FAQ Number: 41 **Date Published:** August 08, 2008 **Last Updated:** March 14, 2011

Question: What is conflict preemption?

Answer:

Conflict preemption simply means that Federal regulations in a given area supersede State or local regulations that conflict with those Federal regulations, or obstruct or frustrate the purpose of Federal objectives.

FAQ Number: 42 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Is DHS seeking to pre-empt State chemical security regulations with the new Federal regulations?

Answer:

Only state laws and requirements that conflict with the new Federal regulations, or frustrate the purpose of those regulations, will be preempted. However, where such issues arise, DHS intends to work with State officials to reach an appropriate solution.

Example: Although preemption determinations are context-specific, one example of such a context involves the protection of sensitive information protected from disclosure by the interim final rule. If a state's freedom of information law required the disclosure of information protected from disclosure by the federal regulations, the federal regulations would preempt the state law. The federal rules regarding non-disclosure of the information would govern.

FAQ Number: 54 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: What role did private industry play in developing this rule?

Answer: Since its inception, DHS has worked openly and collaboratively with the chemical sector. DHS now works most closely with the Chemical Sector Coordinating Council (CSCC). The Departmental understanding of sector-specific vulnerabilities, best practices, economic criticality and unique challenges have all been improved by this relationship. It is the strong anticipation of the Department that private-public partnership and industry's voluntary programs will continue, and that we will continue to work together on a mutually beneficial basis and especially through the CSCC established pursuant to the National Infrastructure Protection Plan (NIPP), as well as under the new regulatory regime.

FAQ Number: 55 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Will there be fees involved for the chemical companies?

Answer: The Department is considering issues surrounding the use of fees in this regulatory program. The Department is contemplating the application of different fees, including filing fees, fees for inspections and audits, and fees for screening of individuals against the Terrorist Screening Database. The Department did not include fees in the interim final rule, but may, in the future propose and seek comment on the issues surrounding fees for this program.

FAQ Number: 56 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Who will be doing the security screens and reviewing the security site plans?

Answer: Security screening and plan approval will be done by the Chemical Security Compliance Division, Office of Infrastructure Protection.

FAQ Number: 57 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Is the background check process consistent with TWIC? If not, why? Why did we choose this process?

Answer: Because the law that this rule is implementing expressly prohibits DHS from requiring any particular measure be taken by a chemical facility, the Department will review each facility's background check process as part of the overall review of the site security plan. However, DHS will provide guidance to assist facilities, including best practices and ways that facilities might choose to meet the performance standards. For example, DHS will consider as appropriate a background check process that verifies and validates identity; includes a criminal history check of publicly or commercially available databases; verifies and validates legal authorization to work through the I-9 process; and includes measures, for those with unescorted access to critical assets and restricted areas, designed to identify people with terrorist ties. DHS expects that this last standard will be achieved by a DHS check against the consolidated Terrorist Screening Database (TSDB). In addition, to minimize redundant background checks of workers, a person who has successfully undergone a security threat assessment conducted by DHS and is in possession of a valid DHS credential such as a TWIC, HME, NEXUS, or FAST, could have that information submitted as part of the facility's background check submission.

FAQ Number: 60 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: Why are we tiering facilities in the national chemical sector?

Answer: Certain chemical facilities pose higher security risks than others due to the dynamic nature of the chemical industry, their processes, and other related factors. Rather than apply a one-size-fits-all regulatory program, the Department has established a risk-based approach that takes into account varying levels of consequence, vulnerability, and threat at the facility level. This approach allows the facilities to establish an appropriate set of security measures commensurate with risk levels. By establishing risk-based tiers, facilities are best able to match their level of risk to measures that coincide with that risk. The risk-based tiering structure also allows the Department to prioritize its efforts on the highest risk facilities.

FAQ Number: 81 **Date Published:** August 13, 2008 **Last Updated:** August 13, 2008

Question: I am unable to access the CSAT User Registration web site?

Answer:

The CSAT web site requires that TLS 1.0 be enabled in your browser.

For Microsoft Internet Explorer:

- Select Tools -> Internet Options
- Then select the Advanced tab
- Scroll down to the Security section
- Make sure that the setting "Use TLS 1.0" is checked

For Mozilla FireFox:

- Select Tools -> Options
- Then select the Advanced tab
- Select the Security tab
- Make sure that the setting "Use TLS 1.0" is checked.

FAQ Number: 101 **Date Published:** October 07, 2008 **Last Updated:** October 07, 2008

Question: When I try to access the CSAT User Registration web site, I get an error message stating, "There is a problem with this website's security certificate."

Answer: Your browser cannot verify the security certificate of the server. Click on "Continue to this website (not recommended)." to continue to the CSAT User Registration web site.

FAQ Number: 102 **Date Published:** October 07, 2008 **Last Updated:** October 07, 2008

Question: I have reached a page on the CSAT User Registration web site that states, "To continue, please enter the letters that are in the image below:". I cannot read the letters in the image and am unable to continue.

Answer: Click on the link reading, "I cannot determine which letters appear in this image" until you get an image that you can read.

FAQ Number: 103 **Date Published:** October 21, 2009 **Last Updated:** October 21, 2009

Question: I am a member of a media organization seeking information about CSAT. Who should I contact?

Answer:

Information on CFATS and CSAT is available at http://www.dhs.gov/chemicalsecurity. Specific media inquiries should be directed to DHS Public Affairs at 202-282-8010.

FAQ Number: 123 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What web browsers are supported by the CSAT applications?

Answer: The system has been tested with Internet Explorer (IE) and Mozilla Firefox on PCs. The browser must support FIPS compliant encryption (so the "allow TLS 1.0" box must be checked in IE and Firefox). It's been tested with IE 6 & 7 and the current version of Firefox. Testing of the application with Mozilla Firefox on Macs has not been completed.

FAQ Number: 167 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is the reference point of the latitude and longitude of the facility?

Answer: Use the geographical center of the facility as the reference point. More information on how to find the geographical center of the facility may be found in the downloadable users' manual on the DHS website.

FAQ Number: 168 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: How do I proceed if I am a state, municipality or other government entity?

Answer: If you are a State, City or Municipality and are covered, then you answer the screening as if you are a facility. For further guidance, see the downloadable users' manual on the DHS website.

FAQ Number: 170 **Date Published:** June 04, 2009 **Last Updated:** June 04, 2009

Question: What is a Public Water System?

Answer: The Safe Drinking Water Act regulation at 40 CFR 141.2 Subpart A uses the following definition: "Community water system means a public water system which serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents."

FAQ Number: 172 **Date Published:** May 22, 2009 **Last Updated:** November 02, 2010

Question: How do I know if the topography of the facility is urban or rural?

Answer:

Use the topography definitions for EPA's RMP program. If your site is located in an area with few buildings or other obstructions (such as trees), you should assume open (rural) conditions. If your site is in an urban location, or is in an area with many obstructions, you should assume urban conditions. Chapter 4, Offsite Consequence Analysis of the EPA Industry Guidance (http://www.epa.gov/osweroe1/docs/chem/Chap-04-final.pdf) is a good resource for RMP.

FAQ Number: 181 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is refinery capacity?

Answer: The throughput capacity of an operable petroleum refinery in terms of barrels per day of crude capacity, cracking capacity, desulphurization, amounts of products by grade, etc. In most cases, simply enter the number of barrels a day of crude oil processed into more refined products.

FAQ Number: 184 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: What is a thermal radiation zone?

Answer: Thermal radiation occurs from a fire burning above a liquid spill on the site. Thermal radiation from on-site LNG fires fed by an evaporating pool of spilled LNG can cause first, second or third degree burns to the skin of humans exposed to the radiation, depending upon the intensity of the radiation. For a given fire, this intensity decreases with distance from the fire. Under FERC rules, the allowable exposure is 5 kilowatts per square meter, an amount that produces second degree burns after only thirty seconds exposure. FERC allows thermal radiation beyond the site boundary as long as its level is below 5 kilowatts per square meter. This is the thermal radiation zone.

FAQ Number: 188 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is a CAS number?

Answer: A Chemical Abstract Services (CAS) Registry number is a unique numeric identifier for chemical compounds, polymers, mixtures and alloys assigned by the Chemical Abstract Service to every chemical that has been described in open literature. Referring to chemicals by CAS number avoids confusion among different nomenclature systems and conventions.

