



**MEMORANDUM**

**Date:** 3/7/2019

**To:** Yvonne F Everett  
Emily Pearson

**From:** Susan Brater  
Institutional Review Board for the Protection of Human Subjects

**IRB #:** IRB 18-149

**Subject:** Wildfire Planning Group

Thank you for submitting your application to the Committee for the Protection of Human Subjects in Research. After reviewing your proposal I have determined that your research can be categorized as Exempt by Federal Regulation 45 CFR 46.104(d) because of the following:

*Your research will only include interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording) if one of the following criteria is met: (i) The information is recorded in such a manner that the identity of the human subjects cannot readily be ascertained; (ii) Disclosure of the subjects' responses outside the research would not place the subjects at risk of criminal or civil liability or be damaging to their financial standing, employability, educational advancement, or reputation; or (iii) The information obtained is recorded in such a manner that the identity of the subjects can be ascertained, and the IRB conducts a limited review.*

The anniversary date of this proposal is **3/7/2020** . By HSU policy, all data collection related to this protocol must stop on the anniversary date, unless a renewal/annual report is submitted. In order to prevent any interruption in your research, please submit a renewal/annual report in time for the IRB to process, review, and extend the Exempt designation (at least one month).

**Important Notes:**

- Any alterations to your research plan must be reviewed and designated as Exempt by the IRB prior to implementation.
  - Change to survey questions
  - Number of subjects
  - Location of data collection,
  - Any other pertinent information
- If Exempt designation is not extended prior to the anniversary date, investigators must stop all data collection related to this proposal.
- Any adverse events or unanticipated problems involving risks to subjects or others must be reported immediately to the IRB (irb@humboldt.edu).

cc: Faculty Adviser (if applicable)  
Institutional Review Board for the Protection of Human Subjects