

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

**Department of Health and Human Services**

**Food and Drug Administration**

**Human Foods Program**

**Office of Laboratory Operations and Applied Science**

**Office of Regulatory Testing and Surveillance**

**Kansas City Human and Animal Food Laboratory**

Effective Date: May 13, 2024

**1. Kansas City Human and Animal Food Laboratory (DCRMAF).**

- A. Plans, schedules, and controls laboratory operations; and formulates, implements, and coordinates domestic and import analytical laboratory work plans and schedules.
- B. Performs laboratory analysis of human and animal food samples, as requested to:
  - a. Assess each sample's compliance with applicable laws and regulations enforced by the Food and Drug Administration (FDA).
  - b. Determine the extent to which findings provide evidence of violative conditions and practices.
  - c. Obtain information through national surveillance programs for the purpose of identifying potential problems or trends.
- C. Provides science-based laboratory evidence regarding analytical findings as requested.
- D. Serves as a national resource for microbiological, chemical, and nutritional testing.
- E. Conducts and participates in applied research to develop and refine methodology used in the analysis of samples and to explore new systems of analysis.

- F. Conducts reviews of data provided from contract, State or local, and private laboratories in support of FDA's regulatory mission.
- G. Serves as a resource in scientific expertise and training regarding laboratory techniques and technological developments to FDA stakeholders, other federal agencies, State and local agencies, foreign counterpart agencies, and industry.
- H. Assists the human and animal food programs, as appropriate in the conduct of complex inspections requiring an in-depth knowledge of laboratory techniques and practices and potential causes of adulteration.
- I. Maintains an effective internal quality management system (ISO 17025 accredited) to ensure that continuous improvement occurs in the quality and integrity of work performed at the laboratory.
- J. Maintains liaison with scientists and scientific bodies with interests pertinent to laboratory activities.
- K. Provides court testimony regarding analytical findings as requested.
- L. Collaborates with Human Food Program (HFP) directors, researchers, and subject matter experts to meet the priorities of the HFP and the mission of the FDA.

**2. Kansas City Chemistry Branch 1 (DCRMAF1).**

- A. Performs laboratory analyses for mycotoxins, active pharmaceutical ingredients, and other chemical residues of special public health concern to assess each sample's compliance with applicable laws and regulations enforced by the FDA and to assess the extent to which reconditioning, reprocessing, and relabeling actions have brought violative commodities into compliance.
- B. Develops and maintains the capability to conduct complex analyses for nontargeted screening and quantitation of active pharmaceutical ingredients in dietary supplements.
- C. Conducts studies to develop and adapt analytical methodology, techniques, and instrumentation for use in the Total Diet Study (TDS).
- D. Implements and maintains an effective internal quality assurance program (ISO 17025 accredited).
- E. Plans, schedules, and manages branch operations.
- F. Implements and coordinates work plans with served HFP organizations, Centers, and Offices.

- G. Conducts reviews of data provided from contract, State or local, and private laboratories in support of FDA's regulatory mission.
- H. Conducts research and participates in collaborative studies to develop and refine methodology used in the analyses of samples and to explore new techniques and systems of analysis.
- I. 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.
- J. Provides court testimony regarding analytical findings as requested.
- K. Assists the human and animal food programs, as appropriate, in the conduct of inspections and investigations involving complex testing procedures and production processes.
- L. Maintains liaisons and collaborative relationships with scientists and scientific institutions, allied public health labs, and other partners with interest pertinent to their respective scientific specialties.
- M. Serves as a resource in scientific knowledge, laboratory methodology, and problem solving pertinent to chemical analyses of food.
- N. Conducts single-lab and participates in multi-lab studies for matrix extension, platform extension, method verification and method validation for chemical analyses.
- O. Investigates and conducts research to determine the existence of new/and or unusual potentially hazardous findings of toxic elements in foods, animal feeds, dietary supplements and related materials.
- P. Conducts research to identify significant unidentified chemical contaminants in foods, animal feeds, dietary supplements, and related materials.