FAQ Number: 193 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is meant by "diversion" of chemicals?

Answer: Chemicals are diverted when a buyer poses as a legitimate customer to acquire materials and then either diverts or directs the materials to another use.

FAQ Number: 202 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is the Annual Survey of Manufactures?

Answer: The Annual Survey of Manufactures (ASM) provides sample estimates of statistics for all manufacturing establishments with one or more paid employee. The U.S. Census Bureau conducts the ASM in each of the 4 years between the Economic Census which is collected for years ending in 2 and 7. The Economic Census - Manufacturing is the sample frame from which the ASM is chosen and presents more detailed data than the ASM. Among the statistics included in this survey: employment, payroll, value added by manufacture, cost of materials consumed, value of shipments, detailed capital expenditures, supplemental labor costs, fuels and electric energy used, and inventories by stage of fabrication.

FAQ Number: 203 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Why is DHS only interested in suppliers to these critical infrastructure sectors?

Answer: DHS is interested in all critical infrastructure sectors, but the Chemical Facility Anti-Terrorism Standards only address "high risk" chemical facilities. These sectors are of particular concern as they support Homeland Security and the supply of basic needs (drinking water, electricity, vaccines) during an emergency.

FAQ Number: 208 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How do I find out what the facility domestic market share is?

Answer: Contact your company's sales and marketing representative for this information

FAQ Number: 215 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Where do I get information on the replacement cost of units at my facility?

Answer: Replacement cost data can usually be obtained by consulting the groups or persons responsible for project planning, engineering, or insurance. Archived records of actual projects can also be used as a starting point to compile this data.

FAQ Number: 301 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is the process of facility regulation?

Answer:

Facilities that register with DHS will complete the Top-Screen to determine if they are exempt from the regulation and, if not exempt, they will complete this consequence-based assessment. Upon completing the Top-Screen a facility will be evaluated to determine if it presents a high level of security risk. The Department will notify the facility in writing of its initial determination. If the Department's preliminary determination is that the facility is not a high risk facility the department will send a letter stating its determination. See Attachment B for an example of such a letter.

If the Department's preliminary determination is that the facility is a high risk facility the department will also notify the facility's of its placement in a risk-based tier pursuant to §27.220(a). See Attachment C for an example of such a letter. The facility will then be required to complete an SVA. The purpose of the SVA is to identify the critical onsite assets (based on the security concerns identified in the Top-Screen), evaluate the vulnerabilities of these critical assets against a defined set of potential attack scenarios, re-evaluate the potential consequence on an asset basis, and determine a final facility tier level. Following communication of the final facility tier, the facility will complete a SSP detailing the security measures to protect the identified critical assets, and meet the intent of the Risk-Based Performance Standards, as outlined in 6 CFR Part 27.

FAQ Number: 302 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is the purpose of completing Top Screen?

Answer: The Top-Screen follows a logical data collection progression: first, collecting basic facility identification information and then asking a series of questions regarding which chemicals are manufactured, processed, used, stored or distributed at the subject facility, followed by a request for additional supplemental information for any listed chemicals found onsite.

FAQ Number: 303 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How will I know if I am regulated?

Answer: Upon completion of the Top-Screen, a screen informing the user that the facility "may be regulated" or "not regulated" will appear. If the "not regulated" screen appears a confirmation letter will be sent to the

facility or the Submitter. If the “may be regulated” screen appears, The Department will notify the facility in writing of its initial determination after evaluating the Top Screen submission. If the Department’s determination is that the facility is not a high risk facility the department will send a letter stating its determination.

FAQ Number: 307 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How do I go back to a previous screen?

Answer:

Navigation within the Top-Screen tool is simple. A user can navigate to the next and previous screens by using the Next and Back buttons on the screen.

Using the Next and Back buttons will automatically save the information that was entered on the page.

Warning: Do not use the Next and Back buttons (or arrows) on your browser. Using the browser’s navigation buttons can result in lost data.

Users can also navigate through the Top-Screen by clicking on the area of the screen that appears in the menu along the left side of the screen. This menu will not be displayed until after the information in the General section of the Top-Screen has been entered.

FAQ Number: 308 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: I am receiving a validation error requesting additional information. How to I add additional information?

Answer: On some screens, additional text will need to be added. When more than one text field is needed, use the Add button to add a row. The Delete button can be used to delete a row or an entry.

FAQ Number: 310 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is the role of the preparer?

Answer: The Preparer is authorized to enter the data into the CSAT system, but not submit the data to DHS (Department of Homeland Security). This person is a qualified individual familiar with the facility in question.

FAQ Number: 316 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How do I know if I missed required information?

Answer:

If data input fields are skipped or completed incorrectly, a validation error message will be displayed. The system allows the user to return to the error and correct it. For example, if the name of the Operator for the facility is not entered, the following error report will be displayed. The link will direct the user to the input area for correction.

Validation is done for logical and basic errors only. The validation function cannot be relied upon to catch all or many different errors. The Submitter is wholly responsible for submitting accurate and correct information to the best of his knowledge.

After General facility data is entered, a menu will appear on the left-hand side of the screen. Clicking Validate Report will allow the user to verify and correct errors at any time.

FAQ Number: 321 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: Where can I locate a copy of the CVI manual?

Answer:

The CVI manual (http://www.dhs.gov/xlibrary/assets/chemsec_cvi_proceduresmanual.pdf) *(PDF, 59 pages - 228 KB)* regarding protection of information is available on the Chemical-terrorism Vulnerability Information website.

FAQ Number: 324 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What information is provided by the Environmental Protection Agency (EPA) Risk Management Plan (RMP) submittal?

Answer: Specifically the most recent RMP submission, EPA Identifier number, covered processes, inventories of chemicals, and offsite consequence analyses. This information will be helpful in answering some of the questions related to toxic release.

FAQ Number: 325 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Why do I need a copy of RMP*Comp?

Answer: RMP*Comp is used to calculate information about toxic releases. This resource may be needed for information related to toxic release chemicals regardless of whether the facility itself is subject to EPA RMP regulation.

FAQ Number: 327 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Why do I need financial, sales and marketing information?

Answer: This information will be helpful in reporting production values, market share, capacity utilization rates and product applications. Also helpful is information from census forms called the *Annual Survey of Manufactures and the Survey of Plant Capacity Utilization* if the company or facility has been asked to complete such information.

FAQ Number: 328 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Are there individuals who may be able to provide me with information and assistance in the preparation and submittal of Top-Screen?

Answer:

The following individuals might be able to provide information and assistance in the preparation and submittal of Top-Screen:

- Process safety personnel – they know about RMP inventories and documents.
- Environmental personnel – they have a broader idea of site inventories of chemicals because they are responsible for compiling the Tier 2 reports annually.
- Logistics/transportation personnel – they know who the customers are and the uses of the products that the site sells.
- Laboratory/research personnel – can also help on chemical inventories as many of the CWPs and WMEs are usually found in the laboratory because of the small container sizes.
- Marketing/sales personnel – they usually know who the customers are and the uses of site products and also can help with questions related to site capacities (e.g., refinery throughput).
- Engineering personnel – they should be able to help with questions related to replacement costs because they run the projects. Also, they can often a help with capacities and throughputs.

- Security personnel – they should know about all security issues at the facility.

FAQ Number: 329 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is RMP*Comp?

Answer:

RMP*Comp (http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/rmp-comp.htm) is an electronic tool used to perform the off-site consequence analysis required under the Risk Management Program rule. You can download an electronic copy of the RMP*Comp tool from the U.S. Environmental Protection Agency website.

FAQ Number: 340 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: Where can I find guidance for LNG storage facility questions?

Answer:

Guidance for LNG storage facility questions is presented in section 4.0 of the CSAT Top-Screen User Manual (http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf) *(PDF, 66 pages - 1.7 MB)*.

FAQ Number: 341 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Where can I find guidance for questions about chemical manufacturing, use, storage, or distribution?

Answer:

Guidance for questions relating to chemical manufacturing, processing, use, storage and distribution is presented in section 5.0 of the CSAT Top-Screen User Manual (http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf) *(PDF, 66 pages - 1.7 MB)*.

FAQ Number: 343 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: Where can I find guidance for economically-critical chemical production questions?

Answer:

Guidance for questions relating to economically-critical chemical production is located in section 5.9 of the CSAT Top-Screen User Manual (http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf) *(PDF, 66 pages - 1.7 MB)*.

