

## New NIRSC Member Laboratory Set Up Checklist

- Site inquires about NIRSC.
- NIRSC answers questions; site is referred to NIRSC website and "new member packet." <http://nirsconsortium.org>
- Site reviews new member packet and confirms knowledge of NIRSC fees, participation, and policies.
- New member information form is completed & NIRSC confirms site's desire to join.
- New member reviews and signs NIRS Consortium License Agreement.
- Site completes equation sign-up form (if applicable).
- Site is invoiced for:
  1. annual dues (prorated for NIRSC fiscal year)
  2. One time set-up fee
  3. Equations
- Standardization is scheduled.
- Standardization set is sent to site & standardization is completed with analysis report.
- Site is set up for instrument monitoring (if applicable):
  1. password and information for web reporting
  2. procedure for obtaining diagnostics
- Site is set up on NIRSC technical webpage with username and password.
- Commercial Sites are required to enroll in certification program with NFTA. Research or university sites are recommended to enroll in NFTA. Site informs NIRSC of enrollment.
- Site receives equations (if applicable).
- NIRSC works with site on projects, use of equations, on-going equation participation, and technical help.