

# Screen Shots of CSAT User Registration

## Chemical Security Assessment Tool (CSAT) User Registration

OMB No: 1670-0007 Expiration Date: March 31, 2013

This form can be used to request that user accounts be created to obtain access to the CSAT on-line screening tool. At the completion of this form, print the Acrobat PDF document that is generated. Adobe Reader is required to view the form. 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 Infrastructure Security Compliance Division, ATTN: CSAT User Registration, Department of Homeland Security, Building 5300, MS 6282, P.O. Box 2008, Oak Ridge, TN 37831-6282

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 data to DHS. The Submitter must be an officer of the corporation (or equivalent) or be designated by an officer of the corporation, and domiciled in the United States. To gain access, each Preparer and the Submitter require the signature of an Authorizer. On behalf of the company that owns the facility, the **Authorizer** verifies that the user account request for the Preparer and Submitter is valid. Authorizers will not have edit privileges unless they are also designated as Preparers or Submitters.

The Preparer, Submitter, and Authorizer can be the same person or unique individuals. Some facilities may choose to have the Authorizer, Preparer and Submitter be the same person. Larger facilities or companies with complex organizational structures may wish to consolidate a significant number of facility submissions through a single or multiple Submitters. Still other companies may choose to have a single Authorizer at the corporate level and have a Preparer and Submitter for each facility.

Companies may also designate a Reviewer to review facility information. Reviewers are invited by the Preparer or Submitter from within the Top-Screen. A Reviewer does not have edit or approval privileges. The Reviewer must agree to all use requirements upon logging in and the CVI disclaimer.

Companies that are submitting registration for 50 facilities or more are invited to contact the CSAT Help Desk if they wish to register multiple facilities via a bulk upload process. The CSAT Help Desk will provide companies requesting the bulk upload with a spreadsheet to complete and return to the CSAT Help Desk. The bulk upload will be performed by the CSAT Help Desk.

More information on the program is available at <http://www.dhs.gov/chemicalsecurity>

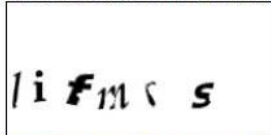
### Paperwork Burden Disclosure Notice

The public reporting burden for this form is estimated to be 1 hour. The burden estimate includes time for reviewing instructions, researching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. You may send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: NPPD/OIP/Infrastructure Security Compliance Division, Attention: CFATS Program Manager, U.S. Department of Homeland Security, Mail Stop 8100, Washington, DC 20528-8100.

(OMB Control No. 1670-0007). Your completion of the CSAT User Registration is mandatory according to Public Law 109-295 Section 550. You are not required to respond to this collection of information (i.e. the CSAT User Registration) unless a valid OMB control number is displayed. NOTE: DO NOT send the completed CSAT User Registration to the above address.

DHS Form No. 9002 (06/07)

To continue, please enter the letters that are in the image below:



[I cannot determine which letters appear in this image.](#)

Begin »

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### Submitter

The Submitter is certified by the company or corporation to formally submit the regulatory data to DHS.  
The Submitter must be an officer of the corporation (or equivalent) or designated by an Officer of the Corporation, and domiciled in the United States.  
The Submitter should be an employee of the organization. Consultants can be utilized in the Preparer and Reviewer roles only.

First Name:  Middle Initial:  Last Name:

Organization:

Mailing Address 1:

Mailing Address 2:

City:

State:  ZIP Code:

Phone Number: (  )  -  Extension:

E-mail Address:

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

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

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

### Authorizing Person

The Authorizer verifies that the user account request for the Submitter is valid on behalf of the company that owns the facility.  
The Authorizer should be an employee of the organization. Consultants can be utilized in the Preparer and Reviewer roles only.

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 »](#)

# Screen Shots of CSAT User Registration

## Chemical Security Assessment Tool (CSAT) User Registration

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### Organization Detail for Facility 1

Notification code (if supplied):

Name of Organization:

### Facility 1

Name of Facility:

Street Address 1:

Street Address 2:

City:


County:


State:  ZIP Code:

**Latitude/Longitude Instructions:**

1. Go to The National Map on TerraServer <http://www.terraserver.com/>, enter your street, city, and state then click Search.
2. The Location Information panel on the left side of the page will have the latitude/longitude listed.
3. Copy the Latitude and Longitude in decimal degrees (00.00000, not 00° 00' 00") from TerraServer into the boxes below.
4. [Click here to verify your coordinates](#)

If you have trouble with this procedure, click [here](#) for additional help.

