Chemical Security Assessment Tool (CSAT) Survey Application User Manual

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Homeland Security

Table of Contents

1. Overview 6
2. Access a Survey 7
   2.1 Edit and Review a Survey 7
   2.2 Multiple Users Accessing a Survey 8
3. Navigate a Survey 9
   3.1 Navigation Menu 11
   3.2 Banners 12
   3.3 Paperwork Reduction Act Statement 13
   3.4 Survey Options 14
      3.4.1 Site Security Plan (SSP) Options (Tier 1 and Tier 2 Facilities) 14
      3.4.2 Site Security Plan (SSP) Options (Tier 3 and Tier 4 Facilities) 14
   3.5 Answer Survey Questions 15
   3.6 Survey Question Formats 15
      3.6.1 Radio Buttons 15
      3.6.2 Checkboxes 16
      3.6.3 Dropdown Menus 17
      3.6.4 Open Text Boxes 17
      3.6.5 Tables 18
      3.6.6 Adding a Row 18
      3.6.7 Edit a Table Row 19
   3.7 Select a COI 20
      3.7.1 Search for a COI 21
      3.7.2 Select a COI 22
      3.7.3 Removing a COI 23
      3.7.4 No COI to Report 24
      3.7.5 Add a Non-Tiered COI (Specific to the SVA/SSP) 25
      3.7.6 Add a Security Issue to a Non-Tiered COI 25
4. Top-Screen Geospatial Tool and Features 27
   4.1 Map Features 29
      4.1.1 Satellite View 29
      4.1.2 Map View (Terrain) 30
   4.2 Place a Circle / Place an X 31
      4.2.1 Circle 1 31
      4.2.2 Circle 2 33
      4.2.3 Accessibility Option for Placing a Circle 35
      4.2.4 View the Circle Location 36
      4.2.5 Change / Edit Circle Location 36
5. SVA Geospatial Tool and Features 37
   5.1 Define a Critical Asset 39
      5.1.1 Draw a Shape (Polygon) 40

5.1.2 Draw a Rectangle 42
5.1.3 Clear an Unfinished Shape....43
5.1.4 Add a Critical Asset Name and Description 44
5.1.5 Edit Critical Asset Information 45
5.1.6 Delete a Critical Asset Shape....46
5.1.7 Accessibility Option for Drawing a Shape 46
6. UploadFiles 48
6.1 Upload a File....48
7. Notify DHS of Expedited Approval Program (EAP) Intention....50
8. Survey Validation 51
9. Submit a Survey to DHS 53
10. Generate a Survey PDF....54
11. Contact the CSAT Help Desk....55
Acronym List 56

Tables and Figures

Table 1: CSAT Surveys User Role Descriptions 8
Table 2: Navigation Buttons 10
Table 3: Question in a Table Format and Pop-up Form Buttons and Features Overview 20
Table 4: Selecting COI Buttons and Features Descriptions....21
Table 5: Geospatial Tool in Top-Screen Survey- Buttons and Features....29
Table 6: SVA/SSP Buttons and Features Description....39

Figure 1: CSAT Survey List Screen....7
Figure 2: Edit Mode Locked Message 8
Figure 3: Edit Mode Unlock Message....8
Figure 5: Navigation Menu – Sample of SVA/SSP....11
Figure 4: Navigation Menu – Sample of Top-Screen 11
Figure 6: Overview of the CSAT Page Header and Footer Buttons and Features 12
Figure 7: Paperwork Reduction Act Statement 13
Figure 8: Paperwork Reduction Act and Employee Involvement Statement....13
Figure 9: Site Security Plan (SSP) Options (Tier 1 and Tier 2 Facilities)....14
Figure 10: Site Security Plan (SSP) Options (Tier 3 and Tier 4 Facilities)....14
Figure 11: Formatting Sample of a Survey Question 15
Figure 12: Sample Question Format - Radio Button 16
Figure 13: Sample Question Format - Checkboxes 16
Figure 14 Sample Question Format – Dropdown Menu List 17
Figure 15: Sample Question Format – Open Text Box 17

Figure 16: Overview of Features for a Question in Table Format 18
Figure 17: Pop-up Window Form with Questions for a Table Row 18
Figure 18: Sample of a Completed Row of Data for a Question in a Table Format 19
Figure 19: Selecting COI 20
Figure 20: Search Box to Find a COI 22
Figure 21: Scroll Bar to Search for a COI 22
Figure 22: Selecting a COI on the Listing 23
Figure 23: COI Added to Facility Chemicals List 23
Figure 24: Removing a COI from the Facility Chemicals List 24
Figure 25: Removed COI Back in the COI List 24
Figure 26: Check Box for No COI to Report 25
Figure 27: Add COI Button to Add Non-Tiered COIs in the SVA/SSP Survey 25
Figure 28: Adding COI with its Security Issue to the Facility Chemicals List 26
Figure 29: Geospatial Tool in Top-Screen Survey 27
Figure 30: Survey Geospatial Tool – Satellite View 30
Figure 31: Survey Geospatial Tool – Map View 30
Figure 32: Place Circle Button 31
Figure 33: Click the Map to Add Circle Location 31
Figure 34: Use the Hand Vector to Move the Circle Location on the Map 32
Figure 35: Click the Lock Circle 1 to Lock the Circle in Place 32
Figure 36: Click the Place Circle Button to Add a Second Circle 33
Figure 37: Click on the Map to Add a Circle Location 33
Figure 38: Click Lock Circle to Save the Circle Location 34
Figure 39: Click the Accessibility Button to Manually Enter Circle Coordinates 35
Figure 40: Click on the Text Box Area Manually to Enter Circle Coordinates 35
Figure 41: Map View of Locked Circle 36
Figure 42: Edit Circle Button 36
Figure 43: Drawing Tool in SVA Survey 37
Figure 44: Select the Draw tool icon to start defining critical assets 39
Figure 45: Select Either the Draw a Shape or Draw a Rectangle Button 40
Figure 46: Select the Draw a Shape and Click on the Map to Begin 40
Figure 47: Click the Area to Define and Create the Sides of the Polygon 41
Figure 48: Click Near the Starting Point to Close the Polygon Shape 41
Figure 49: Select the Draw a Rectangle and Click on the Map to Begin 42
Figure 50: Drag the Pointer on the Map to Create the Rectangular Shape 43
Figure 51: Click the Clear Button to Restart Drawing a Shape 43

Figure 52: Add Name and Description to a Shape 44
Figure 53: Click the Save Button to Store the Shape Information 44
Figure 54: Two Defined Critical Assets Shown on the SVA Geospatial Tool 45
Figure 55: Click the Edit Button to Change Information for a Critical Asset Name/Description 46
Figure 56: Click the Delete Button to Delete All Data for a Critical Asset 46
Figure 57: Click the Accessibility Button Manually to Enter Coordinates for Drawing a Shape 47
Figure 58: Click on the Open Text Box to Enter Latitude and Longitude for 2 Oposite Corners of a Rectangle 47
Figure 59: Uploading Files Overview of Features and Buttons 48
Figure 60: Click the Browse/Choose File to Locate a File on Your Computer 48
Figure 61: Click the [Clear] Button to Remove a File 49
Figure 62: Click the [Delete] Button to Remove an Uploaded File 49
Figure 63: Click [Notify DHS for EAP] if Your Facility Intends to File an EAP 50
Figure 64: Click [Retract EAP] if Your Facility Does Not Want to Submit an EAP 50
Figure 65: Error Indicators Appear During Validation of an Answer 51
Figure 66: Validate Option Location in the Menu Bar 51
Figure 67: CSAT Survey Validation Sample Page with Errors Shown 52
Figure 68: Survey is Ready for Submitter to Submit to DHS 53
Figure 69: Click the Go Back Button to Return to the Survey 53
Figure 70: Click the Print Icon to Print and/or Save a PDF Copy of Your Submitted Survey 54
Figure 71: Click Exit to Return to the CSAT Main Menu 54

1. Overview

This document is the user manual for the Chemical Facility Anti-Terrorism Standards (CFATS) Chemical Security Assessment Tool (CSAT) Survey application, an information-gathering application developed by the U.S. Department of Homeland Security (DHS) to collect and analyze key data from chemical facilities pursuant to Title XXI of the Homeland Security Act of 2002 and implementing regulations, the Chemical Facility Anti-Terrorism Standards (6 CFR Part 27).

This user manual shows you how to navigate the CSAT Survey applications: Top-Screen, Security Vulnerability Assessment (SVA), and Site Security Plan (SSP)/Alternative Security Program (ASP). For specific instructions on completing survey questions, please see the Survey Instructions for each survey. More detailed information about each CSAT application, as well as information on CFATS and Chemical-terrorism Vulnerability Information (CVI),[1] is available on the DHS Web site at www.dhs.gov/chemicalsecurity.

CSAT Frequently Asked Questions (FAQs) on the CFATS Knowledge Center.

For Specific Instructions on completing a survey use the CSAT Survey Instructions available on the DHS Web site at www.dhs.gov/chemicalsecurity

[1] Chemical-terrorism Vulnerability Information (CVI) is a Sensitive but Unclassified designation used to protect information developed under the CFATS regulation. Completion of CVI training is required for all CSAT users and CVI should only be disclosed to CVI-trained individuals with a need to know. To access CSAT you must be CVI trained. To complete CVI training go to https://cvi.dhs.gov/dana-na/auth/url_61/welcome.cgi.

2. Access a Survey

After logging into CSAT with your username and password, the Home page and each Facility Details tab show a list of those surveys available for editing for each registered facility for which you have access. See the CSAT Portal User manual for more details navigating the CSAT Portal.

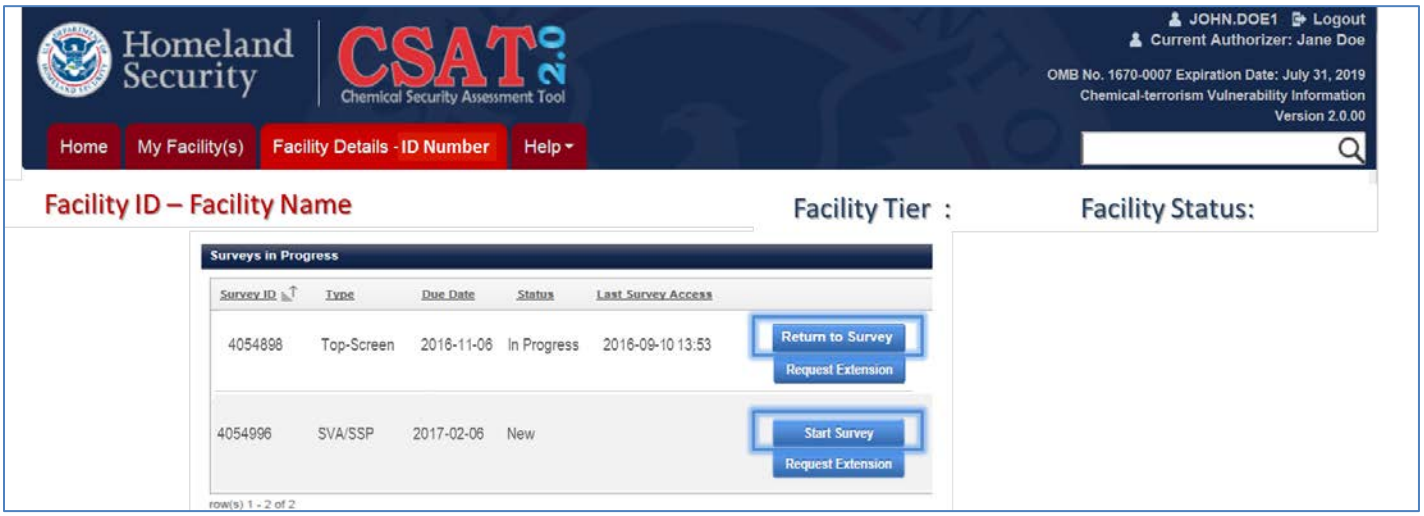


Figure 1: Click Start Survey or Return to Survey in the Facility Details Page

Your CSAT session will time out after 60 minutes (1 hour) if the system is not in use. If that happens, you will need to log back into CSAT to restart you session. Data you have saved will not be lost. However, be sure to save your data often.

2.1 Edit and Review a Survey

Four CSAT user roles can access the CSAT Surveys: Authorizer, Submitter, Preparer, and Reviewer. Table 1 describes what each user role can do in the survey application and how many users are allowed per role per facility.

CSAT User Role	Description
Authorizer	Can view all the facility's surveys. However, only one Authorizer is allowed per facility.
Submitter	Can fill out, edit, and submit all the facility's surveys. Only one Submitter is allowed per facility. *Note: Only this role can submit a completed survey to DHS.*

CSAT User Role	Description
Preparer	Can fill out or edit all the facility's surveys. Multiple Prepares are allowed for each facility. *Note: This role cannot submit a completed survey to DHS.*
Reviewer	Can view all the facility's surveys (read-only permission). Multiple Reviewers are allowed for each facility. *Note: This role cannot edit or submit the completed surveys to DHS.*

Table 1: CSAT Surveys User Role Descriptions

2.2 Multiple Users Accessing a Survey

Multiple users may access the same survey concurrently; however, only the first user who logs into the survey with edit permissions will be able to edit the survey. As long as the first user is logged into the system, the other users may only view the survey. Once the first user logs out, the system will automatically pass the edit capability to the next logged in user with edit permissions.

If you are not the first user with edit permissions to log in, the system will give you the following warning:

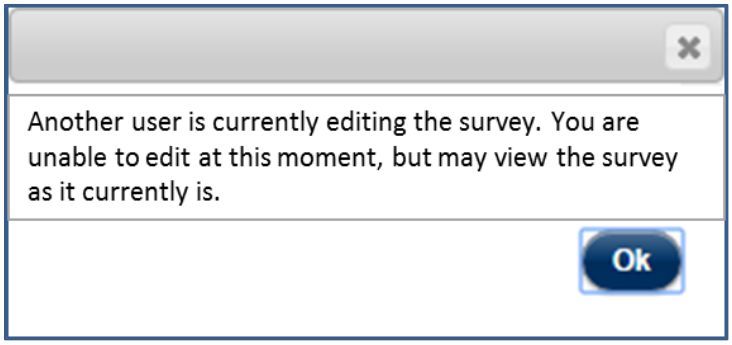


Figure 2: Edit Mode Locked Message

When the first user logs out, if you are the next user with edit permissions, you will get the following message and will be able to edit the survey after clicking **Ok**:

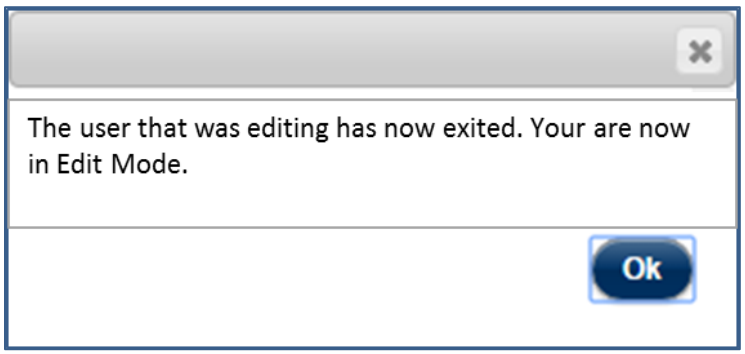


Figure 3: Edit Mode Unlock Message

3. Navigate a Survey

This section provides an overview of all the buttons and their functionality available while navigating the CSAT Survey application tool.

Button		Location	Function
Next >>	Next	Bottom of page	Navigates to the next page and saves data in the current page.
<< Previous	Previous	Bottom of page	Returns to the previous page to review or edit a response. Data is saved in the current page.
Save	Save	Bottom of page and pop-up window	Saves the data entered for that page. If a pop-up window is opened, it saves the data, closes the pop-up window, and returns to the current page.
Continue >>	Continue	Bottom of “Paperwork Reduction Statement” page	Continues to the next page of the survey.
Cancel	Cancel	Bottom of pop-up window	Allows exiting the pop-up window without saving the responses entered and returns to the current page.
Go Back	Go Back	Bottom of “Validate and Submit” page	Returns to the previous page to review or edit a response prior to submitting.
Submit	Submit	End of each survey	Allows the submitter to submit the survey to DHS.
Leave Page	Leave Page	Bottom of “exit survey” pop up notification	Allows exiting the survey after you clicked the Logout button.
Stay on Page	Stay on Page	Bottom of “exit survey” pop-up notification	Remains on the survey page after you clicked the Logout button.

Button	Location	Function
Exit Exit	Bottom of PDF generated page	Exits the survey and returns to the main menu of the CSAT application after generating a PDF format of the submitted survey.

Table 2: Navigation Buttons

Do not use the [Back] button [or arrows] in your Web browser to navigate through the CSAT Survey application. Using your browser's navigation buttons can result in lost data.

3.1 Navigation Menu

A navigation menu is available on the left side of the screen. The page you are on is highlighted on the menu.

The navigation menu has sections specific to each survey. As you answer questions, the navigation menu expands or contracts depending on your survey answers.

To navigate to a specific section of the survey, highlight and select the menu link of the section you want to access:

Move the mouse over the link to select and navigate to a different survey section.

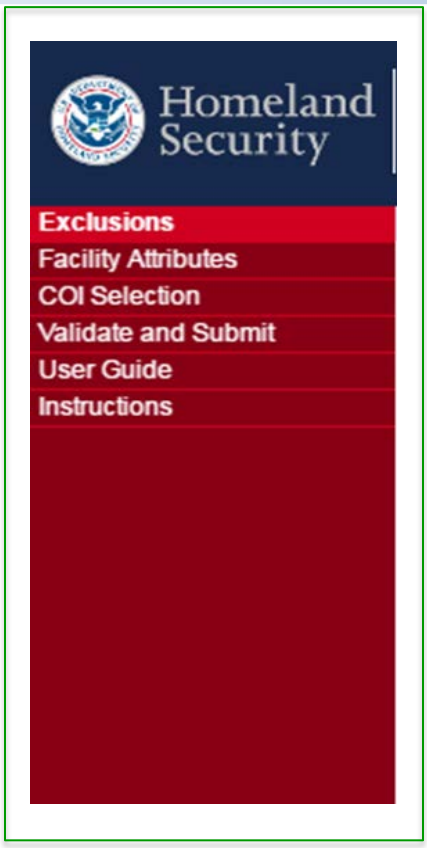


Figure 5: Navigation Menu – Sample of Top-Screen

Figure 4: Navigation Menu – Sample of SVA/SSP

3.2 Banners

Each CSAT Survey has a page header with the official DHS Seal and Signature, Application Name, and the following:

- **Username:** Select this link to go to "Manage My Account"
- **Exit:** Select **Exit** to return to the CSAT Portal Homepage
- **Logout:** Select **Logout** to exit CSAT completely
- Office of Management and Budget (OMB) Control Number with corresponding Expiration Date
- CSAT application current version number
- Facility registered name

Under the page header, each survey has a light blue banner displaying the survey name, the CVI marking, and a countdown timer indicating the number of days that remain to complete the current survey.

Each CSAT Survey displays the CVI warning disclaimer at the bottom of each page.

