

**FDA STAFF MANUAL GUIDES, VOLUME II – DELEGATIONS OF AUTHORITY**

**ADMINISTRATIVE - GENERAL ADMINISTRATION**

**AUTHORITY TO APPROVE DESIGNATION OF NOTARIES PUBLIC**

Effective Date: 04/16/2013

**1. AUTHORITY DELEGATED.**

To authorize the designation of officers or employees to serve as notaries public when it is determined that such service is required to facilitate Agency business.

**2. TO WHOM DELEGATED.**

- A. Deputy Commissioners and Chief Scientist.
- B. Direct Reports to the Commissioner.
- C. Associate Commissioners in OC.
- D. Associate Commissioner for Regulatory Affairs; Center Directors and Deputy Directors.

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

**3. LIMITATIONS**

- A. The authority must be exercised in accordance with the provisions of Chapter 1-50, HHS General Administration Manual.
- B. Designations of officers or employees in the Agency to serve as notaries public made under previous delegations of authority will remain in effect until their commissions expire, when new designations may be made.

**4. REDELEGATION AND CERTIFICATION.**

This authority may be redelegated to no more than two individuals at one installation. Any redelegation must be in writing and specify the nature and extent of the authority redelegated.

Delegatees must be certified as knowledgeable about the legal, regulatory, and policy requirements regarding notaries public. A copy of the redelegation of this authority must be furnished to the FDA Delegations Officer. Delegatees are subject to compliance audits.

## 5. EFFECTIVE DATE.

The Commissioner of Food and Drugs approved this delegation, via memorandum, on April 16, 2013.

STATUS (I, R, C)	DATE APPROVED	LOCATION OF CHANGE HISTORY	CONTACT	APPROVING OFFICIAL
Initial	12/07/2009	N/a	OC/OA/OM/OMP	Dr. Margaret A. Hamburg, Commissioner of Food and Drugs
Revision	04/16/2013	N/a	OO/OHR/MASS	Commissioner of Food and Drugs