



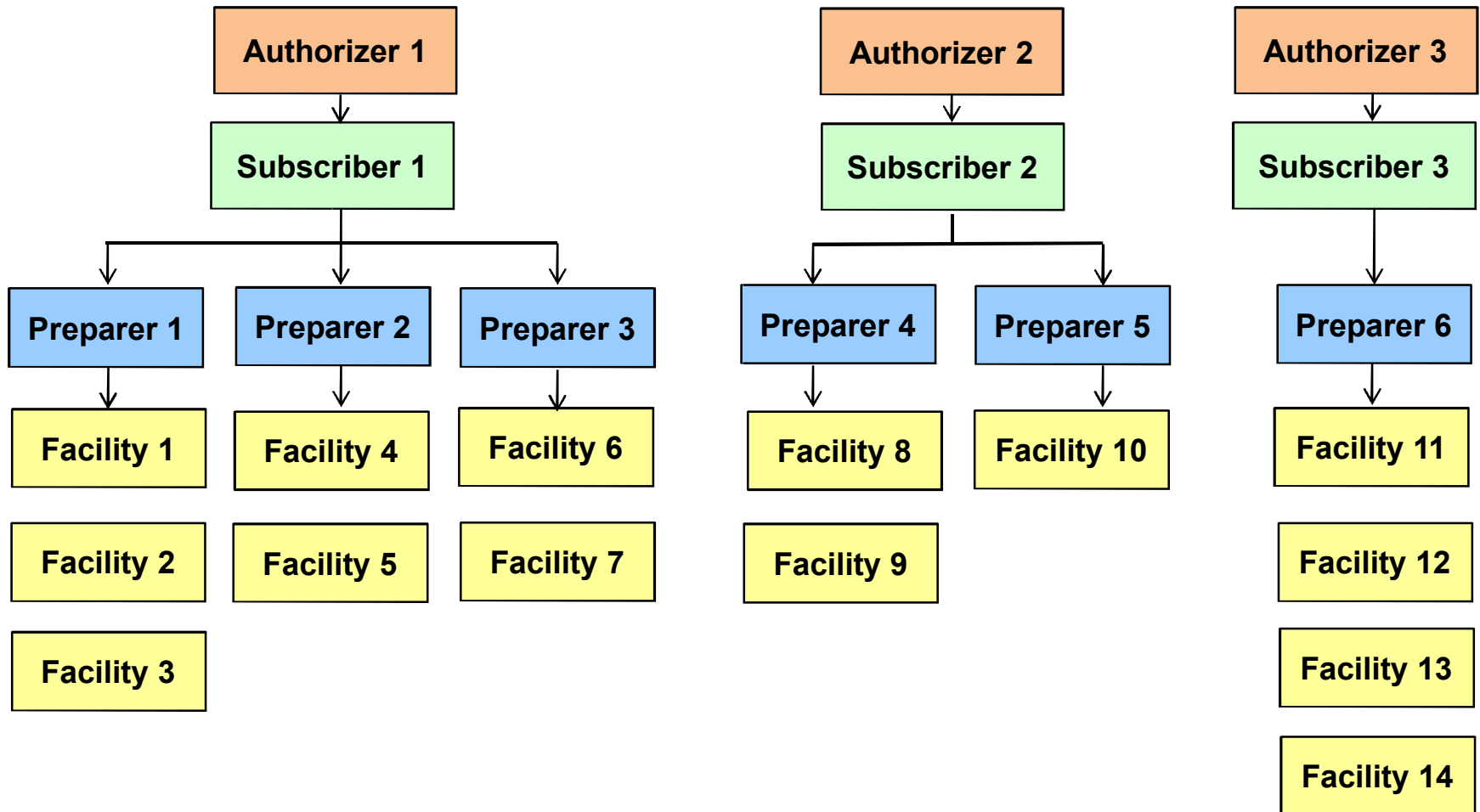
User Registration and Top Screen

Must complete User Registration before the Top Screen

- Complete user Registration NOW for ammonia (>10,000lbs), chlorine (>1,875lbs).
- Wait on Appendix A for propane registration, particularly if <20,000 gallons capacity
- Must sign and mail/fax in to secure Top Screen access
- Authorizers, Submitters, Preparers and Reviewers
 - Each facility must have an Authorizer, Submitter, and Preparer
 - The roles may be consolidated with one person or split between three people
 - Each user will have a unique user name and password
 - Reviewers Optional, they may not change any submittal