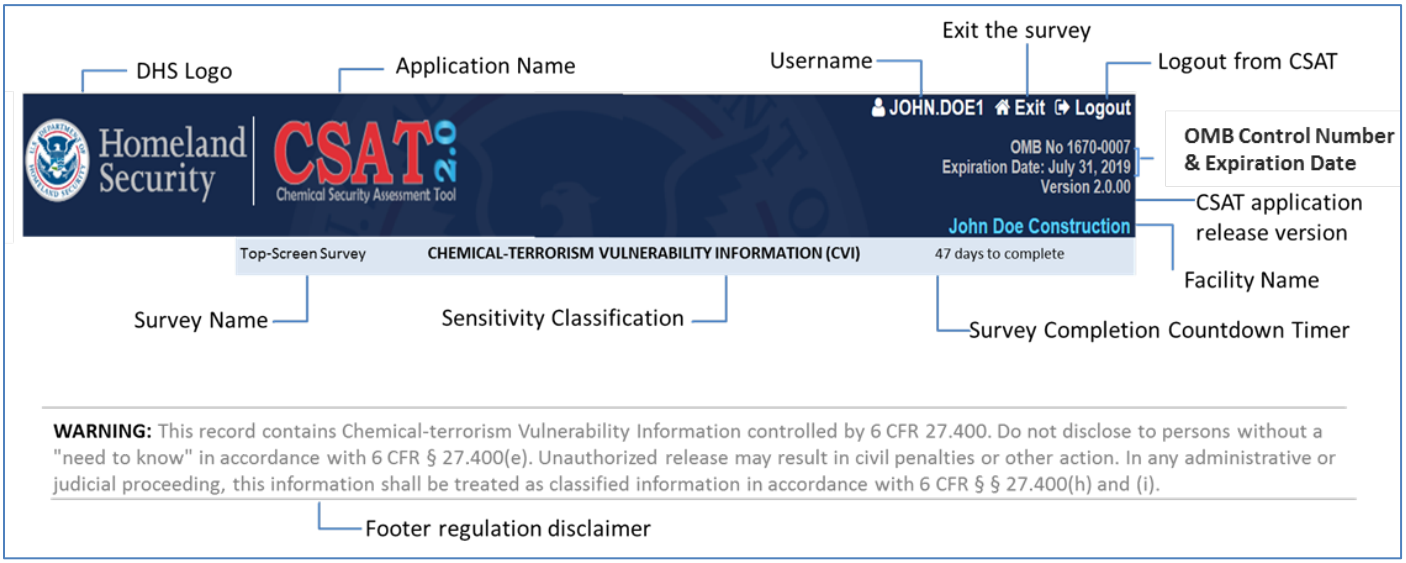


Figure 6: Overview of the CSAT Page Header and Footer Buttons and Features

3.3 Paperwork Reduction Act Statement

Every time you access a survey, you see the survey's Paperwork Reduction Act Statement. This page displays the estimated time to complete the survey.

Click Continue to begin or proceed with a survey.

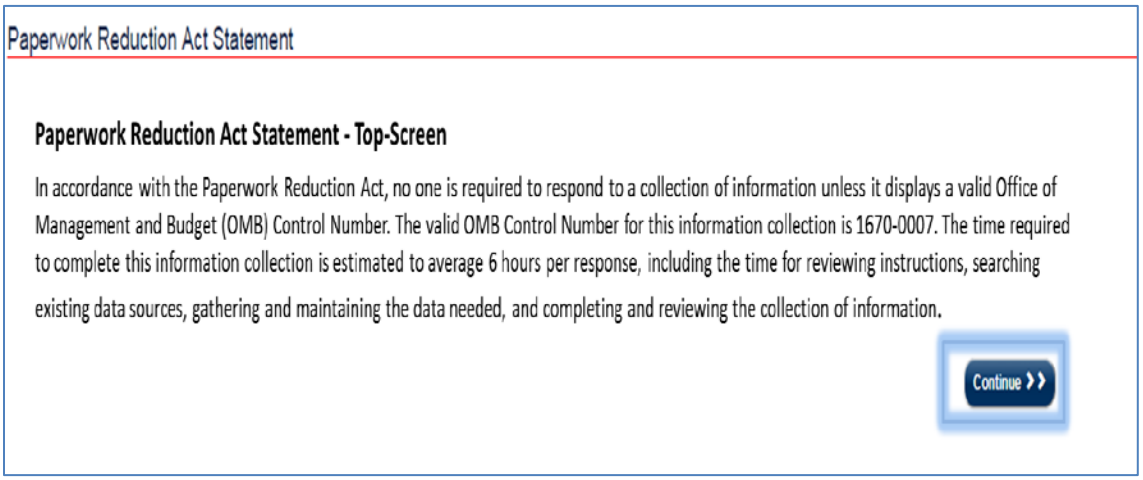


Figure 7: Paperwork Reduction Act Statement

Click Continue on the Top-Screen Paperwork Reduction Act Statement to proceed with the Top-Screen Survey.

In addition to the Paperwork Reduction Statement, the SVA/SSP Survey provides an Employee Involvement Statement (see Figure 8).

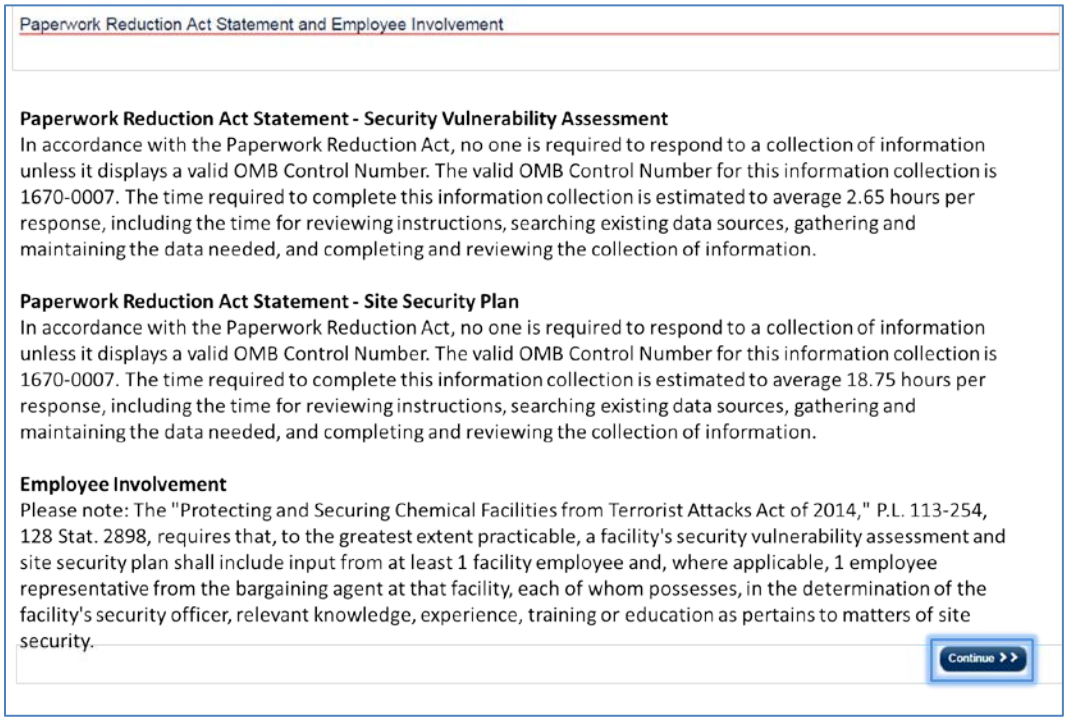


Figure 8: Paperwork Reduction Act and Employee Involvement Statement

Click Continue on the SVA/SSP Paperwork Reduction Act Statement to proceed with the SVA/SSP survey.

3.4 Survey Options

3.4.1 Site Security Plan (SSP) Options (Tier 1 and Tier 2 Facilities)

Select the most applicable survey format for your facility. See the DHS CSAT SVA/SSP Instructions document for more details regarding the Alternative Security Program (ASP).

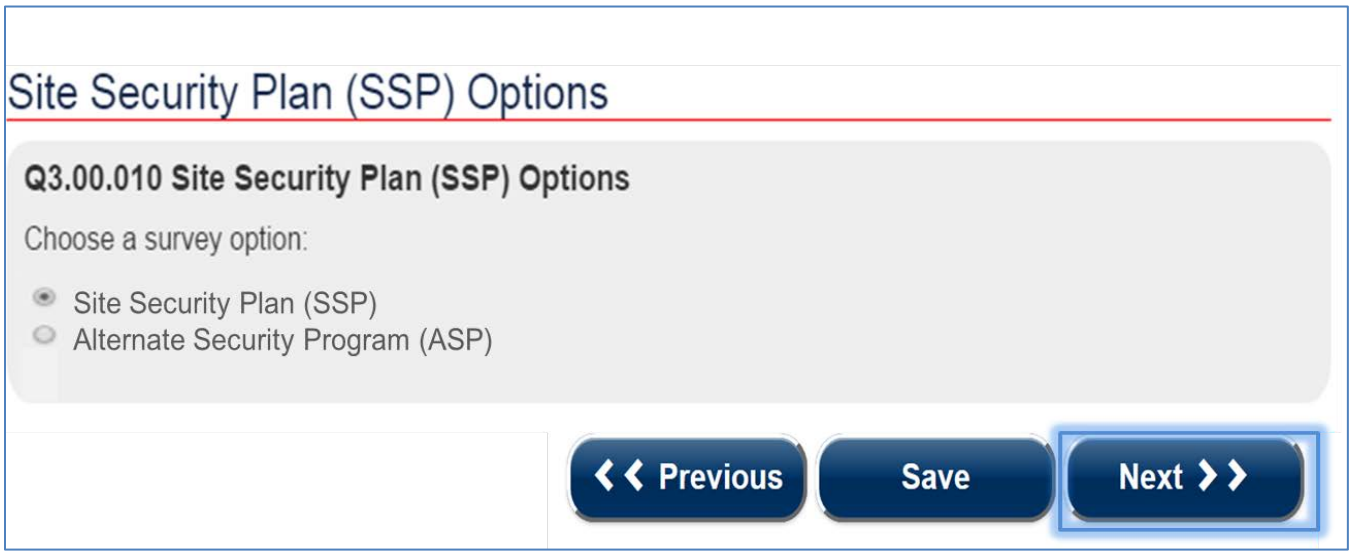


Figure 9: Site Security Plan (SSP) Options (Tier 1 and Tier 2 Facilities)

Select **Next** to continue with the survey option you selected for your Tier 1 / Tier 2 Facility

3.4.2 Site Security Plan (SSP) Options (Tier 3 and Tier 4 Facilities)

Select the most applicable survey format for your facility. See the DHS CSAT SVA/SSP Instructions document for more details regarding the ASP or the Expedited Approval Plan (EAP).

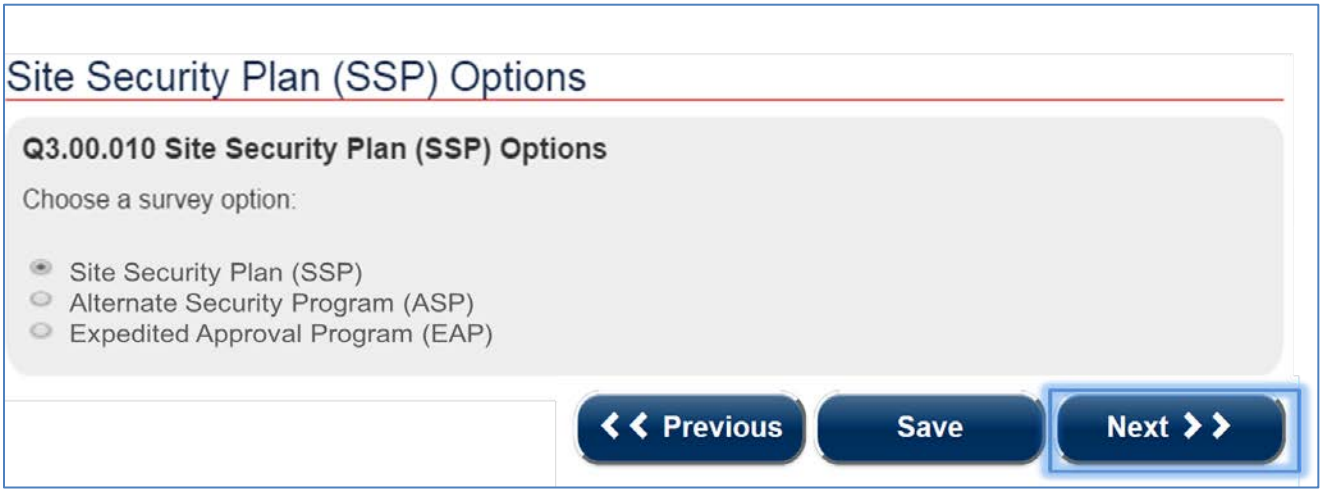


Figure 10: Site Security Plan (SSP) Options (Tier 3 and Tier 4 Facilities)

Select **Next** to continue with the survey option you selected for your Tier 3 / Tier 4 Facility

3.5 Answer Survey Questions

Each survey question is numbered for reference. Some questions only will be displayed based upon your responses to previous questions.

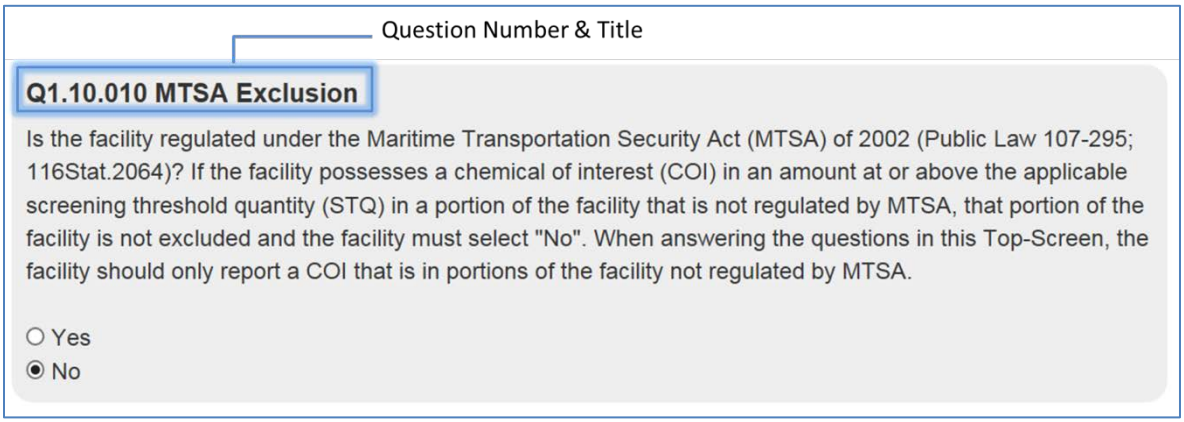


Figure 11: Formatting Sample of a Survey Question

Survey questions may seem out of sequence. This is because a certain question (also known as a gateway question) may have follow-up questions that only appear based on your answer. If you change your answer to a gateway question, any answers to the follow-up questions will be lost.

3.6 Survey Question Formats

When you navigate through a CSAT Survey you may find different question formats. Read this section to learn how they work.

It is possible that some of the questions are already answered based on your responses from your latest survey submitted. In that case, review your answers and edit them as needed.

3.6.1 Radio Buttons

You can select only ONE answer on the list.

Click the radio button to select your answer (a black dot appears in the circle and any previously selected radio button in the same group becomes deselected so that only one radio button can be selected).

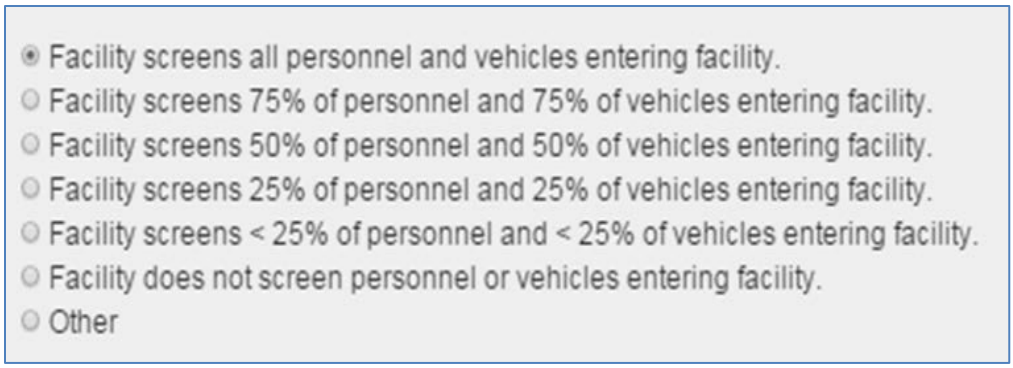


Figure 12: Sample Question Format - Radio Button

3.6.2 Checkboxes

You can select ONE OR MORE answers on the list.

Click the box to select your answer (a check mark will appear). **Click** again to unselect (the checkmark will disappear).

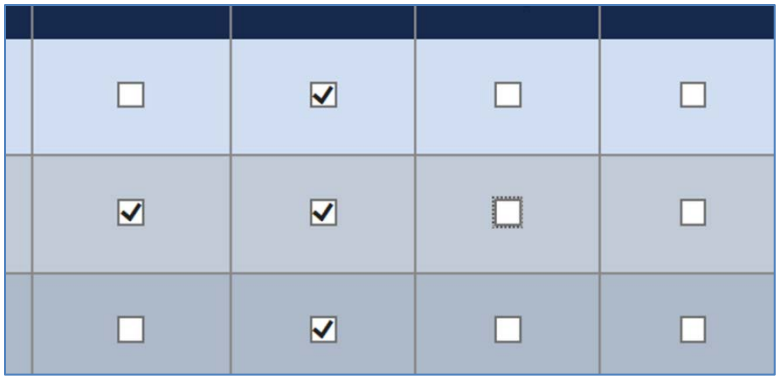


Figure 6: Sample Question Format - Checkboxes

3.6.3 Dropdown Menus

You can select only ONE answer on the list.

Click on the arrow on the right of the box to display all the possible answers; **click** on the one you want to select. The answer box is blank when no value has been selected. You can always change your answer by clicking on a different value on the list.

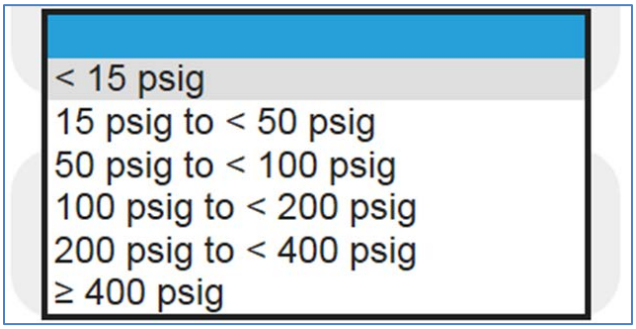


Figure 7 Sample Question Format – Dropdown Menu List

3.6.4 Open Text Boxes

You must TYPE your answer in the box

Click within the text box area to enter your answer. Text boxes allow you to input variable information such as quantity, name, phone number, or additional comments. Open text boxes may be optional or required depending on the specific question. (Please note, those text boxes that require a response are indicated with a red asterisk *. This means you must input text into the box before you can advance to the next question.)

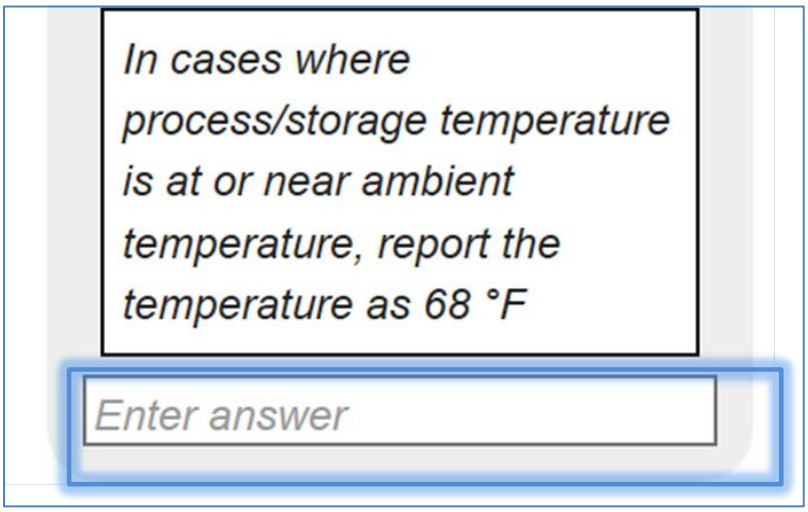


Figure 8: Sample Question Format – Open Text Box

3.6.5 Tables

You must ADD ROWS to the tables to enter your information.

