity by supplying answers to several basic questions. This one-time process customizes ISIS so that laboratory personnel will be asked to review only information pertinent to working safely in your laboratory. The answers to these questions also determine which forms and registrations are required for your specific laboratory what training is required. Once the profile has been created, and a Safety Designate assigned, the Safety Designate can complete the forms, and add lab workers to the profile. Lab workers should log in and review information to assist them in working safely in the laboratory, to request waste pickups and to register for required training. If you do not complete this process, you may return to the Safety Evaluation Wizard by selecting it from the **Edit** menu. You may access the Safety Evaluation Summary from the **Safety Evaluation** tab on the Home Page at any time. Before making changes, refer to the [cautions](#) explained later in the Safety Evaluation section.



Once your Safety Profile has been created, you may receive occasional ISIS-generated email requests for additional action or information.

Note: If the Safety Designate creates the Safety Profile, the PI must log in and review the information. The PI is ALWAYS responsible for the accuracy and completion of the Safety Profile.

HOW DO I ASSIGN/REMOVE/CHANGE SAFETY DESIGNATES (PI/Safety Designate)?

There are two ways to assign a Safety Designate. As the PI completes the Basic Information pages, there will be an opportunity to assign a Safety Designate. However, a Safety Designate may be assigned or changed at any time from the **Edit** menu. Click on the **Edit** menu and select **Safety Designate**. If you know the individual's NetID, you can enter it and the screen will be populated from the University's online directory. (See [Figure 3](#).) Otherwise, click the **Search in NU Directory** button, and enter the person's name. Copy and paste the NetID into the NetID field in ISIS. If the person is in NU's online directory, it will auto-populate the remaining fields.

Only the PI can assign the initial Safety Designate. Although the PI will retain responsibility for content, the Safety Designate will have exactly the same privileges in ISIS as the PI, and may complete all safety forms and assign lab workers, with the exception of applying e-signatures to some registrations.

Note: There can be only one Safety Designate for any Safety Profile at any given time. If more than one person needs Safety Designate



access, you must replace the existing Safety Designate, with the new one. Go to the **Edit** menu and Select **Safety Designate**. Replace the current Safety Designate's NetID with the new Safety Designate's NetID.

Caution: An existing Safety Designate can assign a new Safety Designate, but will be unable to log into ISIS again, unless they have been added as a Lab Worker as well. Switching back and forth between Safety Designates can be confusing and hard to coordinate. For this reason, it is advisable to have only one Safety Designate per PI if at all possible.

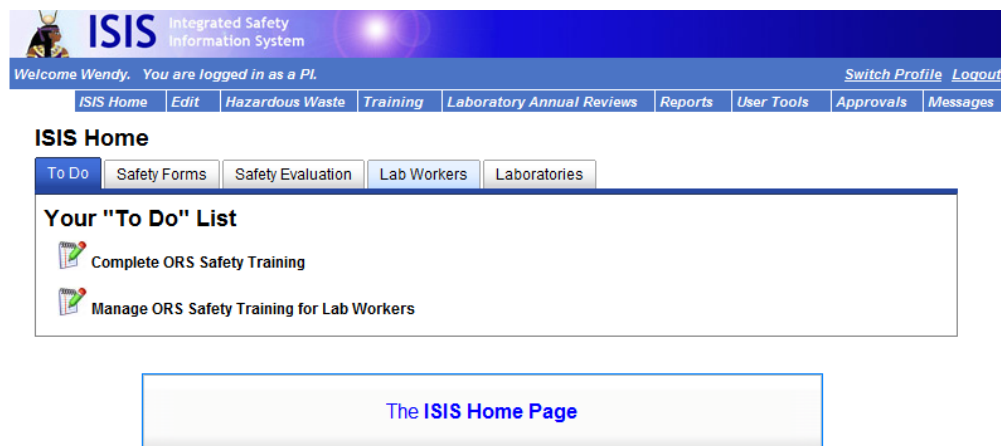
The screenshot shows the ISIS Integrated Safety Information System interface. At the top, there is a blue header with the ISIS logo and the text "Integrated Safety Information System". Below the header, a navigation bar contains links for "ISIS Home", "Edit", "Hazardous Waste", "Training", "Laboratory Annual Reviews", "Reports", "User Tools", "Approvals", and "Messages". The main content area is titled "Safety Designate" and includes instructions: "You may choose a proxy or Safety Designate to enter your information; however, as PI/Supervisor, it is your responsibility to verify that it is complete and accurate." and "Your Safety Designate will have the same access to your safety information as you do." Below this, there is a question: "Would you like to assign a Safety Designate?" with radio buttons for "Yes" (selected) and "No". A red arrow points from the "Yes" radio button to the "University NetID" input field. The "University NetID" field contains "GBM831" and has a "Search in NU Directory" button next to it. Below the "University NetID" field are input fields for "First Name:", "Middle Name:", "Last Name:", and "E-Mail:". At the bottom of the form is a "Next Screen" button with a green arrow. At the very bottom of the page, there is a footer with contact information for the Office for Research Safety (ORS) in Chicago and Evanston, including phone and fax numbers.

