1. PURPOSE
   1.1. This procedure establishes the process to deactivate an IRB.
   1.2. This procedure begins when the [Organizational Official] has decided to deactivate an existing IRB.
   1.3. This procedure ends when the IRB has been removed.

2. POLICY
   2.1. The [Organization] maintains a roster of IRBs.

3. RESPONSIBILITY
   3.1. A designee of the [Organizational Official] carries out these procedures.

4. PROCEDURE
   4.1. Ensure that no active protocols are under review by the IRB to be deactivated.
   4.2. For external IRBs:
      4.2.1. If a reliance agreement is in place, follow the terms of that agreement.
      4.2.2. Update the roster of IRBs.
   4.3. For internal IRBs:
      4.3.1. Notify each IRB member. For each IRB member who will no longer serve as an IRB member prepare and send a thank you letter signed by the [Organizational Official].
      4.3.2. Update the IRB roster to indicate the IRB is deactivated.
      4.3.3. Unregister the IRB at http://ohrp.cit.nih.gov/efile/ within 30 days.

5. REFERENCES
   5.1. 21 CFR §56.106 and §56.107
   5.2. 45 CFR §46.107 and 45 CFR §46 Subpart E