1 PURPOSE
1.1 This SOP establishes the process to remove an IRB.
1.2 The process begins when the Institutional Official or designee decides 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.

2 REVISIONS FROM PREVIOUS VERSION

3 SOP Statement
3.1 The Organization maintains a roster of IRB(s) on the IRB Roster Sheet.

4 RESPONSIBILITIES
4.1 The HRPP Director or designee carries out these procedures.

5 PROCEDURE
5.1 For internal IRBs:
5.1.1 Notify each IRB member who will no longer serve as an IRB member. Prepare and send HRP-561 - LETTER - IRB Member Thank You or equivalent communication, signed by the Institutional Official or designee.
5.1.2 Unregister the IRB with OHRP.\(^1\)
5.1.3 Remove the IRB from the Federalwide assurance (FWA).\(^2\)
5.1.4 Remove each individual’s role as an IRB Reviewer in the electronic system.
5.1.5 File:
5.1.5.1 IRB Roster Sheet
5.1.5.2 Federalwide assurance (FWA)
5.1.5.3 HRP-561 - LETTER - IRB Member Thank You
5.2 For external IRBs follow the requirements of any reliance agreement or contract.

6 MATERIALS
6.1 IRB Roster Sheet
6.2 HRP-561 - LETTER - IRB Member Thank You

7 REFERENCES
7.1 45 CFR §46.103, 45 CFR §46.107, 45 CFR §46.115(a)(5).
7.2 21 CFR §56.107, 21 CFR §56.115(a)(5).
7.3 AAHRPP II.1.A, II.1.C

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