

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE	10,900.1	4/22/08
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**INVITING NON-FSIS SCIENTISTS FOR OFFICE OF PUBLIC HEALTH
SCIENCE (OPHS) SCIENTIFIC SEMINAR SERIES PRESENTATIONS**

I. PURPOSE

The purpose of this directive is to provide direction to Office of Public Health Science (OPHS) personnel on how to communicate with non-FSIS scientists from research, public, or private institutions and other government agencies to schedule presenters for the OPHS Scientific Seminar Series (SSS) Presentations.

II. [RESERVED]

III. [RESERVED]

IV. [RESERVED]

V. BACKGROUND

FSIS established the OPHS-SSS Presentations to foster information exchange between OPHS staff personnel and leading professionals in public health, food science, microbiology, toxicology, risk assessment, and medicine. The evolution of science provides multiple opportunities to protect the public health. Therefore, it is imperative that OPHS scientists be aware of the current science, cutting-edge technologies, and emerging scientific data so that they are able to provide the leadership required to ensure that FSIS has effective food safety programs.

VI. INITIAL COMMUNICATION WITH PRESENTERS

A. The OPHS-SSS Coordinator may receive from, or send requests to, scientists at research, public, or private institutions and other government agencies to discuss scientific information at an OPHS-SSS Presentation.

B. Once a potential presenter is identified, the OPHS-SSS Coordinator is to:

1. determine whether the presenter will provide the Agency with information of interest (e.g., a new innovative process or technology), and

2. contact the scientist to inform him or her as to whether or not OPHS would like a presentation and why, or to invite him or her to make a presentation.

C. The OPHS-SSS Coordinator is to work with all potential presenters to schedule a suitable date and time for the presentation and to resolve any other issues.

NOTE: The OPHS-SSS Coordinator is to contact the Office of International Affairs if the potential presenter is from a foreign country and to invite other appropriate FSIS offices to the presentation.

VII. COMMUNICATION OF CONFIRMATION

To confirm the date and time of the presentation, the OPHS-SSS Coordinator is to communicate by email, fax, or letter the following to the presenter:

1. purpose of the seminar;
2. place, date, and time of seminar;
3. preferences for presentation format or scientific content;
4. facilities and audio-visual tools available at the venue (e.g., laptop computer, projector, podium, laser pointer);
5. request for a copy of the presentation, and
6. disclaimer and agreement to be reviewed and signed by the presenter (see Attachment 1).

VIII. FOLLOW-UP

Within 30 days after the presentation, the OPHS-SSS Coordinator will issue a letter of gratitude to the presenter.



Assistant Administrator
Office of Policy and Program Development

DISCLAIMER AND AGREEMENT FOR OPHS SCIENTIFIC SEMINAR SERIES PRESENTATIONS

By agreeing to give a presentation in the OPHS Scientific Seminar Series, the Presenter agrees to discuss scientific information and data in accordance with the following:

- FSIS/OPHS reserves the right to limit participation in the OPHS Scientific Seminar Series based on expertise or content that is relevant to FSIS' food safety mission.
- FSIS/OPHS is not responsible for subsidizing travel, lodging or other expenses that the presenter may incur to participate at the OPHS Scientific Seminar Series.
- The seminar provides an opportunity to discuss relevant and valid scientific data or information. It will not be an opportunity for marketing or sales arrangements. The seminar does not constitute an Agency evaluation of any proprietary product, process, or procedure.
- This presentation does not constitute FSIS acceptance, endorsement or promotion of any proprietary or commercial product, procedure, process, or data that may be discussed.
- This presentation does not express or imply FSIS/OPHS interest in the use of any product, procedure, process, or data.
- FSIS/OPHS is not obligated to consider, review, evaluate or apply the discussed product, procedure, process, or data in any manner.
- FSIS/OPHS will not provide written or verbal feedback, consultation, or advice related to the discussed product, procedure, process, or data, including considerations for product refinement, validation, marketing, or potential for future FSIS interest in the product, procedure, process or data.
- Demonstration of any product or procedure during this scheduled event will be solely for the purpose of explaining the science.

I have read, understand and agree to the above:

Signature: _____

Date: _____

Printed Name: _____