FAQ Number: 355 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: I have a screen that says, "Survey Completion. You are not regulated." What do I do now?

Answer:

Based on the information supplied, your facility is not covered by the Department of Homeland Security under Section 550 of the Homeland Security Appropriations Act of 2007. You will be mailed a letter that will confirm this in writing. In the event there are significant changes to your facility makeup or activities that may change you designation you are required to again complete the Top Screen to determine if you are a covered facility.

Click Next and follow the instructions to complete the screen.

If the facility is not exempt, or is partially exempt, continue to fill out the screen.

FAQ Number: 365 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: What is a Security Vulnerability Assessment (SVA)?

Answer:

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

FAQ Number: 387 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What if my facility will be adding a chemical of interest in the future?

Answer: If the facility plans to add chemicals on the list of chemicals of interest at or above the STQ in the future, this may constitute a material modification to an operation or a site and may trigger a need to notify the Department within 60 days of such a modification. In such instances, facilities must complete and submit a revised Top-Screen to the Department within 60 days of the notification in accordance with §27.210 (d). See the preamble to 6 CFR Part 27 for a more complete discussion of how to handle chemicals added to a site in the future.

FAQ Number: 394 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How do I format the quantities I am reporting?

Answer:

Do not use commas when reporting quantities. Round to two significant digits and report quantities as follows (similar to the way quantities are rounded and reported in RMP):

- 5,333 pounds should be reported as 5300 pounds
- 107,899 pounds should be reported as 110000 pounds
- 128,000 pounds should be reported as 130000 pounds

FAQ Number: 402 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: In RMP*Comp, what type of scenario do I select to analyze?

Answer: For the Top-Screen, all toxics must be analyzed using the “Worst-case” scenario type.

FAQ Number: 405 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How does RMP*Comp handle toxic liquids?

Answer: If the chemical selected is a toxic liquid, only the operating temperature will be needed as input. The operating temperature for a toxic liquid is requested on the same screen as topography.

FAQ Number: 407 **Date Published:** February 13, 2008 **Last Updated:** February 13, 2008

Question: In RMP*Comp, where do I account for controls that limit the Maximum Quantity in tanks and vessels?

Answer: Documented administrative controls that limit the maximum quantity in tanks and vessels can be accounted for in the estimate of the total onsite quantity. If no administrative controls are in place, the total capacity of all vessels, tanks, and piping is used.

FAQ Number: 408 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What do I enter for topography in the RMP*Comp Tool?

Answer: Enter the same topography description that was used to answer the Top-Screen questions about topography. RMP*Comp requires this information to be entered to calculate the distance of concern. The user must enter the same value here.

FAQ Number: 409 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Do I include mitigation measures when calculating Distance of Concern using the RMP*Comp Tool?

Answer:

RMP*Comp collects information on passive mitigation systems. These mitigation measures may include release into dikes, release into buildings, and release in an enclosed space. Since Top-Screen is evaluating an intentional release, as compared to an accidental release, passive mitigation systems **should not be included** in the determination of the distance of concern.

FAQ Number: 410 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What output is produced by the RMP*Comp Tool?

Answer: Once all of the chemical and quantity specific information is entered, RMP*Comp produces an Estimated Distance to Toxic Endpoint. This distance (in miles) is what is entered into the Top-screen as the Distance of Concern. Report all distances shorter than 0.1 mile as 0.1 mile and all distances 25 miles or longer as 25 miles. For example, 10,000 pounds of Ammonia (anhydrous), liquefied by refrigeration results, and with urban terrain results in a distance of concern of 0.6 miles.

FAQ Number: 411 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: I need to calculate the Distance of Concern for more than one toxic chemical. What do I do?

Answer: Use RMP*Comp for each listed toxic chemical for which Top Screen requests a Distance of Concern.

FAQ Number: 415 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Is there an example available of how to assemble information for reporting Area of Highest Quantity?

Answer: Users may refer to Attachment A of the CSAT Top Screen User Manual (http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf) *(PDF, 66 pages - 1.67 MB)* for worksheets and an example of how to assemble information for reporting Area of Highest Quantity.

FAQ Number: 418 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: What is a flammable chemical?

Answer: In this list, flammable chemicals are those that DHS believes, if released, will form a vapor cloud and, if ignited, have the potential for significant acute adverse consequences for human life or health due to explosion and fire.

FAQ Number: 422 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: What is an Explosive Chemical?

Answer: In this list, DHS has included DOT Class 1 Division 1.1 Explosives, materials with a mass explosion hazard (see 49 CFR 173.50). DHS believes that, if released, these chemicals have the potential for significant adverse acute consequences for human life or health due to explosion and fire.

FAQ Number: 425 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How do I enter the total amount of an explosive chemical within the Area of Highest Quantity?

Answer: Enter maximum total amount within the Area of Highest Quantity (AHQ) [Q:4.1-2795] of each explosive chemical in pounds. The total quantity onsite (answered in the previous question) may be different from the total amount in the Area of Highest Quantity. If the explosive chemical of concern is found in only one location onsite, enter the same amount as reported for total onsite quantity.

FAQ Number: 428 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What are IED Precursor Chemicals?

Answer: In this list, an Improvised Explosive Device precursor is a chemical that DHS believes, if stolen or diverted, could be used directly as an explosive or to develop an improvised explosive device to create significant adverse consequences for human life or health.

FAQ Number: 430 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: What is a bulk transportation container?

Answer: Bulk transportation containers include tank cars and other large storage containers that could be hitched to a vehicle for removal from a site. Other bulk transportation containers, such as barges and rail cars may be considered credible theft/diversion targets. [Q:5.1-234]

FAQ Number: 431 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: What is a bulk storage container?

Answer: A bulk storage container is one from which the material could be safely removed without undue potential harm or without the use of special equipment. For example, a bulk storage container, for the purposes of this screening question, is a fixed container, such as vessels and tanks that are used to store chemicals onsite. These containers are not mobile and are connected to site processes by piping. [Q:5.1-235]

FAQ Number: 441 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How do I enter total production value for a mission critical chemical?

Answer: Enter the total production value of products shipped and other receipts from the facility. Enter the whole number without commas or dollar signs (i.e., enter 1200000 not 1.2 million). [Q:9.0-3092]

FAQ Number: 443 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What information needs to be reported for the total production value of a mission critical chemical?

Answer: Report the total value of products shipped, including interplant transfers, exports, and other receipts as entered in item 22. The value in item 5, should be the same as the value reported in item 22, code 7700000. Facilities may provide response from previous survey if the numbers accurately reflect current facility operations. Otherwise, the facility should calculate the amount using instructions for the most recent survey. For more information on the Economic Census, go to the U.S. Census Bureau website (http://www.census.gov/econ/census02/index.html).

FAQ Number: 444 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: Relating to Mission Critical Chemicals, what is Mission Critical Production?

Answer: A facility's production of a chemical is deemed mission critical when it accounts 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. A facility may produce more than one chemical that meets the criteria. [Q:9.0-692]

FAQ Number: 445 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: What is considered the "Defense Industrial Base"?

Answer: The Defense Industrial Base consists of the Department of Defense, government, and private sector industrial complex with capabilities to perform research and development, design, produce and maintain military weapon systems, subsystems, components and parts to meet military requirements.

FAQ Number: 446 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: What is the "Public Health" or "Healthcare" sector?

Answer: Public Health or Healthcare refers to public or private facilities which provide health-care services to the individual (generally referred to as Healthcare) or to the population including communities, at the workplace or academic institutions, and in the military (generally referred to as Public Health) as well as supporting services.

FAQ Number: 448 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: What is the "Public Drinking Water" sector?

Answer: The Public Drinking Water sector includes facilities which serve at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents.

FAQ Number: 449 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: If my facility qualifies as producing a mission critical chemical, what information will I need to complete this portion of the Top Screen?

