1. PURPOSE
   1. This procedure establishes the process to designate or remove individuals from the list of IRB members who can review and approve exempt <Human Research>.
   2. This procedure begins when [IRB Executive Chair] considers adding or removing an individual designated to review and approve exempt <Human Research>.
   3. This procedure ends when the [IRB Executive Chair] notifies HRPP staff of a new individual designated to review and approve exempt <Human Research> or the removal of a previously designated individual.
2. POLICY
   1. The [Organization] may designate one or more individuals to review and approve exempt <Human Research>.
   2. Individuals designated to review and approve exempt <Human Research> do not need to be IRB members.
   3. In general, individuals designated to review and approve exempt <Human Research> are granted authority for only one exemption category.
3. RESPONSIBILITY
   1. The [IRB Executive Chair] carries out these procedures.
   2. IRB staff maintain a list of individuals designated to review and approve exempt <Human Research> and the category of exemption each individual is authorized to grant.
4. PROCEDURE
   1. To designate an individual to review and approve exempt <Human Research> in one category or a limited number of categories:
      1. Train the individual to approve exempt <Human Research> in one or more categories using the following documents.
         1. POLICY: IRB Records (HRP-023)
         2. SOP: Designated Exempt Review Conduct (HRP-135)
         3. FORM: Promptly Reportable Information (HRP-204)
         4. WORKSHEET: Human Research (HRP-421)
         5. WORKSHEET: Exemptions (HRP-423), modified to limit the exemption category or categories to those authorized.
         6. POLICY: Investigator Obligations (HRP-070)
         7. POLICY: Prompt Reporting Requirements (HRP-071)
      2. Notify IRB staff to update the list of individuals designated to review and approve exempt <Human Research> to include the name of the individual and the categories of exemption on which the individual has been trained.
   2. To remove an individual’s designation to review and approve exempt <Human Research>:
      1. Notify IRB staff to update the list of individuals designated to review and approve exempt <Human Research> to remove the name of the individual.
      2. Inform the individual that he or she may no longer review and approve exempt <Human Research>.
5. REFERENCES
   1. 45 CFR §46.104