Figure 3: Assign, Remove or Change Safety Designates



ISIS HOME PAGE

The **Home Page** will **NOT** appear during the initial login, but only after the safety evaluation has been completed. The Home page greatly simplifies navigating through your profile to complete your Safety Forms, managing labs and workers, making changes, or to complete new or recurring items. Below are the features provided by the **Home Page**. (See figure 4.)



[ISIS Support Information](#)
[Office for Research Safety \(ORS\)](#)
Chicago • 303 E. Chicago Avenue • Ward B106 W223 • Chicago, IL 60611 • Phone: 312-503-8300 • FAX: 312-503-0547
Evanston • 2145 Sheridan Road • Tech NG71 3121 • Evanston, IL 60208 • Phone: 847-491-5581 • FAX: 847-467-2797

Figure 4: The ISIS Home Page



Tabular Access

Tabs were added to the [Home Page](#) to facilitate navigation to frequently accessed pages or sections. Below is a brief explanation of the tabs. Additional information will be presented later under the [Menu options](#).

Your [“To Do” List](#) is just what it says. Items listed here are things that require your attention. Clicking on a “To Do” item will take you directly to the item, thus avoiding having to navigate to it page-by-page. Once you have completed the item, it will disappear from [Your “To Do” List](#). Although the PI and Safety Designate have the same privileges in ISIS, there are some situations that require an e-signature that can only be completed by the PI. In these cases, the Safety Designate will be able to view, but not complete the item.

The [Safety Forms](#) tab will take you to a list of your completed Safety Forms and allow you to edit or print any of your Safety Forms. Instruction on how to complete your Safety Forms follows shortly.

The [Safety Evaluation](#) tab gives you easy access to your current Safety Evaluation, and allows you to make changes. Refer to [cautions](#) in the Safety Evaluation section before making changes to your Safety Evaluation.


The [Lab Workers](#) tab provides an easy way to manage your list of lab workers.

The [Laboratories](#) tab displays basic information for each of your labs.

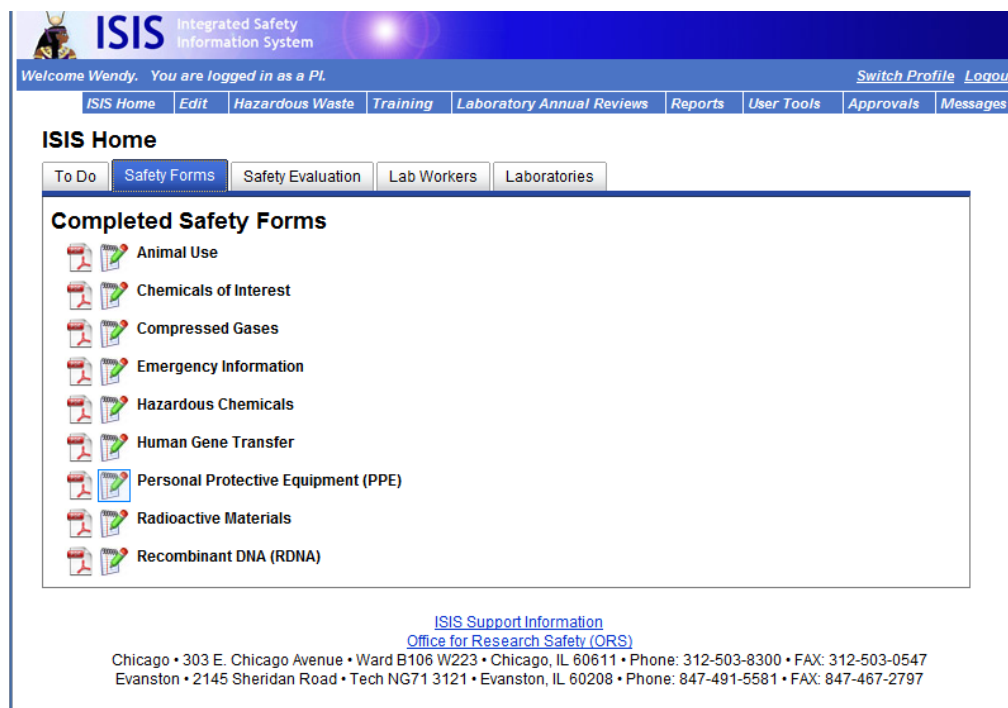


Completing Forms (PI or Safety Designate)

