

Lab Clearance / Transition Recommendations

Division of Safety- August 2025

Safety requirements:

- Contact the appropriate [ICO Safety Specialist](#) for assistance with biological and chemical materials and initiate the Lab Clearance request in [myCority](#). The ICO Safety Specialist can assist with myCority if needed. Please provide a point of contact for coordination, especially if the lab manager or Principal Investigator (PI) is not available.
- If the laboratory uses radioactive materials and/or has a posted room where radioactive materials may be used/stored, contact an [ICO Area Health Physicist](#).
- Each PI, or a delegate, is responsible for ensuring all waste, biological hazards, chemical hazards and physical hazards have been secured. Contact the [Division of Environmental Protection \(DEP\)](#) to initiate the removal or disposal of chemicals and all lab waste. For lab clean out questions or logistics, there are processes in place that DEP can use to support you. This is best handled case by case. For assistance, please call 301-496-7990.
- If the lab is involved in active care of animals, contact the Office of Animal Care and Use ([OACU](#)) for further guidance.
- All biological registrations must be transferred or deactivated. This can be done in the Electronic Registration System [([ERS](#))] (except NIEHS and NCI Frederick); video guidance is available via [SharePoint](#). If transferring biological registrations to an active PI, please see notes below.
 - Only current PIs should assume responsibility over Institutional Biosafety Committee (IBC) registrations. Ideally, the PI to oversee the transferred registrations should have a current registration for similar work.
 - Personnel in the transferred registration should be current.
 - For registrations that include animal study proposals (ASPs), please emphasize which ASPs will continue.
 - Update animal facility location(s) if applicable.
 - Biological inventory review will occur as part of or closely follow review of requests. If you need assistance with this, please contact the biosafety professional below and/or your [IC Safety Specialist](#).
 - PIs must understand that assuming responsibility over another PI's registrations includes responsibility over their research materials. A close review of those research materials should be done as soon as possible to ensure that only

necessary materials are retained for active work or storage. DS is available for consult on any necessary dispositions.

- Request must be received in writing to the site-specific Biological Safety Officer (BSO). Initial review will take place within two business days, and stipulations such as immediate registration update/resubmission may be included with transfer approval. Contact your site-specific BSO directly with requests to expedite.

Site-Specific IBC	IBC Registration Portal URL	BSO Email
Maryland (including Bethesda, Baltimore, Gaithersburg, Rockville, NIAID IRF-Frederick, and Phoenix)	https://ers.ors.nih.gov/	baumannrg@od.nih.gov
Rocky Mountain Laboratories	https://ers.ors.nih.gov/	rebecca.anderson@nih.gov
NIEHS-RTP	https://ehsartp.niehs.nih.gov/EHSA/	christopher.mcgee@nih.gov
NCI-Frederick	https://elements.nih.gov/Elements/	belltd@mail.nih.gov

If there are questions not addressed by this email, or additional support is needed, please reach out to DS at 301-496-2960.

We realize that many labs and program areas are experiencing significant change. If, during these stressful times, you or any of your staff might find free, confidential counseling helpful, please contact the [Employee Assistance Program](#) (EAP). EAP can be reached at (301) 496-3164.

Thank you for your dedication to ensuring NIH remains a safe and secure workplace.