

AGENCY FOR TOXIC SUBSTANCES AND DISEASE REGISTRY (J)

The mission of the Agency for Toxic Substances and Disease Registry (ATSDR) is to prevent or mitigate the adverse human health effects and diminished quality of life that result from exposure to hazardous substances in the environment. The ATSDR responsibilities are specified in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended in the Superfund Amendments and Reauthorization Act of 1986 and in amendments (Hazardous and Solid Waste Amendments of 1984) to the Resource Conservation and Recovery Act (RCRA). ATSDR works closely with State, local, and other Federal agencies to reduce or eliminate illness, disability, and death that result from exposure of the public and workers to toxic substances at spill and waste disposal sites. Through additional laws, ATSDR provides environmental support to other national efforts, such as the disposal of medical wastes.

To carry out its CERCLA mission, ATSDR (1) evaluates data and information on the release of hazardous substances into the environment to assess any current or future impact on public health, develops health advisories or other health recommendations, and identifies studies or actions needed to evaluate and mitigate or prevent adverse human health effects; (2) summarizes and interprets available data on the health effects of hazardous substances in consultation with the Environmental Protection Agency (EPA) and other programs and agencies of PHS, and in cooperation with the National Toxicology Program (NTP), initiates toxicologic research to determine the health effects of designated hazardous substances, where needed; (3) provides health-related support in public health emergencies, including public health advisories involving exposure to hazardous substances; (4) establishes and maintains a registry of persons exposed to hazardous substances and a registry of serious diseases and illnesses in persons exposed to toxic substances as a result of environmental exposure; (5) expands knowledge of the relationship between exposure to hazardous substances and adverse human health effects, through epidemiologic, toxicologic, laboratory, and other studies on hazardous substances; (6) develops and disseminates to physicians and other health care providers informational materials on the health effects of toxic substances; (7) establishes and maintains a publicly accessible inventory on hazardous substances; (8) assists service and research programs in occupational safety and health to protect workers at Superfund sites and workers who respond to emergency releases of hazardous substances; (9) maintains a nationwide list of sites that are closed or restricted to the public because of contamination by hazardous substances.

To carry out its RCRA mission, ATSDR (1) provides immediate or short-term assistance to EPA regional and headquarters staff to provide health advice and health effect information about releases of hazardous substances at landfills and surface impoundments; (2) conducts health assessments when a landfill or surface impoundment has been found to pose a substantial potential risk to human health.

Office of the Administrator (JA)

(1) Directs and evaluates the programs and activities of the Agency; (2) provides leadership for implementing statutory responsibilities; (3) approves the Agency's goals and objectives; (4) provides overall policy direction to the scientific/medical program; (5) plans, promotes, and

coordinates an ongoing program to assure equal employment opportunities; (6) provides leadership for and assessment of administrative management activities; (7) assures coordination with appropriate PHS staff offices and other relevant agencies for administrative and program matters, such as coordinating emergency response activities that involve action at the PHS level.

Office of the Director (JAA)

(1) Manages, directs, coordinates, and evaluates all health-related programs of the National Center for Environmental Health (NCEH) and the Agency for Toxic Substances and Disease Registry (ATSDR); (2) provides overall leadership in health-related activities for hazardous substances, hazardous waste sites and chemical releases; (3) provides overall coordination for the research programs and science policies of the agencies; (4) develops goals and objectives and provides leadership, policy formulation, scientific oversight, and guidance in program planning and development; (5) provides overall programmatic direction for planning and management oversight of allocated resources, human resource management and administrative support; (6) provides information, publication and distribution services to NCEH/ATSDR; (7) maintains liaison with other Federal, State, and local agencies, institutions, and organizations; (8) coordinates NCEH/ATSDR program activities with other CDC components, other Federal, State and local Government agencies, the private sector, and other nations; (9) directs and coordinates activities in support of the Department's Equal Employment Opportunity program and employee development; and (10) serves a primary liaison between ATSDR and the National Center for Health Marketing on communications and marketing science, and its associated research and practice. (Approved 4/2/2008)

Office of Financial and Administrative Services (JAA2)

(1) Plans, manages, directs, and conducts the administrative and financial management operations of NCEH/ATSDR; (2) reviews the effectiveness and efficiency of administration and operation of all NCEH/ATSDR programs; (3) develops and directs systems for human resource management, financial services, procurement requisitioning, and travel authorization; (4) provides and coordinates services for the extramural award activities of NCEH/ATSDR; (5) formulates the budget and provides overall programmatic direction for planning and management oversight of allocated resources; and (6) develops and directs a system for cost recovery. (Approved 9/29/2004)

