How to Submit a Registration Closure

Request that a lab registration be closed

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.

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

   2. 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 Safety Specialist in the RPO Office 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)”.

To respond to a clarification of a closure request:

1. Click the “Submit Response” activity

2. Answer all applicable questions. Those with a red asterisk (*) are required.

3. Click OK

The registration has now been re-submitted and removed from your “My Inbox.” It now displays in the IBC Office “My Inbox.”