Latitude:  

Longitude:  

Additional non-street location information:

### Preparer for Facility 1

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.

Is the Preparer for this facility the same as the Submitter?  Yes  No

First Name:  Middle Initial:  Last Name:

Mailing Address 1:

Mailing Address 2:

City:

State:  ZIP Code:

Phone Number: (  )  -  Extension:

E-mail Address:

Is the Preparer for this Facility a U.S. Citizen?  Yes  No

Is the Preparer for this Facility domiciled in the U.S.?  Yes  No

# Screen Shots of CSAT User Registration

## Chemical Security Assessment Tool (CSAT) User Registration

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### Registration Information Saved

The information provided on the forms has been saved. **Your registration is NOT complete until you finish the following steps:**

1. **Download the PDF** - Print a copy of the PDF version of the completed registration form by pressing the "Download PDF Form" button.

**Download PDF Form**

2. **Sign and Date the Form** - All individuals listed on the printed document must sign and date the form.
3. **Send the Completed Form** - Send the completed form via fax to 866-731-2728 or mail to Infrastructure Security Compliance Division, ATTN: CSAT User Registration, Department of Homeland Security, Building 5300, MS 6282, P.O. Box 2008, Oak Ridge, TN 37831-6282

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

## **Issuance of CSAT User Access Information After User Registration**

(After a new CSAT User Registration is approved the Department sends two e-mails to each user. The first e-mail contains their username and the second e-mail contains a temporary password.)

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### ***E-MAIL #1 – ISSUANCE OF USER NAME***

TO: <USER E-MAIL PROVIDED>

FROM: CSAT@ HQ.DHS.GOV

SUBJECT: CSAT User Account

Based on the registration form id <REGID>, an account has been created for you in the Chemical Security Assessment Tool (CSAT) with the following username:

<USERNAME>

If you represent a facility or facilities that possessed any Chemical of Interest at or above an applicable Screening Threshold Quantity, as specified in the final Appendix A to CFATS, on November 20, 2007, Top-Screens for such facilities were due on January 22, 2008, pursuant to 6 CFR § 27.210(a)(1)(i), or within 60 calendar days for facilities that come into possession of any of the chemicals listed in Appendix A at the corresponding STQ (27.210(a)(1)(i)), or within the time frame provided in any written notification from the Department or specified in any subsequent Federal Register notice (27.210(a)(1)(ii)).

You can access CSAT by going to the following link: <https://csat.dhs.gov/csat/>

<TECHNICAL NOTES & TIPS><sup>1</sup>

If you have any questions, please refer to the CSAT Frequently Asked Questions at <http://www.dhs.gov/critical-infrastructure-chemical-security> or contact the CSAT Helpdesk at 866-323-2957.

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<sup>1</sup> This e-mail may contain general notes and tips to the first time CSAT User such as common internet browser settings that may need to be changed to meet minimum security settings required by CSAT.

## **Issuance of CSAT User Access Information After User Registration**

(After a new CSAT User Registration is approved the Department sends two e-mails to each user. The first e-mail contains their username and the second e-mail contains a temporary password.)

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### ***E-MAIL #1 – ISSUANCE OF TEMPORARY PASSWORD***

TO: <USER E-MAIL PROVIDED>

FROM: CSAT@ HQ.DHS.GOV

SUBJECT: CSAT User Account

Based on the registration form id <REGID>, your initial password for logging into the Chemical Security Assessment Tool (CSAT) is:

<TEMPORARY PASSWORD>

You can access CSAT by going to the following link: <https://csat.dhs.gov/csat/>

<TECHNICAL NOTES & TIPS><sup>2</sup>

If you have any questions, please refer to the CSAT Frequently Asked Questions at <http://www.dhs.gov/critical-infrastructure-chemical-security> or contact the CSAT Helpdesk at 866-323-2957.

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<sup>2</sup> This e-mail may contain general notes and tips to the first time CSAT User such as common internet browser settings that may need to be changed to meet minimum security settings required by CSAT and minimum password requirements.