### **3. Kansas City Chemistry Branch 2 (DCRMAF2).**

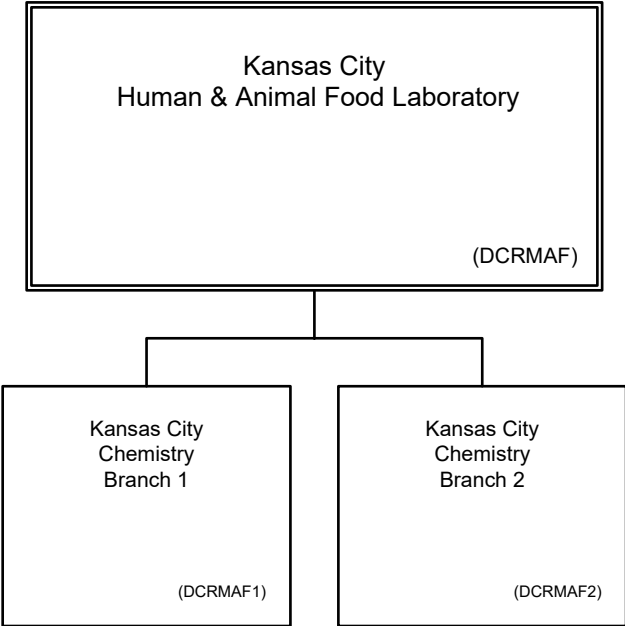
- A. Serves as the national servicing center for TDS, coordinating and collaborating with the HFP in design and execution of the study objectives by planning collection, preparation, and analysis of samples.
- B. Performs laboratory analyses for toxic and nutritional elements, toxic elements in tableware, industrial chemicals, pesticides, and other chemical residues of special public health concern to assess each sample's compliance with applicable laws and regulations enforced by the FDA and to assess the extent to which reconditioning, reprocessing, and relabeling actions have brought violative commodities into compliance.

- C. Conducts studies to develop and adapt analytical methodology, techniques, and instrumentation for use in the TDS.
- D. Implements and maintains an effective internal quality assurance program (ISO 17025 accredited).
- E. Plans, schedules, and manages branch operations.
- F. Implements and coordinates work plans with served HFP organizations, Centers, and Offices.
- G. Conducts reviews of data provided from contract, State or local, and private laboratories in support of FDA's regulatory mission.
- H. 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.
- I. Provides court testimony regarding analytical findings as requested.
- J. Assists the human and animal food programs, as appropriate, in the conduct of inspections and investigations involving complex testing procedures and production processes.
- K. Maintains liaisons and collaborative relationships with scientists and scientific institutions, allied public health labs, and other partners with interest pertinent to their respective scientific specialties.
- L. Serves as a resource in scientific knowledge, laboratory methodology, and problem solving pertinent to chemical analyses of food.
- M. Conducts single-lab and participates in multi-lab studies for matrix extension, platform extension, method verification and method validation for chemical analyses.
- N. Develops systems to automate analysis and data handling for the TDS.
- O. Assists HFP in the development of revised model diets, protocols for analysis of individual foods to determine contaminant or nutrient levels in the complete diet, and preparation of scientific and consumer-oriented documents covering the total diet studies.

#### **4. Authority and Effective Date.**

The functional statements for the Kansas City Human and Animal Food Laboratory 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  
Office of Laboratory Operations and Applied Science  
Office of Regulatory Testing and Surveillance  
Kansas City Human and Animal Food Laboratory**



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The following is the Department of Health and Human Services, Food and Drug Administration, Human Foods Program, Office of Laboratory Operations and Applied Science, Office of Regulatory Testing and Surveillance, Kansas City Human and Animal Food Laboratory organization structure depicting all the organizational structures reporting to the Director:

Kansas City Chemistry Branch 1 (DCRMAF1)

Kansas City Chemistry Branch 2 (DCRMAF2)