Office of the Director (JAA21)

(1) Plans, directs, coordinates, and manages the operations of the Office; (2) develops goals and objectives and provides leadership, policy formulation, and guidance in program planning and development; (3) provides program management and administrative support services for the Office; (4) coordinates Office activities with other components of ATSDR and other Federal agencies; (5) provides coordination and analysis of facility management issues. (Approved 3/18/99)

Office of Policy, Planning, and Evaluation (JAA3)

(1) Coordinates, develops, recommends and implements strategic planning and tracking for NCEH/ATSDR; (2) develops and manages an evaluation program to ensure adequacy and responsiveness of NCEH/ATSDR activities; (3) participates in reviewing, coordinating, and preparing legislation, briefing documents, Congressional testimony, and other legislative matters; (4) maintains liaison and coordinates with other Federal agencies for program planning and evaluation; (5) assists in the development of NCEH/ATSDR budget and program initiatives; (6) provides liaison with staff offices and other officials of CDC; (7) monitors and prepares reports on health-related activities to comply with provisions of relevant legislation; (8) coordinates the development, review, and approval of federal regulations, Federal Register announcements, request for OMB clearance, and related activities; (9) develops and strengthens strategic partnerships with key constituent groups; and (10) facilitates communication between NCEH/ATSDR and its partners. (Approved 12/16/2003)

Division of Regional Operations (JAAB)

(1) Plans, manages, directs, and conducts the regional operations of the Agency; (2) recommends and coordinates the policy and procedures under which ATSDR works in the regions; (3) assists in implementing all facets of ATSDR programs; (4) provides liaison, technical advice, and consultation to the Environmental Protection Agency, other Federal, State, and local agencies, private organizations, community groups, and individuals on eliminating or mitigating public health problems resulting from the release of hazardous substances into the environment. (Approved 12/16/2003)

Division of Health Assessment and Consultation (JAAC)

(1) Conducts public health assessments, health consultations, and other related public health activities, to determine the health implications of releases or threatened releases of toxic substances into the environment; in particular, such activities are conducted for Superfund, Resource Conservation and Recovery Act (RCRA), petition requests, and other sites or instances where communities have been or may have been exposed to toxic substances in the environment; (2) conducts and evaluates exposure pathways analyses and other exposure screening analyses to identify impacted communities, to include exposure investigations (biologic sampling, personal monitoring, etc.), exposure-dose reconstruction, and related environmental assessments, as appropriate; (3) identifies appropriate interventions for impacted communities to prevent exposures and/or adverse health effects; (4) issues public health advisories when a release or threatened release of a toxic substance poses an imminent health hazard; (5) plans, prepares, and executes appropriate health communications and health educational strategies/activities/programs for communities affected or potentially affected by toxic substances released into the environment; (6) manages the ATSDR-mandated program for conducting site-specific activities at petitioned sites; (7) manages and implements ATSDR's Site-Specific Cooperative Agreement Program and the ATSDR tribal programs for external partners; (8) coordinates the agency's environmental public health training program; and, (9) provides technical support and resources for National public health emergencies and disaster response as appropriate. (Approved 9/25/06)

Office of the Director (JAAC1)

(1) Provides overall leadership in directing, coordinating, evaluating, and managing all programmatic and administrative operations of the Division of Health Assessment and Consultation (DHAC); (2) develops programmatic goals and objectives and provides leadership, policy formation, and guidance in program planning and development; (3) provides program management, administrative, and logistical support services for the division; (4) coordinates division activities with other components of ATSDR and other federal, state and local agencies and tribal governments; (5) initiates specific research and medical activities as appropriate to further DHAC's mission and program needs; (6) provides overall leadership and management of DHAC resources for disaster response activities to public health emergencies; and, (7) assesses the need and develops training for public health professionals conducting site-specific activities, and coordinates the delivery of these courses for the training of federal staff, tribal members, and state partners. (Approved 9/25/06)

Health Promotion and Community Involvement Branch (JAACB)

