

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

Division of Retail Food Protection

Effective Date: December 14, 2018

1. Division of Retail Food Protection (DCIEAA).

- A. Develops and maintains cooperative relationships with State, international, and other Federal agencies; encourages improved State and local consumer protection programs related to Food and Drug Administration (FDA)-enforced laws and regulations.
- B. Serves as the primary point of contact for state officials concerning the voluntary regulatory retail food program standards.
- C. Advises the State Cooperative Program Director on new or emerging problems and trends, future program needs and priorities; State legislative activities; manpower, equipment, funding needs, and long-range planning.
- D. Promotes the adoption, implementation and enforcement of the voluntary regulatory retail food program standards and model food code.
- E. Trains, standardizes and certifies state, local, tribal and other jurisdictional regulatory personnel.
- F. Provides guidance and technical assistance to state, local, tribal and territorial regulatory personnel, industry, and academia on retail food protection programs.
- G. Participates in emergency preparedness and response activities associated with national events, natural and man-made disasters, and illness outbreaks/injuries.

- H. Promotes the effectiveness of the retail food program through participation in meetings, seminars, conferences, and committees.
- I. Coordinates Federal interagency matters related to retail food protection.
- J. Conducts assessments in conjunction with FDA's International Programs and the Center for Food Safety and Applied Nutrition (CFSAN) to evaluate international comparability or equivalency.
- K. Represents ORA with the Conference for Food Protection (CFP) where model ordinances, scientific issues and standards are deliberated.

2. Retail Food Protection Branch 1(DCIEAA1)

- A. Develops and maintains cooperative relationships with State, international, and other Federal agencies; encourages improved State and local consumer protection programs related to FDA-enforced laws and regulations.
- B. Serves as the primary point of contact for state officials concerning the voluntary regulatory retail food program standards.
- C. Advises the State Cooperative Program Director on new or emerging problems and trends, future program needs and priorities; State legislative activities; manpower, equipment, funding needs, and long-range planning.
- D. Promotes the adoption, implementation and enforcement of the voluntary regulatory retail food program standards and model food code.
- E. Trains, standardizes and certifies state, local, tribal and other jurisdictional regulatory personnel.
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- G. Participates in emergency preparedness and response activities associated with national events, natural and man-made disasters, and illness outbreaks/injuries.
- H. Promotes the effectiveness of the retail food program through participation in meetings, seminars, conferences, and committees.
- I. Coordinates Federal interagency matters related to retail food protection.
- J. Conducts assessments in conjunction with FDA's International Programs and CFSAN to evaluate international comparability or equivalency.

- K. Represents ORA with CFP where model ordinances, scientific issues and standards are deliberated.

3. Retail Food Protection Branch 2 (DCIEAA2)

- A. Develops and maintains cooperative relationships with State, international, and other Federal agencies; encourages improved State and local consumer protection programs related to FDA-enforced laws and regulations.
- B. Serves as the primary point of contact for state officials concerning the voluntary regulatory retail food program standards.
- C. Advises the State Cooperative Program Director on new or emerging problems and trends, future program needs and priorities; State legislative activities; manpower, equipment, funding needs, and long-range planning.
- D. Promotes the adoption, implementation and enforcement of the voluntary regulatory retail food program standards and model food code.
- E. Trains, standardizes and certifies state, local, tribal and other jurisdictional regulatory personnel.
- F. Provides guidance and technical assistance to state, local, tribal and territorial regulatory personnel, industry, and academia on retail food protection programs.
- G. Participates in emergency preparedness and response activities associated with national events, natural and man-made disasters, and illness outbreaks/injuries.
- H. Promotes the effectiveness of the retail food program through participation in meetings, seminars, conferences, and committees.
- I. Coordinates Federal interagency matters related to retail food protection.
- J. Conducts assessments in conjunction with FDA's International Programs and CFSAN to evaluate international comparability or equivalency.
- K. Represents ORA with the CFP where model ordinances, scientific issues and standards are deliberated.

4. Retail Food Protection Branch 3 (DCIEAA3)

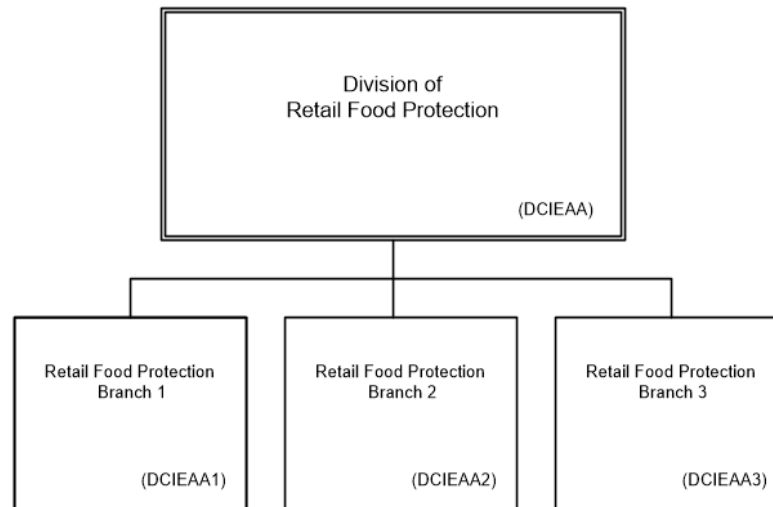
- A. Develops and maintains cooperative relationships with State, international, and other Federal agencies; encourages improved State and local consumer protection programs related to FDA-enforced laws and regulations.

- B. Serves as the primary point of contact for state officials concerning the voluntary regulatory retail food program standards.
- C. Advises the State Cooperative Program Director on new or emerging problems and trends, future program needs and priorities; State legislative activities; manpower, equipment, funding needs, and long-range planning.
- D. Promotes the adoption, implementation and enforcement of the voluntary regulatory retail food program standards and model food code.
- E. Trains, standardizes and certifies state, local, tribal and other jurisdictional regulatory personnel.
- F. Provides guidance and technical assistance to state, local, tribal and territorial regulatory personnel, industry, and academia on retail food protection programs.
- G. Participates in emergency preparedness and response activities associated with national events, natural and man-made disasters, and illness outbreaks/injuries.
- H. Promotes the effectiveness of the retail food program through participation in meetings, seminars, conferences, and committees.
- I. Coordinates Federal interagency matters related to retail food protection.
- J. Conducts assessments in conjunction with FDA's International Programs and CFSAN to evaluate international comparability or equivalency.
- K. Represents ORA with the CFP where model ordinances, scientific issues and standards are deliberated.

5. Authority and Effective Date.

The functional statements for the Division of Retail Food Protection 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
Division of Retail Food Protection**



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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, Division of Retail Food Protection organization structure depicting all the organizational structures reporting to the Director:

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

Retail Food Protection Branch 1 (DCIEAA1)

Retail Food Protection Branch 2 (DCIEAA2)

Retail Food Protection Branch 3 (DCIEAA3)