

SMG 1211.13

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Center for Biologics Evaluation and Research

Office of Management

Division of Program Services

Effective Date: January 6, 2022

1. Division of Program Services (DCBBB).

- A. Directs Center responsibility related to physical security and safety management services.
- B. Provides liaison support to shared services for property and facilities management.
- C. Oversees the general safety of all CBER personnel and ensures compliance with OSHA and CDC/USDA regulations.
- D. Develops training for research staff as pertaining to lab operations and general safety for all CBER occupants.
- E. Coordinates and distributes information on policy and procedures related to the management of safety programs.
- F. Supports the Center as Deputy Ethics Counselor Point-of-Contact (DECPOC) by coordinating and managing the Center's ethics program.

2. Safety and Services Branch (DCBB4).

- A. Oversees the general safety all CBER personnel and ensuring compliance with OSHA and CDC/USDA regulations.
- B. Administering the Center's Respiratory Protection Program (RPP), Chemical Surveillance Program, Biosafety Programs and Animal Safety Program.

- C. Facilitating collaboration with FDA facilities, FDA Occupational Health Services, Federal Protective Services, and Montgomery County Fire Department as they overlap with CBER safety programs.
- D. Developing training for research staff as pertaining to lab operations and general safety for all CBER occupants.
- E. Coordinating and distributing information on policy and procedures related to the management of safety programs.
- F. Providing consultation to researchers regarding the use of chemical and biological material, and strategies to reduce physical injuries related to their use and the use of animals.
- G. Overseeing the development of safety programs for White Oak operations.
- H. Auditing all CBER laboratories for potential safety risks and subsequently providing recommendations.
- I. Investigating accidents and injuries of CBER staff to determine the root cause and refine training initiatives.
- J. Promoting safety awareness throughout CBER including labs, offices and the animal facility.
- K. Managing contracts that relate to safety in support of scientific programs.

3. Program Services Branch (DCBB1)

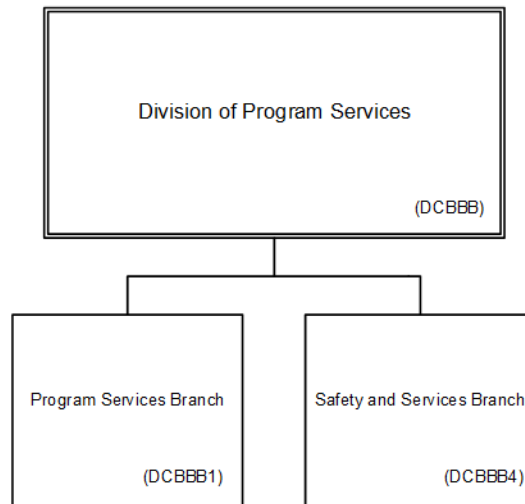
- A. Provide facility and space liaison services to employees, supervisors and managers.
- B. Coordinate and distribute information on policy and procedures related to the management of CBER's offices.
- C. Oversee facility projects for White Oak operations.
- D. Oversee CBER's managed print program and printer hubs.
- E. Coordinate the personal security for CBER employees including coordinating employee badging, liaison with FDA on employee background checks and assisting with lock and card reader issues.
- F. Manage accountable property for the center.
- G. Coordinate and manage IT programs and systems including PC refresh, IT coordinator program, eOrder system, choose your own device program.
- H. Administrator for hire to retire systems; eArrive, EASE, eDepart.

- I. Coordinate onboarding of non-FTEs.
- J. Manage logistic programs such as fleet management, metro cards, mobility scooters and campus ship.

4. Authority and Effective Date.

The functional statements for the Division of Program Services were approved by the Deputy Secretary of Health and Human Services and effective on January 6, 2022.

**Department of Health and Human Services
Food and Drug Administration
Center for Biologics Evaluation and Research
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The following is the Department of Health and Human Services, Food and Drug Administration, Center for Biologics Evaluation and Research, Office of Management, Division of Program Services organization structure depicting all the organizational structures reporting to the Director:

Division of Program Services (DCBBB)