(1) Plans, coordinates, implements, and evaluates ATSDR's health promotion and community involvement site-specific programs; (2) communicates the agency's roles, responsibilities, and public health information to public and professional audiences to mitigate health effects from potential and actual exposures to toxic substances; (3) monitors the progress of work plan activities, and reviews and evaluates the accuracy and clarity of community outreach and health education materials; (4) uses best practices and evidence-based approaches from community involvement and public health promotion; (5) develops and delivers environmental public health information for public and professional audiences including translating scientific documents into plain language; (6) advocates for the public health needs of communities affected by environmental hazards; links members of the public in communities affected by hazardous waste with technical and scientific staff and resources, where appropriate; (7) develops, manages, and evaluates the health education and promotion component of ATSDR's state-based cooperative agreement program with external partners to ensure that the technical and administrative requirements of the program are met; (8) provides technical assistance and leadership on community involvement and environmental health promotion to ATSDR and ATSDR partners; (9) advocates for advances in environmental public health promotion to address community concerns and support community needs; and, (10) collaborates with other ATSDR program areas and partners to ensure cultural awareness and respect are observed and practiced in all activities that involve communities, tribes, tribal governments and tribal organizations. (Approved 9/25/06)

Exposure Investigations and Site Assessment Branch (JAACC)

(1) Manages a wide range of public health assessment requests, including private-sector petitions and regional-lead activities, that are assigned based on branch staff expertise; (2) monitors the progress of work plan activities, and reviews and evaluates the scientific accuracy and clarity of public health assessments, health consultations, and related materials; (3) serves as the lead branch for planning, directing, coordinating, evaluating, conducting, and managing DHAC's operations and activities for exposure investigations, exposure-dose reconstruction, and

modeling; (4) serves as the lead branch for processing intake of regional requests for DHAC assistance; (5) coordinates within and across branch and divisional units to provide technical expertise for a wide-range of activities that support the division and agency's public health mandates and priorities; (6) issues public health assessments, health consultations, public health advisories, and provides technical assistance; and, (7) develops programmatic goals and objectives, and contributes to policy formation and guidance in program planning and development. (Approved 9/25/06)

Site and Radiological Assessment Branch (JAACD)

(1) Manages a wide range of public health assessment requests, including private-sector petitions and regional-lead activities, that are assigned based on branch staff expertise; (2) monitors the progress of work plan activities, and reviews and evaluates the scientific accuracy and clarity of public health assessments, health consultations, and related materials; (3) serves as the lead branch for planning, directing, coordinating, evaluating, conducting, and managing DHAC's operations and activities at national priorities list sites, federal sites, and RCRA sites; (4) provides radiation physics expertise for all division public health assessment activities, and serves as the division's liaison to radiation disaster response teams; (5) coordinates within and across branch and divisional units to provide technical expertise for a wide-range of activities that support the division and agency's public health mandates and priorities; (6) issues public health assessments, health consultations, public health advisories, and provides technical assistance; and, (7) develops programmatic goals and objectives, and contributes to policy formation and guidance in program planning and development. (Approved 9/25/06)

Cooperative Agreement and Program Evaluation Branch (JAACE)

(1) Plans, directs, coordinates, and manages ATSDR's Site-Specific Cooperative Agreement Program; (2) collaborates with other program areas within ATSDR to develop annual plans of work with each of the cooperative agreement partners; (3) monitors the progress of work plan activities and reviews and evaluates the scientific accuracy and clarity of public health assessments, health consultations, and community outreach and health education materials; (4) evaluates the integration of health assessment, health education, health study, and community involvement activities, the performance of cooperative agreement partners, and the public health impact of partner conducted activities; (5) advises cooperative agreement partners on scientific and procedural developments in the area of environmental public health; (6) directs and coordinates the DHAC's site-specific evaluation activities to identify the short-term and long-term benefit of site-specific public health assessment, community health education, and community involvement activities; (7) develops and refines performance measures for reporting DHAC's products and intervention activities for Congressional Justification Reports and to meet OMB Performance Assessment and Rating Tool reporting requirements; (8) directs and coordinates the extraction of information from the division's products and entry of this information into ATSDR's HAZDAT; (9) conducts database queries to analyze and identify trends in site-related public health issues; and, (10) develops programmatic goals and objectives and contributes to policy formation and guidance in program planning and development. (Approved 9/25/06)

Division of Health Studies (JAAE)

(1) Coordinates all activities associated with human health studies, surveillance activities, and registries; (2) provides medical epidemiologic, and biostatistical assistance and consultation; (3) implements extramural research programs that involve human health investigations. (Approved 6/3/2005)

Office of the Director (JAAE1)