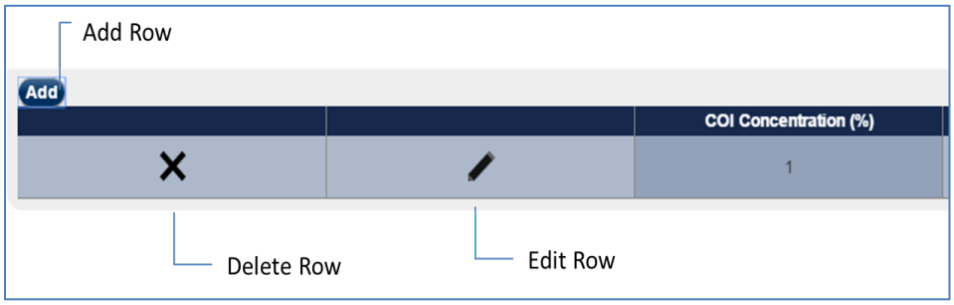


Figure 9: Overview of Features for a Question in Table Format

3.6.6 Adding a Row

Click the Add button.

A pop-up window appears automatically containing a question that you must answer.

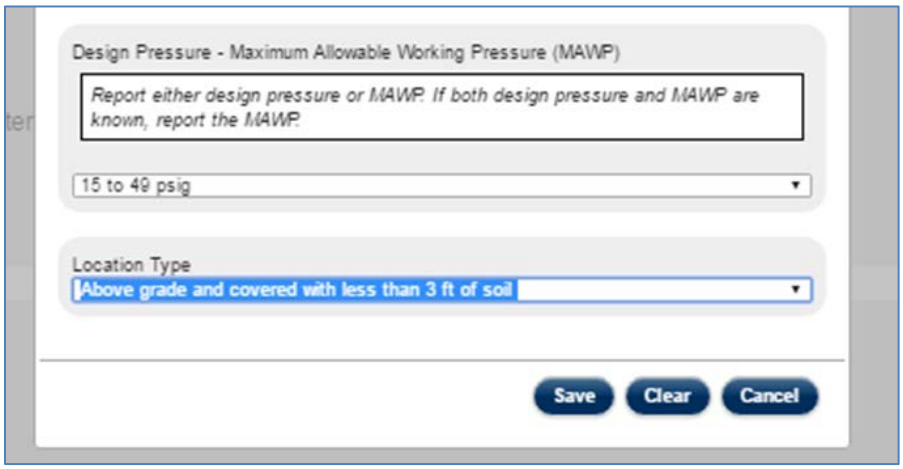


Figure 10: Pop-up Window Form with Questions for a Table Row

Click [Clear] to clear all the data from the form.

Click [Cancel] to close the form and return to the survey question. Any data you answered will be lost.

Click [Save] to save all your answers. The pop-up window form closes automatically when all the questions are completed. All the answers appear in a row within the table format.

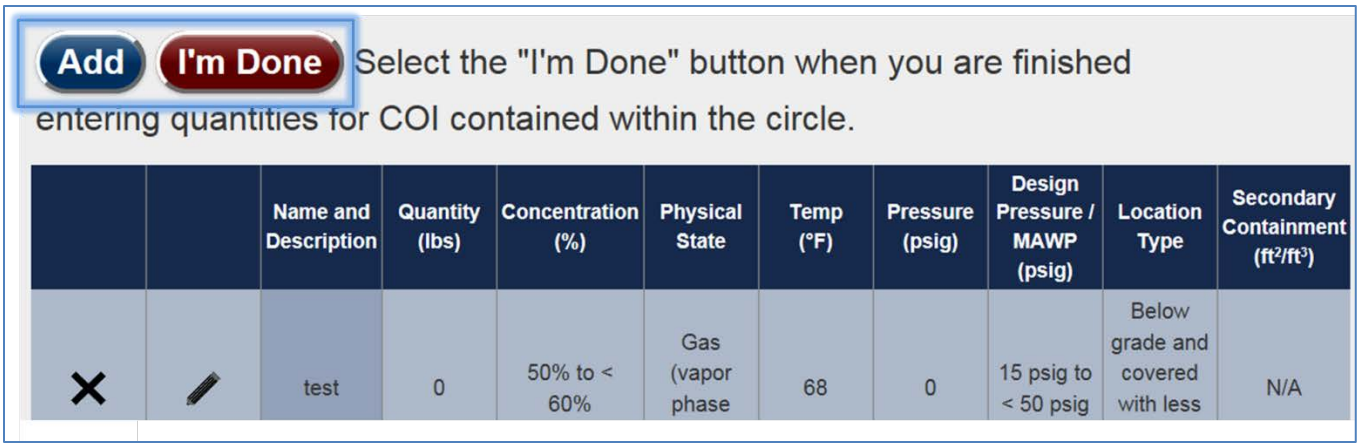


Figure 11: Sample of a Completed Row of Data for a Question in a Table Format

Some questions may require you to provide multiple sets of answers. Click the [Add] button to add another row to input answers to that question. When finished click the [I'm Done] button.

3.6.7 Edit a Table Row

Select the icon to change or update your answers within a row of answers. A pop-up window appears automatically prepopulated with data from that row. Once you have updated your answers, **click [Save].**

Click icon to erase data from a row. The entire row will be deleted.

Table 3 below provides an overview of all the buttons and features available for a question in table format.

Button		Function
Add	Add	Allows you to add information to a table, one row at a time.
I am Done	I'm Done	Allows you to indicate that you have completed a set of questions and are ready to continue.
	Edit Row	Allows you to edit information within a row. A pop-up window form automatically appears that allows you to edit the information.
	Delete Row	Allows you to delete all the information within that row.

Button		Function
Save	Save	Saves the data on the form, closes the pop-up window, and returns to the current page.
Clear	Clear	Clears the data on the form.
Cancel	Cancel	Closes the pop-up window without saving the responses entered in the form and returns to the current page.

Table 3: Question in a Table Format and Pop-up Form Buttons and Features Overview

The browser page appears greyed out until the pop-up window is closed.

3.7 Select a Chemical of Interest (COI)

Some parts of the surveys ask you to indicate the Chemicals of Interest (COIs) that are present or will be present at your facility. You will be presented with a screen similar to Figure 19.

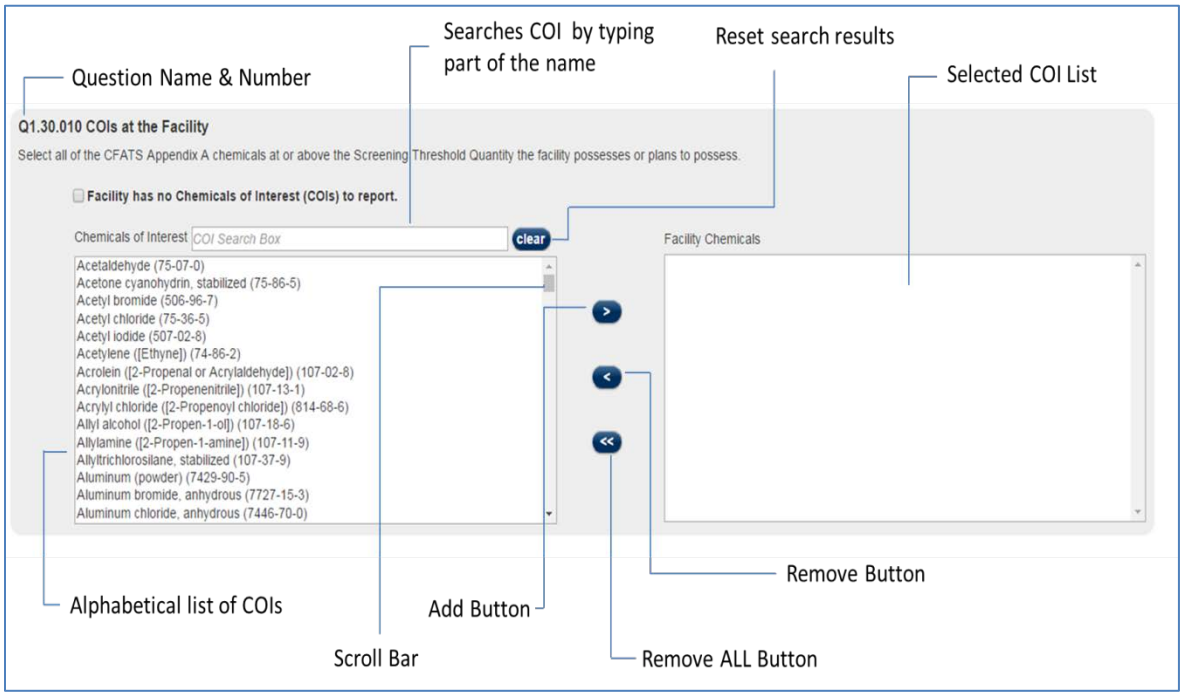


Figure 12: Selecting COI

Table 4 below describes the buttons and features available in the Selecting COI question format.

Button		Function
	Scroll Bar	Click on the **up arrow** to navigate up the list of COIs. Click on the **down arrow** to navigate downwards.
Clear	Clear	Clears the search criteria and the results list.
>	Add	Adds the COI selected to the Facility Chemicals List.
<	Remove	Removes selected (highlighted) COI from the Facility Chemicals List.
<<	Remove All	Removes all COIs from the Facility Chemicals List.

Table 4: Selecting COI Buttons and Features Descriptions

3.7.1 Search for a COI

There are three ways you can search for a COI: using the chemical name, the chemical synonym, or the Chemical Abstract Service (CAS) number.

COI Search Box: Type the name of the chemical, chemical synonym, or the CAS number to search for the COI. All available results appear below the search box.

Use the **[Clear]** button to restart your COI search.

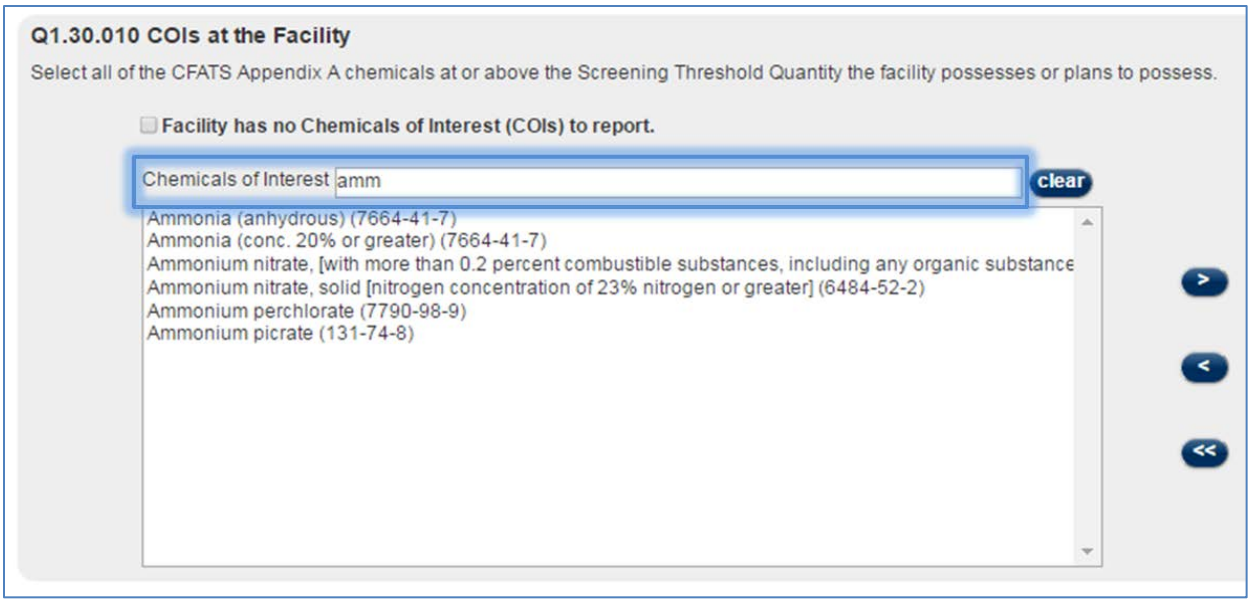


Figure 13: Search Box to Find a COI

COI List: Use the **Scroll Bar** to navigate down and up the alphabetical listing of Appendix A COI.

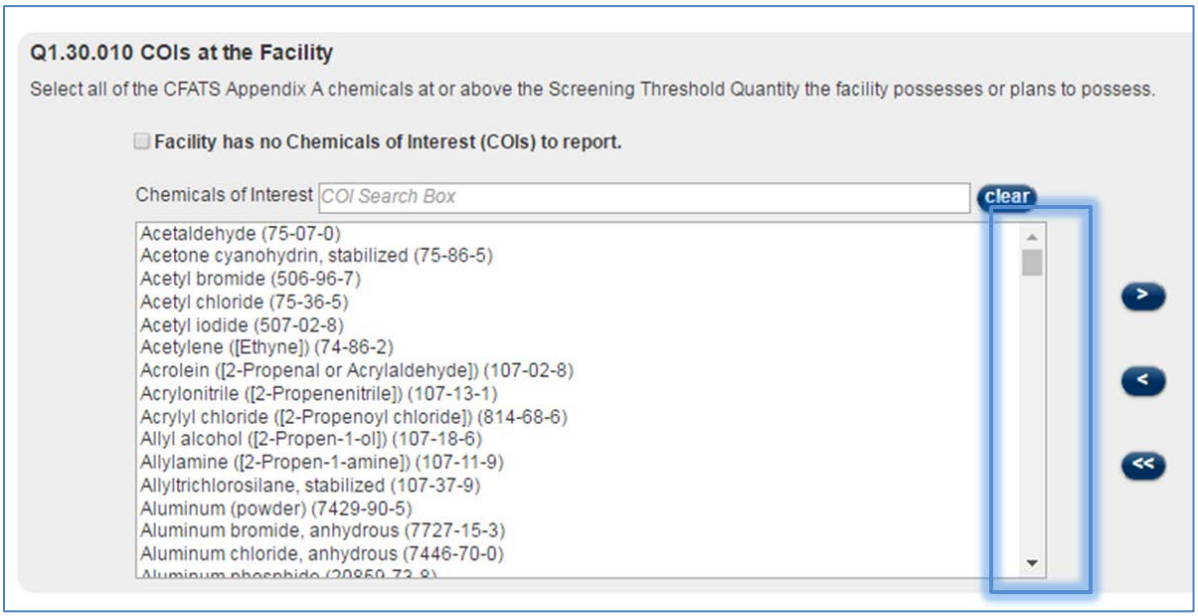


Figure 14: Scroll Bar to Search for a COI

3.7.2 Select a COI

Click on a **COI name** from the List of COIs and then **click** the > button to add that particular COI to your Facility Chemicals List.

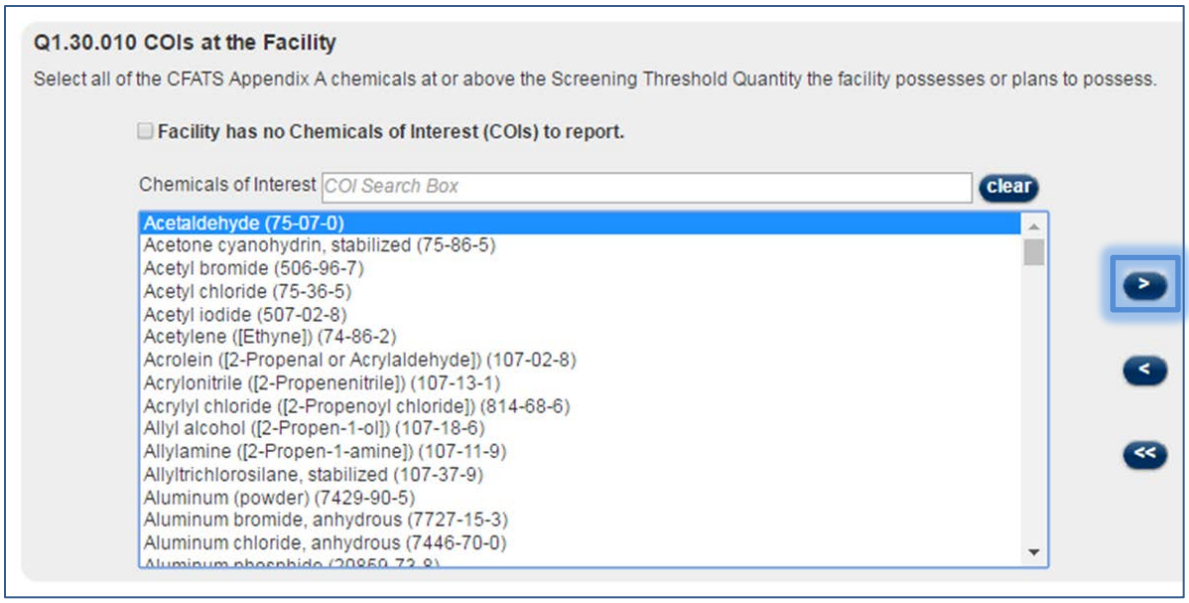


Figure 15: Selecting a COI on the Listing

The chemical is then added to the Facility Chemicals List. You can select as many chemicals as applicable to your facility.

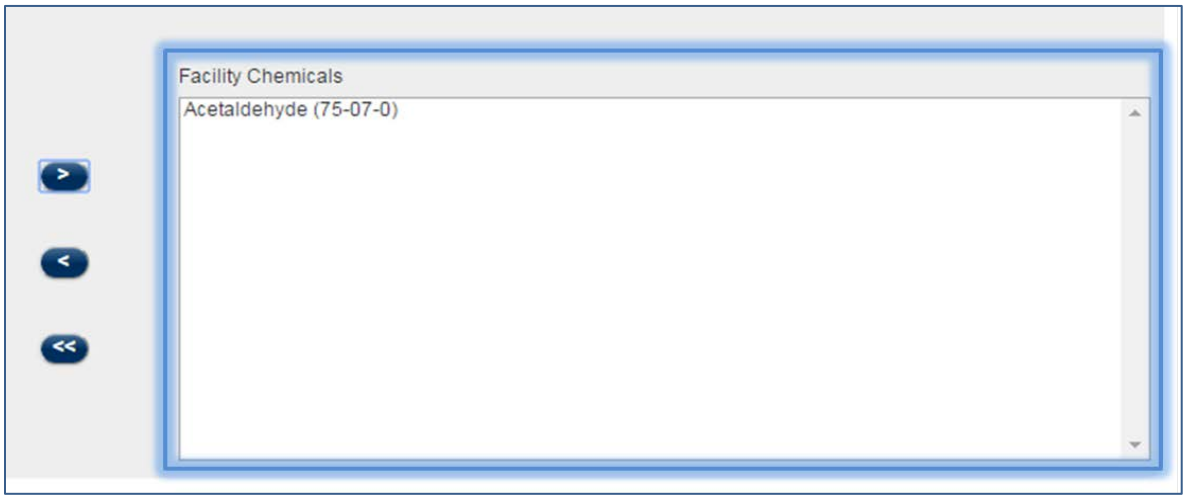


Figure 16: COI Added to Facility Chemicals List

Use Shift+Click to select more than one consecutive COI. Use Ctrl+Click to select several non-consecutive COIs.