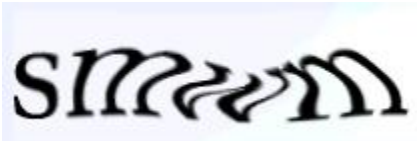
Authorizers, Submitters, Preparers





User Registration Process

Step by Step Registration Guide

- Go to www.dhs.gov/chemicalsecurity. Click “Register Now”
- Type in access password: 
- Complete Submitter and Authorizer information. Click “Continue to Facility Information”
- Complete Facility Information
- On the same page complete the associated Preparer information
 - If another facility click “**Add Another Facility**”
 - If no other facilities associated with the Submitter & Authorizer click “**Complete**”



Authorizer Information

Authorizing Person

The Authorizer verifies that the user account request for the Submitter is valid on behalf of the company that owns the facility.

Is the Authorizer the same as the Submitter? Yes No

First Name: Middle Initial: Last Name:

Organization:

Mailing Address 1:

Mailing Address 2:

City: State: ZIP Code:

Phone Number: () - Extension:

E-mail Address:

Job Title:

Is the Authorizer a U.S. Citizen? Yes No

Is the Authorizer an Officer of the Corporation or designated by an Officer of the Corporation? Yes No

Is the Authorizer domiciled in the U.S.? Yes No

[Continue to Facility Information »](#)



Facility Information

Organization Detail for Facility 1

Notification code (if supplied):

Name of Organization:

Facility 1

Name of Facility:

Street Address 1:

Street Address 2:

City: State: Zip Code:

County:

Latitude: 

Longitude: 

Additional non-street location information:



Complete Registration

- After adding last Facility & Preparer click “complete”
- Download PDF Form
- Sign and send to DHS
- Email with username & temp password will be sent by DHS

Please use the button below to download the Acrobat PDF document.

Adobe Reader is required to view this document. Adobe Reader can be downloaded for free from <http://www.adobe.com/products/acrobat/readstep2.html>.

All individuals listed on the printed document must sign and date the form. The completed form must be sent via fax to 866-731-2728 or mail to Chemical Security Compliance Division, ATTN: CSAT User Registration, Department of Homeland Security, Building 5300, MS 6282, P.O. Box 2008, Oak Ridge, TN 37831-6282

