1 PURPOSE
1.1 This procedure establishes the process to remove an IRB member.
1.2 The process begins when an IRB member resigns or is removed from one or more IRBs. This procedure applies if an individual is a member of more than one IRB and is being removed from some but not all IRBs.
1.3 The process ends when the IRB registration is updated.

2 REVISIONS FROM PREVIOUS VERSION
2.1 None
2.2 Added alternative to template letter.
2.3 Added requirement to notify applicable Associate Directors and Supervisors of changes and requirement to update HSRO website.

3 GUIDING PRINCIPLES
3.1 The Institutional Official or designee may remove IRB members, alternate members, IRB chairs, and if used, other officers (e.g., vice chairs) with consultation from the IRB manager and IRB chair(s).
3.2 IRB rosters are maintained using the "DATABASE: IRB Roster (HRP-601)."

4 RESPONSIBILITIES
4.1 HSRO staff members carry out these procedures.

5 PROCEDURE
5.1 Remove the individual from "DATABASE: IRB Roster (HRP-601)."
5.2 Complete "WORKSHEET: IRB Composition (HRP-304)" to ensure that the IRB is appropriately constituted.
5.2.1 If not, identify one or more replacement members and follow "SOP: IRB Member Addition (HRP-082)."
5.3 Prepare a "TEMPLATE LETTER: IRB Member Thank You (HRP-561), or equivalent," have it signed by the Institutional Official or designee, and send to the individual.
5.4 Send a copy of the HRP 561, IRB Member Thank you, or equivalent, and the updated HRP 561 IRB Roster to the applicable Associate Director and/or Supervisor with a direction to note the changes when calculating quorum for IRB meetings.
5.5 Update the list of IRB members on the HSRO website.
5.6 Update the registration of all affected IRBs.¹
5.7 File:
5.7.1 DATABASE: IRB Roster (HRP-601)
5.7.2 TEMPLATE LETTER: IRB Member Thank You (HRP-561), or equivalent.

6 MATERIALS
6.1 DATABASE: IRB Roster (HRP-601)
6.2 SOP: IRB Member Addition (HRP-082)
6.3 TEMPLATE LETTER: IRB Member Thank You (HRP-561)
6.4 WORKSHEET: IRB Composition (HRP-304)

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)