3.7.3 Removing a COI

Click on the **COI name** to select it and then **click** the button to remove a chemical from the Facility Chemicals List.

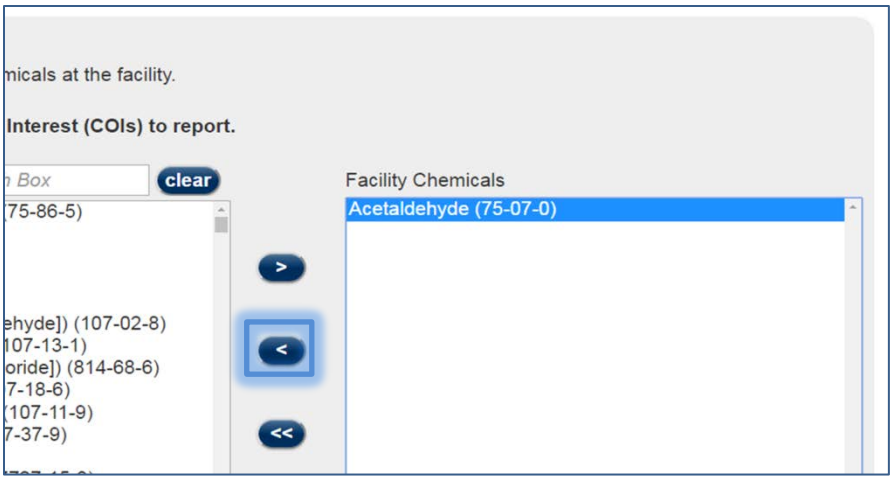


Figure 17: Removing a COI from the Facility Chemicals List

The chemical appears back in the COI list on the left.

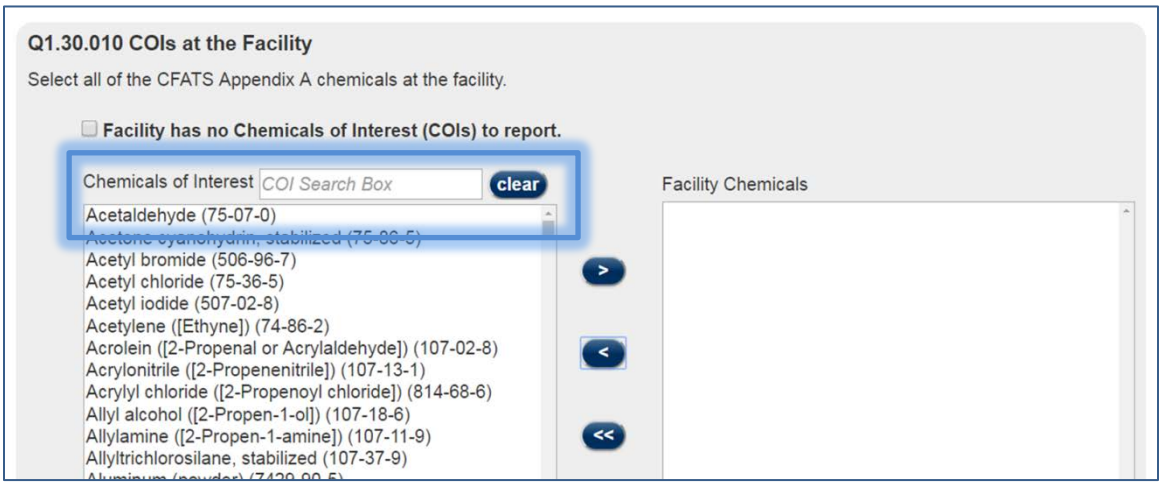


Figure 18: Removed COI Back in the COI List

3.7.4 No COI to Report

In the Top-Screen survey, you may check the box **[Facility has no Chemicals of Interest (COIs) to report.]** if your facility does not store or use COI at or above the Screening Threshold Quantity (STQ). The remainder of the Top-Screen is skipped and the “Validate and Submit” page is displayed.

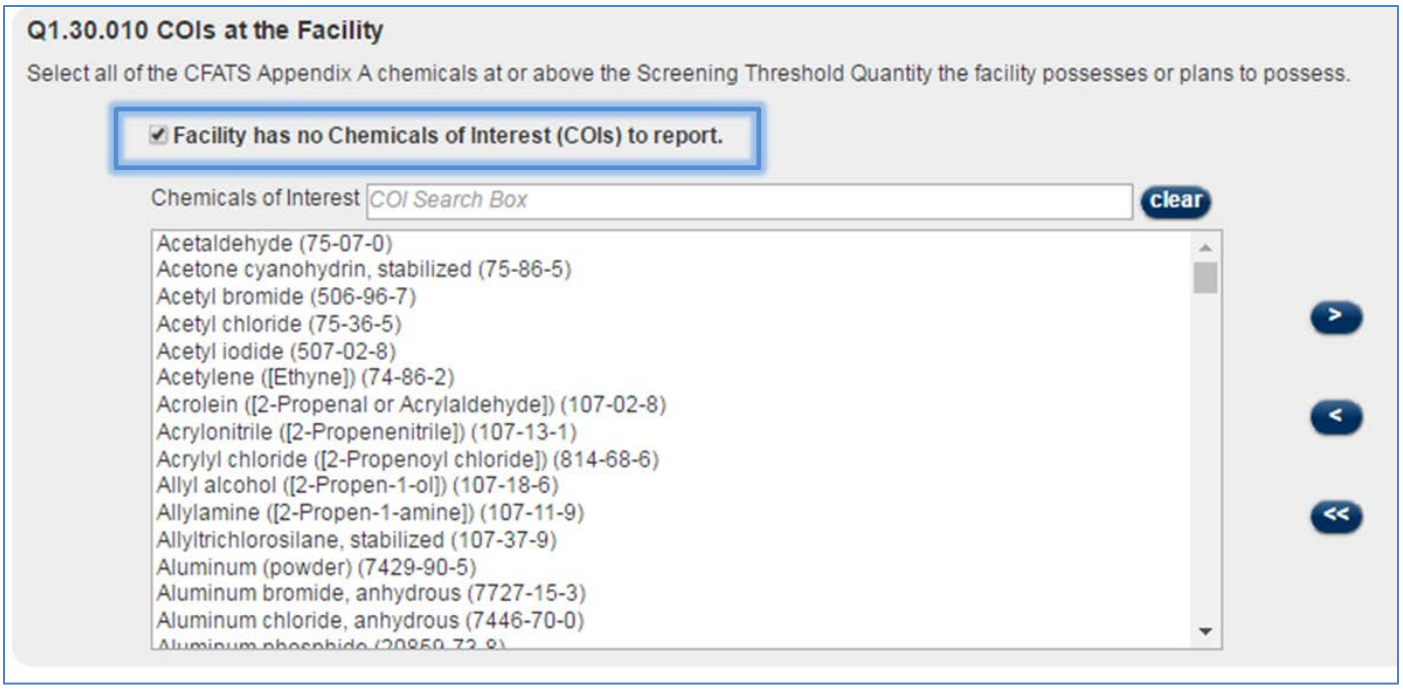


Figure 19: Check Box for No COI to Report

3.7.5 Add a Non-Tiered COI (Specific to the SVA/SSP)

In the SVA/SSP survey you are prompted to add a non-tiered COI.

If this applies to your facility, **click** the Add COI button to search and select a COI.

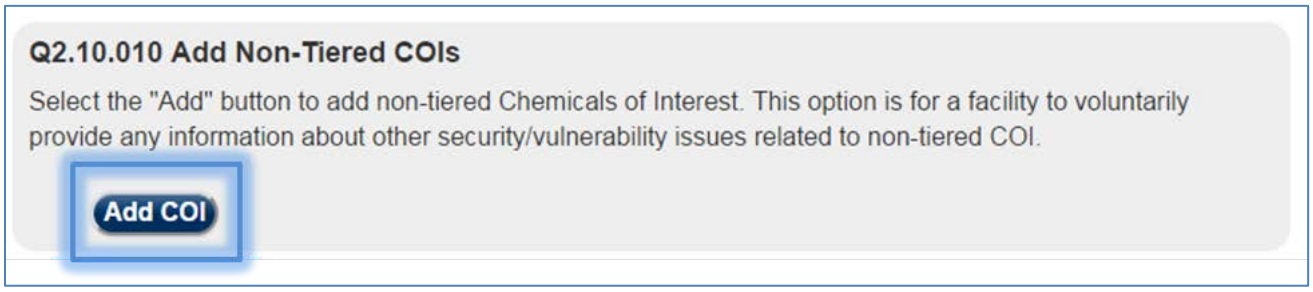


Figure 20: Add COI Button to Add Non-Tiered COIs in the SVA/SSP Survey

3.7.6 Add a Security Issue to a Non-Tiered COI

In the SVA/SSP survey you must associate a security issue to a non-tiered COI. You can either search or scroll for the COI (See Sections 3.7.2 – 3.7.3 for more details).

Click on a **COI name** from the List of COIs, and then **click** the > button.

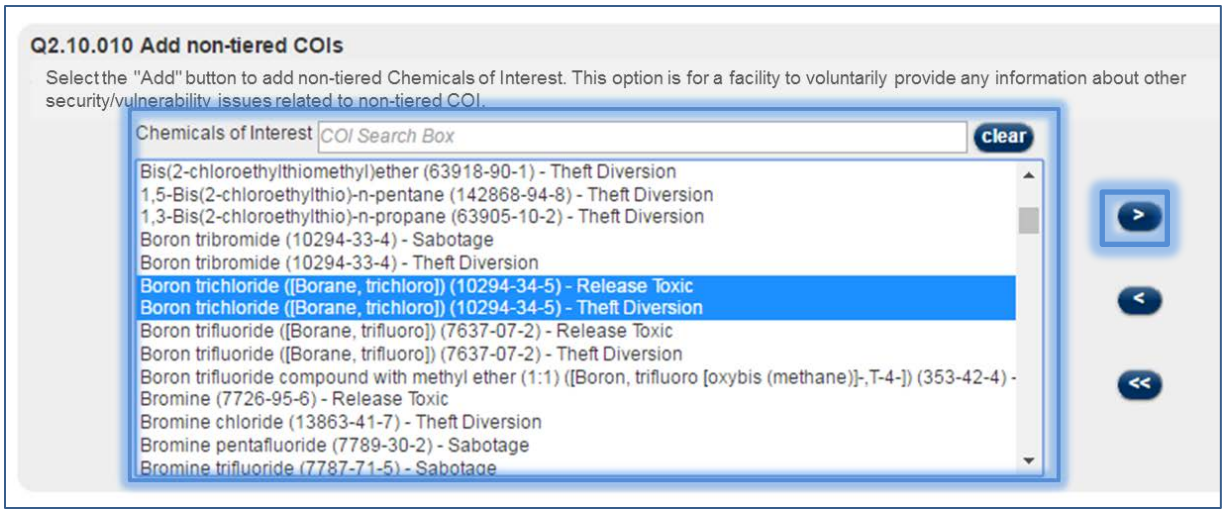


Figure 21: Adding COI with its Security Issue to the Facility Chemicals List

4. Top-Screen Geospatial Tool and Features

Figure 29 shows an overview of the Geospatial Tool in the Top-Screen Survey.

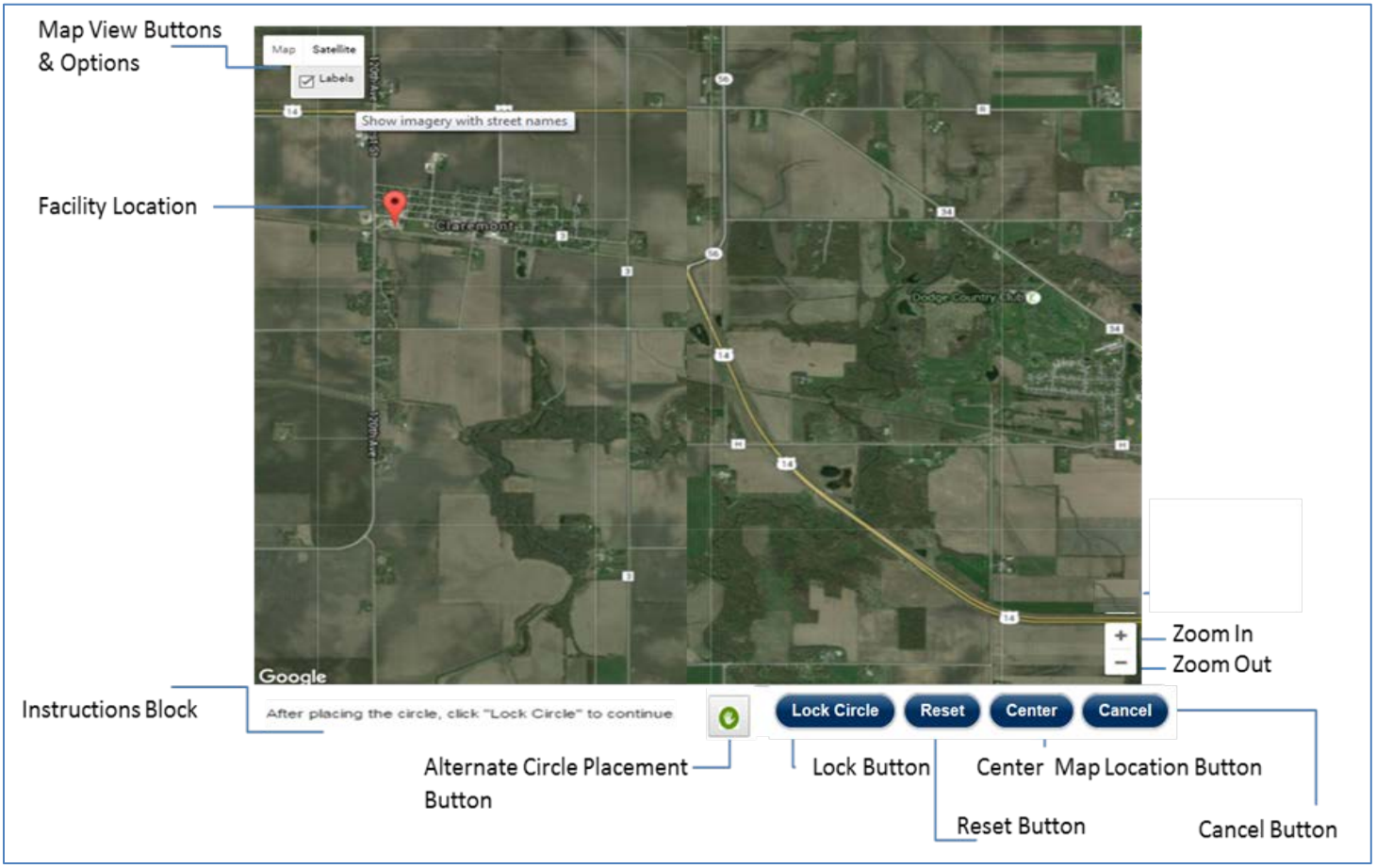


Figure 22: Geospatial Tool in Top-Screen Survey

Table 5 below describes the buttons and features available in the Top-Screen Survey geospatial tool.

Button/Feature	Function
Instruction Block	Provides information for completing the question.
Facility Location Marker	Marks the location of the facility provided to DHS during the registration process. *Note: To change this information, go to the Facility Details tab in the CSAT Portal and click the* ***[Re-center]*** *button*.

Button/Feature		Function
Satellite	Satellite	Displays a satellite image of the facility location without city names and major highways. This is the default view.
Satellite ☑ Labels	Labels	Option in the Satellite map view that adds labels of major highways, streets, and buildings to the map.
Map	Map	This view is similar to a street map. The background is gray, small roads are white, larger roads are yellow, and major highways and interstates are orange.
Map ☑ Terrain	Terrain	Option in the Map view. This button highlights differences in terrain and can be used to determine whether an area is flat or rocky.
	Pointing Hand Vector	Appears after you click anywhere on a placed circle. Click and hold down the mouse button in the circle to move to a different location on the map.
	Open Hand Vector	This icon is displayed when no action is performed on the map.
	Closed Hand Vector	Appears after you click anywhere on the map. Left click and hold the mouse to move the map in any direction desired (pan movement). *Note: When you let go of your mouse button the hand vector returns to the pointing vector. See above.*
Lock Circle	Lock Circle	Locks the circle in the position where you placed it and closes the map.
Reset	Reset	Deletes any circle placed on the map and re-centers the map on the facility marker.

Button/Feature		Function
Center	Center	Centers the map view around the circle you have drawn or around the facility location marker if you have not drawn a circle yet.
Cancel	Cancel	Cancels any actions and closes the map tool.
+ −	Zoom In & Out	Allows you to Zoom In by clicking on the plus sign and Zoom Out by clicking on the minus sign.
	Accessibility Button	Shows the latitude and longitude information when viewing circle information. Allows you to enter the coordinates for manually adding or moving the circle.

Table 5: Geospatial Tool in Top-Screen Survey- Buttons and Features

4.1 Map Features

4.1.1 Satellite View

When you select the Satellite Button, the geospatial tool shows Google Maps in satellite view, which is also the default view for the Top-Screen geospatial tool.

You may also select the **[Labels]** Option in this view to add labels of major highways, streets, and buildings to the map.

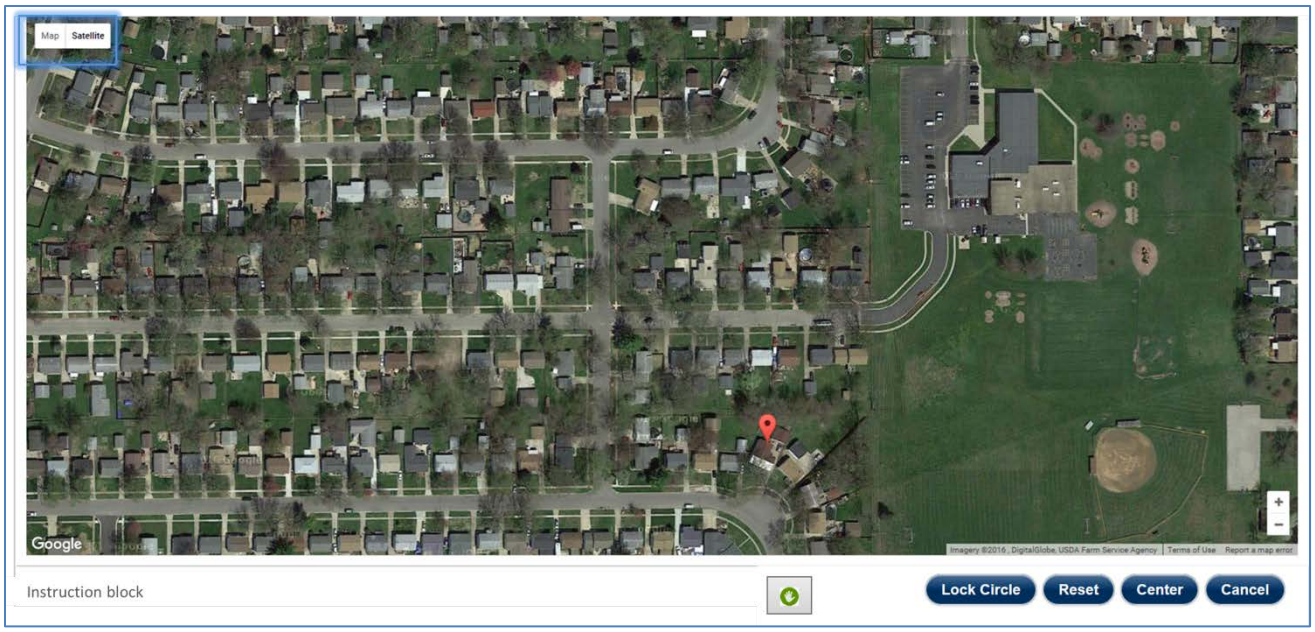


Figure 23: Survey Geospatial Tool – Satellite View

4.1.2 Map View (Terrain)

This option highlights differences in the terrain.