Download PDF Form

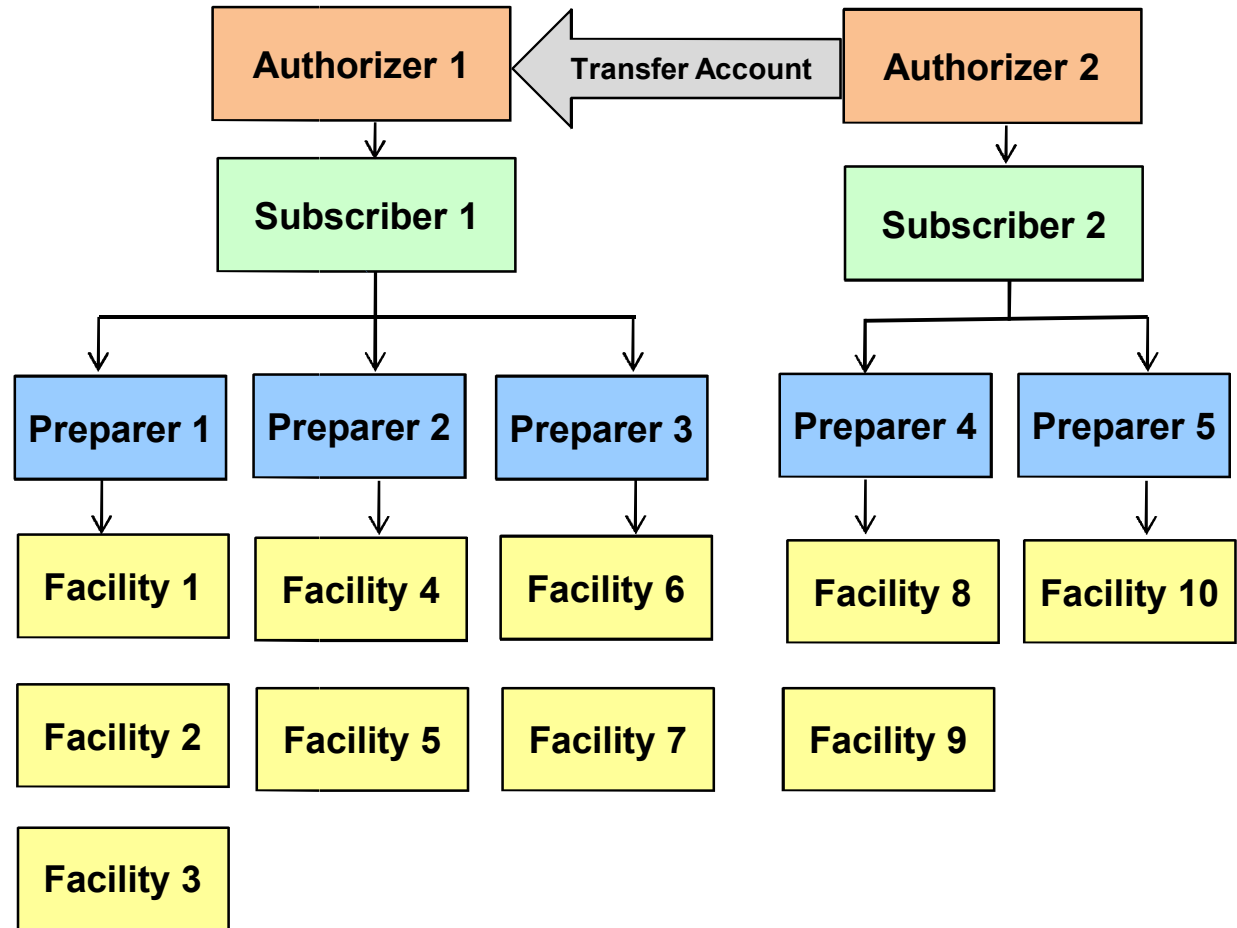
The screenshot shows the Adobe Reader interface with the file "CSAT_Registration[1].pdf" open. The document content includes:

- Header: OMB Approval No. XXXX-XXXX
- Logos: Homeland Security and Chemical Security Assessment Tool (CSAT) User Registration
- Text: Section 550 of Public Law P.L. 109-295 provides the Department of Homeland Security with authority to regulate the security of high-risk chemical facilities in the United States. DHS has developed a Chemical Security Assessment Tool (CSAT) to:
- List:
 1. Assist facilities to determine if they are regulated under Section 550 of P.L. 109-295.
 2. Assist in the determination of a facility's security risk,
 3. Support the development of a Security Vulnerability Assessment as required by the legislation, and
 4. Develop and receive a facility's Site Security Plan.
- Text: To guard against unauthorized submission of this sensitive data on your company's behalf, DHS requires the issuance of unique usernames and passwords for access. This required form allows potential users to register for access to CSAT.
- Text: This form requests that user accounts be created to obtain access to the CSAT on-line screening tool. There are three user roles for which access is granted: "Preparer", "Submitter", and "Authorizer". The Preparer is authorized to enter data into the CSAT on-line screening tool but is not authorized to formally submit the data on the company's behalf. This person is a qualified individual familiar with the facility in question. The Submitter is certified by the company or corporation to formally submit the regulatory



Consolidating Registrations

- Complete a new registration
- New users names are created
- Use transfer account access to consolidate user accounts





Who can do What?