Answer:

You will be directed to supply additional information on each such chemical. If needed, click the Add button to add rows. For each chemical, click the Describe button and the following information will be required:

- Chemical name; [Q:9.1-693];
- CAS# (if available) [Q:9.3-852];
- Any other name by which the chemical is commonly known (for example, Trinitrophenol is also known as Picric acid) [Q:9.3-733];
- Select the appropriate range to represent the facility's estimated domestic market share of this chemical from the drop-down box [Q:9.3-734];
- Enter the primary application of this chemical by this facility's customer(s) (for example, a chemical used to treat drinking water may be described in this field as "water treatment chemical") [Q:9.3-737];
- Select the primary sector for which this facility produces the chemical. Select from the list all that apply for each chemical [Q:9.3-1131];
- Select whether there is an exact or direct substitute(s) available for this chemical produced to meet the needs of the facility's customers (Yes or No). If Yes, select whether the exact or direct substitute is available in North America [Q:9.4-755] or overseas [Q:9.4-756];

- Select whether a functional substitute(s) is available. If Yes, select whether the functional substitute is available in North America [Q:9.4-759]or overseas [Q:9.4-760];

FAQ Number: 450 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: Relating to Mission Critical Chemicals, what is a Functional Substitute?

Answer: A functional substitute is another chemical that can accomplish the same function as the chemical made by this facility. For example, one solvent could be substituted for another solvent in the same application with little impact on product quality or processing.

FAQ Number: 451 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Relating to Mission Critical Chemicals, what is the Capacity Utilization Rate?

Answer:

The capacity utilization rate is the percentage of a company's, industry's or country's production capacity which is actually used, over some period of time. It is also called the operating rate. It refers to the relationship between actual output produced and potential output that could be produced with existing equipment, if capacity was fully used.

FAQ Number: 452 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Relating to Mission Critical Chemicals, what is the Survey of Plant Capacity Utilization?

Answer:

The Survey of Plant Capacity Utilization provides current data on the rates of capacity utilization in U.S. manufacturing plants. The Survey collects information annually from approximately 17,000 manufacturing sites with more than 5 employees. The answers to these Census Bureau questions may be available from the facility or corporate financial department. While data is reported on the Census Bureau survey for one quarter; DHS is seeking an estimate of the data for a one-year period. The instructions for calculating the full production rate for the survey are available at the U.S. Census Bureau website (http://www.census.gov/cir/www/mqc1pag2.html).

FAQ Number: 453 **Date Published:** October 21, 2009 **Last Updated:** October 21, 2009

Question: Relating to Mission Critical Chemicals, what is the National Emergency Production Rate?

Answer:

National Emergency Production is the maximum amount of production that this facility can expect to attain and sustain for one year or more during national emergency conditions. The National Emergency Production Rate is estimated by dividing the average amount of chemical or product produced over the year by the amount that could have been produced if the plant had been operating under national emergency conditions during that period. The rate of production at national emergency levels should be greater than or equal to the rate of full production capability.

National emergency conditions are situations, such as a military mobilization or natural disaster, which are likely to create widespread excess demand requiring additional work shifts.

For example, military mobilization may require increased production of food, clothing, building supplies, and conversion of plants to produce alternative products in addition to traditional defense hardware. Devastation from natural disasters, such as hurricanes, floods, earthquakes, or fire, may require increased production of similar goods as well as increased production to compensate for plants damaged or destroyed.

In estimating national emergency production, consider the following:

• Assume full use of all machinery and equipment in place (including machinery and equipment that would require extensive reconditioning before they could be made operable).
• Assume minimal downtime and multi-work shift operations.
• Assume plant production as close to 168 hours per week as possible, including extra shifts (e.g., operating 7 days per week, 24 hours per day less minimal downtime).
• Assume overtime pay, availability of labor, materials, utilities, etc., are fully available to you and your suppliers.
• Assume you can sell all your output.
• Assume your product mix can change.
• Assume increased use of productive facilities outside the plant for services (such as contracting out subassembly work) in excess of the proportion that would be normal during the fourth quarter.

Source/Reference/Citation:

Instructions for the Survey of Plant Capacity Utilization during the 4th Quarter 2005; US Census Bureau form MQ-C1-I (11-2005)

FAQ Number: 454 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Relating to Mission Critical Chemicals, what is the Total Annual Production, and how do I enter it?

Answer: Enter the total annual production of this chemical (in pounds/year) from this facility. [Q:9.5-764] This information is similar to that which is reported under EPA's Inventory Update Rule (for updating the Toxic Substances Control Act Chemical Inventory Database) for those organic and inorganic substances manufactured or imported in quantities of 25,000 pounds per site per reporting year. Report production only, not imports. If the chemical is not on the TSCA Inventory, provide an estimate of your annual production. Do not use commas when entering this information.

FAQ Number: 455 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Relating to Mission Critical Chemicals, how do I determine the estimated replacement cost?

Answer: From the ranges provided in the drop-down box, select the estimated replacement cost of the production unit(s) for this chemical at this facility. [Q:9.5-765] Replacement Cost(s) apply to the production unit(s) related to the manufacture of this chemical and any other onsite property likely to be damaged beyond repair that would need to be replaced to restore the original functionality of the unit or equipment to its design productivity levels. The economic value to repair or replace the damaged or destroyed unit(s) and its associated equipment, plus the economic value of any lost products, should be estimated in US Dollars. For the purposes of this analysis, use the historic (undepreciated) cost of the facility property plus the undepreciated value of betterments/improvements (excluding maintenance and repair) to the production unit less the amount that is covered by insurance.

FAQ Number: 456 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: If my facility qualifies as producing an economically critical chemical, what information will I need to complete in this portion of the Top Screen?

Answer:

You will be directed to supply additional information on each such chemical. Check the Add button to confirm that all chemicals meeting the criteria have been entered [Q:10.1-2774]. Then, click the Describe button to enter the following information on each chemical. Enter the following information for each chemical:

- Chemical name; [Q:10.1-772]
- CAS# (if available); [Q:10.2-8607]
- Any other name by which the chemical is commonly known (for example, Trinitrophenol is also known as Picric acid); [Q:10.2-872]
- the facility's estimated domestic market share of this chemical from the drop-down box; [Q:10.2-873]
- Customer application of the chemical. [Q:10.3-912]
- Primary Market Sector for the chemical. [Q:10.5-9147] and on the next page enter a brief description of the other primary sector(s) not listed;[Q:10.5-915]
- Select whether there is an exact or direct substitute(s) available for this chemical produced to meet the needs of the facility's customers (Yes or No). If Yes, select whether the exact or direct substitute is available in North America [Q:10.7-815] or overseas [Q:10.7-816];
- Select whether a functional substitute(s) is available. If Yes, select whether the functional substitute is available in North America [Q:10.7-812] or overseas [Q:10.7—813];
- Select the facility's estimated annual average Capacity Utilization Rate from the range of values provided in the drop-down box.
- Select the facility's estimated National Emergency Production Rate for this chemical from the range of values provided in the drop-down box.
- Annual production rate of mission critical chemicals.
- From the ranges provided in the drop-down box, select the estimated replacement cost(s) of the production unit(s) for this chemical at this facility.

FAQ Number: 458 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What missing information does the validation report NOT find?

Answer:

Top-Screen will not find and highlight errors other than missing required data or logical errors (for example, the incorrect format for latitude/longitude or the incorrect number of digits for an EPA Identifier number). Users are advised to print a Summary Report and review all of the information for accuracy even if no validation errors appear on the Validation Report.

FAQ Number: 459 **Date Published:** October 21, 2009 **Last Updated:** October 21, 2009

Question: How can I print the completed Top-Screen, SVA, or SSP?

Answer:

A CSAT Top-Screen, SVA or SSP report can be printed by following these steps:

1. In the Top-Screen, SVA or SSP tool go to "View Summary Report" on the left navigation bar.
2. Select "View Summary Report" and a "Run Summary Report Screen" will appear.
3. Select the option "Run Summary Report." A new browser window will open and summary report will generate.

In some cases, the report generation may take more than five minutes. The user can let this report run and return to view it at a later time by returning to the List of Surveys located upon entry to the CSAT Tool. Locate the facility for which the report was requested and select the Display link in the Summary Report Section.

Once the Report File is ready, select the Download Report File link and a PDF Document will generate. The Report may be printed by selecting File and then Print.

FAQ Number: 460 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How does the preparer validate the information entered in the Top Screen survey?

Answer:

If no errors or omissions are found, a screen with the following message will appear:

No errors were found.