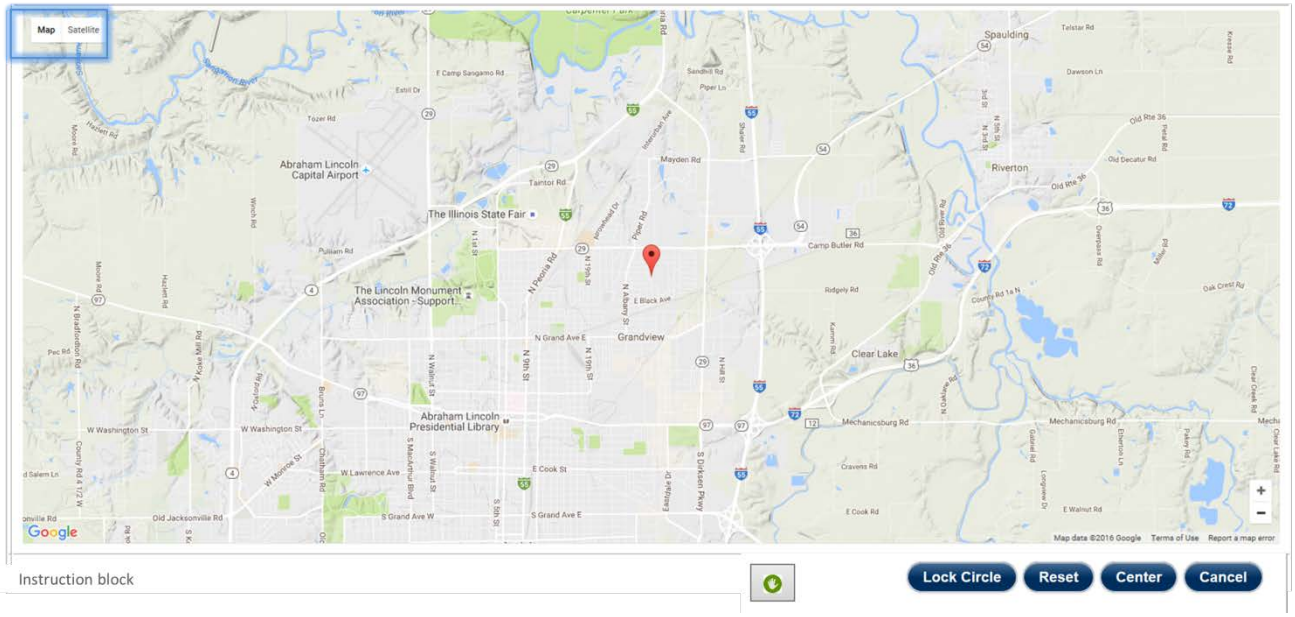


Figure 24: Survey Geospatial Tool – Map View

Hover the pointer over the [Map] or [Satellite] button to add or remove details to the geospatial imagery.

4.2 Place a Circle / Place an X

You are prompted to place a circle or an X on your facility location or to describe the structures or containers of COI within the boundaries of your facility in order to answer the applicable COI security issue questions.

4.2.1 Circle 1

Click the Place Circle button to draw a circle around an area or place an X to mark a container encompassing the largest quantity for a specified COI as Circle 1.

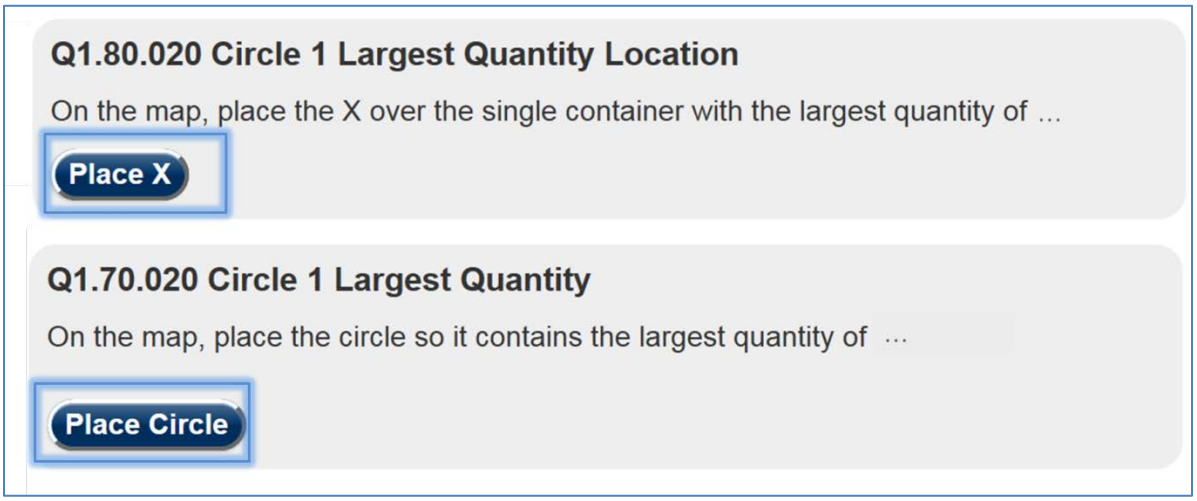


Figure 25: Place Circle/Place X Example Button

A map in the satellite view centered on the location of your facility appears. See Section 5 for more details on the SVA/SSP geospatial tool features.

Click on the map where the largest quantity is located.

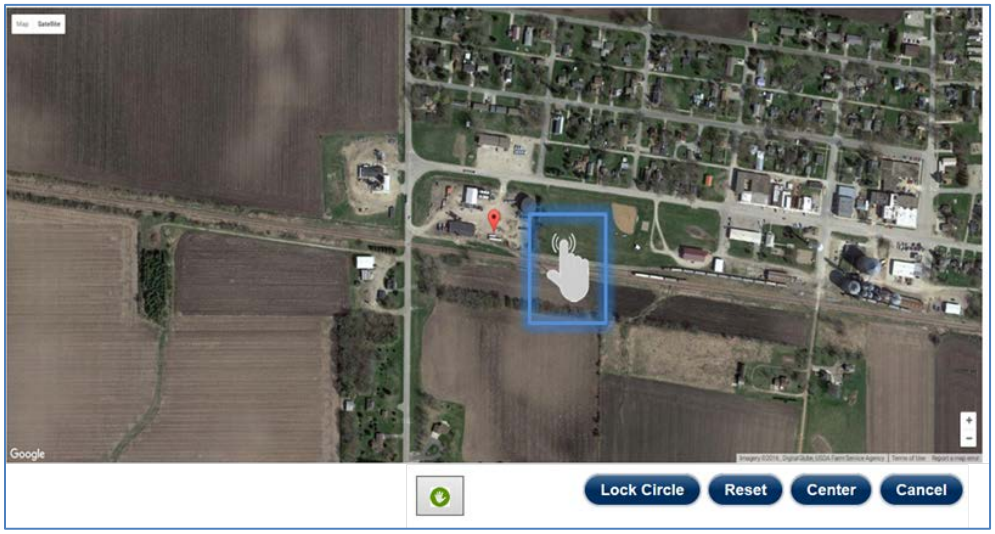


Figure 26: Click the Map to Add Circle Location

A red circle with the number one (1) appears. You may use the hand vector to move the circle to another location on the map, by clicking and dragging with your mouse. **The circle radius is pre-determined at a 170 foot radius and cannot be modified.**

Figure 27: Use the Hand Vector to Move the Circle Location on the Map

Click [Lock Circle] to save the circle and complete the information necessary for the applicable question.

Figure 28: Click the Lock Circle/ Lock X button to Lock the Circle/X in Place

If placing an X, Zoom In to see the X in the center of the circle.

Based on the Circle 1 details you may be prompted to add a second Circle (Circle 2). Follow the steps below.

4.2.2 Circle 2

Click the Place Circle button to draw a circle as Circle 2 around an area or place an X to mark a container encompassing the second largest quantity for a specified COI.

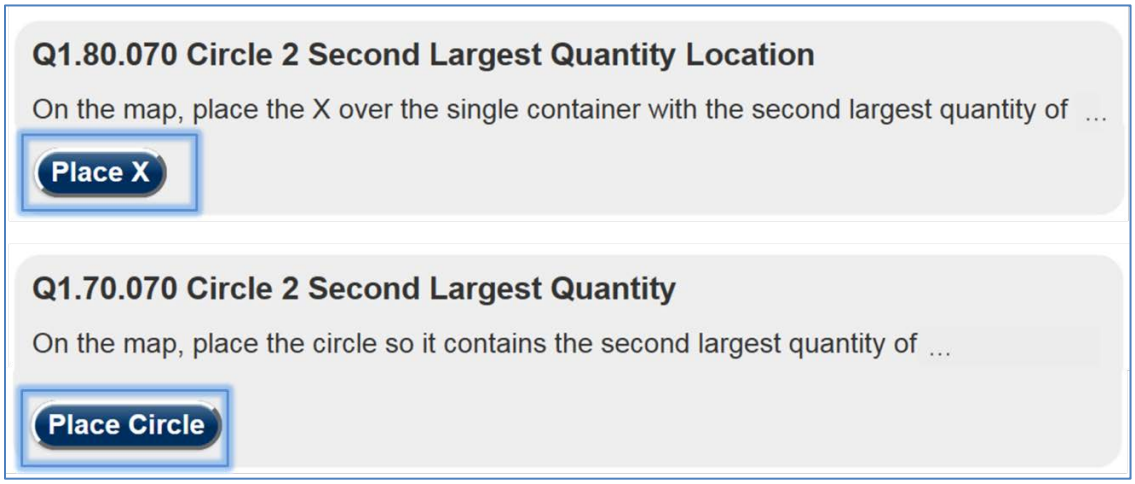


Figure 29: Click the Place Circle/Place X Button to Add a Second Circle

A map in the satellite view centered on the location of your facility appears with Circle 1 showing and your facility locator displayed.

Click on the **map** where the second to largest quantity container is to be located.

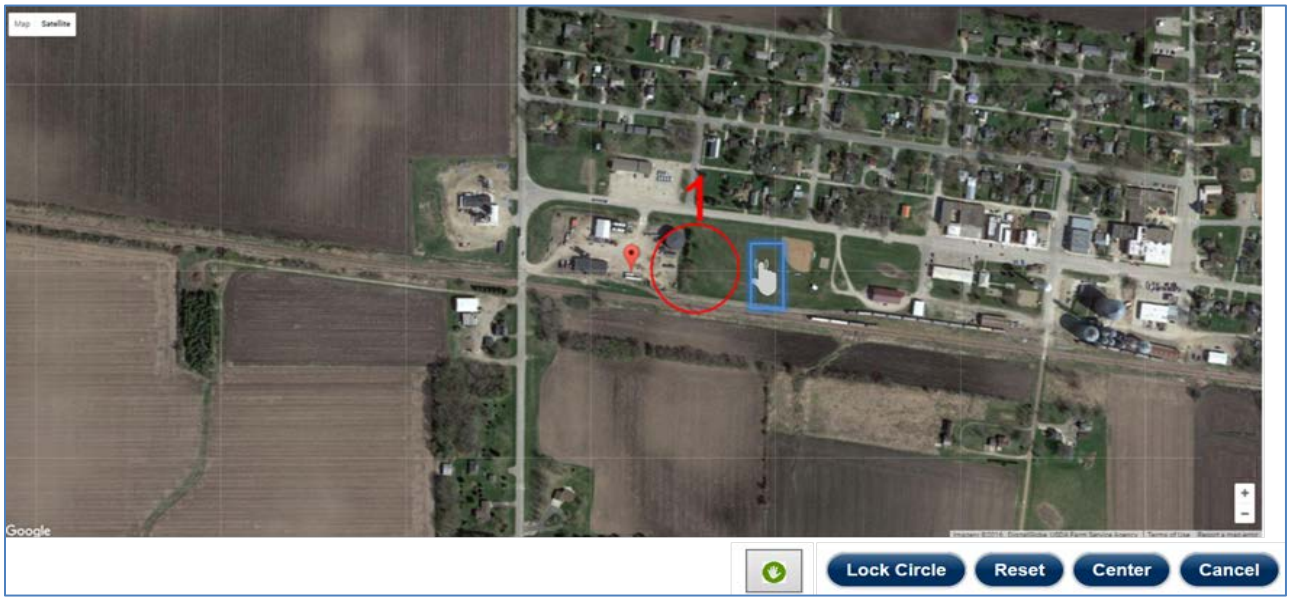


Figure 30: Click on the Map to Add a Circle Location

The quantity defined for Circle 1 must always be greater than or equal to Circle 2. If Circle 2 quantity is greater, you will receive an error message requiring you to revise your answers.

A **Yellow Circle** with the number **2** appears. You may use the hand vector to move the circle to another location on the map, by clicking and dragging with your mouse.

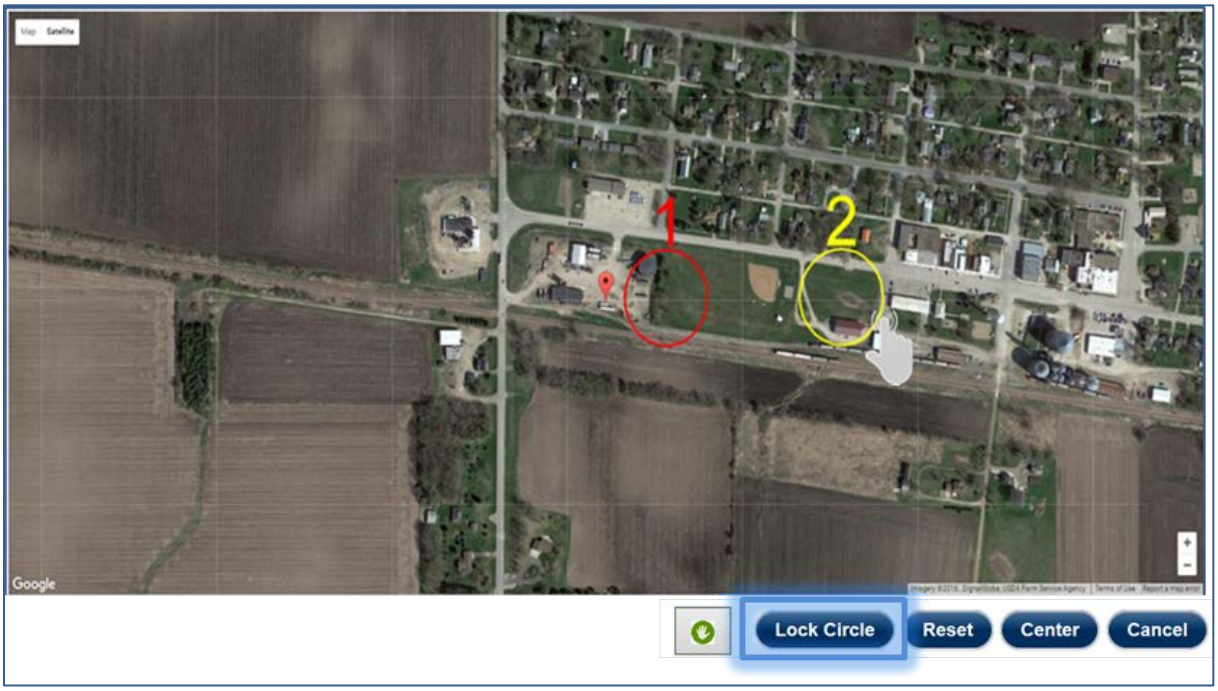


Figure 31: Click Lock Circle to Save the Circle Location

Click [Lock Circle] to save the circle and complete the information necessary for the applicable question.

If you have two circles associated with a COI and choose to change details in Circle 1, Circle 2 data will be lost.

4.2.3 Accessibility Option for Placing a Circle

This option is designed for individuals who are not able to place the circle using the mapping feature. If you can, it is recommended that you use the mapping feature instead of this one.

Click the Button.

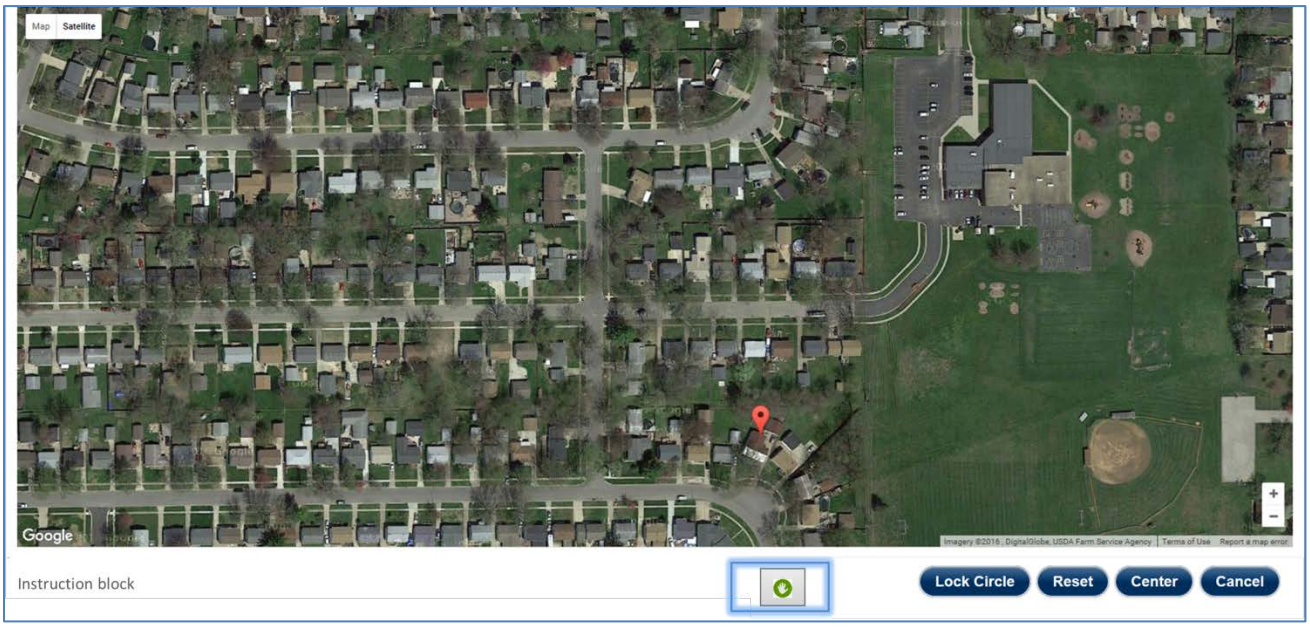


Figure 32: Click the Accessibility Button to Manually Enter Circle Coordinates

Click on the **text box area** to enter manually the Latitude and Longitude coordinates of the center point of a circle.