	Responsibility	May Edit	May View	May Invite a Reviewer	Must be an Officer or Designee	May be a Consultant
Authorizer	Verify and validate the appropriate individuals are assigned the appropriate CSAT User Roles	No	Yes	Yes	Yes	No
Submitter	Verify and validate information being submitted is correct and accurate	Yes	Yes	Yes	Yes	No
Preparer	Complete the Top-Screen based upon their intimate knowledge of the facility	Yes	Yes	Yes	No	Yes
Reviewer	Support for the Preparer, Submitter, or Authorizer	No	Yes	Yes	No	Yes

Note: All must be U.S Domiciled



Top Screen Questionnaire

- Identifies the security issue(s) at a facility using the DHS Chemicals of Interest list:
 - Risk to public health and safety
 - Potential targets for theft/diversion of potential CW or explosive precursor
 - Reactive chemicals stored in transportation containers
 - Concentrated capacity, the loss of which poses a risk to the economy or to the delivery of mission critical functions
- Enables a facility to determine its status and/or preliminary tier by letter from DHS



Top Screen Specific Security Focus

- **Risk to public health & safety release:** (deaths & injuries)
 - In-situ release of toxics chemicals
 - In-situ release and ignition of flammable chemicals
 - In-situ release/detonation of explosives chemicals
- **Potential targets for theft or diversion:** (presence of chemical)
 - Chemical weapons and precursors
 - Weapons of mass effect
 - IED Precursors
- **Reactive stored in transportation containers:** (presence of chemical)
 - Chemicals that react with water to generate poison gasses
- **Critical to essential government missions:** (facility specific basis)
- **Critical to the national or regional economy:** (facility specific basis)



Top Screen Questionnaire

- Deaths and injuries calculated using a variation of the EPA Risk Management Program (RMP) worst case scenario methodology
- DHS's approach adjusts the RMP*Comp exposed population estimate to account for the safety perspective:
 - Single container breach assumption
 - Residential population only
 - EPRG-2 exposure limit
 - 25 mile cutoff limit in RMP Comp
 - Uniform population density
- DHS estimates predictable deaths and injuries that would be considered Urgent or Priority in normal medical triage



Entering Top Screen

- All CSAT Users must accept to enter Top Screen
- Ensures CVI tier letters may be sent to CSAT Users



Chemical Security Assessment Tool (CSAT)

Chemical-terrorism
Vulnerability Information (CVI)

CVI Authorizing Statements

Please read the following information and check the boxes to indicate that you understand and accept these requirements.

- I understand that I will have access to Chemical-Terrorism Vulnerability Information (CVI), in accordance with the Public Law 109-295, Section 550 and 6 CFR 27.400. This information is exempt from release under the Freedom of Information Act (5 U.S.C. 552) and State and local disclosure laws. No part of this record may be disclosed to persons without a "need to know," as defined in 6 CFR 27.400(e), except with the written permission of the Secretary of Homeland Security. Unauthorized release may result in civil penalty or other action. Public disclosure is governed by 6 CFR 27.400(g).
- As a chemical facility representative I acknowledge that I may only share CVI with board members, employees, or contractors of this company. I agree to only share CVI with these eligible individuals that have completed the requirements to become an authorized user of CVI.
- I have read and agree to abide by the following CVI safeguarding requirements.

Storage: When not in your possession, store in a secure environment such as in a locked desk drawer or locked container. Do not leave this document unattended.

Transmission: You may transmit CVI by the following means to an eligible individual who meets the access requirements listed above. In all cases, the recipient must accept the terms for Non-Disclosure Agreement before being given access to CVI.

- **Hand Delivery:** Authorized individuals may hand carry material as long as access to the material is controlled while in transit.
- **Email:** Encryption should be used. However, when this is impractical or unavailable you may transmit CVI over regular email channels. If encryption is not available, send CVI as a password protected attachment and provide the password under separate cover. Do not send CVI to personal, non-employment related email accounts. Whenever the recipient forwards or disseminates CVI via email, place that information in an attachment.
- **Mail:** USPS First Class mail or commercial equivalent. Place in an opaque envelope or container, sufficiently sealed to prevent inadvertent opening and to show evidence of tampering, and then placed in a second envelope that has no marking on it to identify the contents as CVI. Envelope or container must bear the complete name and address of the sender and addressee. Envelope will have no outer markings that indicate the contents are CVI and must bear the following below the return address: "POSTMASTER: DO NOT FORWARD. RETURN TO SENDER." Adhere to the aforementioned requirements for interoffice mail.

Fax: You are encouraged, but not required, to use a secure fax. When sending via non-secure fax, coordinate with the recipient to ensure that the faxed materials will not be left unattended or subjected to unauthorized disclosure on the receiving end.