The preparer can then complete the following steps:

- **View Summary Report**: Click on View Summary Report on the menu on the left and the Top-Screen will generate a report showing the questions and the data entered. This report can be printed using the Print This Report button on the top of the screen or the print function in your browser. Click the Next button to complete the survey and transmit answers to DHS. [Q:15.1-457]
- **Transfer Answers to Submitter**: Click the Transfer to Submitter for Review button to transmit the Top-Screen to the Submitter for review. The Preparer can also choose to have a copy of communications from DHS sent to them as well. [Q:15.2-931] A Yes will send an email notifying the Preparer that the survey has been transmitted to the Submitter for review. The Preparer then has read-only access to the data unless the Submitter sends it back for revision (at which point the Preparer may again edit and enter data).

FAQ Number: 461 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: What is the Submitter Role in completing the Top Screen survey?

Answer:

Once the Preparer has submitted the completed the Top-Screen, the Submitter will receive an email notifying them that the Top-Screen survey is ready for review. After entering the CSAT system, the facility or list of facilities the Submitter is authorized to review will be displayed. The Submitter will see their status in the process (In Review will be listed for completed surveys awaiting final review and submission).

The submitter can then complete the following steps:

- Click the name of the facility to review.
- Page through the Top-Screen and view and edit the answers supplied by the Preparer.
    - After reviewing all of the information, the Finish Screen will be displayed
- Return the survey to the Preparer for modifications or proceed to the final validation.
    - If the Preparer and Submitter is the same individual, a completed Top-Screen may now be transmitted to DHS.

- If the survey is returned to the Preparer, its status will return to In Progress on the initial sign in screen and the Preparer and Submitter will receive emails with instructions.
- To finish the survey, click Final Validation and correct any errors or omissions.

FAQ Number: 466 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Is there a worksheet to calculate Total On-Site Quantity and Distance of Concern?

Answer:

See Attachment A of the CSAT Top Screen User Manual (http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf) *(PDF, 66 pages - 1.67 MB).*

FAQ Number: 471 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: Would you explain which chemicals are included as Production of Economically Critical Chemicals?

Answer:

A facility's production of a chemical is deemed economically critical when it accounts for 35% or more of the domestic production of any chemical. This excludes the production of chemicals for critical infrastructure sectors deemed mission critical chemicals.

If this facility produces a chemical that is critical to the continued operation of other US manufacturing, including, but not limited to mining, construction, information, finance, government or service sector of the US economy (excluding the mission critical infrastructure sectors defined above), does the volume production of this chemical from this facility account for more than 35% of the total US production volume of this chemical. [Q:10.0-771] In other words, does the production of this chemical from this facility represent a market share larger than 35%? The market share is calculated as the facility's production divided by the total US production for a particular chemical in volume terms. An estimate of the total US production volume of a particular chemical in the facility's production portfolio should be available from a company's marketing department.

Market Share = Facility Production of Chemical X (in volume terms) / Total US Production of Chemical X (in volume term)

FAQ Number: 483 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: I am using Windows 2000. When I log into the Top Screen, I receive a message stating "Cyrillic language download is required." After canceling the installation, I now see nothing but a blank screen.

Answer:

The application will not work on a Windows 2000 machine unless the Cyrillic language pack is installed. When you are first prompted to install the language pack there is a check box option to "Never install language packs". If you check this box and cancel out of the install, you will not be prompted to install the language pack again and will continue to get the blank screen problem.

To install the Cyrillic language pack in this situation, you can go to Start, Settings, Control Panel, and then Regional Options. Under Regional Options, you will see a check box for the Cyrillic language in the language options area. If you check that check box and press "Apply" you will be prompted to insert the Win 2000 install disk to install the pack. The system will then need to be rebooted.

You should now be able to use the top screen.

Another option is to fill out the Top Screen from an XP machine.

A 3rd option is to download and install the Firefox browser available on the Mozilla website (http://www.mozilla.com). It will work without the need to install the Cyrillic language pack.

FAQ Number: 516 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: Where can I take CVI training?

Answer: Go to the DHS Critical Infrastructure: Chemical Security website (http://www.dhs.gov/chemicalsecurity) and click on the link "Chemical-terrorism Vulnerability Information (CVI) Authorized User Training" at the bottom of the page.

FAQ Number: 555 **Date Published:** August 13, 2008 **Last Updated:** August 13, 2008

Question: During registration, I saw the message "There is a problem with this web site security certificate". I clicked "Continue on not recommended" and the next screen says "Welcome to Intranet. You do not have permission to access this web page. Contact your administrator". I am running XP on a laptop. I set the computer settings according to what is on the DHS web site. What do I do now?

Answer:

You need to configure your browser to accept cookies. The exact steps depend on the browser version you are using. If you are using IE (seems to be the same process for both IE6 & 7), you have 2 options:

- From within IE, Tools->Internet Options->Privacy Set level to Medium or
- From within IE, Tools->Internet Options->Security Click on Trusted Sites add https://csat-registration.dhs.gov/ to Trusted Sites using the Sites button.

For both options you'll need to restart your browser for the change to take affect. If these things don't work, then talk to your IT staff about how to accept session cookies from our site.

FAQ Number: 596 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: When will user names and passwords be distributed or how will I receive my user name and password?

Answer: We are currently in the process of verifying and activating CSAT Accounts. User ID and passwords will be distributed to users as soon as the user registration has been verified and activated.

FAQ Number: 616 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: What types of facilities are covered under this regulation?

Answer:

To learn more about the types of facilities that are covered under the regulation, please visit http://www.dhs.gov/xprevprot/programs/gc_1181765846511.shtm.

FAQ Number: 636 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: How did DHS develop its chemicals of interest list?

Answer:

For more information on the development of the chemicals of interest list (Appendix A), please visit http://www.dhs.gov/xprevprot/programs/gc_1185909570187.shtm.

FAQ Number: 641 **Date Published:** August 14, 2008 **Last Updated:** August 14, 2008

Question: When does a facility need to submit a CSAT Top Screen?

Answer:

A facility must complete and submit a Top-Screen in accordance with 6 CFR 27.200(b)(1) when:

1. The Assistant Secretary contacts a chemical company individually.

   DHS contacted a very limited number of facilities that potentially represented highest risk facilities. These facilities were individually notified on or about the effective date of the rule, June 8th 2007.

2. DHS publishes a notice in the Federal Register.

   DHS published the "chemical of interest list" (Appendix A to 6 CFR Part 27) on April 9th for a 30 day period. The comment period closed May 9th. DHS published the final Appendix A on November 20, 2007.

   A CSAT Top Screen is due from facilities that possess or plan to possess a chemical on the DHS chemical of interest list at or above its STQ. Facilities that come into possession of any chemical of interest on the DHS chemical of interest list at or above the STQ have 60 calendar days from the date upon which they possess that amount of the chemical to complete a new Top Screen.

Additionally, all covered facilities must update their Top Screens periodically according to the schedule specified in 6 C.F.R. 27.210. The submission schedule varies by tier. A new Top Screen is also due within 60 days of a facility making material modifications to its product portfolio, personnel, operations or site. DHS also requires covered facilities to conduct an annual audit of its compliance with its Site Security Plan (SSP).

FAQ Number: 648 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: How will DHS communicate with facilities?

Answer:

DHS communicates with facilities in a variety of ways, including by phone and in writing. DHS may also publish notice in the Federal Register when appropriate. DHS also coordinates and communicates, to the extent necessary, with state and local officials, law enforcement, and emergency responders.

FAQ Number: 649 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: How will DHS know that it is addressing the highest risk facilities first?

Answer:

Facilities that are placed into a tier based on the results of their Top Screen have the potential to create significant security related consequences. These facilities are required to complete a Security Vulnerability Assessment (SVA). The SVA provides more in-depth information that allows DHS to assign a final risk tier ranking to the facility. The highest tier facilities or Phase 1 facilities are addressed by DHS first. Facilities that complete the CSAT Top Screen and do not meet the consequence thresholds are not obligated to comply with CFATS.

FAQ Number: 653 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What will DHS do with the information it obtains?

Answer:

Section 550(c) of the DHS Appropriations Act of 2007 states that protecting sensitive information gathered during the CFATS process from public disclosure is crucial to DHS' ability to ensure that high risk chemical facilities are secure. Therefore, information submitted by facilities is protected as Critical-terrorism Vulnerability Information (CVI).

Through the use of CVI, the dissemination of such sensitive information to parties without a need to know can be avoided. In addition, the limited and controlled exchange of CVI is essential for effective partnering and information-sharing between government and industry.

DHS is balancing justified information protection concerns with the desire to enhance appropriate information sharing by ensuring that entities or individuals with a "need to know," including appropriate State and local officials, have access to the necessary CVI, while, at the same time, protecting CVI from public disclosure that would undermine the government's ability to ensure the security of chemical facilities.