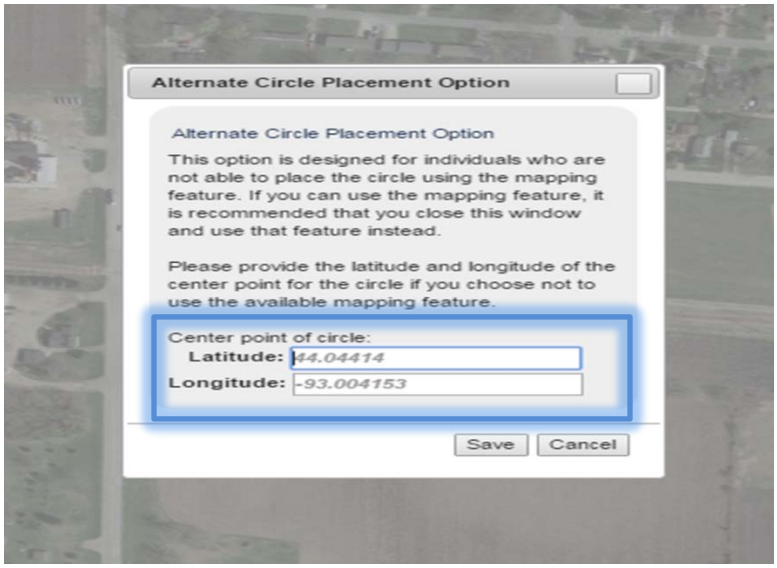


Figure 33: Click on the Text Box Area Manually to Enter Circle Coordinates

Click [Save] to save the circle location. **Click [Cancel]** to return back to the geospatial map.

4.2.4 View the Circle Location

Click the **[Map]** tab to review the circle(s) for a COI. **Click** the button if you want to review the coordinates.

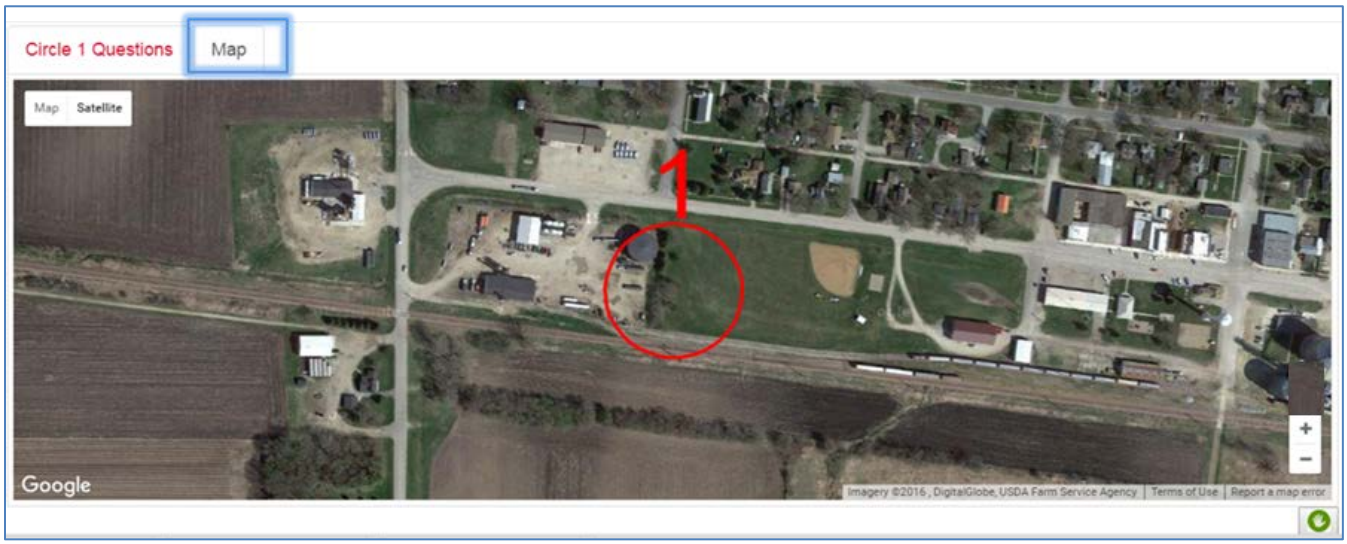


Figure 34: Map View of Locked Circle

4.2.5 Change / Edit Circle Location

Click Edit Circle button to change the location of a circle at any time prior to submitting the survey.

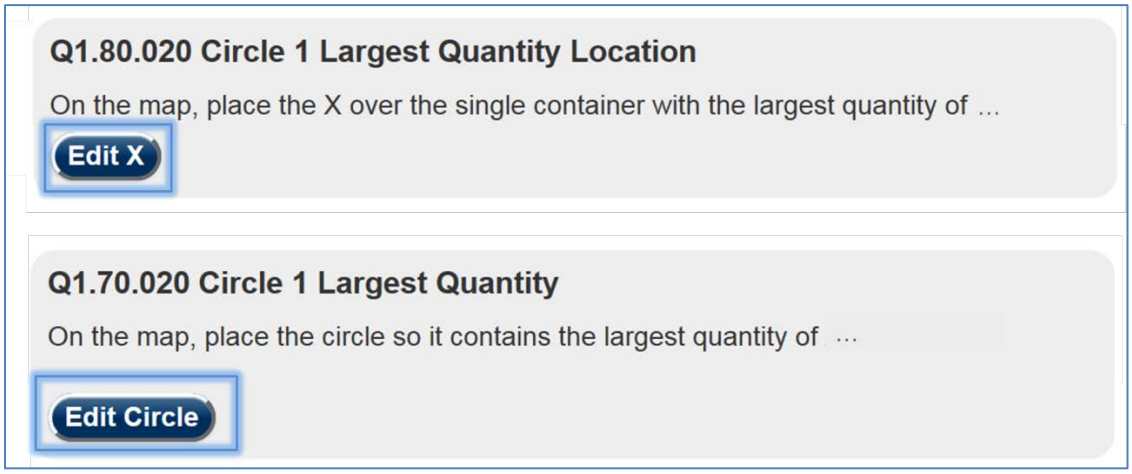


Figure 35: Edit Circle Button

If you choose to change the position of your circle, you will lose all data you entered for this circle and of the second circle if you have drawn one.

5. SVA Geospatial Tool and Features

As part of the SVA survey, you are prompted to define critical assets within your facility's geospatial location. Figure 43 depicts an overview of the geospatial map and drawing tool in the SVA survey.

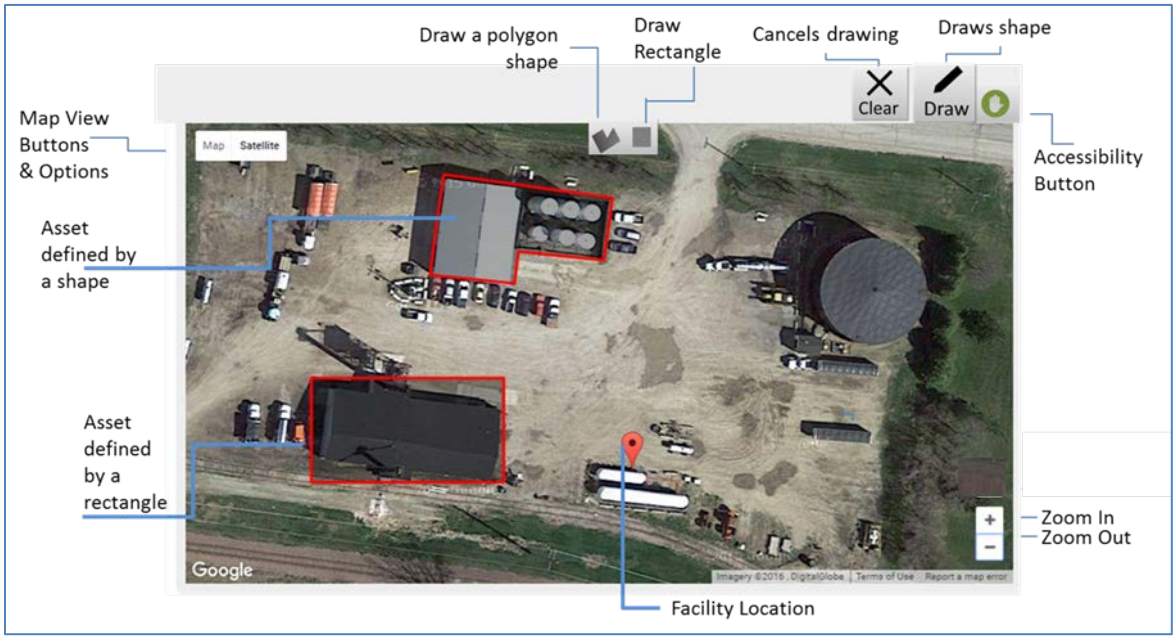


Figure 36: Drawing Tool in SVA Survey

Table 6 below describes the buttons and features available for the SVA geospatial tool

Button/Feature		Function
	Facility Location Marker	Marks the location of the facility provided to DHS during the registration process. *Note: To change this information go to the CSAT Portal.*
Satellite	Satellite	Displays a satellite image of the facility location without city names and major highways. This is the default view.
Satellite ☑ Labels	Labels	Option in the Satellite map view that adds labels of major highways, streets, and buildings on the map.
Map	Map	This view is similar to a street map. The background is gray, small roads are white, larger roads are yellow, and major highways and interstates are orange.

Button/Feature		Function
	Terrain	Option in the Map view. This button highlights differences in terrain and can be used to determine whether an area is flat or rocky.
	Open Hand Vector	Displayed when no action is performed on the map.
	Closed Hand Vector	Appears after you click anywhere on the map. Left click and hold the mouse to move the map in any direction desired (pan movement). *Note: When you let go of your mouse button the hand vector will return to the pointing vector. See above.*
	Draw	Shows the shape buttons that allow you to define critical assets in your facility's geospatial map.
	Draw Rectangle	Draws a rectangle on the map.
	Draw a Shape	Draws a polygon on the map.
	Clear	Restarts the drawing process and clears any unfinished shapes.
	Accessibility Button	Allows you to enter the coordinates to add manually a rectangular shape on the map.

Button/Feature	Function
Zoom In and Out	Zoom In by clicking on the plus sign and Zoom Out by clicking on the minus sign.

Table 6: SVA/SSP Buttons and Features Description

5.1 Define a Critical Asset

Click the **[Draw Tool]**.

Click the

button to begin defining an area on the map that contains a critical asset.

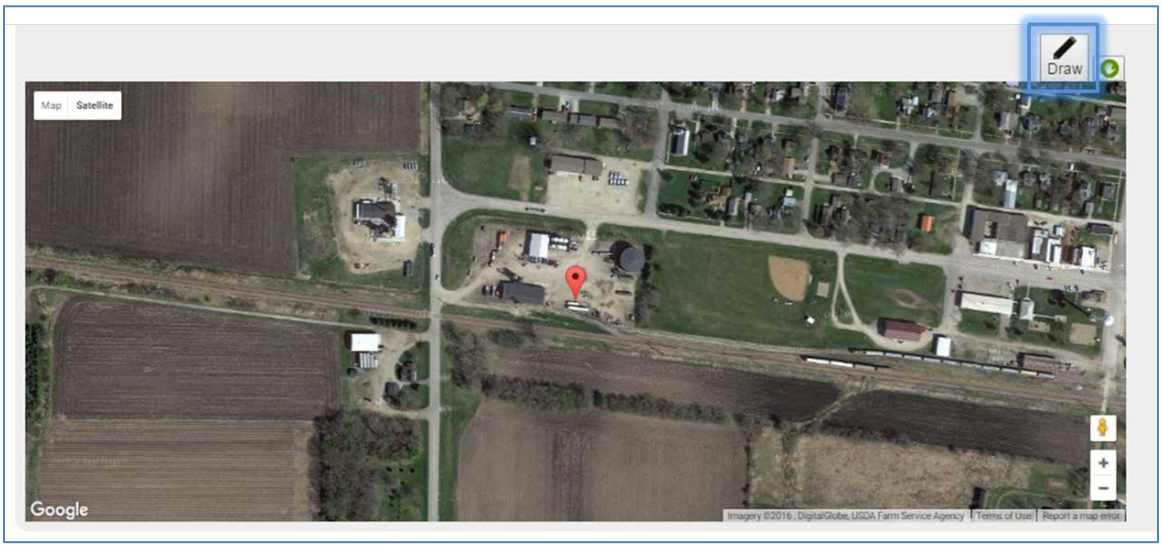


Figure 37: Select the Draw tool icon to start defining critical assets

Two shape buttons appear on the top center of the map for you to choose either a polygon shape or a rectangle.

Click either the button or the button to continue with drawing the most appropriate shape for a critical asset in your facility.

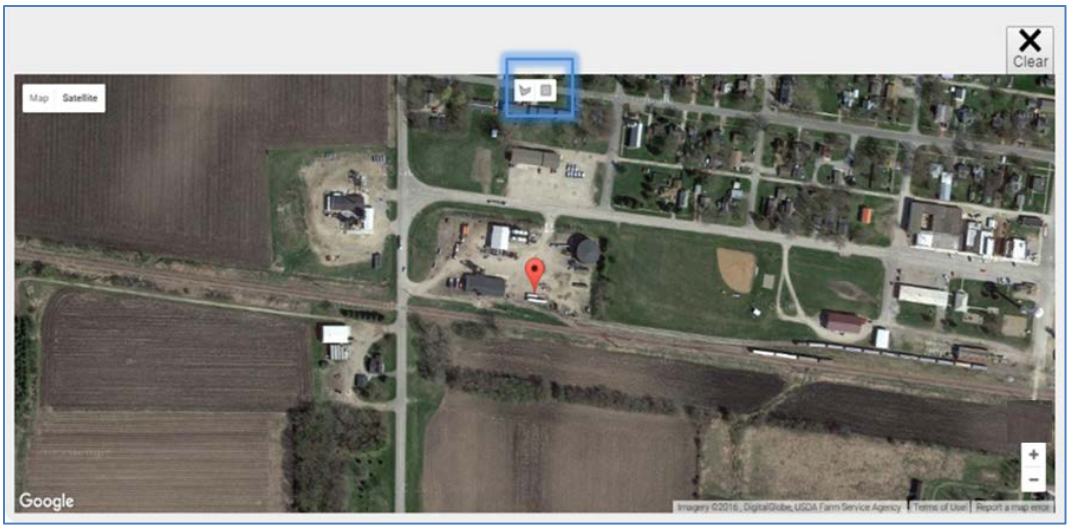


Figure 38: Select Either the Draw a Shape or Draw a Rectangle Button

Prior to drawing, Zoom In on the map to help you locate the critical asset and make drawing the shape easier.

5.1.1 Draw a Shape (Polygon)

Select the button to begin drawing a polygon shape on the map. The cursor changes to a cross-hair pointer + (a plus sign symbol). **Click** on the area where you want to begin drawing the shape.

Figure 39: Select the Draw a Shape and Click on the Map to Begin

Use your mouse scroll wheel to Zoom In and Out of the map while using the SVA drawing tool.

To create the sides of the shape (polygon), **click** around the area you want to define.

Figure 40: Click the Area to Define and Create the Sides of the Polygon

To close the shape, **click** near its starting point.

Figure 41: Click Near the Starting Point to Close the Polygon Shape

1) Double click near the starting point to automatically close the polygon shape.
2) Use the mouse scroll wheel to Zoom In while drawing in the tool.

5.1.2 Draw a Rectangle

Select the button to begin drawing a rectangular shape on the map. The cursor changes to a cross-hair pointer + (a plus sign symbol). **Click** on the area where you want to begin drawing the shape.

Figure 42: Select the Draw a Rectangle and Click on the Map to Begin

To create the sides of the rectangle drag the pointer until the rectangular shape appears.

Figure 43: Drag the Pointer on the Map to Create the Rectangular Shape

5.1.3 Clear an Unfinished Shape

Click the

button to delete an unfinished shape.

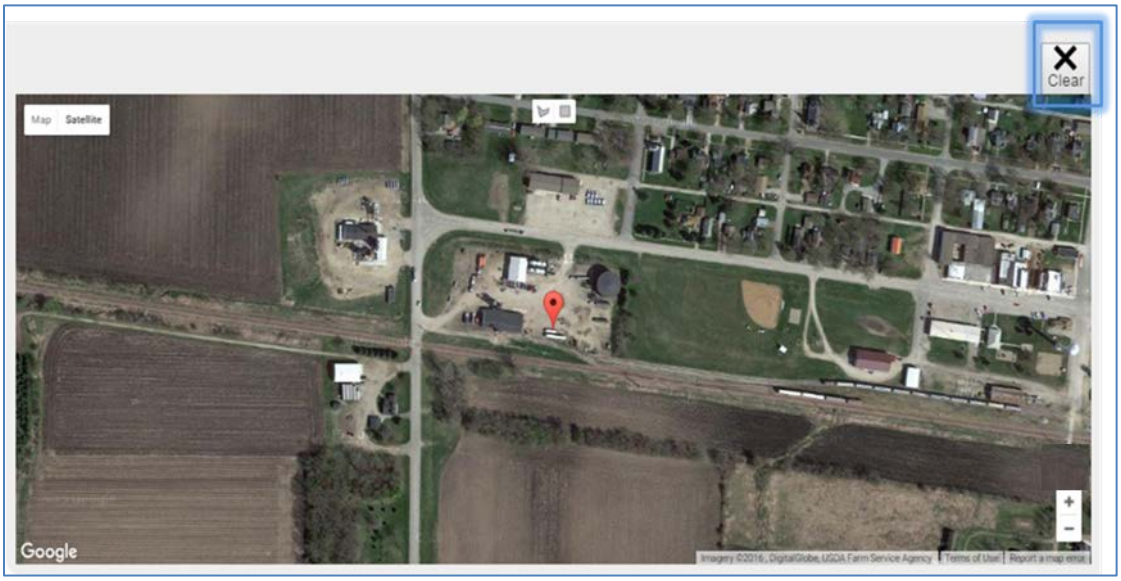


Figure 44: Click the Clear Button to Restart Drawing a Shape

To change the location of a drawn shape, you must first delete it. See Section 5.2.6 for more details.

5.1.4 Add a Critical Asset Name and Description

Once you are finished drawing a shape with the SVA drawing tool, a pop-up window appears to requesting the Name and Description of the critical asset. **Click** on each of the open text boxes to enter your answer.

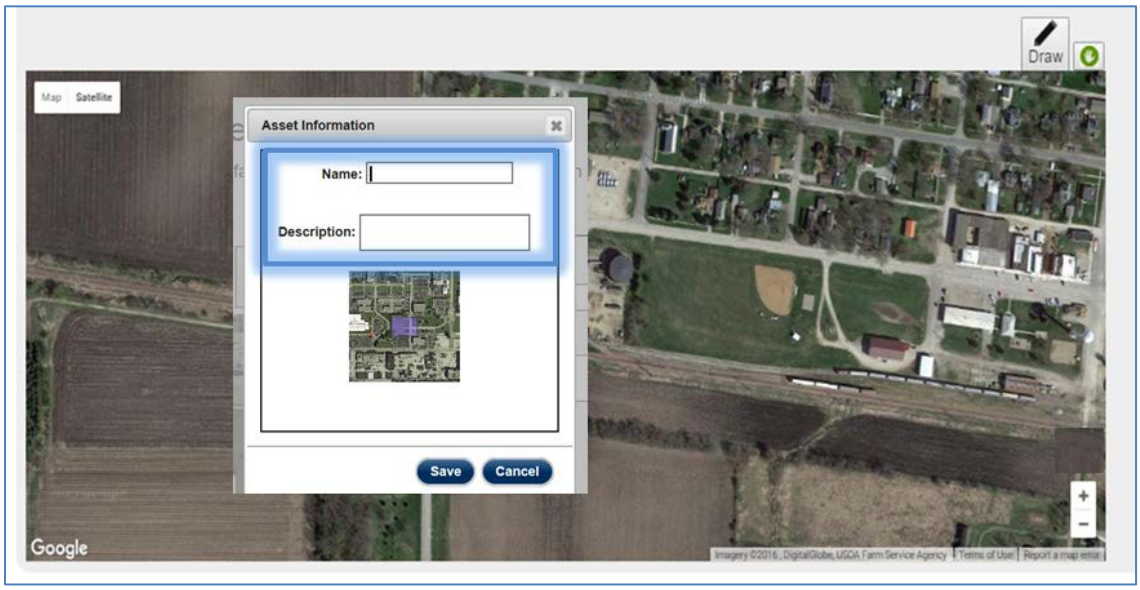


Figure 45: Add Name and Description to a Shape

Click the Save button to complete defining the critical asset.