Safety Forms

Once the initial Safety Evaluation has been completed, the PI or the Safety Designate can begin completing the safety forms listed under **Your “To Do” List**. Click the Edit icon () next to the safety form on which you wish to work. As you read the information and answer the questions, be sure to move to the next screen by clicking the **Next Screen** button. Your data is only saved when you click **Next Screen**. Move backward by clicking the **Previous Screen** button. It is important that you NOT use the browser navigation buttons, as this will cause any data you have entered to be lost. Completed Safety Forms will disappear from **Your “To Do” List** and will be added to the list under the **Safety Forms** tab, where any future changes can be made. ([See Figure 5.](#)) You may also view any of the forms, applications, registrations, etc., that are required for your laboratory Safety Profile. Safety Forms may also be accessed from the Edit menu.





The screenshot displays the ISIS Integrated Safety Information System interface. At the top, the header includes the ISIS logo and the text "Integrated Safety Information System". Below the header, a navigation bar contains several tabs: "ISIS Home", "Edit", "Hazardous Waste", "Training", "Laboratory Annual Reviews", "Reports", "User Tools", "Approvals", and "Messages". The "Safety Forms" tab is currently selected. Underneath, there are sub-tabs: "To Do", "Safety Forms", "Safety Evaluation", "Lab Workers", and "Laboratories". The main content area is titled "Completed Safety Forms" and lists several categories, each with a document icon and a checkmark icon: "Animal Use", "Chemicals of Interest", "Compressed Gases", "Emergency Information", "Hazardous Chemicals", "Human Gene Transfer", "Personal Protective Equipment (PPE)", "Radioactive Materials", and "Recombinant DNA (RDNA)". At the bottom of the interface, there is a link for "ISIS Support Information Office for Research Safety (ORS)" and contact information for the Chicago and Evanston offices.

Figure 5: The Safety Forms Tab or Edit/Safety Forms

Registrations and Applications

Registrations apply to those who work with rDNA, HGT, Select Agents or Lasers. Applications apply to those who work with Radioactive Materials. Registrations and applications work just like Safety Forms with one important exception. Upon completing a registration or application, you **MUST** click the **SUBMIT TO ORS** button, in order for it to be submitted for review and approval. Some registrations and applications are also subject to committee review and approval. You can only make further changes to an Application or Registration that has been submitted to ORS by contacting ORS. When needed, an email will be sent notifying that an e-signature is required.



NAVIGATING AND USING YOUR SAFETY PROFILE (PI/Safety Designate)

Whenever working within ISIS, it is important to remember to always use the ISIS navigation buttons and not the Browser navigation buttons. Incomplete items will appear on Your “To Do” List. Access **Your “To Do” List** by clicking **ISIS Home** from anywhere within ISIS.

Caution: Safety Form data is not saved until you click **Next Screen**.



Figure 6: The ISIS main menu bar

MENU BAR FEATURES

Once you have completed the Safety Evaluation Wizard, you will have all of the following menus available to you, as well as the **ISIS Home Page** described previously. Some of the options available from the menu bar are also available from the **Home Page** tabs. Many options are only available from the ISIS main Menu bar. ([See Figure 6.](#))

The Edit menu

The **Edit** menu allows you to view or edit Basic Info, Laboratories, Lab Workers, Safety Designate (Refer to [How Do I Assign/Remove/Change a Safety Designate \(PI/Safety Designate\)](#)), Safety Evaluation, and Safety Forms. Many of these options are also



available from the **Home Page** tabs and have been explained previously.

ISIS Integrated Safety Information System

Welcome Wendy. You are logged in as a PI. [Switch Profile](#) [Logout](#)

[ISIS Home](#) [Edit](#) [Hazardous Waste](#) [Training](#) [Laboratory Annual Reviews](#) [Reports](#) [User Tools](#) [Approvals](#) [Messages](#)

Please verify or add the information for Wendy E Ward.

Website (if any):

Primary Department and Division:

Department: [Additional Departments](#)

Division:

Primary Office Location:

Building:

Room:

Staff Category:

As the PI, are you actively engaged in bench research and can be considered a LAB WORKER for training and compliance purposes? Yes No

[Next Screen](#)

Chicago • 303 E. Chicago Avenue • Ward B106 W2
Evanston • 2145 Sheridan Road • Tech NG71 312

Message from webpage

! You have indicated that as the PI you are not actively engaged in bench research and are not expected to be exposed to the occupational health hazards in the laboratory. You will not be listed as a lab worker on your own ISIS profile. Any time this work status in the laboratory changes, you must update your ISIS profile and complete any associated safety training requirements.