FAQ Number: 654 **Date Published:** August 23, 2007 **Last Updated:** August 23, 2007

Question: Where can I get additional information about the regulations?

Answer:

You can access the Chemical Facility Anti-Terrorism Standards (CFATS) Interim Final Rule, which includes Appendix A: DHS Chemicals of interest and several fact sheets at the DHS Critical Infrastructure: Chemical Security website (http://www.dhs.gov/chemicalsecurity).

FAQ Number: 657 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Will people who have "free" or "public" e-mail accounts be granted access to CSAT?

Answer:

No. E-mail accounts that are in "free" or "public" domains can easily be acquired by persons. To ensure the highest level of security possible, we require that all users have an e-mail account in a credible domain. Specifically, they must have a domain (e.g., XYZchemical.com) or an e-mail account purchased specifically for your company or facility (e.g., xyzchemical@verizon.net).

If you have a free or public e-mail account, please contact the CSAT help desk at csat@dhs.gov or call 866-323-2957 for further instructions.

FAQ Number: 695 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: How will the individual inputting the information into CSAT be defined?

Answer:

For more information on user roles, please reference the information found in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 702 **Date Published:** August 13, 2008 **Last Updated:** August 13, 2008

Question: I was in the User Registration System and got distracted. When I returned, it had timed out; can I get back in?

Answer:

For more information on this topic, please reference the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 706 **Date Published:** August 14, 2009 **Last Updated:** August 14, 2009

Question: I have multiple usernames. Can I get rid of the duplicates?

Answer:

For more information on this topic, please reference the first frequently asked question found in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 707 **Date Published:** August 24, 2009 **Last Updated:** August 24, 2009

Question: How do I change the name of the Authorizer/Submitter/Preparer?

Answer:

For more information on this topic, please reference the second frequently asked question found in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 708 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: I am confused about the Authorizer/Submitter/Preparer structure. Can you explain it?

Answer:

For more information on this topic, please reference the frequently asked question found in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 710 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: What are the requirements to be a submitter?

Answer:

For more information, please reference the section titled "Submitter Requirements" in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 711 **Date Published:** August 14, 2009 **Last Updated:** August 14, 2009

Question: What are the responsibilities of a submitter?

Answer:

For more information, please reference the section titled "Submitter Roles and Responsibilities" found in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 712 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Where can I find guidance on the selection of a submitter?

Answer:

For guidance on the selection of a submitter, please reference the section titled "Selection of a Submitter" in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 715 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Where can I find guidance for the selection of an authorizer?

Answer:

For guidance on the selection of an authorizer, please reference the section titled "Selection of an Authorizer" in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 716 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: What is the Notification Code and where can I find it?

Answer:

For more information on the *Notification Code* field, please reference the section titled "Organization Section" in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 717 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: What is considered the official name of the organization? Can I use an acronym?

Answer:

The *Name of the Organization* should be the legal name of the parent company.

FAQ Number: 718 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: How do I enter additional facilities?

Answer:

For more information on adding additional facilities, please reference the section titled "Facility Section" in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 720 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: Can I enter additional information to indicate the facility location?

Answer:

If any information beyond the street address is useful for locating the facility, enter it in the *Additional non-street location information* field.

FAQ Number: 722 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: What if I have designated different individuals to be the submitter and authorizer?

Answer:

For information on designating different submitters or authorizers, please reference the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 723 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: What are the requirements to be a preparer?

Answer:

For more information, please reference the section titled "Preparer Requirements" found in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 724 **Date Published:** August 14, 2009 **Last Updated:** August 14, 2009

Question: What are the responsibilities of a preparer?

Answer:

For more information, please reference the section titled "Preparer Roles and Responsibilities" in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 725 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Where can I find guidance for the selection of a preparer?

Answer:

For guidance on the selection of a preparer, please reference the section titled "Selection of a Preparer" found in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB)*.

FAQ Number: 726 **Date Published:** August 08, 2008 **Last Updated:** September 15, 2011

Question: How will I know when I have completed the user registration process?

Answer:

For information on completion of the user registration process, please reference the section titled "Preparer Requirements" in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB)*.

FAQ Number: 730 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: If I transfer my preparer role to another CSAT user, will it affect the other user roles?

Answer:

For more information, please reference the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB)*.

FAQ Number: 732 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: What are the responsibilities of a reviewer?

Answer:

For more information, please reference the section titled "Reviewer Roles and Responsibilities" in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB)*.

FAQ Number: 733 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Where can I find guidance for the selection of a reviewer?

Answer:

For guidance on the selection of a reviewer, please reference the section titled "Selection of a Reviewer" in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB)*.

FAQ Number: 734 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: All your diagrams show one Authorizer and one Submitter, but I want to have one Authorizer and multiple Submitters. How do I do that?

Answer:

For more information on this topic, please reference the frequently asked question found in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB)*.

FAQ Number: 735 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: What rules are to be followed when creating a new password?

Answer: After users register in CSAT, they will receive a username and an initial password in a follow-up email. The first time users log in to CSAT, they will be prompted to change the initial password to one of their choosing. The password must be at least 8 characters and contain one uppercase letter, one lowercase letter, a number, and a special character (e.g., !@#$%&*). Be sure to write down your new password for future reference.

FAQ Number: 775 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Where can I find my facility's latitude and longitude in decimals?

Answer:

You may find latitude and longitude in decimals at TerraServer-USA (http://www.terraserver.microsoft.com). Detailed instructions can be found in the CSAT User Registration Guide (http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf) *(PDF, 41 pages - 4.25 Mb)* . Please note that the TerraServer website lists the longitude before the latitude; be careful to enter the corresponding values correctly (latitude, then longitude) when inputting them into the CSAT User Registration System.

FAQ Number: 802 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Will my facility be subject to an on-site inspection?

Answer:

- Answers provided in the SVA will be used to retier facilities and identify security gaps that securities will need to address.
- Depending on the results of the SVA, certain facilities will be asked to generate a Site Security Plan (SSP) to address security gaps.
- The SSP is a tool to facilitate the collection of security measures, activities, and systems.
- DHS will use the SSP to determine whether or not a covered facility is managing its risks according to its tier level.

FAQ Number: 1035 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What if TerraServer is unable to locate my facility based on the address I provided?

Answer:

To locate your address visually, enter an address for a location near the facility or just the city and state for the facility. Use the zoom feature and/or the direction markers to move around the map to locate the facility. Click on the facility's location to zoom into the map. Continue to zoom in until the facility fills the map or the system is at its zoom maximum. The facility's latitude and longitude will be displayed on the left side of the screen.

FAQ Number: 1095 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: I am unable to locate a street number for a facility. Can I register the facility with simply a street name.

Answer:

Yes, if a street number is not available, you may use the street name. In this case, you must use the GIS support to provide an accurate latitude and longitude.

Latitude/Longitude Instructions:

Go to The National Map on TerraServer http://terraserver.microsoft.com/, enter your street, city, and state then click GO. TerraServer will present one or more "Available Image" links. Click on the most recent. View the image that will be displayed to verify that your site is at the approximate latitude/longitude shown. Copy the Latitude and Longitude from TerraServer into the boxes below. Go to Google Maps to verify your coordinates http://maps.google.com/, enter the latitude and longitude in the Search the map box separated by a comma, and click on Search Maps. Review the location shown to verify the lat/long accuracy.

FAQ Number: 1116 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Why am I getting a message that says "Read Only Access?"

Answer: Only one person at a time can access the Top Screen and when they have finished editing information, they can send it to another Preparer, Submitter, or Authorizer for editing, etc. The “Read Only” message will always appear for other users until the user who is editing has finished.

FAQ Number: 1122 **Date Published:** September 26, 2007 **Last Updated:** September 26, 2007

Question: If I am the Preparer, Submitter, and Authorizer, is it okay to just sign where the Authorizer's signature goes?

Answer: No. The Preparer, Submitter, and Authorizer each need to sign, even if they are the same person.

FAQ Number: 1143 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: My company is a spin-off of two separate corporations. As a result several of the new company's facilities are co-located. That is, the facilities either share a fence line or are completely imbedded within a common facility. What will be required of us in regards to CFATS? Do both companies need to develop a Top Screen, SVA, and Site Security Plan? Is it possible for our imbedded plants to share the Top Screen, SVA, and Site Security Plan with the host company? If this is possible, what would be required by both companies to accomplish this and be compliant under 6 CFR Part 27?

