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 along with the IRB records.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 Update logo and minor editorial revisions; replaces version dated 7/18/2011.

3 POLICY
   3.1 The Organizational Official may remove IRB members, alternate members, and IRB chairs with consult from the IRB chair(s).
   3.2 IRB rosters are maintained using the “IRB Roster (HRP-601).”

4 RESPONSIBILITIES
   4.1 IRB staff members carry out these procedures.

5 PROCEDURE
   5.1 Remove the individual from the “IRB Roster”.
   5.2 Complete “WORKSHEET: IRB Composition” to ensure that the IRB is appropriately constituted.
      5.2.1 If not, identify one or more replacement members and follow “SOP: IRB Membership Addition.”
   5.3 Prepare a “TEMPLATE LETTER: IRB Member Thank You,” have it signed by the Organizational Official, and send to the individual.
   5.4 Update the registration of all affected IRBs.¹
   5.5 File the IRB roster, “WORKSHEET: IRB Composition”, and “TEMPLATE LETTER: IRB Member Thank You” letter.
   5.6 Follow “SOP: IRB Records.”

6 MATERIALS
   6.1 IRB Roster
   6.2 SOP: IRB Membership Addition
   6.3 SOP: IRB Records
   6.4 TEMPLATE LETTER: IRB Member Thank You
   6.5 WORKSHEET: IRB Composition

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)