OK

Figure 7: Basic Info

Basic Info allows you to view or edit basic information about the Principal Investigator. If you are not actively engaged in bench research, you can now remove yourself as a lab worker by clicking the NO radio button. (See Figure 7.)

Laboratories allows you to edit laboratory information, print or reprint your door signs (assuming the Emergency Information has been completed), and you can add or delete a laboratory from your profile. (See Figure 8.)



The screenshot shows the ISIS Integrated Safety Information System interface. At the top, it says "Welcome Wendy. You are logged in as a PI." and "Switch Profile Logout". The main navigation bar includes "ISIS Home", "Edit", "Hazardous Waste", "Training", "Laboratory Annual Reviews", "Reports", "User Tools", "Approvals", and "Messages". A dropdown menu is open under "Edit", listing "Basic Info", "Laboratories", "Lab Workers", "Safety Designate", "Safety Evaluation", and "Safety Forms". The "Laboratories" tab is selected, and the page title is "Please verify or add your laboratory or work site information." Below this is a table with columns: Lab Name, Building, Room, Phone Number, Door Sign, and a Delete button. The table contains four rows of laboratory information. At the bottom of the table are links for "Add New Laboratory or Work Site" and "Print All Door Signs".

Lab Name	Building	Room	Phone Number	Door Sign	
Temporary relocation	1801 Maple Avenue	02012	555-555-5555		Delete
Toxic Chemicals in Fragrances	Technological Institute	-NG75	847-467-2660		Delete
Wendy's Office Lab	Technological Institute	-NG85	847-467-2660		Delete
IH Lab	Technological Institute	-NG89	847-555-1234		Delete

[Add New Laboratory or Work Site](#) [Print All Door Signs](#)

[ISIS Support Information](#)
[Office for Research Safety \(ORS\)](#)
Chicago • 303 E. Chicago Avenue • Ward B106 W223 • Chicago, IL 60611 • Phone: 312-503-8300 • FAX: 312-503-0547
Evanston • 2145 Sheridan Road • Tech NG71 3121 • Evanston, IL 60208 • Phone: 847-491-5581 • FAX: 847-467-2797

Figure 8: Laboratories

Lab Workers allows you to add or delete lab workers, check their progress reviewing the Safety Forms, or edit their individual requirements. ([See Figure 9.](#))

NOTE: Everyone who works in the laboratory should be added as a lab worker for training purposes and to request waste pickups, etc. If the PI or Safety Designate does NOT work in the laboratory, they can be removed from the lab worker list. To remove a PI from the Lab Worker list, refer to instructions on [Basic Info](#).



ISIS Integrated Safety Information System

Welcome Wendy. You are logged in as a PI. [Switch Profile](#)

[ISIS Home](#) [Edit](#) [Hazardous Waste](#) [Training](#) [Laboratory Annual Reviews](#) [Reports](#) [User Tools](#) [Approvals](#) [Mess](#)

ISIS Home

[To Do](#) [Safety Forms](#) [Safety Evaluation](#) **[Lab Workers](#)** [Laboratories](#)

Manage laboratory worker information

As the PI, if you are no longer actively engaged in bench research, delete yourself from this List of Lab Workers. To list the Safety Forms your lab workers have viewed, click the plus sign to expand.

NOTE: Safety Forms viewed by the lab workers do not constitute safety training. Required safety training can be viewed by clicking the training menu item on the top menu bar.

Laboratory Worker		
	Devereaux, Sage	Delete
	Kaloti, Aniket Sadanand	Delete
	Mashayekhi, Neema Ali	Delete
	Maurer, Deanna Marie	Delete
	Moore, Irene K	Delete
	Morton, George B	Delete
	Moskal, Tera A.	Delete
	Ruchirushkul, Pat	Delete
	Samaniego, Luis A	Delete
	Sanza, Bruce Jerome	Delete
	Truong, Loc Q	Delete
	Ward, Wendy E	Delete
	Zelivyanskaya, Marina	Delete

[Add New Lab Worker](#)

Figure 9: Manage laboratory worker information

The Laboratory Annual Review menu, also accessible from the **Home Page/Safety Evaluation tab**, allows you to view or edit the original questions that customized your profile. (See [Figure 10](#).) You would use this to indicate changes in processes and hazards. Additionally, you can restart the wizard by clicking **Edit/Safety Evaluation** and click the **Start Wizard** icon, view the details for each question, and change your answers as you proceed through the screens. You can always make changes by clicking the Edit icons, when present.



