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.

2 REVISIONS FROM PREVIOUS VERSION
2.1 None

3 POLICY
3.1 HRRC rosters are maintained using the "DATABASE: HRRC Roster (HRP-601)."

4 RESPONSIBILITIES
4.1 HRPO staff members carry out these procedures.

5 PROCEDURE
5.1 For internal HRRCs:
  5.1.1 For each HRRC member who will no longer serve as an HRRC member prepare a "TEMPLATE LETTER: HRRC Member Thank You (HRP-561)," have them signed by the Institutional Official or designee, and send to the former HRRC members.
  5.1.2 Unregister the IRB with OHRP.
  5.1.3 Remove the IRB from the federalwide assurance (FWA).
  5.1.4 Remove members from "DATABASE: HRRC 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: HRRC Roster (HRP-601)
    5.1.6.2 Federalwide assurance (FWA)
    5.1.6.3 TEMPLATE LETTER: HRRC 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: HRRC 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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