COUNTY OF LOS ANGELES
Public Health

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Public Health & Health Services Institutional Review Board

July 24, 2017

IRB Project No. 2017-06-694

TO: Brandon Dean, MPH
Principal Investigator

FROM: J. Walton Senterfitt, PhD, MPH
Chairman, LACO Public Health & Health Services Institutional Review Board (IRB)

Project title:	Public Health Emergency Planning Professionals Focus Group
Action taken:	Approval and Classification as Research of an Exempt Type
Action taken by:	Chairman, LACO Public Health & Health Services Institutional Review Board
Action date:	July 24, 2017

As Chairman of the Los Angeles County Public Health and Health Services Administration IRB, I have reviewed and discussed with the full IRB your above-referenced application. I have determined that, upon satisfactory response to the minor stipulations listed below, it meets the minimum standards for approval by our IRB in that it addresses an important public health question with appropriate methodology and adequate protection for the rights and welfare of participants including protection of privacy and confidentiality. I further determined that the study poses no more than minimal risk to individuals, and is eligible for classification as exempt, in the "research of an exempt type" category, per IRB policies and federal regulations 45 CFR 46.101 (b) (1) (category 2).

The two stipulations on approval are:

1. That a simple verbal consent be obtained from interview and focus group participants before eliciting their responses to your questions. This consent, explaining the purpose, intended use, process, and voluntariness of participation should follow a script that you should submit to the IRB before beginning.
2. Explain whether or not you will be audiotaping the responses and how long you would be retaining tapes. If so, this fact should be mentioned in the consent script.

Once we've received confirmation that the above stipulations are accepted and we receive a copy of the verbal consent script to be used, the project is approved and classified as research of an exempt type. It is exempt from detailed compliance with federal Common Rule regulations and no further IRB review is required, unless you decide to modify the protocol.

Any material changes in the project as proposed must be submitted to the IRB before being implemented so that we may determine that the exemption still applies. Also, when the preliminary version of the RAMP Tool is ready, a copy should be submitted to the IRB for our files.

You must also submit to the IRB a brief summary final report when the project is completed, including copies of any submitted manuscripts or formal presentations. If the project is not yet complete at the end of one year, then please submit an interim progress report each year until the project is completed.

Please contact me if you have any questions.

cc: Elizabeth Rubin