Caution: If you change an answer in the Safety Evaluation Summary (Safety Evaluation tab), ISIS may either add additional forms to be completed, or remove existing forms that pertain to that question, losing data on those forms. If you have concerns about the consequences, contact ORS before making changes to your answers.

ISIS Integrated Safety Information System
Welcome Wendy. You are logged in as a PI. [Switch Profile](#) [Logout](#)

[ISIS Home](#) [Edit](#) [Hazardous Waste](#) [Training](#) [Laboratory Annual Reviews](#) [Reports](#) [User Tools](#) [Approvals](#) [Messages](#)

ISIS Home

[To Do](#) [Safety Forms](#) [Safety Evaluation](#) [Lab Workers](#) [Laboratories](#)

Safety Evaluation Summary

Here is the summary of your responses to the Safety Evaluation Wizard. To add or remove safety forms, modify the appropriate evaluation question response.

	Evaluation Question
<input checked="" type="radio"/> Yes <input type="radio"/> No	Do you use or store hazardous chemicals ?
<input checked="" type="radio"/> Yes <input type="radio"/> No	Do you use or store compressed or liquified gases ?
<input type="radio"/> Yes <input checked="" type="radio"/> No	Do you use or store controlled substances on DEA schedules?
<input checked="" type="radio"/> Yes <input type="radio"/> No	Do you use animals for research?
<input type="radio"/> Yes <input checked="" type="radio"/> No	Do you use human blood , blood products , body fluids or other potentially infectious materials , including human-derived cell lines?
<input type="radio"/> Yes <input checked="" type="radio"/> No	Do you use biological agents at Biosafety Levels 1, 2, or 3?
<input type="radio"/> Yes <input checked="" type="radio"/> No	Do you ship hazardous materials or dangerous goods ?
<input type="radio"/> Yes <input type="radio"/> No	Do you use recombinant DNA molecules ?
<input checked="" type="radio"/> Yes <input type="radio"/> No	Does your work involve Human Gene Transfer?
<input type="radio"/> Yes <input checked="" type="radio"/> No	Do you use select agents ?
<input type="radio"/> Yes <input checked="" type="radio"/> No	Does your work involve physical hazards ?
<input type="radio"/> Yes <input checked="" type="radio"/> No	Do you use equipment with alarms that would sound after hours?
<input type="radio"/> Yes <input type="radio"/> No	Do you currently use radioactive materials or plan to in the future?
<input type="radio"/> Yes <input checked="" type="radio"/> No	Do you use Class 3b and/or Class 4 lasers in your laboratory space?

[Cancel](#) [Save Changes](#)

Figure 10. Safety Evaluation - Summary

[Safety Forms](#) is explained earlier in this document.

Included on the Safety Forms tab is the **PPE** module, which allows you to easily assign and edit PPE. ([See Figure 11.](#)) From the first page, you can change the general laboratory PPE and apply it to all



workers, but you can also click forward to the list of lab workers to select and edit individual PPE requirements.

ISIS Integrated Safety Information System
 Welcome Wendy. You are logged in as a PI. [Switch Profile](#) [Logout](#)
[ISIS Home](#) [Edit](#) [Hazardous Waste](#) [Training](#) [Laboratory Annual Reviews](#) [Reports](#) [User Tools](#) [Approvals](#) [Messages](#)

Hazard Assessment for Personal Protective Equipment (PPE)

Select all the hazards that are present in your laboratory operation in the left column and indicate what PPE are required in the right column. The button below allows you to reset the form. Most laboratory hazards require some PPE.

When you proceed to the next page the content of this generic form becomes the default for all your laboratory workers.

Facility/PI Name: Wendy E Ward Department: Chemistry

[Clear and load hazard info from your ISIS profile](#) Please check all that apply




