

## SOP: IRB Member Removal

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### 1. PURPOSE

- 1.1. This procedure establishes the process to remove a member of an IRB.
- 1.2. This procedure begins when the [Organizational Official] has decided to remove an IRB member.
- 1.3. This procedure ends when the member has been removed and the IRB's registration has been updated.

### 2. POLICY

- 2.1. None

### 3. RESPONSIBILITY

- 3.1. A designee of the [Organizational Official] carries out these procedures.

### 4. PROCEDURE

- 4.1. Update the IRB roster.
  - 4.1.1. Use "WORKSHEET: IRB Composition (HRP-430)" to evaluate whether the IRB is appropriately constituted.
    - 4.1.1.1. Revise the membership as needed.
- 4.2. Notify the IRB member.
- 4.3. If the IRB member will no longer serve as an IRB member prepare and send a thank you letter signed by the [Organizational Official].
- 4.4. If the removed member was a chair, update the IRB's registration at <http://ohrp.cit.nih.gov/efile/> within 90 days

### 5. REFERENCES

- 5.1. 21 CFR §56.106 and §56.107
- 5.2. 45 CFR §46.107 and 45 CFR §46 Subpart E