**CSAT User Registration Instrument**



# Privacy Act Statement

**Authority:** 44 U.S.C. § 3101 and 44 U.S.C. § 3534 authorize the collection of this information.

**Purpose:** DHS will use this information to create and manage user accounts, including user names and passwords, and grant user access to the Chemical Security Assessment Tool (CSAT).

**Routine Use:** This information may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using the information, as necessary and authorized by the routine uses published in DHS/ALL-004 General Information Technology Access Account Records System of Records (November 27, 2012, 77 FR 70792).

**Disclosure:** Furnishing this information is voluntary; however failure to provide any of the information requested may result in your user account not being created or may delay or prevent you from accessing CSAT.

# Paperwork Reduction Act Statement

In accordance with the Paperwork Reduction Act, no one is required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) Control Number. The valid OMB Control Number for this information collection is 1670-0007. The time required to complete this information collection is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

# Initial Authorizer and Initial Facility Registration Process

In this section, the instrument will use text fields and one Yes/No question collect the following information for the Authorizer:

* Full Name
* Mailing Address
* E-Mail
* Phone Number
* US Citizenship

In this section, the instrument will use text fields, Yes/No questions, dropdown list, and a geospatial tool to collect the following information for each facility registered during the initial facility registration process:

* Name
* If applicable Alternate Names
* Physical Address / Geospatial Location
* Data Universal Numbering System Number
* Parent Company Name and Parent Company Data Universal Numbering System Number
* Co-location Status
* NAICS Code
* If applicable EPA Identifier
* Owner
* Operator
* Number of full-time, part-time, contractor, and other employees
* Security Officer full name, email, and phone number
* If applicable Assistant Security Officer full name, email, and phone number
* If applicable Corporation Security Officer full name, email, and phone number
* If applicable Cyber Security Officer full name, email, and phone number
* Sector type
* If applicable small business qualification

# Adding a CSAT User to Authorizer’s Purview

In this section, the instrument will use text fields to collect the following information from the Authorizer or designee to initiate adding a user to the Authorizer’s purview:

* Full Name
* E-Mail

In this section, if the user being added does not have a CSAT account the instrument will use text fields and one Yes/No question to collect the following information:

* Full Name
* Mailing Address
* E-Mail
* Phone Number
* US Citizenship

In this section, if the user being added does have a CSAT account the instrument will use text fields to collect the following information to associate their account with the Authorizer:

* CSAT user name
* CSAT password

# Adding a New Facility to Authorizers Purview

In this section, the instrument will use text fields, Yes/No questions, dropdown list, and a geospatial tool to collect from the Authorizer or designee the following information:

* Name
* If applicable Alternate Names
* Physical Address / Geospatial Location
* Data Universal Numbering System Number
* Parent Company Name and Parent Company Data Universal Numbering System Number
* Co-location Status
* NAICS Code
* If applicable EPA Identifier
* Owner
* Operator
* Number of full-time, part-time, contractor, and other employees
* Security Officer full name, email, and phone number
* If applicable Assistant Security Officer full name, email, and phone number
* If applicable Corporation Security Officer full name, email, and phone number
* If applicable Cyber Security Officer full name, email and phone number
* Sector type
* If applicable small business qualification