

SMG 1121.937

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND
FUNCTIONS**

FOOD AND DRUG ADMINISTRATION

OFFICE OF GLOBAL REGULATORY OPERATIONS AND POLICY

OFFICE OF REGULATORY AFFAIRS

OFFICE OF REGULATORY SCIENCE

OFFICE OF FOOD AND FEED LABORATORY OPERATIONS

SOUTHEAST FOOD AND FEED LABORATORY - ATLANTA, GA

Effective Date: June 6, 2016

**1. SOUTHEAST FOOD AND FEED LABORATORY - ATLANTA, GA
(DLLRKCG).**

- A. Plans, schedules, and controls Regional laboratory operations; and formulates, implements, and coordinates analytical workplans for Districts being served.
- B. Performs laboratory analysis of samples for ORA Districts, as requested to:
 - 1. Assess each sample's compliance with applicable laws and regulations enforced by the Agency.
 - 2. Determine the extent to which findings provide evidence of violative conditions and practices.
 - 3. Obtain information through national surveillance programs for the purpose of identifying potential problems or trends.
- C. Provides evidence regarding analytical findings as requested.
- D. Conducts research to develop and refine methodology used in the analysis of samples and to explore new systems of analysis.
- E. Serves as a national resource in scientific knowledge, laboratory methodology, and techniques applicable to animal use.

- F. Conducts reviews of data provided from contract, state, and private laboratories in support of ORA's regulatory mission.
- G. Provides assistance to districts in the conduct of complex food and feed inspections requiring an in-depth knowledge of laboratory techniques and practices and potential causes of adulteration.
- H. Conducts the equal employment opportunity, internal security, safety and emergency preparedness programs.
- I. Implements an effective internal quality assurance program.

2. MICROBIOLOGY BRANCH (DLLRKCG1).

- A. Performs microbiological analyses of samples for District offices, as requested, in order to assess each sample's compliance with applicable laws and regulations enforced by the Agency.
- B. Conducts research to develop and refine methodology used in the analyses of microbiological samples and to explore new techniques and systems of analysis.
- C. Provides court testimony regarding analytical findings, as requested.
- D. Plans, schedules, and controls Branch operations; and formulates, implements, and coordinates workplans for Districts serviced as these operations relate to the Branch.
- E. Maintains liaison with scientists and scientific bodies with interests pertinent to its particular scientific specialty.
- F. Implements an effective internal quality assurance program.
- G. Provides expert advice and training regarding laboratory techniques and technological developments to other Federal agencies; to State, local, and foreign counterpart agencies; and to industry.
- H. Assists investigational staff in the conduct of inspections and investigations involving complex testing procedures and production processes which may result in microbiologically contaminated products.

3. NUTRIENT ANALYSIS BRANCH (DLLRKCG2).

- A. Serves as a national resource in scientific knowledge, laboratory methodology, and techniques applicable to solving Field problems pertinent to nutritional analyses.

- B. Performs laboratory analyses of samples for all FDA Districts throughout the Agency's Regions in order to assess each sample's compliance with applicable laws and regulations enforced by the Agency.
- C. Conducts research to develop, modify and/or validate methodology for the assay of nutrients in foods and to explore new systems and analyses.
- D. Provides expert advice and training regarding laboratory techniques and technological developments to other Federal agencies; to State, local, and foreign counterpart agencies; and to industry.
- E. Plans, schedules, and controls Center operations; implements and coordinates workplans for all Districts throughout the Agency's Regions, as these operations relate to nutrient analysis.
- F. Performs laboratory analyses of samples for nutrient content for all Districts throughout the Agency in order to:
 - 1. Assess each sample's compliance with applicable laws and regulations enforced by the Agency.
 - 2. Obtain information through national surveillance programs for the purpose of identifying potential problems or trends.
- G. Implements an effective internal quality assurance program.
- H. Provides court testimony regarding analytical findings as requested.
- I. Maintains liaison with scientists and scientific bodies with interests pertinent to nutritional analyses.

4. CHEMISTRY BRANCH (DLLRKCG3).

- A. Performs laboratory analyses for filth and decomposition, chemotherapeutics, mycotoxins, pesticides, colors and food additives. and examines samples of longer veterinary drugs, collected District Offices to assess each sample's compliance with applicable laws and regulations enforced by the Agency; and to assess the extent to which reconditioning, reprocessing, and relabeling actions have brought violative commodities into compliance.
- B. Conducts research to develop and refine methodology used in the analysis of filth and decomposition, chemotherapeutics, mycotoxins, pesticides, colors and food additives samples which includes developing analytical methodology, developing sample and sample preparation

procedures, analytical methods validation and collaborative studies, extension of existing analytical methods to additional commodities and exploring new systems of analysis.

- C. Provides court testimony regarding analytical findings as requested.
- D. Plans, schedules, and controls Branch operations; and formulates, implements, and coordinates workplans for Districts serviced as these operations relate to the Branch.
- E. Maintains liaison with scientists and scientific bodies with interests pertinent to laboratory activities.
- F. Implements an effective internal quality assurance program.
- G. Assists investigational staff in the conduct of inspections and investigations involving complex testing procedures and production processes which may result in adulterated food and feed products.

5. AUTHORITY AND EFFECTIVE DATE.

The functional statements for this Laboratory were approved by The Secretary for Health and Human Services and effective on June 6, 2016.

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SOUTHEAST FOOD AND FEED LABORATORY**

OFFICE OF THE DIRECTOR

	(DLLRKCG)
Microbiology Branch	(DLLRKCG1)
Nutrient Analysis Branch	(DLLRKCG2)
Chemistry Branch	(DLLRKCG3)

STAFF MANUAL GUIDE 1121.937
ORGANIZATIONS AND FUNCTIONS
EFFECTIVE DATE: June 6, 2016

The following is the Food and Drug Administration, Office of Global Regulatory Operations and Policy, Office of Regulatory Affairs, Office of Regulatory Science, Office of Food and Feed Laboratory Operations, Southeast Food and Feed Laboratory organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR (DLLRKCG):

- Microbiology Branch (DLLRKCG1)
- Nutrient Analysis Branch (DLLRKCG2)
- Chemistry Branch (DLLRKCG3)