(1) Plans, directs, coordinates, and manages the operations of the Division of Health Studies; (2) develops goals and objectives and provides leadership, policy formulation, and guidance in program planning and development; (3) facilitates the science, including analytic support, of the division and undertakes special scientific activities; (4) coordinates division activities with other components of ATSDR and other federal agencies. (Approved 6/3/2005)

Surveillance and Registries Branch (JAAEB)

(1) Designs and conducts surveillance and registry programs to evaluate the adverse health effects on persons exposed to hazardous substances; (2) conducts health follow-up activities resulting from surveillance and registries; (3) implements extramural research programs that involve surveillance and registries. (Approved 6/3/2005)

Health Investigations Branch (JAAED)

(1) Designs and conducts human health, including epidemiologic, studies to evaluate the association between exposure to hazardous substances and adverse health effects; (2) provides expert medical and environmental epidemiologic consultation; (3) implements extramural research programs that involve human health investigations. (Approved 6/3/2005)

Division of Toxicology and Environmental Medicine (JAAG)

(1) Develops and applies innovative research methods to expand knowledge of the relationship between exposure to hazardous substances and adverse human health effects; (2) coordinates all activities associated with toxicological profiles including associated research; (3) develops and applies science-based health education tools, methods and strategies to deliver messages, education, and training; (4) develops educational materials in support of environmental medicine; (5) provides expertise and service to site-specific activities across ATSDR including chemical-specific consultations as needed; (6) provides technical expertise and site specific support in addressing the health issues presented by emergency or acute release events and threatened releases of hazardous materials; (7) coordinates agency toxicology and environmental medicine activities with the Environmental Protection Agency, National Toxicology Program, and other appropriate Federal, State, local, or public programs. (Approved 11/28/2005)

Office of the Director (JAAG1)

(1) Plans, directs, coordinates, and manages the operations of the Division of Toxicology and Environmental Medicine; (2) develops goals and objectives and provides leadership, policy formulation, and guidance in program planning and development; (3) provides program management and administrative support services for the division; (4) coordinates division activities to ensure their timely relevance to the needs of other components of ATSDR, National Center for Environmental Health and other federal agencies; (5) develops and applies, through consultations, a program of computational toxicology research to enhance traditionally based approaches using modeling tools and techniques such as physiologically-based pharmacokinetics (PBPK), and Structure Activity Relationships (SAR). (Approved 11/28/2005)

Applied Toxicology Branch (JAAGC)

(1) Provides scientific expertise for the development of toxicological information and disseminates educational information in multiple formats; (2) develops and disseminates toxicological profiles; (3) develops, implements, and coordinates a program of research designed to identify priority data needs and determine the health effects of those data needs for various hazardous substances; (4) works as an integral partner with other division branches to ensure that toxicological activities incorporate environmental medicine and emergency preparedness perspectives into their basic message; (5) coordinates toxicological information and research activities with the Environmental Protection Agency, the National Toxicology Program, the Interagency Testing Committee, other appropriate federal, state, and local programs, and other public and private concerns, as appropriate. (Approved 11/28/2005)

Prevention, Response and Medical Support Branch (JAAGD)

(1) Provides technical expertise and site specific support in addressing the health issues presented by emergency or acute release events and threatened releases of hazardous materials; (2) conducts special priority setting and evaluation activities; (3) provides technical expertise to conduct special evaluation activities necessary for support of Division programs; (4) provides infrastructure to support planning and evaluation activities for the toxicology programs of the Division; (5) works within the National Response Program and CDC guidelines to collaborate with other Federal, State, and local agencies during emergency response situations; (6) develops information resources and guidance for first responders and health care providers for use in responding to unplanned releases and spills; (7) works as an integral partner with other division branches to ensure that environmental medicine activities incorporate toxicological and emergency preparedness perspectives into their basic message. (Approved 11/28/2005)

Environmental Medicine and Educational Services Branch (JAAGE)

(1) Establishes program goals and objectives for health education and environmental medicine practices; (2) develops and applies science-based health education strategies, services, and tools to deliver key messages, education, and training to state public health partners, other public health partners, health professionals, and community groups to improve environmental health outcomes at the local, state, and national levels; (3) coordinates and facilitates practice

development in environmental medicine across ATSDR divisions and offices; (4) develops educational materials in support of health education and environmental medicine; (5) provides leadership in development, implementation, and evaluation of internal and external professional health education and environmental medicine activities; and (6) provides expertise and service to site-specific activities across ATSDR. (Approved 11/28/2005)