

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 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**

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/Chemical Security Compliance Division, Attention: Matthew Bettridge, Project 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:



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**Begin »**