1) In the horizontal menu bar, click on “User Tools.” In the dropdown menu, select “Laboratory Closeout Process.”

2) On the next screen, before responding to the questions, click on “laboratory closeout list.” Complete that form, and have your department head or designate sign it before returning it to ORS.

3) Return to the “Laboratory Closeout Procedure” page, and answer the questions. Then click on “Start Closeout.”
4) You will be returned to your home page. If you need to stop or change your closeout status, you can do that by going to "User Tools," "Laboratory Closeout Process," and clicking the "Stop Closeout" button.

5) You will receive an e-mail confirmation from ISIS with the subject line “Change of Principal Investigator status.”

6a) To **recycle** your lab equipment, follow these steps:

   a. Clean equipment, and remove all hazardous materials
   b. Submit a laboratory equipment disposal request in [ISIS](http://www.research.northwestern.edu/ors/nsis) (Note: If capital equipment, you must receive ASRSP approval)
   c. Submit an equipment-recycling request through [University Services](http://www.research.northwestern.edu/ors/nsis)

6b) To **donate** your lab equipment, follow these steps:

   a. Clean equipment, and remove all hazardous materials
   b. Submit a laboratory equipment disposal request in [ISIS](http://www.research.northwestern.edu/ors/nsis)
   c. List the equipment on the [NU Surplus Property Exchange website](http://www.research.northwestern.edu/ors/nsis)

6c) To recycle computers or electronic equipment, visit University Services’ [Computer & Electronic Recycling page](http://www.research.northwestern.edu/ors/nsis).

*Additional “quick guides“ for commonly performed NSIS tasks can be found at [http://www.research.northwestern.edu/ors/nsis](http://www.research.northwestern.edu/ors/nsis).*