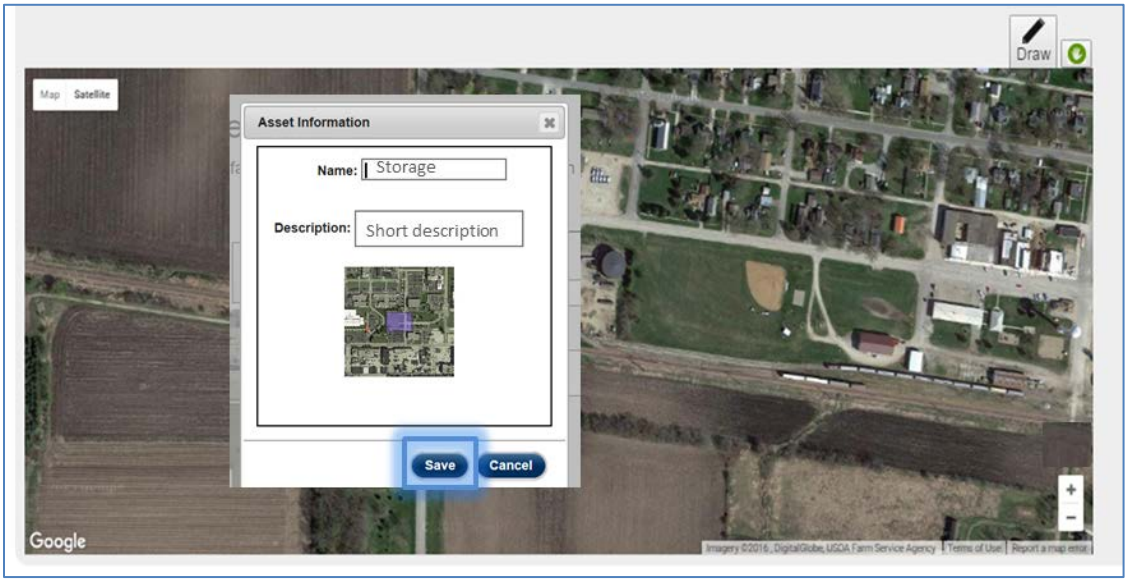


Figure 46: Click the Save Button to Store the Shape Information

The Critical Asset appears on the right of the map, showing its name, description, and a small picture with the shaded area with the shape you defined on the map.

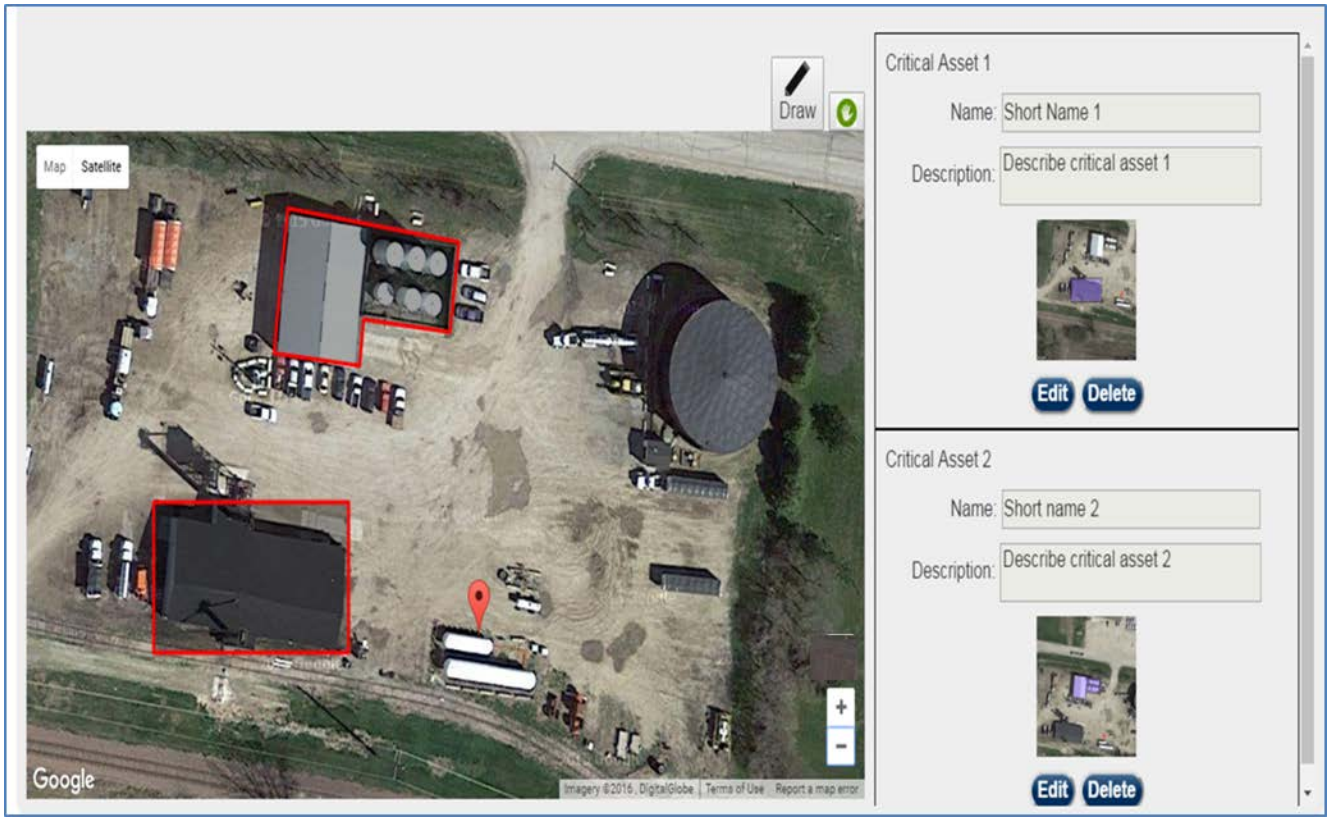


Figure 47: Two Defined Critical Assets Shown on the SVA Geospatial Tool

Use the Scroll Bar to review all the defined critical assets.

5.1.5 Edit Critical Asset Information

Click the Edit button to change the name or description of the critical asset.

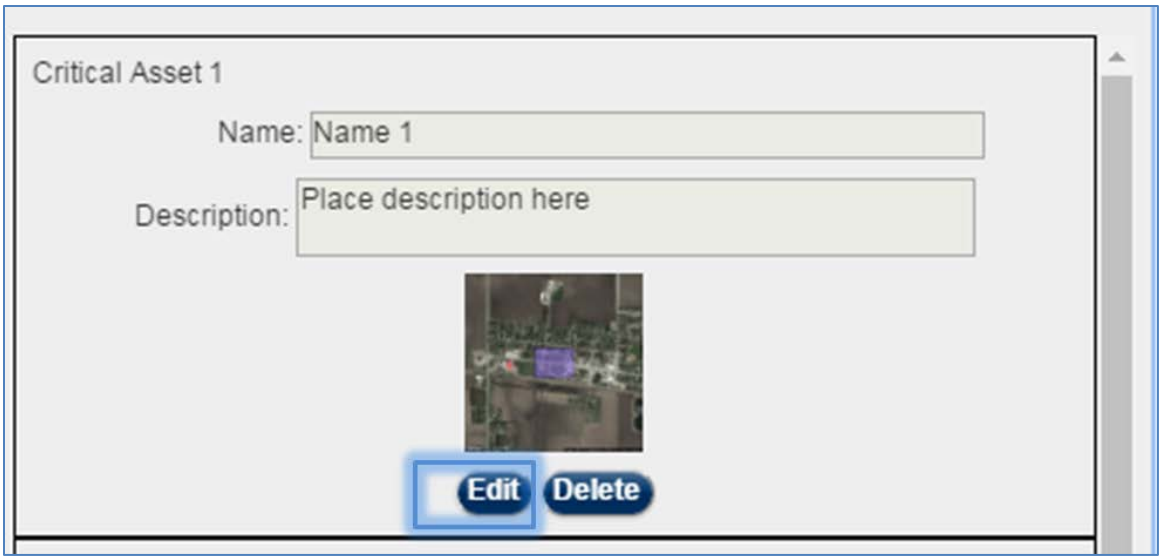


Figure 48: Click the Edit Button to Change Information for a Critical Asset Name/Description

You may edit the name and description of the shape information at any time. To change the shape's location on the map, you must first delete the shape and then redraw it.

5.1.6 Delete a Critical Asset Shape

Click the Delete button to remove all data for a critical asset.

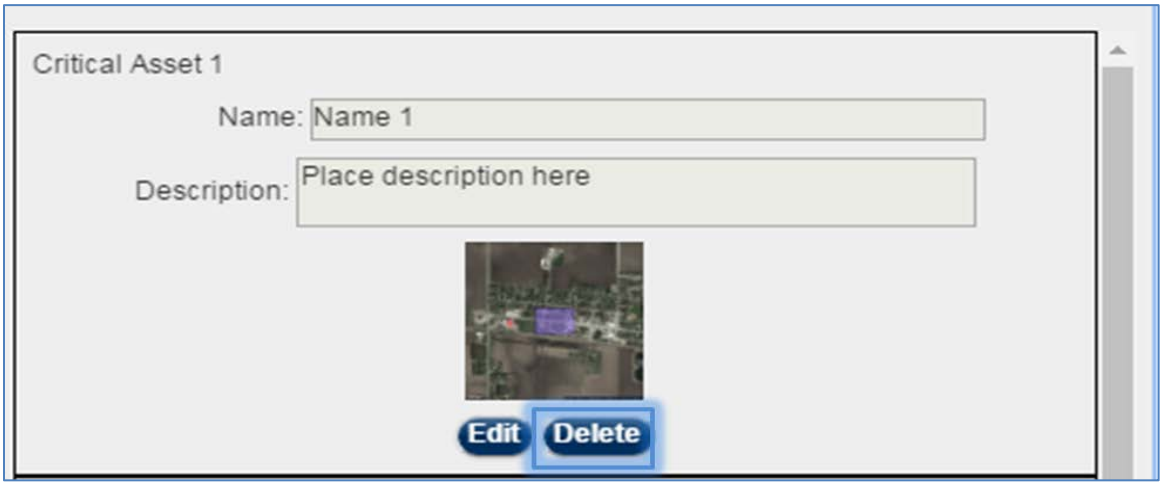


Figure 49: Click the Delete Button to Delete All Data for a Critical Asset

5.1.7 Accessibility Option for Drawing a Shape

This option is designed for individuals who are not able to use the SVA mapping tool. If you can, it is recommended that you use the mapping tool feature instead.

Click the button found on the top right corner of the SVA geospatial tool.

Figure 50: Click the Accessibility Button to Enter Manually Coordinates for Drawing a Shape

Click on the open text box area to enter the Latitude and Longitude coordinates of a rectangle. **Click** [Save] to complete the action and create the rectangular critical asset. The prepopulated coordinates are the center of your facility's information that were provided during registration.

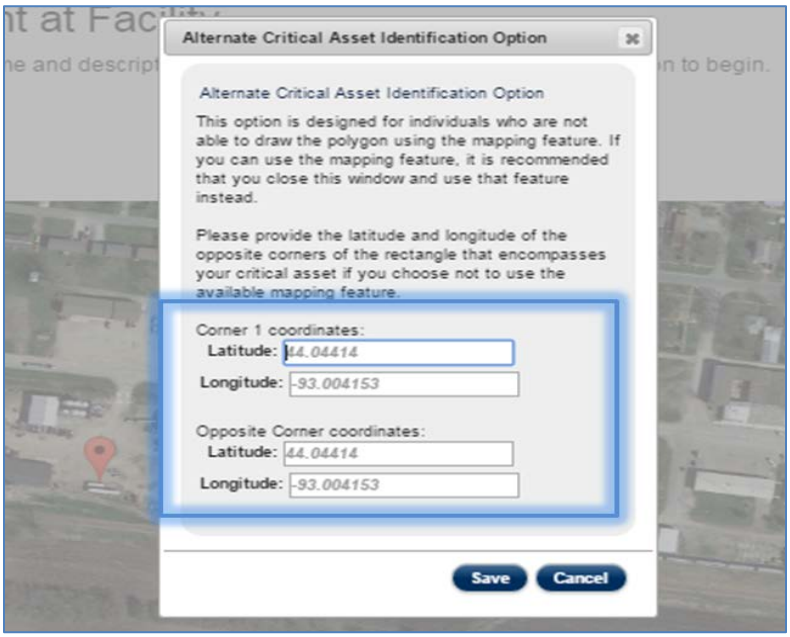


Figure 51: Click on the Open Text Box to Enter Latitude and Longitude for 2 Opposite Corners of a Rectangle

6. Upload Files

For the Expedited Approval Program (EAP) and Alternative Security Program (ASP), uploading files is a requirement to complete the surveys. Also, you may upload supplementary material to complete the SVA/SSP Surveys.

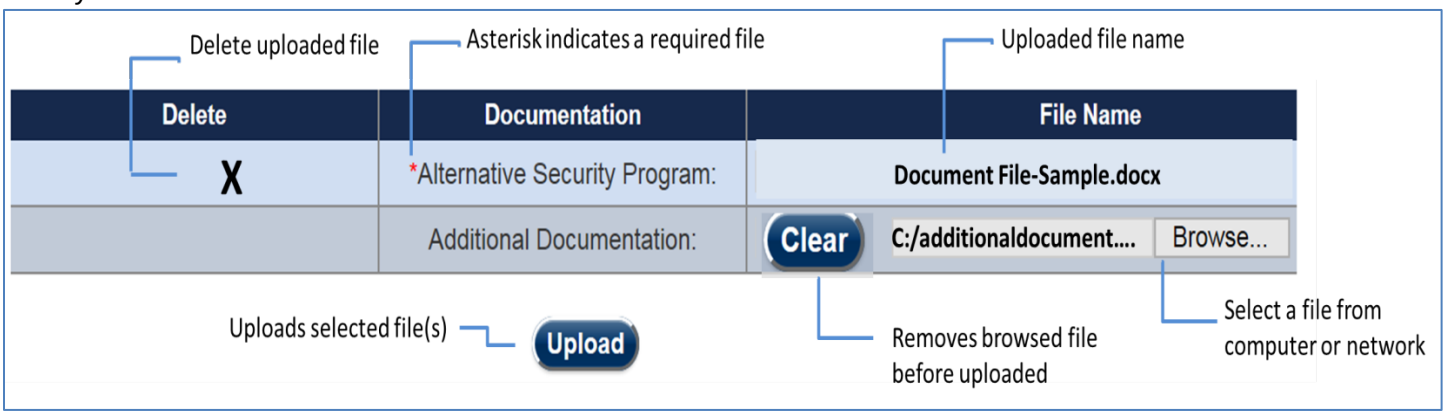


Figure 52: Uploading Files Overview of Features and Buttons

6.1 Upload a File

To upload your file, select the Browse.... button to locate the file(s) on your computer or network. You may browse and select a file one at a time. A separate row for an additional file appears once a previous file has been added to the table.

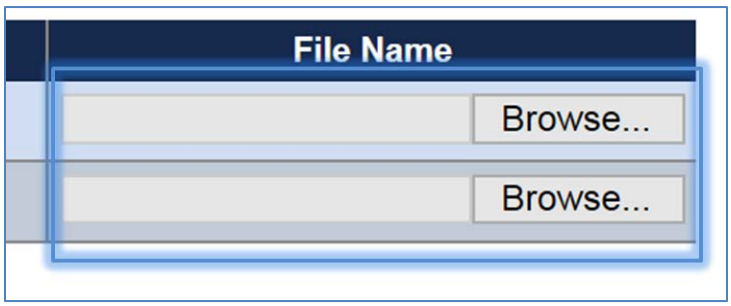


Figure 53: Click the Browse/Choose File to Locate a File on Your Computer

Do not upload password protected files.

Only the following file formats are accepted for uploading to CSAT: .pdf, .txt, .doc, .wpd, .xls, .dwg, .rft, .bmp, .png, .gif, .jpg, .odt, .ods, .odp, .odg.

Click the Clear button if you wish to remove the browsed file prior to uploading.

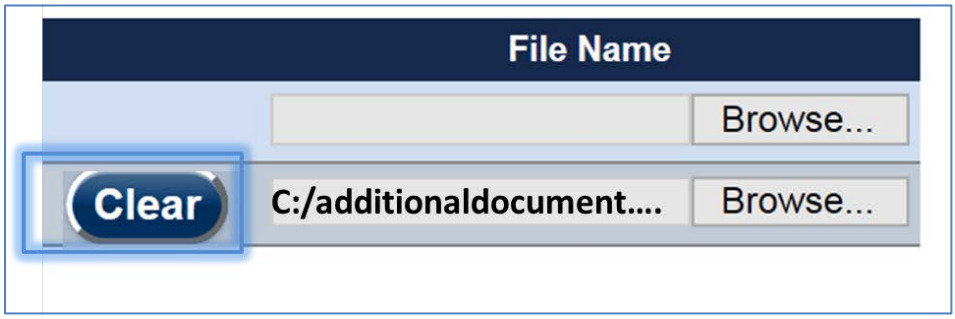


Figure 54: Click the [Clear] Button to Remove a File

You can replace a browsed file by clicking the [Browse/Choose File] button.

Once you have browsed for all of your files, select the Upload button to upload all the files added to the table rows.

Successfully uploaded file names appear in red text.

Click the **[Delete]** button to remove an uploaded file.

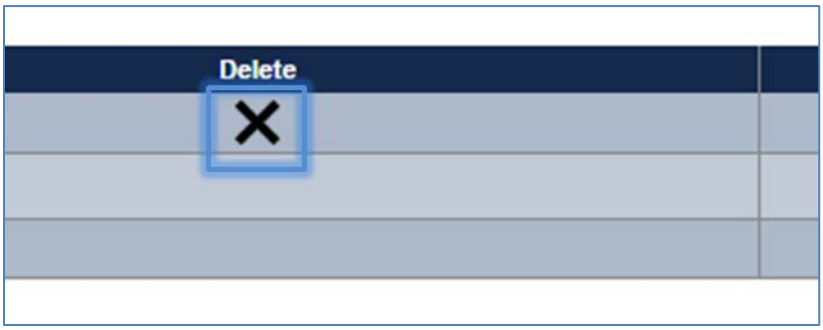


Figure 55: Click the [Delete] Button to Remove an Uploaded File

You may not upload the same file multiple times.

7. Notify DHS of Expedited Approval Program (EAP) Intention

Click the **[Notify DHS]** button if you intend to file an Expedited Approval Program (EAP). For more instructions regarding the program see the DHS Guidance for the Expedited Approval Program.