Eye Hazards	Required PPE
 <p>Tasks may include working with acids and chemicals, chipping, grinding, sanding, welding, furnace operations, metal and wood working.</p> <input checked="" type="checkbox"/> Hazardous chemicals <input type="checkbox"/> Dust/Flying debris <input type="checkbox"/> Infectious agents and animals <input checked="" type="checkbox"/> Lasers (Class 3b and 4) <input type="checkbox"/> Optical radiation	<input checked="" type="checkbox"/> Splash goggles <input type="checkbox"/> Face shields <input checked="" type="checkbox"/> Safety glasses with side shields <input type="checkbox"/> Properly shaded eyewear <input checked="" type="checkbox"/> Suitable laser protective eyewear
Hand Hazards	Required PPE
 <p>Tasks may include: cutting materials, working with chemicals, handling hot or cold objects.</p> <input checked="" type="checkbox"/> Hazardous chemicals <input type="checkbox"/> Heat/Cold/Cryogenics <input type="checkbox"/> Infectious agents <input type="checkbox"/> Burns/Electric shock <input checked="" type="checkbox"/> Radioactive materials <input type="checkbox"/> Animals	<input type="checkbox"/> Special chemical resistant gloves (i.e. silver shield) <input checked="" type="checkbox"/> Vinyl/nitrile/latex gloves <input type="checkbox"/> Work gloves <input type="checkbox"/> Temperature resistant gloves <input type="checkbox"/> Bite and cut resistant gloves <input type="checkbox"/> Insulating gloves
Body/Torso Hazards	Required PPE
 <p>Tasks may include: exposure to chemicals or other hazardous materials, cutting, grinding, sanding.</p> <input checked="" type="checkbox"/> Hazardous chemicals, infectious agents and animals	<input checked="" type="checkbox"/> Lab coat <input type="checkbox"/> Chemical resistant suit

Figure 11. Assigning Personal Protective Equipment

The Hazardous Waste menu

Here you will find links to the [Hazardous Waste Disposal Guide](#) which provides detailed information on managing Hazardous Waste, you can create and save waste labels for recurring waste, and the Hazardous Waste Pickup Request links you directly to the Hazardous Waste Request form. (For help with the Hazardous Waste Request, please see the [ISIS Hazardous Waste Disposal Guide \(Purple Guide.\)](#))



The Training menu

This takes you directly to the training page. Here, the red, yellow and green indicators show the progress status of each of your lab worker's training. By clicking the **Training Progress** icon next to a name, you can view the details of needed and completed training for that worker. You can also view or print training reports for individual lab workers.

The Laboratory Annual Reviews menu

This takes you to the list of annual reviews for your lab. The Red, Yellow and Green buttons indicate the status of that particular review. Here you may also open the LAR report, enter your proposed plan of correction, and view previous inspection reports.

The Reports menu

Here you will see a customized list of reports available for your lab, based upon the type of research you are doing and the hazards involved.

The User Tools menu

Here you are provided with a link to the Hazardous Materials Shipping Request, the laboratory closeout initiation form, and a link to allow you to upload and view your own documents, including your chemical inventory.



The Approvals menu

Here you may quickly e-sign any pending registrations for irradiator, laser and radioactive materials registrations.

The Messages menu

Here you can send messages to ORS and receive replies from appropriate ORS personnel. This is an excellent way to manage the thread of a conversation. We have changed the look and feel of the Messages module to make it more intuitive.

Simply create your message on the New Message tab. (See figure 12.) You will receive an email notifying when an ORS Staff member has responded. You can view the response from the Inbox tab, and review your messages from the Outbox tab. The ISIS Messaging feature retains the email dialogue in your messaging window for thirty days.

List of Messages

Inbox | Outbox | **New Message**

New Message

Form Name: Select Value

Subject:

Description:

Cancel Send

[ISIS Support Information](#)
[Office for Research Safety \(ORS\)](#)

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Figure 12. Messages



NAVIGATING ISIS AS A LABORATORY WORKER

Why can't I log in?

As a new lab worker, you will not be able to log in until either the PI or the assigned Safety Designate has added your NetID to ISIS. If you do not know who the Safety Designate is for your lab, you may call ORS at 3-3800 for Chicago, or 1-5581 for Evanston. We can look up the name of your Safety Designate for you.

Information Bar

Once you have entered your NetID and password, you will have an opportunity to select your PI and your login profile if you have more than one PI or you have more than one profile. Once you have logged in, at the top of your screen you will see your name as the person logged in, as well as the name of the PI whose profile you are currently viewing. If you have more than one profile (i.e., Safety Designate and Lab Worker), or you work for more than one PI, you can use the **Switch Profile** to change your profile or select another PI's profile without logging out. (See Figure 13.)



Figure 13: ISIS Information bar and Main menu



ISIS Home page

The **Home Page** greatly simplifies navigation, as well as making it easy to monitor your own progress. (See Figure 14.)



Figure 14: The ISIS Home page with tabular access

Tabular Access

Tabs were added to the **Home Page** to facilitate navigation to frequently accessed pages or sections.