Telephone: You are encouraged, but not required, to use a Secure Telephone Unit/Equipment. Use cellular phones to discuss CVI only in exigent circumstances.

Reproduction: Ensure that a copy of this sheet is the first page of all reproductions containing CVI. Clear copy machine malfunctions and ensure all paper paths are checked for CVI. Destroy all unusable pages immediately.

Destruction: Destroy (i.e., shred or burn) this document when no longer needed. For laptops or CPUs, delete file and empty recycle bin.

Derivative Products: Mark any newly created document containing CVI with "Chemical-Terrorism Vulnerability Information" on the top and bottom of each page that contains CVI. Mark "(CVI)" beside each paragraph containing CVI. Place a copy of CVI cover page over all newly created documents containing CVI. The CVI Tracking Number(s) of the source document(s) must be included on the derivatively created document in the form of a footnote.

- I agree to abide by the aforementioned guidance and acknowledge that this agreement only provides access to CVI created by the completion of the CSAT Top-Screen. Access to other CVI will require additional requirements as defined by the Chemical Security Compliance Division.



What to Have Ready

- The CFATS Rule, Appendix A & Top Screen Guidance Manual
http://www.poultryegg.org/Environment/DHS/chemsec_csattopscreenusersmanual.pdf
- CVI guidance manual
http://www.poultryegg.org/Environment/DHS/chemsec_cvi_proceduresmanual.pdf
- Facility information:
 - NAICS codes
 - CSAT Top-Screen Users Manual
 - Data Universal Numbering System (DUNS) numbers (www.dnb.com)
 - latitude and longitude from the center of the facility
 - Joint Venture names and DUNS number
 - host/tenant facility names
 - EPA RMP identifier numbers for the facility and host/tenant facilities a



What to Have Ready (cont)

- Facility information (cont):
 - number of employees and full-time resident contractors.
 - Chemical inventory : Name /quantities of Appendix A chemicals manufactured, processed, used, stored or distributed on site.
 - Location & Quantity within Area of Highest Quantity (170' radius)
 - Environmental Protection Agency (EPA) Risk Management Plans (RMP)
 - A copy of RMP*Comp to calculate information about toxic releases.
 - Records from annual Tier 2 report under (EPCRA)
 - Financial, sales and marketing information
- General Facility information completes Q:1.0-66 thru Q:1.35-435 (7 pages of questions) . Examples follow:



General Questions

Facility Description

NAICS Code for the Facility [Q:1.1-63]

▲ Provide the five- or six-digit NAICS Industry code that corresponds most closely to the primary activity of this facility as a whole. NAICS codes are maintained by the U.S. Census Bureau. For a list of the codes see <http://www.census.gov/epcd/naics02/naicod02.htm>.

Facility Data Universal Numbering System (DUNS) [Q:1.1-64]

▲ Enter the nine digit Data Universal Numbering System (DUNS) identification code for the facility itself. If the facility does not have a DUNS number, leave this data element blank. Explain: The Data Universal Numbering System (DUNS) Number is a unique nine character identification number provided by Duns & Bradstreet (D&B). The DUNS Number is site-specific and division-specific. Therefore, each physical location of an entity will have its own DUNS Number. If the facility doesn't have a DUNS number, leave this field blank.

Choose the facility type that best describes your facility [Q:1.1-65]

- Chemical manufacturing, usage, storage, and distribution
- Petroleum refining
- LNG storage



Water/Wastewater Facilities

Is the facility regulated pursuant to Public Water Systems, as defined by section 1401 of the Safe Drinking Act, Public Law 93-523, as amended?

[Q:1.3-86]

- Yes, the facility is a Public Water System.
- No, the facility is not a Public Water System.
- Partially: the facility contains a Public Water System regulated under the Safe Drinking Water Act, but also contains components that are not so regulated.

▲ If the facility contains a Public Water System regulated under the Safe Drinking Water Act, but also contains components not so regulated, select "Partially" and continue to fill out the screen for the portion of the facility not regulated under the Safe Drinking Water Act.

Is the facility regulated as a Treatment Works as defined in section 212 of the Federal Water Pollution Control Act, Public Law 92-500, as amended?

