**PRINCIPAL INVESTIGATOR CHECKOUT CHECKLIST**

The PI Checkout Checklist is provided to assist the PI with properly withdrawing from North South University.

1. Completed and submitted form for 30 days advance notification

(Provide accurate and detailed information)

1. Chemicals & samples properly labeled & packaged

(PI should consider donating unwanted new and reusable chemicals to fellow investigators with the help of the Department Chairperson and/or OR-NSU)

1. Biologicals materials properly labeled & packaged by the Department staff \_\_\_\_\_\_\_\_\_ trained in procedures for shipping infectious agents and diagnostic materials
2. Laboratory cleanout completed
3. Equipment & laboratory ware properly decontaminated
4. Hazardous Chemicals inspected prior to shipping
5. Controlled Substance and Dangerous Drugs properly disposed/transferred

Please submit completed checklist to OR-NSU at Admin Building Rm 625 or electronically to [bio.safety@northsouth.edu](mailto:bio.safety@northsouth.edu) .