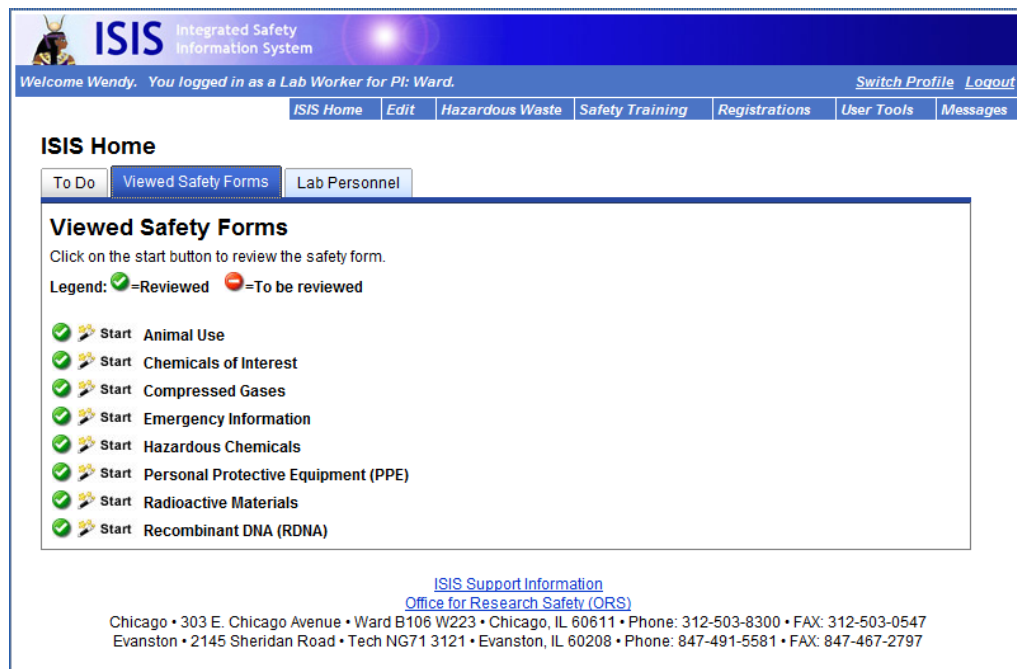
Your "To Do" List is just what it says. Items listed here are things that require your attention. Clicking on a "To Do" item will take you directly to the item, thus avoiding having to navigate to it page-by-page. Any Safety Forms you have not yet reviewed will appear here,



as well as any training requirements, etc. (See Figure 14.) Once you have completed the item, it will disappear from Your “To Do” List.

The Viewed Safety Forms tab will take you to a list of the Safety Forms you have reviewed and allow you to open and view them again as needed. (See Figure 15.)

All lab workers should review safety information pertaining to their work environment. This information ensures that lab workers have been informed of any hazards to which they may be exposed, and provides them with information to help them work safely. However, reviewing forms does not fulfill your training requirements.



ISIS Integrated Safety Information System

Welcome Wendy. You logged in as a Lab Worker for PI: Ward. [Switch Profile](#) [Logout](#)



[ISIS Home](#) [Edit](#) [Hazardous Waste](#) [Safety Training](#) [Registrations](#) [User Tools](#) [Messages](#)

















ISIS Home

[To Do](#) [Viewed Safety Forms](#) [Lab Personnel](#)

Viewed Safety Forms

Click on the start button to review the safety form.

