

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Regulatory Affairs**

**Office of Human and Animal Food Operations**

**Office of State Cooperative Programs**

Effective Date: December 14, 2018

**1. Office of State Cooperative Programs (DCIEA).**

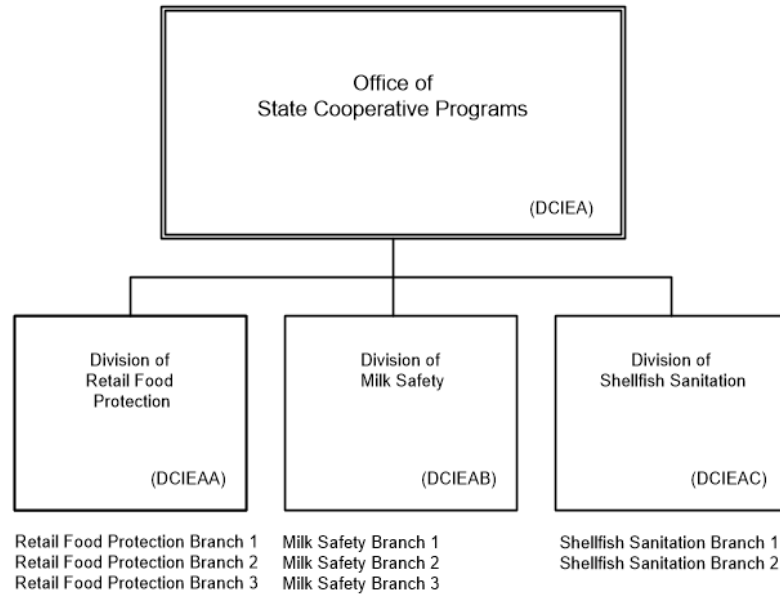
- A. Provides direction and counsel to the Assistant Commissioner for Human and Animal Food Operations on new or emerging problems and trends, future program needs and priorities; local or State activities; manpower, equipment, financial needs, and long-range planning and strategic direction.
- B. Manages Office of Regulatory Affairs (ORA)'s retail food protection, shellfish sanitation, and milk safety programs to assess compliance with the model ordinances among state programs.
- C. Manages ORA resources for state cooperative programs.
- D. Develops and maintains cooperative relationships with State, local, tribal, territorial and other Federal agencies; serves on interagency councils, stakeholder food safety taskforces and multiagency initiatives; supports funding mechanisms to advance state and other jurisdictional programs.
- E. Supports Federal, State, local, tribal, territorial and international cooperative officials in the adoption and interpretation of model ordinances.
- F. Advises, supports commissioning, standardizes, and certifies State and other jurisdictional personnel for state cooperative programs.
- G. Monitors program accomplishments; evaluates and revises compliance programs, workplans and strategic plans for state cooperative programs in collaboration with Center for Food Safety and Applied Nutrition (CFSAN).

- H. Develops plans and strategies, with Federal, State, local, tribal, territorial, and international regulatory agencies to establish joint priorities and implement programs to reach mutual objectives.
- I. Serves as a contact for State, local, tribal and other jurisdictional officials in epidemiological studies, environmental assessments and emergencies relating to foods.
- J. Participates in emergency preparedness and response activities associated with national events, natural and man-made disasters, and illness outbreaks/injuries.
- K. Works collaboratively with ORA offices and Centers to promote the effectiveness of state cooperative programs.
- L. Provides technical assistance, education and training relating to state cooperative programs with jurisdictions.
- M. Conducts state and international program evaluations in milk and shellfish areas to ensure compliance with the model ordinances and compliance programs.
- N. Conducts assessments to evaluate international comparability or equivalency in the state cooperative programs in cooperation with FDA's International Programs.
- O. Represents ORA in national conferences where model ordinances, scientific issues and standards are deliberated.

## **2. Authority and Effective Date.**

The functional statements for the Office of State Cooperative Programs were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services  
Food and Drug Administration  
Office of Regulatory Affairs  
Office of Human and Animal Food Operations  
Office of State Cooperative Programs**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Regulatory Affairs, Office of Human and Animal Food Operations, Office of State Cooperative Programs organization structure depicting all the organizational structures reporting to the Director:

These organizations report to the Office of State Cooperative Programs (DCIEA):

Division of Retail Food Protection (DCIEAA)

Division of Milk Safety (DCIEAB)

Division of Shellfish Sanitation (DCIEAC)

These organizations report to the Division of Retail Food Protection (DCIEAA)

Retail Food Protection Branch 1

Retail Food Protection Branch 2

Retail Food Protection Branch 3

These organizations report to the Division of Milk Safety (DCIEAB)

Milk Safety Branch 1

Milk Safety Branch 2

Milk Safety Branch 3

These organizations report to the Division of Shellfish Sanitation (DCIEAC)

Shellfish Sanitation Branch 1

Shellfish Sanitation Branch 2