[Q:1.3-87]

- Yes, the facility is regulated as a Treatment Works.
- No, the facility is not regulated as a Treatment Works.
- Partially: the site contains Treatment Works regulated under the Federal Water Pollution Control Act, but also contains a facility or portion of a facility not so regulated.

▲ If the site contains Treatment Works regulated under the Federal Water Pollution Control Act, but also contains a facility or portion of a facility not so regulated, select "Partially" and continue to fill out the screen for the facility or portion of the facility not regulated under the Federal Water Pollution Control Act.



Some Questions are NA

- Don't be concerned if some questions are discussing topics unknown to you.....



CSAT Top-Screen Questions

OMB PRA # 1670-0007
Expires: 12/31/2007

Security Vulnerability Assessment (SVA)

Has a security vulnerability assessment been conducted for this facility?

[Q:1.47-436]

Yes

No

▲ A Security Vulnerability Assessment (SVA), enables the identification of security hazards, threats, and the evaluation of security countermeasures and vulnerabilities.

If Yes, answer Security Vulnerability Assessment Fields



Questionnaire Info

- Questionnaire has specific sections for petroleum and LNG facilities; you will not see these online.
- Questionnaire cycles through Chemical categories:
 - Release of Toxics (ammonia, chlorine, chlorine dioxide)
 - Release of Flammable (Propane)
 - Release of Explosives (Ammonium Nitrate, Urea Nitrate)
 - Theft Diversion of Explosives & Precursors (Ammonium Nitrate, Urea Nitrate, Hydrogen Peroxide)
 - Theft/Diversion of Weapons of Mass Effect (Ammonia, Chlorine)
 - Theft Diversion of Chemical Weapons and Precursors (NA)
 - Sabotage/Contamination Chemicals (Chlorine dioxide)



Questionnaire Info (cont)

Do you manufacture, process, use, store, or distribute any of the following toxic chemicals at your facility? Check "Yes" if the chemical is present on site at or above the screening threshold quantity.

(The default settings on this list indicate that the chemicals are NOT present on site. At the end of the list, you must indicate that these settings have been changed as needed for your facility.)

These chemicals were determined by the US Department of Homeland Security to be a potential security risk at "high risk chemical facilities" as defined in Section 550 the Department of Homeland Security Act of 2007. Chemicals should be selected if they were on site at or above the screening threshold quantity at any time over the past 12 months.

If "No" selected for all chemicals, go to [Release of Flammables](#) (page 27)

[Q:2.0-121]

Chemical Name	CAS#	Screening Threshold Quantity	Yes	No
Acrolein [2-Propenal]	107-02-8	3,750 lbs	<input type="checkbox"/>	<input type="checkbox"/>
Allyl alcohol [2-Propen-1-ol]	107-18-6	11,250 lbs	<input type="checkbox"/>	<input type="checkbox"/>
Ammonia (anhydrous)	7664-41-7	7,500 lbs	<input type="checkbox"/>	<input type="checkbox"/>



Questionnaire Info (cont)

- After noting chemicals of concern, you will need to indicate whether facility is “Urban” or “Rural” in RMP*Comp

Toxic Chemicals Present On Site

Indicate the topography used in the RMP*Comp calculation for the area where the facility is located.

Q:2.1-122]

Urban

Rural

▲ If this facility is covered by EPA RMP, the selection should be the same as that reported to EPA. For all other facilities, if the site is located in an area with few buildings or other obstructions, select Rural. If the site is in an urban location, or is in an area with many obstructions, select Urban.