Answer: DHS has previously indicated that where multiple owners and/or operators function within a common infrastructure or within a single fenced area, the Assistant Secretary may determine that such owners and/or operators constitute a single chemical facility or multiple chemical facilities depending on the circumstances. See 72 FR 17697. DHS has also indicated that, in general, the party responsible for security of the chemical(s) of interest (COI) is the party that must submit the Top-Screen. See 72 FR 65417. DHS believes that in most circumstances, these rules can be applied in a straightforward manner to determine who has responsibility for Top-Screen submission. However, DHS acknowledges that, in some circumstances, the issue might be more complex. DHS will address these situations on a case-by-case basis. See 72 FR 17697. You are urged to contact DHS directly to explain your circumstances and to obtain further DHS guidance.

FAQ Number: 1146 **Date Published:** December 18, 2007 **Last Updated:** December 18, 2007

Question: Some of the sites that I need to register do not necessarily have an actual street address. It is pretty much a tank out in the middle of nowhere. How would I handle these facilities as far as listing a street address?

Answer:

If there is a mailing address for the facility, you can enter that. Then describe the location of the facility in the additional information field. If there is not a mailing address, use the 911 information address if it exists. If neither a mailing address nor a 911 address exist, use the first address field to summarize the location and the additional information field to describe the location of the facility. The address field allows 50 characters to be entered and the additional information field allows for up to 400 characters.

FAQ Number: 1147 **Date Published:** October 25, 2007 **Last Updated:** October 25, 2007

Question: Is there a process to register more than 50 facilities?

Answer: Companies that are submitting registrations for 50 or more facilities are invited to contact the CSAT Help Desk (866-323-2957) if they wish to utilize a bulk upload process. The CSAT Help Desk will provide companies requesting bulk upload with a spreadsheet to complete and return to the CSAT Help Desk. The bulk upload will then be performed by CSAT Help Desk personnel.

FAQ Number: 1157 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Where can I find information regarding the Finalized Appendix A?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1159 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Why were changes made to Appendix A?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1160 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Why were security issues listed in the Final Appendix A?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1161 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: What are the categories for the security issues?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1162 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Why does the Release category have three subcategories?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1163 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Why does the Theft and Diversion category have three subcategories?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1164 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Why were the listed chemicals chosen to be placed on the Appendix A list?

Answer: For more information on this topic, please reference the Final Rule, Appendix to Chemical Facility Anti-Terrorism Standards http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf on the DHS Critical Infrastructure: Chemical Security website.

FAQ Number: 1165 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Will DHS change or update the Chemicals of Interest list?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1166 **Date Published:** December 11, 2007 **Last Updated:** December 11, 2007

Question: What is the definition of "vessel" as it relates to the CFAT rule?

Answer: For more information on this topic, please reference page 4 of the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1167 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is the definition of an "underground storage facility" as it related to CFATS?

Answer: For more information on this topic, please reference page 4 of the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1169 **Date Published:** August 14, 2008 **Last Updated:** August 14, 2008

Question: What is the definition of a chemical of interest?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1170 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: What is the definition of a security issue?

Answer: For more information on this topic, please the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1171 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is the definition of CUM 100g?

Answer: For more information on this topic, please reference page 24 of the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1173 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: What is the definition of a transportation container as it related to CFATS?

Answer: For more information on this topic, please reference page 4-5 of the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1175 **Date Published:** December 11, 2007 **Last Updated:** December 11, 2007

Question: What is meant by "peak shaving" facility? What is DHS's definition of "peak shaving facility?

Answer: For more information on this topic, please reference page 5 of the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1176 **Date Published:** December 11, 2007 **Last Updated:** December 11, 2007

Question: What is the definition of packaging as related the CFATS?

Answer: For more information on this topic, please reference page 5 of the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1177 **Date Published:** December 11, 2007 **Last Updated:** December 11, 2007

Question: When will DHS determine tier levels?

Answer: For more information on this topic, please reference page 6 of the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1178 **Date Published:** August 12, 2008 **Last Updated:** August 12, 2008

Question: Are truck terminals and railroad facilities subject to the CFATS regulation?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1179 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: We are already regulated by other federal entities. Shouldn't our current chemical regulations exempt us from CFATS?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1180 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: What if people are not aware of this new regulation?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1181 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: How do facilities know they must comply with CFATS?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1184 **Date Published:** December 11, 2007 **Last Updated:** December 11, 2007

Question: When calculating the amount of a chemical of interest, do I include those stored in "peak shaving" facilities?

Answer: For more information on this topic, please reference page 5 of the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1189 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Are mixtures going to be included in CFATS?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1192 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: My facility does not presently have a COI listed on the Finalized Appendix A, but may have a COI in the future. How should this be handled?

Answer: For more information on this topic, please the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1194 **Date Published:** September 23, 2008 **Last Updated:** September 23, 2008

Question: Are there any special accommodations extended to colleges and universities for completing Top Screen?

Answer: For more information on this topic, please reference the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1196 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How will DHS address the SSP and SVA requirements if a college or university is deemed regulated under CSAT?

Answer: For more information on this topic, please reference page 18 of the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1197 **Date Published:** December 11, 2007 **Last Updated:** December 11, 2007

Question: What containment units are included in calculating for release COIs?

Answer: For more information on this topic, please reference page 18 of the Appendix to Chemical Facility Anti-Terrorism Standards; Final Rule http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf (*PDF, 41 pages - 4.25 MB*).

FAQ Number: 1202 **Date Published:** November 21, 2007 **Last Updated:** November 21, 2007

Question: How is the COI counted for fuels that are stored in aboveground tank farms (including farms that are part of pipeline systems)?

Answer: For more information on this topic, please reference page 8 & 25 of 41 in the Final Rule, Appendix to Chemical Facility Anti-Terrorism Standards (http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf) on the DHS Critical Infrastructure: Chemical Security website.

FAQ Number: 1206 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: How does a facility count the amount of a release-explosive chemical?

Answer:

For more information on this topic, please reference page 9 of 41 in the Final Rule, Appendix to Chemical Facility Anti-Terrorism Standards (http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf) on the DHS Critical Infrastructure: Chemical Security website.

FAQ Number: 1207 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Are there any exclusions when calculating whether a facility possesses a chemical of interest that meets the STQ for any security issue?

Answer:

For more information on this topic, please reference page 25 of 41 in the Final Rule, Appendix to Chemical Facility Anti-Terrorism Standards (http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf) on the DHS Critical Infrastructure: Chemical Security website.

FAQ Number: 1209 **Date Published:** June 11, 2010 **Last Updated:** November 22, 2010

Question: Are transportation containers that are detached from the motive power considered in calculating the STQ?

Answer:

For more information on this topic, please reference page 4-5 of 41 in the Final Rule, Appendix to Chemical Facility Anti-Terrorism Standards http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf on the DHS Critical Infrastructure: Chemical Security website.

FAQ Number: 1211 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How is the STQ for Schedule 1 Chemicals calculated?

Answer: For more information on this topic, please reference the Final Rule, Appendix to Chemical Facility Anti-Terrorism Standards (http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf) on the DHS Critical Infrastructure: Chemical Security website.

FAQ Number: 1217 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is the STQ for COIs under the security issue of Theft/Diversion-EXP/IEDP?

Answer: For more information on this topic, please reference page 12 of 41 in the Final Rule, Appendix to Chemical Facility Anti-Terrorism Standards (http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf) on the DHS Critical Infrastructure: Chemical Security website.

FAQ Number: 1218 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How is the STQ for theft/diversion-EXP/IEDP chemicals calculated in a mixture?

Answer: For more information on this topic, please reference page 12 of 41 in the Final Rule, Appendix to Chemical Facility Anti-Terrorism Standards (http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf) on the DHS Critical Infrastructure: Chemical Security website.

FAQ Number: 1221 **Date Published:** November 24, 2007 **Last Updated:** November 24, 2007

Question: Is there a specialized approach in determining whether a facility meets the STQ for Sabotage/contamination chemicals of interest?

Answer: For more information on this topic, please reference page 12 of 41 in the Final Rule, Appendix to Chemical Facility Anti-Terrorism Standards(http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf) on the DHS Critical Infrastructure: Chemical Security website.

