

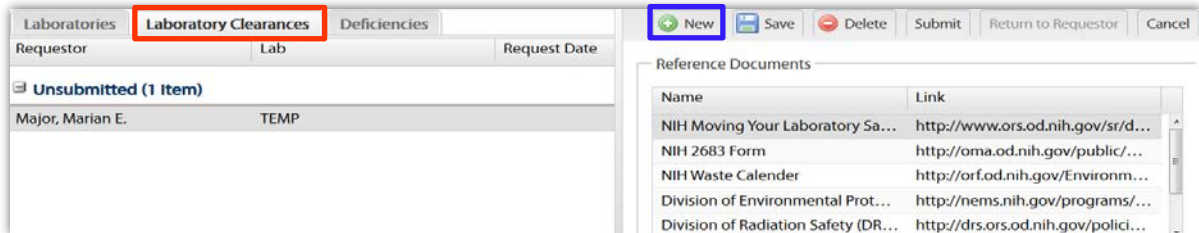
LSM Laboratory Clearance Guide for the Requestor

If you need to request a Laboratory Clearance you will use LSM which can be accessed with the URL:

<https://oms.ors.nih.gov/>. To login, use your NIH credentials and then choose the LSM  icon.

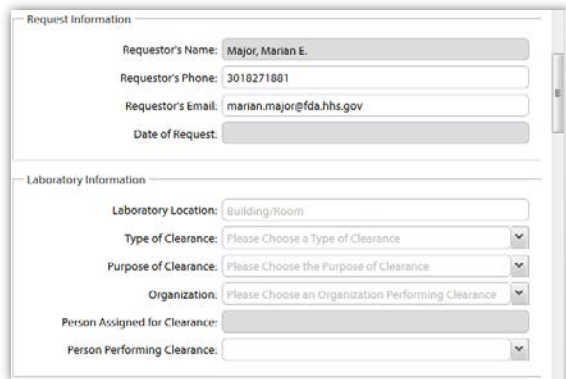
Requesting a new Laboratory Clearance:

1. Choose the “**Laboratory Clearances**” tab on the left panel and click “**New**” on the right panel to request a new Laboratory Clearance.

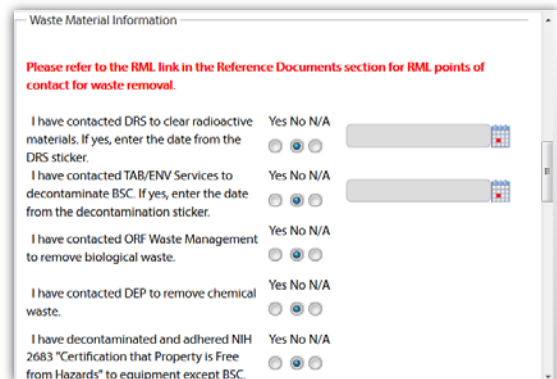


The screenshot shows the LSM interface with the 'Laboratory Clearances' tab selected. The 'New' button is highlighted in blue. The interface includes a table of 'Unsubmitted (1 Item)' with columns for Requestor, Lab, and Request Date. A table of 'Reference Documents' is also visible, listing various NIH forms and links.

2. After you click “New” you will be able to use the scroll bar on the right to navigate and complete all the required fields in the right panel.

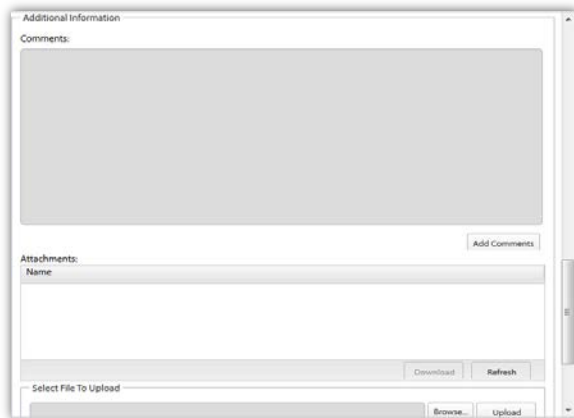


The screenshot shows the 'Request Information' and 'Laboratory Information' sections of the LSM form. The 'Request Information' section includes fields for Requestor's Name, Phone, Email, and Date of Request. The 'Laboratory Information' section includes fields for Laboratory Location, Type of Clearance, Purpose of Clearance, Organization, Person Assigned for Clearance, and Person Performing Clearance.

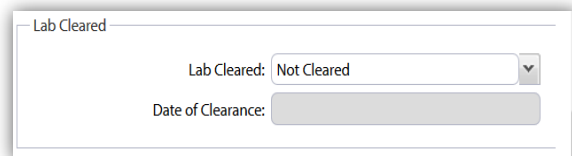


The screenshot shows the 'Waste Material Information' section of the LSM form. It includes a red warning message: "Please refer to the RML link in the Reference Documents section for RML points of contact for waste removal." Below this, there are several questions with radio button options for Yes, No, or N/A, and a date picker for each question.

3. Before you can submit the clearance you have the option of adding comments and attaching relevant documents. You must indicate whether the lab is cleared or not cleared.




The screenshot shows the 'Additional Information' section of the LSM form. It includes a 'Comments' text area, an 'Attachments' section with a file upload button, and a 'Select File To Upload' section with a file list and buttons for 'Download' and 'Refresh'.



The screenshot shows the 'Lab Cleared' section of the LSM form. It includes a 'Lab Cleared' dropdown menu with 'Not Cleared' selected, and a 'Date of Clearance' text input field.

4. If you are ready to submit the Lab Clearance, click “**Submit**” at the top of the panel, or click “**Save**” if you wish to review the Clearance and submit at a later time.



The screenshot shows the LSM interface with the 'Submit' button highlighted in red. The interface includes a search bar, a navigation menu with 'Laboratory Clearances' selected, and a toolbar with buttons for 'New', 'Save', 'Delete', 'Submit', 'Return to Requestor', and 'Cancel'.