TITLE: IRB Membership Removal

PURPOSE: Remove an IRB Member

RESPONSIBILITIES: HSPP staff

PROCEDURES:

An IRB member is removed from an IRB when the member resigns or by a decision of the Organizational Official or designee, in consultation with the HSPP Director and IRB chair(s).

The following applies if an individual is being removed from one IRB, is a member of more than one IRB and is being removed from some but not all IRBs, or is being removed from all IRBs on which the individual is a member.

1. Remove the individual from the IRB roster.
2. Complete “HRP-308 - WORKSHEET: IRB Composition” to ensure that the IRB is appropriately constituted.
   a. If not, identify one or more replacement members and follow SOP-032: IRB Membership Addition.
3. Prepare a thank you letter for signature by the Organizational Official, and send to the IRB member.
4. Update the registration of all affected IRBs.
5. File the IRB roster, “HRP-308 - WORKSHEET: IRB Composition”, and thank you letter.

MATERIALS:
• HRP-602 - DATABASE: IRB Roster
• SOP-032: IRB Membership Addition
• SOP-070: IRB Records
• HRP-308 - WORKSHEET: IRB Composition

REFERENCES:
• 45 CFR §46.107, 45 CFR §46.103(b)(3), 45 CFR §46.115(a)(5); 45 CFR 46 Subpart E
• 21 CFR §56.107, 21 CFR §56.115(a)(5)
• 45 CFR 46, OHRP Frequently Asked Questions (FAQs) on IRB Registrations: http://www.hhs.gov/ohrp/IRBfaq.html

REVIEW/REVISIONS: From 10/01/2010 version: Renumbered from P&P-083; References to P&P-070 and P&P-082 revised to SOP-070 and SOP-032, respectively, to reflect new numbering system.