1. PURPOSE
   1. This procedure establishes the process to deactivate an IRB.
   2. This procedure begins when the [Organizational Official] has decided to deactivate an existing IRB.
   3. This procedure ends when the IRB has been deactivated.
2. POLICY
   1. The [Organization] maintains a roster of IRBs.
3. RESPONSIBILITY
   1. A designee of the [Organizational Official] carries out these procedures.
4. PROCEDURE
   1. Ensure that no active protocols are under review by the IRB to be deactivated.
   2. For external IRBs:
      1. If a reliance agreement is in place, follow the terms of that agreement.
      2. Update the roster of IRBs.
   3. For internal IRBs:
      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].
      2. Update the IRB roster to indicate the IRB is deactivated.
      3. Unregister the IRB at <http://ohrp.cit.nih.gov/efile/> within 30 days.
5. REFERENCES
   1. 21 CFR §56.106 and §56.107
   2. 45 CFR §46.107 and 45 CFR §46 Subpart E