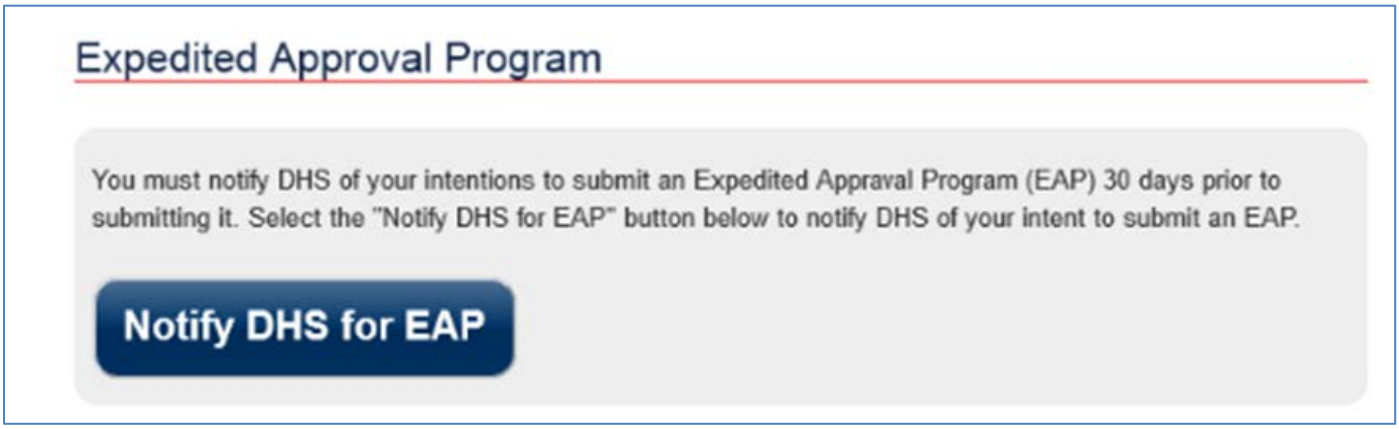


Figure 56: Click [Notify DHS for EAP] if Your Facility Intends to File an EAP

After 30 calendar days from the time of notification, the **[Upload EAP]** button appears to allow you to complete the EAP. See Section 6.1 above, for uploading file instructions.

If you choose to submit another survey option for your facility after you notified DHS for submitting an EAP, **click** the **[Retract EAP]** button to return back to SSP Options (see Section 3.4 for more details). You are able to choose another survey option to complete your SVA/SSP survey requirement.

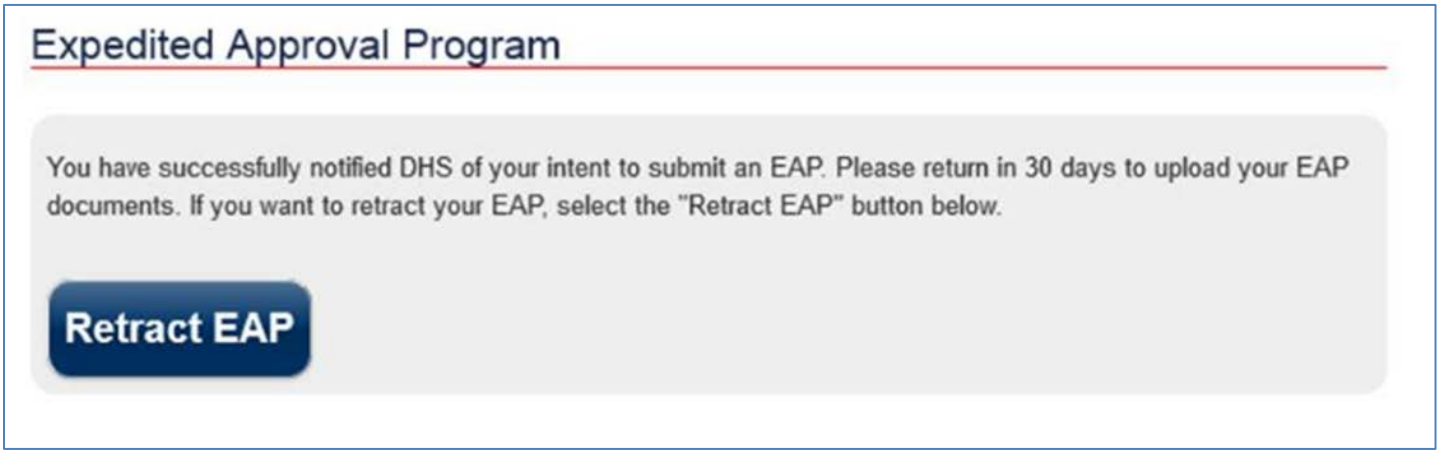


Figure 57: Click [Retract EAP] if Your Facility Does Not Want to Submit an EAP

8. Survey Validation

For certain questions, the CSAT system performs data validation before allowing you to move to another screen. An error message is displayed on the screen prior to moving to another section when questions are not completed or appear incorrect. You are prompted to return and correct the error before moving to another set of questions. For example, an error message is displayed if a question response blank is left empty.

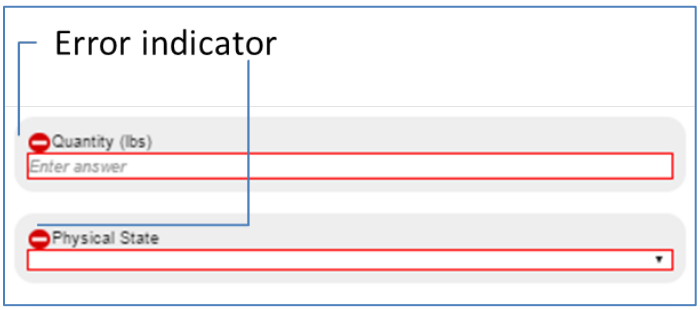


Figure 58: Error Indicators Appear During Validation of an Answer

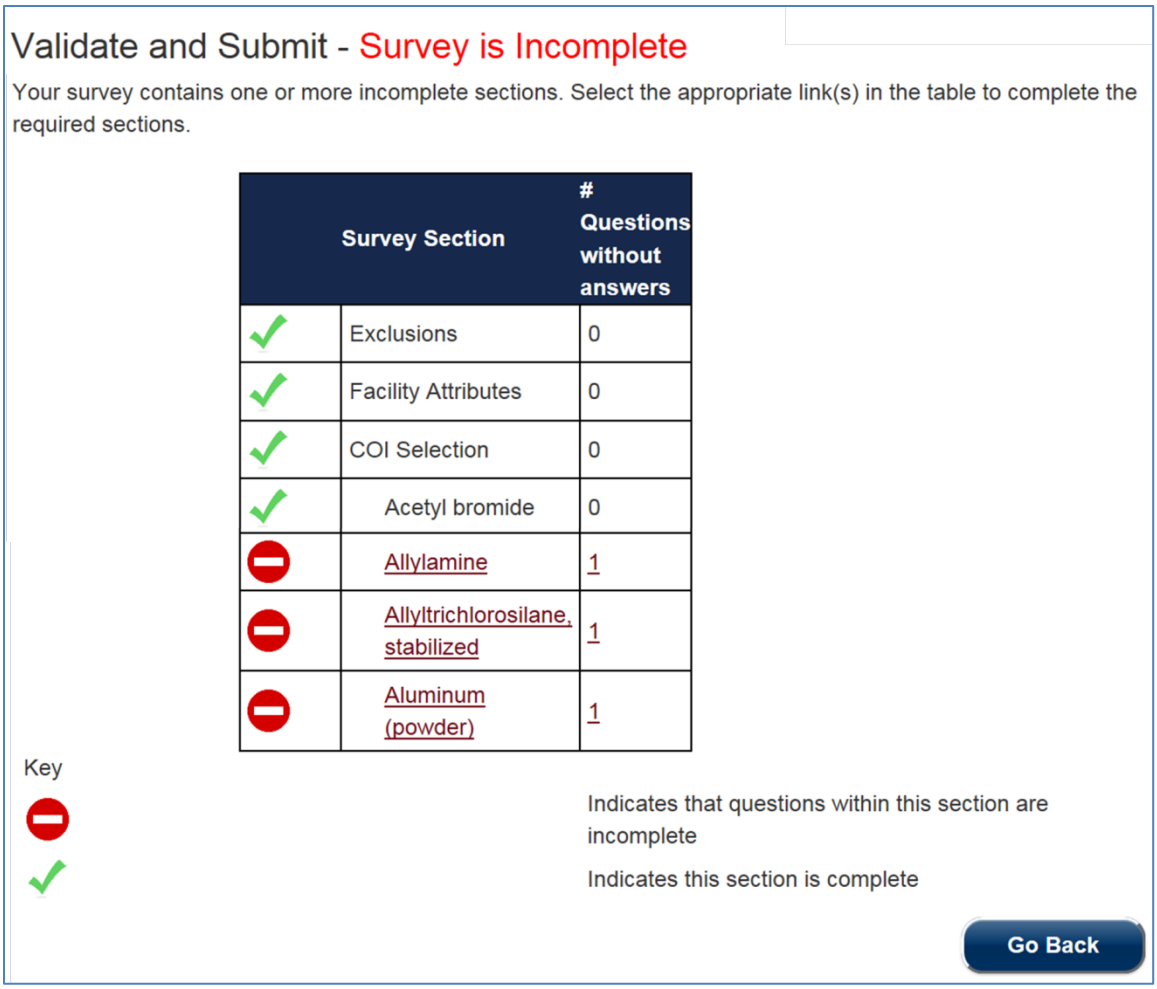
At any time when completing your survey, you can select the **Validate and Submit** option on the Navigation Menu to perform a more thorough data validation. This section is also a required step prior to submitting a survey.

Figure 59: Validate Option Location in the Menu Bar

In the **"Validate and Submit"** page, each section of your survey is checked for completeness. The validation report (Figure 67 below) provides a detailed review for all sections.

A checkmark ✓ indicates the section is completed successfully.

An error indicator ⛔ shows that one or more incomplete questions in the section have been found by the application. Links for each section are provided in this validation report for you to return directly to the incomplete question to correct the error. **Click** the name of the section or the number of questions without answers to return to the section for completion.



Validate and Submit - Survey is Incomplete

Your survey contains one or more incomplete sections. Select the appropriate link(s) in the table to complete the required sections.

	Survey Section	# Questions without answers
✓	Exclusions	0
✓	Facility Attributes	0
✓	COI Selection	0
✓	Acetyl bromide	0
⊖	Allylamine	1
⊖	Allyltrichlorosilane, stabilized	1
⊖	Aluminum (powder)	1

Key

⊖ Indicates that questions within this section are incomplete

✓ Indicates this section is complete

Go Back

Figure 60: CSAT Survey Validation Sample Page with Errors Shown

Data validation is performed only for logic and basic errors. Your Submitter is responsible for submitting accurate and correct information to the best of his or her knowledge.

9. Submit a Survey to DHS

The **[Submit to DHS]** button is available when all the survey sections are complete and no errors are found.

Only the Submitter role can submit the completed survey to DHS. Once a survey is submitted, the Reviewer receives an email notification of the submission.

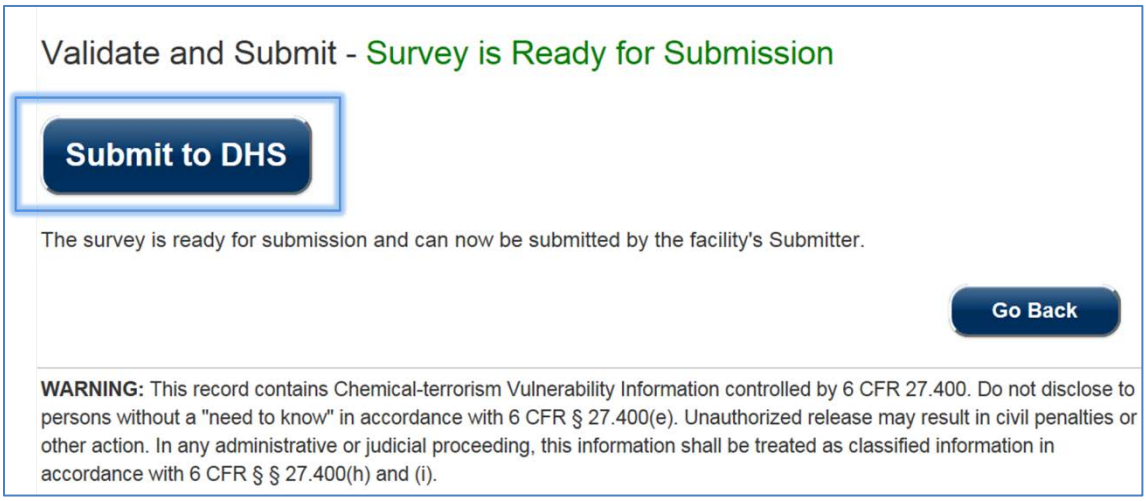


Figure 61: Survey is Ready for Submitter to Submit to DHS

Click the **[Go Back]** button if you want to continue reviewing your survey

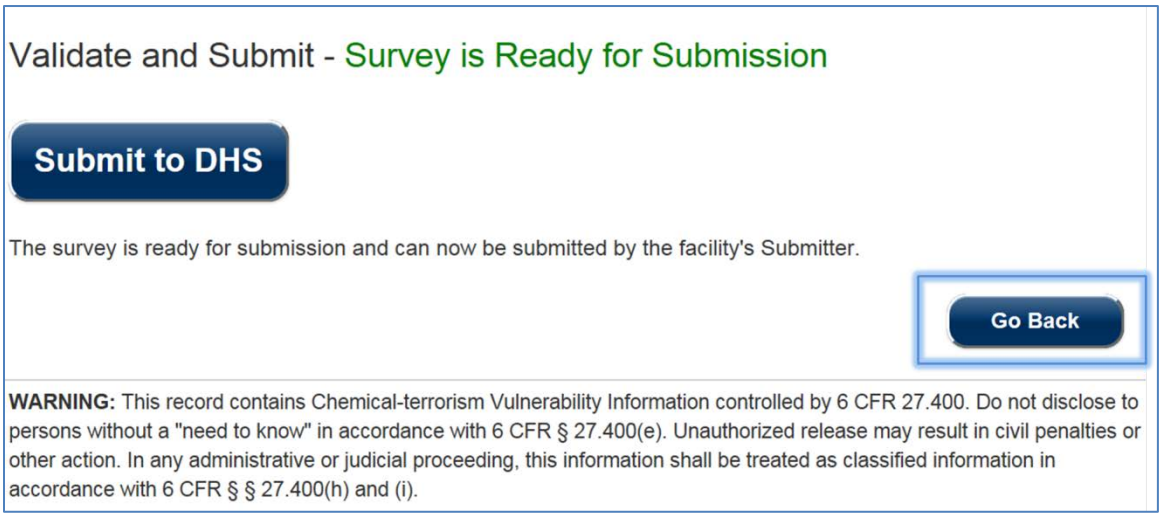


Figure 62: Click the Go Back Button to Return to the Survey

10. Generate a Survey PDF

Once you have submitted a survey, a PDF copy of the survey is generated.

Click the **[Print]** icon if you want to retain a copy for your records.

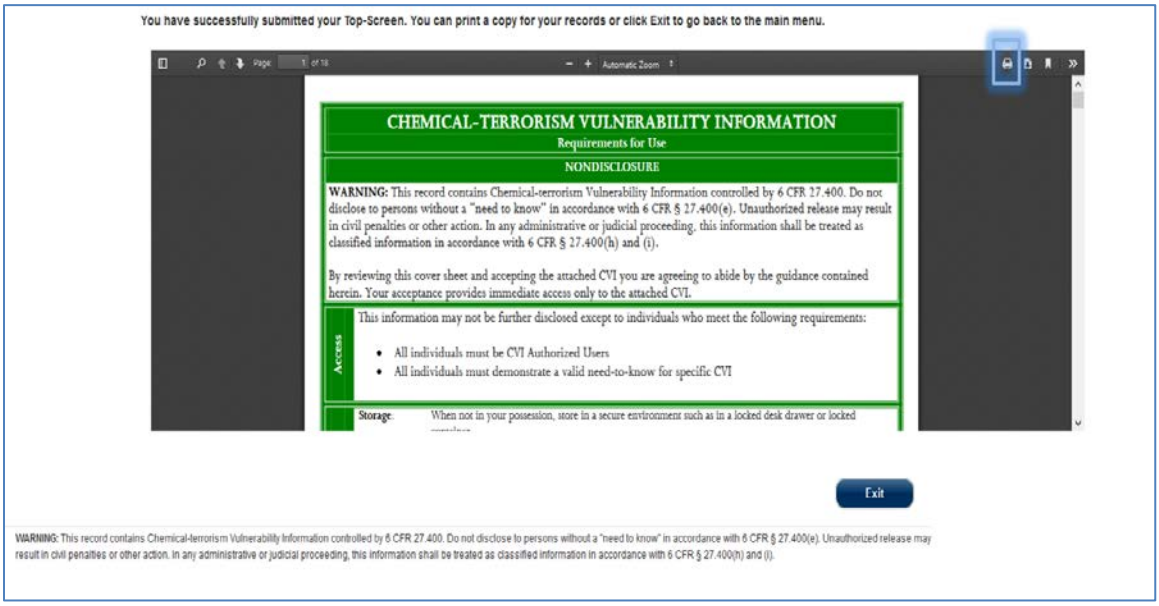


Figure 63: Click the Print Icon to Print and/or Save a PDF Copy of Your Submitted Survey

Click the **Exit** button to return to the CSAT Application Tool main menu.

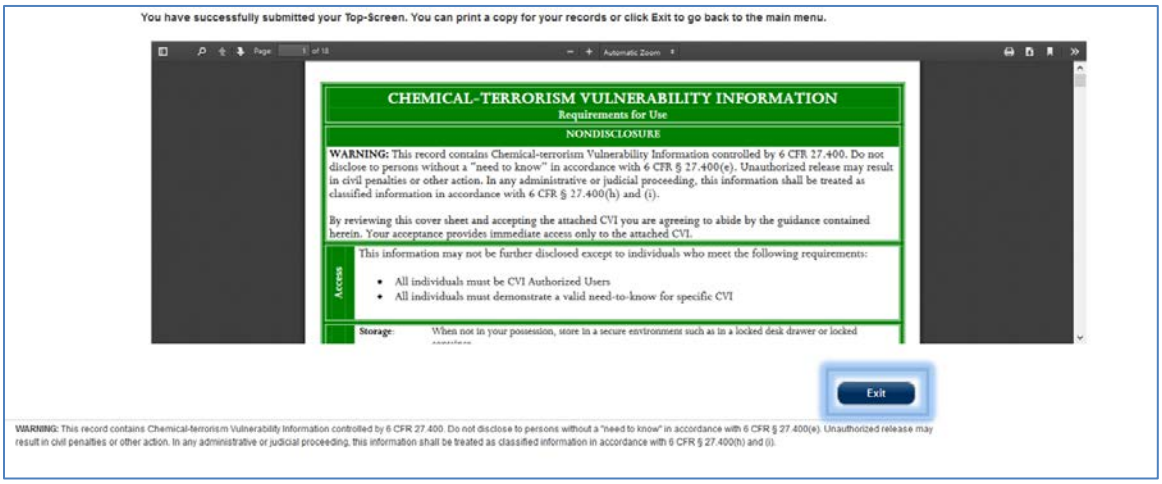


Figure 64: Click Exit to Return to the CSAT Main Menu

You may also access a PDF copy of the survey submitted in the Facility Details Page within the CSAT portal.

11. Contact the CSAT Help Desk

CSAT users can call the CSAT Help Desk with questions regarding the CSAT Survey applications and other elements of CSAT. The CSAT Help Desk can be reached at 866-323-2957 (toll free) between 7 a.m. and 7 p.m. (EST), Monday through Friday. The CSAT Help Desk is closed for Federal holidays.

CSAT Help Desk Toll Free Number 866-323-2957 7 am - 7 pm EST

Use the Question number when calling the CSAT Help Desk for expedited assistance

12. Acronym List

ASP	Alternative Security Program
CFATS	Chemical Facility Anti-Terrorism Standards
CFR	Code of Federal Regulations
COI	Chemical(s) of Interest
CSAT	Chemical Security Assessment Tool
CVI	Chemical-terrorism Vulnerability Information
DHS	U.S. Department of Homeland Security
EAP	Expedited Approval Plan
IFR	Interim Final Rule
SSP	Site Security Plan
SVA	Security Vulnerability Assessment