Legend:  =Reviewed  =To be reviewed

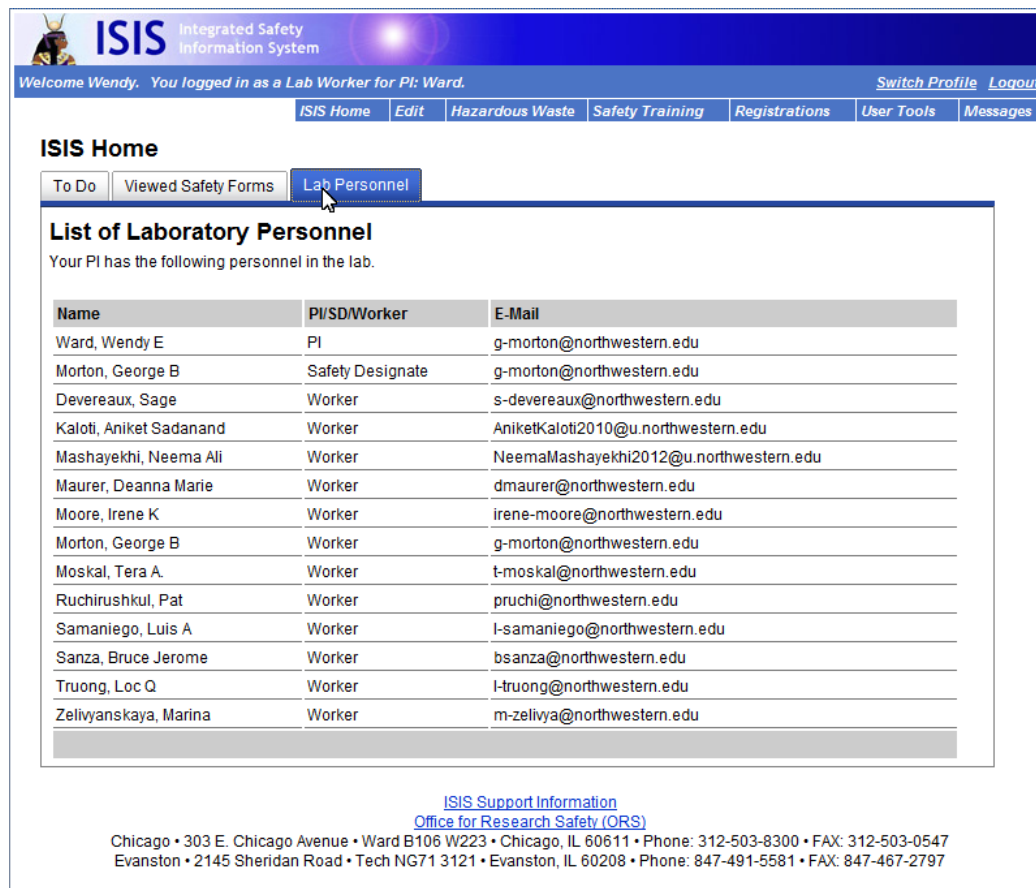
-   Start Animal Use
-   Start Chemicals of Interest
-   Start Compressed Gases
-   Start Emergency Information
-   Start Hazardous Chemicals
-   Start Personal Protective Equipment (PPE)
-   Start Radioactive Materials
-   Start Recombinant DNA (RDNA)

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Figure 15: Safety Forms already reviewed

The **Lab Personnel** tab lists the names, position and email addresses of all of the lab workers for that particular PI profile. This makes it easy to identify who your Safety Designate is, and to locate email addresses for any of your colleagues. (See Figure 16.)



The screenshot shows the ISIS Integrated Safety Information System interface. At the top, there is a blue header with the ISIS logo and the text "Integrated Safety Information System". Below the header, a navigation bar contains links for "ISIS Home", "Edit", "Hazardous Waste", "Safety Training", "Registrations", "User Tools", and "Messages". The main content area is titled "ISIS Home" and features a tabbed interface with "To Do", "Viewed Safety Forms", and "Lab Personnel" (which is selected). Below the tabs, the section is titled "List of Laboratory Personnel" and includes the text "Your PI has the following personnel in the lab." followed by a table of personnel.

Name	PI/SD/Worker	E-Mail
Ward, Wendy E	PI	g-morton@northwestern.edu
Morton, George B	Safety Designate	g-morton@northwestern.edu
Devereaux, Sage	Worker	s-devereaux@northwestern.edu
Kaloti, Aniket Sadanand	Worker	AniketKaloti2010@u.northwestern.edu
Mashayekhi, Neema Ali	Worker	NeemaMashayekhi2012@u.northwestern.edu
Maurer, Deanna Marie	Worker	dmaurer@northwestern.edu
Moore, Irene K	Worker	irene-moore@northwestern.edu
Morton, George B	Worker	g-morton@northwestern.edu
Moskal, Tera A.	Worker	t-moskal@northwestern.edu
Ruchirushkul, Pat	Worker	pruchi@northwestern.edu
Samaniego, Luis A	Worker	l-samaniego@northwestern.edu
Sanza, Bruce Jerome	Worker	bsanza@northwestern.edu
Truong, Loc Q	Worker	l-truong@northwestern.edu
Zelivyanskaya, Marina	Worker	m-zelivya@northwestern.edu

At the bottom of the screenshot, there is a footer with contact information for the Office for Research Safety (ORS):
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Figure 16: Laboratory Personnel



Northwestern University

Office for Research Safety

Thank you for using ISIS!

The Office for Research Safety staff is available to answer questions or assist you with setting up and using your Safety Profile.

ISIS is still under development. We are working to add additional functionality, and simplify existing processes.



About our Icon and acronym: ISIS (ɪˈsɪs): Isis was a goddess in Ancient Egyptian religious beliefs. She was the patron of nature and magic; friend of slaves, sinners, artisans, the downtrodden, as well as listening to the prayers of the wealthy, maidens, aristocrats and rulers.



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