Total Onsite Quantity

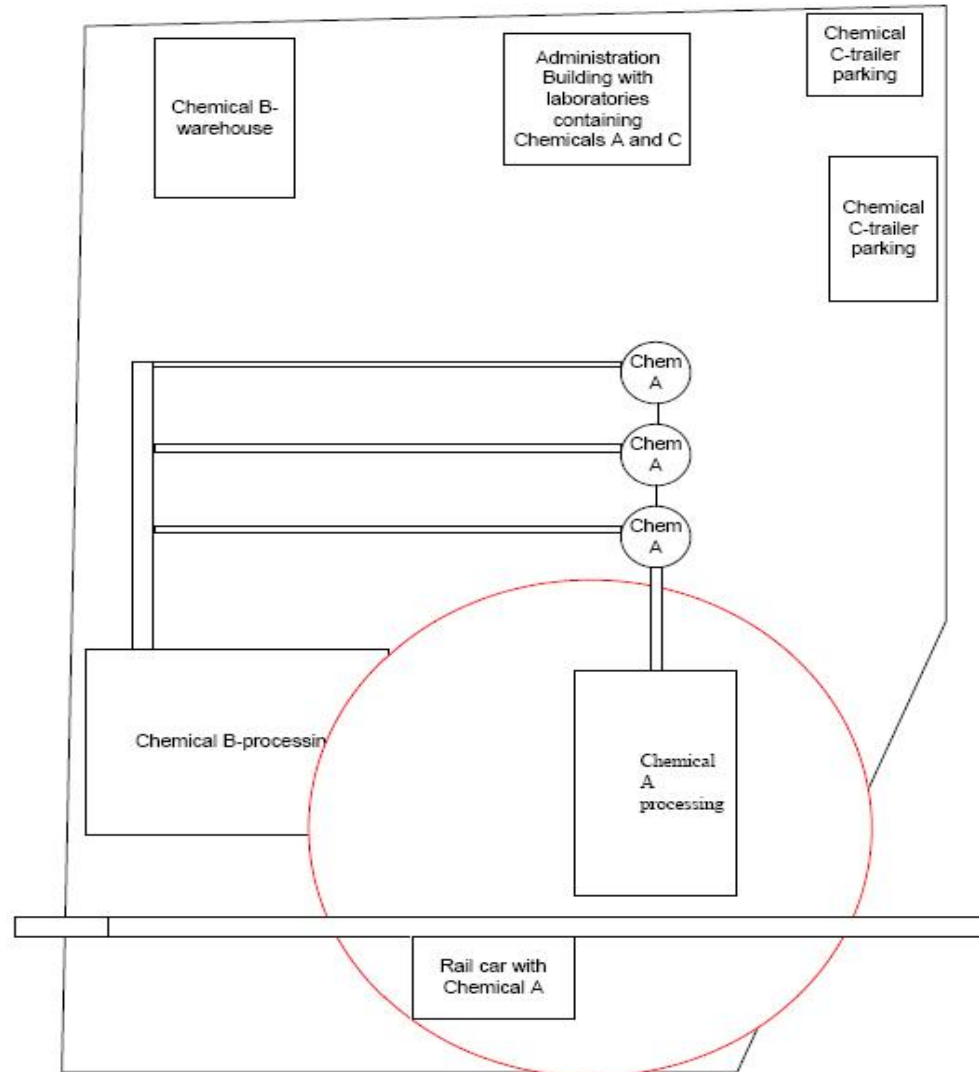
Worksheet to calculate Total Onsite Quantity and Distance of Concern

Chemical A	Amount	Distance of Concern (toxics only)
Processing units (tanks and vessels)		
Storage (bulk storage tanks, vessels, underground caverns, etc.)		
Tanks		
Railcars regularly on or adjacent to site (even if the railcar is not always present, include the estimated maximum amount at any one time that has been staged in railcars onsite over the past 12 months)		
Tube trailers parked onsite (the estimated maximum amount that has been onsite over the past 12 months)		
Other bulk transportation containers (tank cars, isotainers, large storage containers, etc.)		
Man-portable containers (cylinders, bags, etc.). Calculate the number of containers, multiply by the amount and sum the results		
Quantities in laboratories		
Other		
Total Onsite Quantity (aggregate quantity)		



Area of Highest Quantity

Area within a radius of 170 feet with greatest amount of chemical of concern





Questionnaire Info (cont)

Enter the quantity of the toxic chemical of concern in the Area of Highest Quantity (in hundreds of pounds). Enter the distance of concern reported by RMP*Comp (miles) for the Area of Highest Quantity (AHQ).

The Area of Highest Quantity (AHQ) is defined as an onsite area, with a radius of 170 feet, where the greatest amount (rounded to hundreds of pounds) of the toxic chemical of concern is expected to be located at any time in a 12-month period. This amount may differ from the total onsite quantity.

