1. PURPOSE
   1.1. This procedure establishes the process to designate or remove individuals from the list of IRB members who can review and approve exempt Human Research.
   1.2. This procedure begins when IRB Chair considers adding or removing an individual designated to review and approve exempt Human Research.
   1.3. This procedure ends when the IRB Chair notifies IRB staff of a new individual designated to review and approve exempt Human Research or the removal of a previously designated individual.

2. POLICY
   2.1. The University of Florida may designate one or more individuals to review and approve exempt Human Research.
   2.2. Those individuals designated to review and approve exempt Human Research will not be limited to the exemption category.

3. RESPONSIBILITY
   3.1. The IRB Chair carries out these procedures.
   3.2. IRB staff maintains a list of individuals designated to review and approve exempt Human Research.

4. PROCEDURE
   4.1. To designate an individual to review and approve exempt Human Research:
       4.1.1. Train the individual to approve exempt Human Research based on standard IRB procedures, including:
           4.1.1.1. Review Categories of Exemption
           4.1.1.2. Review of numerous exempt request with experienced IRB board or staff member
       4.1.2. Notify IRB staff to update the list of individuals designated to review and approve exempt Human Research.
   4.2. To remove an individual's designation to review and approve exempt Human Research:
       4.2.1. Notify IRB staff to update the list of individuals designated to review and approve exempt Human Research to remove the name of the individual.
       4.2.2. Inform the individual that he or she may no longer review and approve exempt Human Research.

5. REFERENCES
   5.1. 45 CFR §46.101(b)