

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Human Foods Program

Office of Resource Management

Division of Safety and Facilities Management

Effective Date: May 13, 2024

1. Division of Safety and Facilities Management (DCRED).

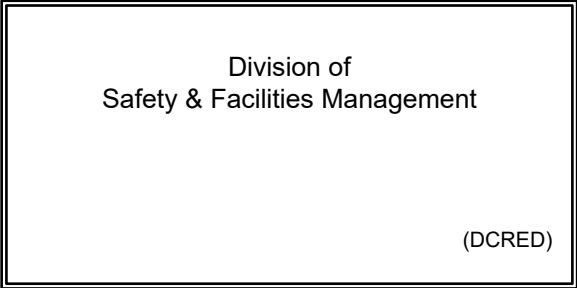
- A. Provides overall strategic leadership and guidance to Human Foods Program (HFP) on all aspects of physical security and safety management activities in coordination with the Food and Drug Administration (FDA) Security and Emergency Management programs and in accordance with established guidelines and FDA policy.
- B. Assures compliance with statutes, executive orders, and administrative directives relating to employee safety and occupational health.
- C. Manages HFP's Occupational Safety and Health Program in coordination with the FDA's Employee Safety and Occupational Health program. Manages the administration of biological, chemical and radiation safety, environmental protection, and laboratory support programs for HFP in accordance with regulatory requirements in coordination with FDA's Laboratory Safety program. Plans, administers, and supervises emergency response activities related to fires, hazardous materials incidents, weather, and continuity of operations impacting HFP Offices.
- D. Provides laboratory certification, biosecurity, decommissioning, relocation, and waste management services for HFP laboratories.
- E. Administers HFP's physical security program and functions as the liaison to FDA's Security Operations program on matters of physical security.
- F. Serves as HFP's liaison to Federal and local law enforcement on matters of physical security and coordinates HFP's participation in planned security exercises and drills.

- G. Coordinates HFP's annual 5-year strategic facilities plan and assists in the development of strategies for addressing HFP's long- and short-range facility plans.
- H. Oversees HFP's space planning activities and serves as the liaison to FDA's Facilities, Engineering, and Mission Support Services organizations on lease acquisition, lease management issues, occupancy agreements, space planning, and facility improvements and alterations.
- I. Facilitates and coordinates facility related structural, architectural, mechanical modifications to accommodate specific needs and requirements in the existing HFP real property portfolio. Plans, organizes, and executes effective project management activities related to space management and facility improvements and alterations in coordination with FDA's Facilities, Engineering and Mission Support Services.

2. Authority and Effective Date.

The functional statements for the Division of Safety and Facilities Management were approved by the Secretary of Health and Human Services on March 5, 2024, and effective on May 13, 2024.

**Department of Health and Human Services
Food and Drug Administration
Human Foods Program
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Division of Safety and Facilities Management**



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The following is the Department of Health and Human Services, Food and Drug Administration, Human Foods Program, Office of Resource Management, Division of Safety and Facilities Management organization structure depicting all the organizational structures reporting to the Director: