

Agency for Toxic Substances and Disease Registry

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; and (9) directs and coordinates activities in support of the Department's Equal Employment Opportunity program and employee development. (Approved 11/5/2010)

Office of Financial, Administrative, and Information 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; (6) develops and directs a system for cost recovery; and (7) enables and supports NCEH/ATSDR data management, systems development, and information security needs. (Approved 1/11/2013)

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)

Office of Communication (JAA7)

The Office of Communication: (1) Serves as the principal advisor to the Agency Assistant Administrator and divisions on communication and marketing science, research, practice, and public affairs; (2) leads agency strategic planning for communication and marketing science and public affairs programs and projects; (3) analyzes context, situation, and environment to inform agency-wide communication and marketing programs and projects; (4) ensures use of scientifically sound research for marketing and communication programs and projects; (5) ensures accurate, accessible, timely, and effective translation of science for use by multiple audiences; (6) leads identification and implementation of information dissemination channels; (7) provides communication and marketing project management expertise; (8) collaborates with external organizations and the news, public service, and entertainment and other media to ensure that scientific findings and their implications for public health reach the intended audiences; (9) collaborates closely with divisions to produce materials tailored to meet the requirements of news and other media channels, including press releases, letters to the editor, public service announcements, television programming, video news releases, and other electronic and printed materials; (10) coordinates the development and maintenance of accessible public information through the Internet, social media and other applicable channels; (11) supervises and manages a comprehensive records management activity in accordance with National Archives and Records Administration standards and CERCLA legislative requirements; (12) provides training and technical assistance in the areas of health communication, risk communication, social marketing, and public affairs; (13) provides editorial services, including writing, editing, and technical editing; (14) supervises and manages OC activities, programs, and staff; (15) serves as liaison to internal and external groups to advance the agency's mission; (16) collaborates with the CDC Office of the Associate Director for Communication on media relations, electronic communication, health media production, and brand management activities; and (17) collaborates with CDC Centers/Institute/Offices in the development of marketing communications targeted to populations that would benefit from a cross-functional approach. (Approved 9/27/10)

Division of Community Health Investigations (JAAM)

(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 and Resource Conservation and Recovery Act (RCRA) sites, petition requests, and other sites or instances where communities have been or may have been exposed to toxic substances in the environment; (2) plans, manages, directs, and conducts the regional operations of the Agency; (3) provides liaison, technical advice, and consultation to the Environmental Protection Agency, other federal, tribal, 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; (4) 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; (5) identifies appropriate interventions for impacted communities to prevent exposures and/or adverse health effects; (6) issues public health advisories when a release or threatened release of a toxic substance poses an imminent health hazard; (7) plans, prepares, and executes appropriate community involvement and health educational strategies/activities/programs for communities affected or potentially affected by toxic substances released into the environment; (8) manages the ATSDR-mandated program for conducting site-specific activities at petitioned sites; (9) manages and implements ATSDR's Site-Specific Cooperative Agreement Program; (10) coordinates the Agency's environmental public health training program; (11) provides technical support and field presence for routine emergency and disaster response as appropriate; and (12) engages with regional partners to accomplish special programs that promote environmental health (i.e., brownfields/land reuse activities and environmental justice). (Approved 10/29/12)

Office of the Director (JAAM1)

(1) Provides overall leadership in directing, coordinating, evaluating, and managing all programmatic and administrative operations of the division; (2) develops programmatic goals and objectives and provides leadership, policy formation, and guidance in program planning, development, and evaluation; (3) coordinates division activities with other components of ATSDR and other federal, tribal, state and local agencies; (4) provides overall leadership and management of division activities pertaining to federal facilities response, petition coordination, special environmental public health programs (i.e., brownfields/land reuse), and community involvement/health education; (5) ensures regional offices have support for timely responses to regional partners; (6) ensures support for regional emergency response activities; (7) works with the Washington, D.C. regional office to ensure coordination with the Environmental Protection Agency at the national level; (8) 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, American Indian/Alaska Native tribal members, and state partners; (9) plans, directs, coordinates, and manages ATSDR's Site-Specific Cooperative Agreement Program; (10) reviews and evaluates the scientific accuracy and clarity of public health assessments, health consultations, and community outreach and health education materials; (11) ensures the quality and consistency in the science and format used in the development of divisional products and materials; (12) develops outreach messages following the procedures and policies of the Agency's Office of Communication; (13) provides timely responses to policy activities (i.e., FOIA, congressional inquiries, budget formulation, and briefings); and (14) develops measures of divisional productivity and reports to the Agency and CDC director.

(Approved 10/29/12)

Eastern Branch (JAAMB)

The branch serves regions 1-3 by performing the following: (1) Manages a wide range of public health assessment requests, including private-sector petitions and regional-led 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) plans, directs, coordinates, evaluates, conducts, and manages operations and activities at National Priorities List sites, federal sites, and RCRA sites; (4) issues public health assessments, health consultations, public health advisories, and provides technical assistance; (5) establishes working relationships with regional partners to ensure hazardous chemical exposures are addressed regionally; (6) operates regional offices providing liaison, technical advice, and consultation to the Environmental Protection Agency, other federal, tribal, 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; (7) ensures regional offices have adequate support to provide timely responses to external partners; (8) ensures regional offices have continued support for emergency response and removal activities; (9) participates in regional initiatives to ensure prevention and reduction of hazardous waste exposures; (10) plans, coordinates, implements, and evaluates ATSDR's health promotion, health education, and community involvement site-specific programs; (11) 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; (12) advocates for the public health needs of communities affected by environmental hazards; (13) links members of the public in communities affected by hazardous waste with technical and scientific staff and resources, where appropriate; (14) collaborates with other ATSDR program areas and partners to ensure cultural awareness and respect are observed and practiced in all activities that involve communities, American Indian/Alaska Native tribes, tribal governments and tribal organizations; (15) develops programmatic goals and objectives, and contributes to policy formation and guidance in program planning, development and evaluation; and (16) provides health physics expertise for all division public health assessment activities and serves as the division's liaison to radiation disaster response teams. (Approved 10/29/12)

Central Branch (JAAMC)

The branch serves regions 4-6 by performing the following: (1) Manages a wide range of public health assessment requests, including private-sector petitions and regional-led 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) plans, directs, coordinates, evaluates, conducts, and manages operations and activities at National Priorities List sites, federal sites, and RCRA sites; (4) issues public health assessments, health consultations, public health advisories, and provides technical assistance; (5) establishes working relationships with regional partners to ensure hazardous chemical exposures are addressed regionally; (6) operates regional offices providing liaison, technical advice, and consultation to the Environmental Protection Agency, other federal, tribal, 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; (7) ensures regional offices have adequate support to provide timely responses to external partners; (8) ensures regional offices have continued support for emergency response and removal activities; (9) participates in regional initiatives to ensure prevention and reduction of hazardous waste exposures; (10) plans, coordinates, implements, and evaluates ATSDR's health promotion, health education, and community involvement site-specific programs; (11) 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; (12) advocates for the public health needs of communities affected by environmental hazards; (13) links members of the public in communities affected by hazardous waste with technical and scientific staff and resources, where appropriate; (14) collaborates with other ATSDR program areas and partners to ensure cultural awareness and respect are observed and practiced in all activities that involve communities, American Indian/Alaska Native tribes, tribal governments and tribal organizations; (15) develops programmatic goals and objectives, and contributes to policy formation and guidance in program planning, development and evaluation; and (16) provides health physics expertise for all division public health assessment activities and serves as the division's liaison to radiation disaster response teams. (Approved 10/29/12)

Western Branch (JAAMD)

The branch serves regions 7-10 by performing the following: (1) Manages a wide range of public health assessment requests, including private-sector petitions and regional-led 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) plans, directs, coordinates, evaluates, conducts, and manages operations and activities at National Priorities List sites, federal sites, and RCRA sites; (4) issues public health assessments, health consultations, public health advisories, and provides technical assistance; (5) establishes working relationships with regional partners to ensure hazardous chemical exposures are addressed regionally; (6) operates regional offices providing liaison, technical advice, and consultation to the Environmental Protection Agency, other federal, tribal, 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; (7) ensures regional offices have adequate support to provide timely responses to external partners; (8) ensures regional offices have continued support for emergency response and removal activities; (9) participates in regional initiatives to ensure prevention and reduction of hazardous waste exposures; (10) plans, coordinates, implements, and evaluates ATSDR's health promotion, health education, and community involvement site-specific programs; (11) 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; (12) advocates for the public health needs of communities affected by environmental hazards; (13) links members of the public in communities affected by hazardous waste with technical and scientific staff and resources, where appropriate; (14) collaborates with other ATSDR program areas and partners to ensure cultural awareness and respect are observed and practiced in all activities that involve communities, American Indian/Alaska Native tribes, tribal governments and tribal organizations; (15) develops

programmatic goals and objectives, and contributes to policy formation and guidance in program planning, development and evaluation; and (16) provides health physics expertise for all division public health assessment activities and serves as the division's liaison to radiation disaster response teams. (Approved 10/29/12)

Science Support Branch (JAAME)

(1) Serves as the lead branch for planning, directing, coordinating, evaluating, conducting, and managing the division's operations and activities for exposure investigations, exposure-dose reconstruction, and modeling; (2) 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; and (3) provides modeling and other analytic expertise to analyze the impact of exposures. (Approved 10/29/12)

Division of Toxicology and Human Health Sciences (JAAN)

The Division of Toxicology and Human Health Sciences develops and coordinates a research agenda and program that integrates epidemiology and environmental medicine with toxicology. This includes investigating the relationships between exposures to hazardous substances and adverse health effects. In order to do this, the division: (1) coordinates all activities associated with human health studies, surveillance activities, and registries; (2) provides epidemiologic, toxicologic, geospatial, and biostatistical assistance and consultation to site-specific activities across ATSDR including chemical-specific consultations as needed; (3) coordinates all activities associated with toxicological profiles including associated research; (4) develops and applies science-based health education tools, methods and strategies to deliver messages, education, and training; and (5) 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. (Approved 10/29/12)

Office of the Director (JAAN1)

(1) Plans, directs, coordinates, and manages the operations of the division; (2) provides leadership in the development of goals and objectives, policy formulation, and program planning, development and evaluation; (3) facilitates the science, including analytic support, of the division and undertakes special scientific activities; (4) coordinates division activities with other components of ATSDR, CDC, and other federal agencies; (5) ensures the quality and consistency in the science and format used in the development of divisional products and materials; (6) develops outreach messages following the procedures and policies of the Agency's Office of Communication; (7) provides timely responses to policy activities (i.e., Freedom of Information Act inquiries, congressional inquiries, budget formulation, and briefings); and (8) develops measures of divisional productivity and reports to the Agency and CDC director. (Approved 10/29/12)

Geospatial Research, Analysis and Services Program (JAAN12)

(1) Researches and analyzes geospatial trends and patterns relevant to environmental health and

emergency preparedness and response; (2) promotes and integrates the use of geospatial science and systems with data and technology; and (3) collaborates with scientists at CDC/ATSDR and public health partners on geospatial research and service needs. (Approved 10/29/12)

Emergency Response Program (JAAN13)

(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) provides remote and on-site support during chemical emergencies to federal, tribal, state, and local agencies, and the general public, with emphasis on preparing for and preventing emergency events; (3) develops information resources and guidance for first responders and health care providers for use in responding to unplanned releases and spills; and (4) works with the National Response Program and CDC guidelines to collaborate with other federal, tribal, state, and local agencies during emergency response situations. (Approved 10/29/12)

Environmental Epidemiology Branch (JAANB)

(1) Provides scientific expertise in environmental epidemiology; (2) designs and conducts human health, including epidemiologic, studies to evaluate the association between exposure to hazardous substances and adverse health effects; (3) provides expert medical and environmental epidemiologic consultation; and (4) implements extramural research programs that involve human health investigations. (Approved 10/29/12)

Environmental Health Surveillance Branch (JAANC)

(1) Provides scientific expertise in surveillance of hazardous substances; (2) designs and conducts surveillance and registry programs to evaluate the adverse health effects on persons exposed to hazardous substances; (3) conducts health follow-up activities resulting from surveillance and registries; and (4) implements extramural research programs that involve surveillance and registries. (Approved 10/29/12)

Environmental Medicine Branch (JAAND)

(1) Provides scientific expertise for environmental medicine and health education; (2) develops, disseminates, and applies science-based health education strategies, services, and tools to deliver key messages, education, and training to state and other public health partners; and (3) provides leadership in development, implementation, and evaluation of internal and external professional health education and environmental medicine activities. (Approved 10/29/12)

Environmental Toxicology Branch (JAANE)

(1) Provides scientific expertise for the development and dissemination of toxicological information; (2) develops and disseminates toxicological profiles; (3) develops, implements, and coordinates a program of research designed to identify priority data needs and associated health effects for various hazardous substances; (4) coordinates toxicological information and research activities with the Environmental Protection Agency, the National Toxicology Program, the

Interagency Testing Committee, other appropriate federal, tribal, state, and local programs and other public and private concerns; and (5) develops and applies, through consultations, a program of computational toxicology research to enhance traditionally based approaches using modeling tools and techniques. (Approved 10/29/12)