



**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.
6. Follow SOP-070: IRB Records.

**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.