1. PURPOSE
1.1. This procedure establishes the process to remove a member of an IRB.
1.2. This procedure begins when the [Organizational Official] has decided to remove an IRB member.
1.3. This procedure ends when the member has been removed and the IRB’s registration has been updated.

2. POLICY
2.1. None

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

4. PROCEDURE
4.1. Update the IRB roster.
   4.1.1. Use “WORKSHEET: IRB Composition (HRP-430)” to evaluate whether the IRB is appropriately constituted.
   4.1.1.1. Revise the membership as needed.
4.2. Notify the IRB member.
4.3. If the IRB member will no longer serve as an IRB member prepare and send a thank you letter signed by the [IRB Executive Chair].
4.4. If the removed member was a chair, update the IRB’s registration at http://ohrp.cit.nih.gov/efile/ within 90 days

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