

## Research Ethics Board Standard Operating Procedure Addendum

The Holland Bloorview Research Ethics Board (HB REB) has adopted the N2/CAREB REB SOPs. Some internal practice requirements differ from those in the N2/CAREB SOPs. This SOP addendum describes the specific HB REB requirements related to the N2/CAREB SOP noted below.

SOP #	Title
108.003	Standard Operating Procedures Maintenance

N2/CAREB REB SOP Section #	HB REB SOP Addendum
<p>5.1 Development, Review, Revision and Approval of Policies &amp; Procedures</p> <p>5.1.1 The qualified REB Office Personnel will review the SOPs at least biennially. Applicable SOPs will be reviewed sooner if changes to regulations, guidelines or standard practice warrant revisions or the creation of new SOPs.</p> <p>5.1.4 The revised SOP(s) will be circulated to the REB Office Personnel and REB Chair or designees, as well as REB members (as appropriate) for review. Comments will be incorporated into a new version with an updated version date;</p> <p>5.1.6 Signature on the SOP as determined by organization policy will denote SOP approval. A new final version of the SOP supersedes any previous versions.</p>	<p>5.1.1 Replace by: The qualified REB Office Personnel will review the SOPs and associated addendums (if applicable) if there are changes to regulations, guidelines or standard practices. Review of the SOPs and associated addendums (if applicable) will also occur when new versions of the N2 CAREB REB SOPs are released.</p> <p>5.1.4 Replace by: The revised SOP(s) and addendums (if applicable) will be circulated to the REB Office Personnel and REB Chair or designee. Once reviewed by the REB Chair or designee, SOP(s) and addendums (if applicable) will be brought to the next Full Board meeting for review.</p> <p>5.1.6 Replace by: An authorization to adopt the SOP will be signed by the Chair or designees to denote approval of the SOP and/or addendum. The SOP addendums will include a statement to denote the review and approval date for use by the HB REB. The signed document will be maintained by the REB office.</p>

Revision History	
Version Date	Summary of Changes
December 12, 2022	Original Version
This N2/CAREB REB SOP Addendum has been reviewed and approved for use by the HB REB	