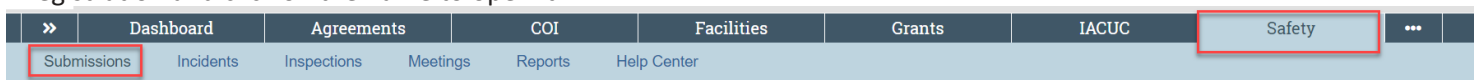
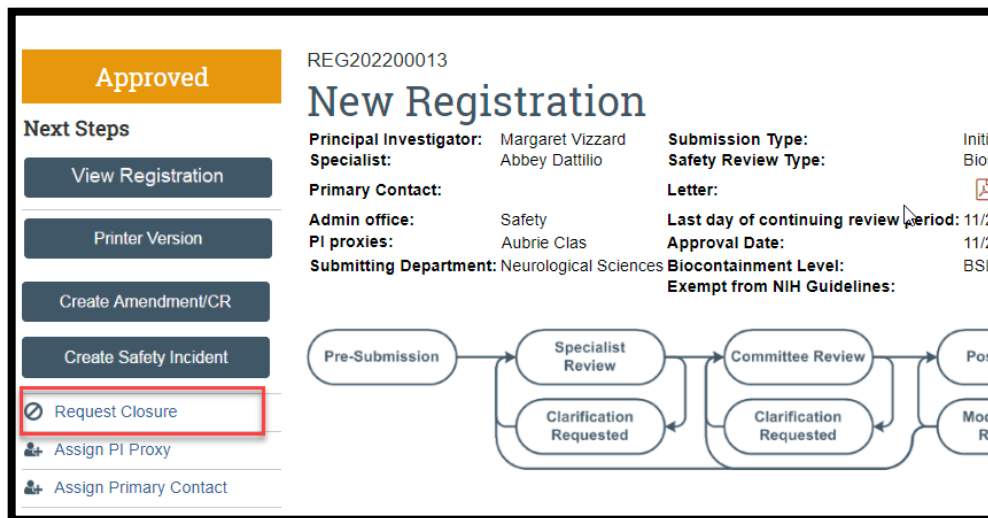
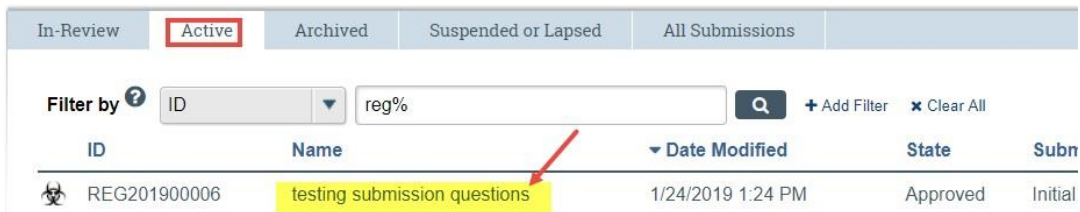


## How to Submit a Registration Closure

1. From the “Safety” > “Submissions” screen, click on the “Active” tab to navigate to the appropriate approved lab registration and click on the name to open it.



2. Click the **Request Closure** activity on the left side of the screen.



3. In the subsequent pop-up “Request Closure” window, answer all applicable questions. Those with a red asterisk (\*) are required.

You are formally requesting closure of this registration.

1. \* I agree to close this registration and discard the follow-on submissions:  
 Yes  No [Clear](#)

2. \* Reason for requesting closure:

3. \* Please describe the disposition of any remaining biohazardous materials:

4. Supporting documents:  
  

Document	Date Modified
There are no items to display	

Please provide adequate information in both questions #2 and #3

4. Click OK.

The state changes to “Closure Requested” and the closure request is now in the hands of the RPO Office to process.

## If Clarifications are required

If the IBC analyst requires clarifications before they can close the lab registration, they will send an email notification back to the PI/Proxy/Contact of record. The lab registration status will change to “Clarification Requested (Closure Requested)”.

Clarification Requested (Closure Requested)

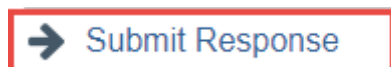
**testchange**

Principal Investigator: Kim A:  
Specialist: Abbey  
Primary Contact:  
Admin office: Safety  
PI proxies:

Next Steps

To respond to a clarification of a closure request:

- Click the “Submit Response” activity



- Answer all applicable questions. Those with a red asterisk (\*) are required.
- Click OK

The PI and the BSO will receive a closure notice via Click when lab activities requiring IBC oversight have been formally close.