Chemical Name	CAS#	Screening Threshold Quantity	Quantity in AHQ (pounds) [Q:2.2-2792]	Distance of Concern for AHQ (miles) [Q:2.2-2793]
Acrolein [2-Propenal]	107-02-8	3,750 lbs		
Allyl alcohol [2-Propen-1-ol]	107-18-6	11,250 lbs		
Ammonia (anhydrous)	7664-41-7	7,500 lbs		



Questionnaire Info (cont)

- Each additional category of chemicals will cycle thru these same series of questions (i.e. flammables, explosive, weapons of mass effect, etc).
- You must affirmatively respond to each inquiry on the presence of each listed chemical above the threshold quantity
- **WARNING:** be aware of what is on your property!
- These “cycles” account for 2/3 of the questionnaire



Questionnaire Info (cont)

- Next Sections deals with nationally or regionally significant chemical production
- Minimal applicability to poultry since we do not produce chemicals, but still must complete

Mission Critical Chemicals

Mission Critical Production

Does this facility account for 20% or more of the domestic production of any one chemical to one or more critical infrastructure sectors? The critical infrastructure sectors are defined as Defense Industrial Base, Energy (electric generation only), Public Health and Healthcare, or Public Drinking Water.

[Q:9.0-692]

Yes

No

▲ This question should be answered "Yes" if this facility accounts for 20% or more of the domestic production of a chemical to one or more critical infrastructure sectors. A single facility may produce more than one chemical that meets the criteria.

If answered "No", go to *Economically Critical Chemicals* (page 74)



Questionnaire Info (cont)

Economically Critical Chemicals

Economically Critical Production

What is the total value of products shipped and other receipts from the facility? (In dollars - number without dollar sign or commas)

[Q:10.0-691]

▲ The total value will be the same as that provided in the Annual Survey of Manufactures (conducted annually for a sample of manufacturing sectors every year except those ending in "2" and "7") or in the Economic Census (a survey of all manufacturing sectors conducted only in years ending in "2" and "7"). Information and sample forms are available by searching for the survey names at the Census Bureau website <http://www.census.gov/index.html>. Facilities may provide the response from a recent Census Bureau survey if the information accurately reflects current facility operations.

Excluding production for critical infrastructure sector(s), does this facility account for 35% or more of the domestic production of any one chemical for the other sectors of the US market. Do not include production to the critical infrastructure sectors defined as Defense Industrial Base, Energy (electric generation only), Public Health and Healthcare, or Public Drinking Water.

[Q:10.0-771]

- Yes
- No

▲ This question should be answered "Yes" if this facility's production accounts for 35% or more of the domestic production of a chemical and this chemical is not supplied to Defense Industrial Base, Energy (electric generation only), Public Health and Healthcare, or Public Drinking Water.

If answered "No", go to page 80



Questionnaire Info (cont)

- Modification to Top Screen not available after submission
- Notification provided onscreen in real time regarding your status

Finish

Submitter Copy

A copy of the completed survey will be sent to the Submitter.

Preparer Copy

Do you want copies of communications from DHS about this facility to be sent to the Preparer in addition to the Submitter?

[Q:15.2-931]

Yes

No



What happens after “Submit”

- Real-time disclosure by DHS of your preliminary Tier status
- Will receive the official notice via (CVI) letter
 - Confirms your on-line preliminary Tier Status
 - Starts the 90-day clock on preparing SVA



Reviewers/Consultants



Chemical Security Assessment Tool (CSAT)

Chemical-te
Vulnerability Information (CVI)

Choose a survey to edit or review.

Status	Questionnaire Start Date	Questionnaire End Date	Questionnaire
New			CSAT Top Screen v1 for XYZ Chemical Corporation Add Reviewer

- Selecting a reviewer is optional, must be added by a known CSAT User
- May be added while the Top-Screen is active
- May be an existing user or new user
- New users sent an e-mail (no PDF for signature)
- Subject to the same requirements as other CSAT users
- Consultants must be CVI authorized users and have an NDA.
- Companies utilizing a consultant for completing CSAT the facility may register the consultant as the Preparer or as a Reviewer.