# SOP: IRB Removal

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## 1 PURPOSE
1.1 This procedure establishes the process to remove an IRB.
1.2 The process begins when the Institutional Official or designee determines that an IRB is no longer needed.
1.3 The process ends when the IRB is unregistered with OHRP and the federalwide assurance (FWA) is updated (if needed).

## 2 REVISIONS FROM PREVIOUS VERSION
2.1 None

## 3 POLICY
3.1 IRB rosters are maintained using the “DATABASE: IRB Roster (HRP-601).”

## 4 RESPONSIBILITIES
4.1 IRB staff members carry out these procedures.

## 5 PROCEDURE
5.1 For internal IRBs:
   5.1.1 For each IRB member who will no longer serve as an IRB member prepare a “TEMPLATE LETTER: IRB Member Thank You (HRP-561),” have them signed by the Institutional Official or designee, and send to the former IRB members.
   5.1.2 Unregister the IRB with OHRP1.
   5.1.3 Remove the IRB from the federalwide assurance (FWA)2.
   5.1.4 Remove members from “DATABASE: IRB Roster (HRP-601).”
   5.1.5 Remove the individual’s Committee Member role in the system
   5.1.6 File:
      5.1.6.1 DATABASE: IRB Roster (HRP-601)
      5.1.6.2 Federalwide assurance (FWA)
      5.1.6.3 TEMPLATE LETTER: IRB Member Thank You (HRP-561)

5.2 For external IRBs follow the requirements of the inter-institutional agreement or contract.

## 6 MATERIALS
6.1 DATABASE: IRB Roster (HRP-601)
6.2 TEMPLATE LETTER: IRB Member Thank You (HRP-561)

## 7 REFERENCES
7.1 45 CFR §46.107, 45 CFR §46.103(b)(3), 45 CFR §46.115(a)(5).
7.2 21 CFR §56.107, 21 CFR §56.115(a)(5).

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