FAQ Number: 1224 **Date Published:** November 24, 2007 **Last Updated:** November 24, 2007

Question: How do you calculate the STQ for Propane in a mixture?

Answer: For more information on this topic, please reference page 13 of 41 in the Final Rule, Appendix to Chemical Facility Anti-Terrorism Standards(http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf) on the DHS Critical Infrastructure: Chemical Security website.

FAQ Number: 1227 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Why are there two entries for Ammonium Nitrate listed on Appendix A?

Answer: For more information on this topic, please reference page 136 of 41 in the Final Rule, Appendix to Chemical Facility Anti-Terrorism Standards (http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf) on the DHS Critical Infrastructure: Chemical Security website.

FAQ Number: 1228 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: How is the STQ calculated for Ammonium nitrate as an explosive?

Answer:

As an explosive, AN presents two security issues: theft/diversion-EXP/IEDP and release-explosive. DHS is treating the possible theft/diversion of this form of AN in the same way that it is treating all other DOT Division 1.1 explosives. Where a facility has larger amounts of AN as an explosive, there may also be release hazards. As that is the case, DHS has set the STQ for the possible release of AN as an explosive at 5,000 pounds. Where AN as an explosive presents a theft-EXP/IEDP security issue, the STQ is 400 pounds, and a facility is expected to include all amounts of ACG of AN when determining whether it meets or exceeds the STQ. And, per § 27.203(c), in calculating this theft STQ, facilities need only count amounts in transportation packaging.

FAQ Number: 1229 **Date Published:** July 01, 2009 **Last Updated:** July 01, 2009

Question: How is the STQ calculated for Ammonium nitrate as a solid with a nitrogen concentration of 23% or greater?

Answer: Given the circumstances surrounding its use (i.e., extensive use in the agricultural industry), DHS has set the STQ for this form of AN at 2,000 pounds. And, per § 27.203(c), in calculating this theft STQ, facilities need only count amounts in transportation packaging.

FAQ Number: 1232 **Date Published:** September 23, 2008 **Last Updated:** September 23, 2008

Question: What is the primary difference between the EPA's regulatory basis and that of DHS regarding release chemicals?

Answer: For more information on this topic, please reference the Final Rule, Appendix to Chemical Facility Anti-Terrorism Standards http://www.dhs.gov/xlibrary/assets/chemsec_appendixafinalrule.pdf *(PDF, 41 pages - 4.25 Mb)*.

FAQ Number: 1234 **Date Published:** November 21, 2007 **Last Updated:** November 21, 2007

Question: What does Toxic Chemical Present On-Site mean?

Answer:

A toxic chemical is considered present on-site if it is currently on-site or has been on-site any time within the past 60 days.

FAQ Number: 1237 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: In footnote 33 of the Appendix A Final Rule, why does DHS refer to ethylene oxide as a Â“release-toxic?Â”

Answer: DHS inadvertently referred to ethylene oxide as “release-toxic” in footnote 33. Ethylene oxide is release-flammable chemical of interest, and DHS has listed it as such in the Chemicals of Interest list in Appendix A.

FAQ Number: 1238 **Date Published:** August 14, 2008 **Last Updated:** August 14, 2008

Question: How do I comply with the CFATS regulation if my facility does not have Internet access?

Answer: DHS will not accept Top Screens in paper format. Top Screens must be submitted electronically via the CSAT web portal. In addition, during and after the Top Screen submission process, DHS will communicate with the facility in various ways, one of which is electronic e-mail. Therefore, each chemical facility must have Internet access. If a facility chooses to have a chemical of interest above the Standard Threshold Quantity, that facility must be prepared to accept the cost for doing business with that chemical. One such cost is the cost of having a computer with Internet access.

FAQ Number: 1241 **Date Published:** November 30, 2007 **Last Updated:** November 30, 2007

Question: What roles can facility consultants play in the CSAT data collection process?

Answer: Consultants may be Preparers or Reviewers only. Facility consultants may not be Submitters or Authorizers.

FAQ Number: 1243 **Date Published:** November 30, 2007 **Last Updated:** November 30, 2007

Question: How do I report Sabotage/Contamination Chemicals?

Answer: Does the facility ship any of the listed sabotage/contamination chemicals in amounts at or above the STQ? [Q:8.1-722] If the facility ships any of the listed chemicals from the site and has them onsite at or above the STQ, or had them onsite at or above the STQ any time within the past 60 days, select the chemical(s) from the list. The default settings for the list indicate that the chemical is not shipped from the site. The Preparer must affirmatively change the answer for each chemical found onsite. Select all applicable chemicals from the look up table and select Yes at the end to affirm that the Preparer has diligently reviewed the list. [Q:8.1-718]

FAQ Number: 1247 **Date Published:** November 30, 2007 **Last Updated:** November 30, 2007

Question: How do I report flammable chemicals?

Answer: If the facility has any of the listed chemicals onsite or at or above the STQ, or had them onsite at or above the STQ any time within the past 60 days, select the chemical from the list. [Q:3.0-129] The default settings for the list indicate that the chemical is not present on the site. The Preparer must affirmatively change the answer for each chemical found onsite. Select all applicable chemicals from the look up table and select Yes at the end to affirm that the Preparer has diligently reviewed the list.

FAQ Number: 1253 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How do I request a DHS speaker to come to my facility?

Answer: You may submit a speaker request by contacting the CSAT help desk at csat@dhs.gov.

FAQ Number: 1256 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: How do we register mixtures and/or blends?

Answer: DHS addresses concentrations of chemicals and chemicals in blends or in a mixture in the final published Appendix A. See the DHS web site.

FAQ Number: 1258 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: We have bulk storage containers and bulk storage is not an option in selecting the type of container a WME chemical can be in.

Answer: When Top-Screen asks a facility to describe the chemicals of interest that it possess at the facility, it provides options from which the facility may choose. If the facility manufactures, processes, uses, stores or distributes a WME at the facility, but neither of the options provided (man portable or bulk transportation) describes the storage of the specified chemical at the facility, the user should not select either option (leave it blank).

FAQ Number: 1260 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Can another program other than rmp be used?

Answer: Distances of concern for purposes of Top-Screen must be calculated using EPA's RMP*Comp. Instructions for using RMP*Comp for Top-Screen are available in the downloadable Top-Screen Users Manual on the DHS website.

FAQ Number: 1262 **Date Published:** May 23, 2008 **Last Updated:** May 23, 2008

Question: How do I offer a product or the services of my company to DHS?

Answer:

Information on how to submit unsolicited proposals to DHS can be found at: http://www.dhs.gov/xopnbiz/opportunities/editorial_0617.shtm. Please note that all submissions of unsolicited proposals will be received, evaluated, and accepted/rejected in accordance with the Federal Acquisition Regulation (FAR) Subpart 15.6. For more information, or to submit unsolicited proposals please contact:

Kathy Farrell
Department of Homeland Security
Office of the Chief Procurement Officer
245 Murray Drive, Bldg 410
Washington, DC 20528
unsolicited.proposal@dhs.gov mailto:unsolicited.proposal@dhs.gov

NOTE: Please do not contact Kathy for help desk issues.

FAQ Number: 1265 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Is it possible to review a copy of the SVA or SSP template prior to CSAT registration?

Answer: For security reasons, only authorized users that have been assigned usernames and passwords through the CSAT User Registration process can have access to the Top Screen tool. After submitting the necessary information through Top Screen, DHS will notify those facilities that will need to complete a SVA.

The SVA and SSP templates are not yet finalized but will also be restricted to access by registered CSAT users whose Top Screen results obliges their use of the tools.

FAQ Number: 1267 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What temperature do I need to use on the RMP*Comp tool? The highest amount or the average? What time frame does the user need to consider?

Answer:

For the temperature of the released substance, assume liquids (other than gases liquefied by refrigeration) to be released at the highest daily maximum temperature of the liquid, based on data for the previous three years or process temperature, whichever is higher.

Assume gases liquefied by refrigeration at atmospheric pressure to be released at their boiling points.

The tool assumes ambient temperature/humidity of 25* C (77* F) and 50 percent humidity.

FAQ Number: 1268 **Date Published:** November 06, 2009 **Last Updated:** November 06, 2009

Question: Am I exempt from registering since I fall under Part 105 of the Maritime Transportation Security Act?

Answer:

Public Law 109-295 specifically excludes facilities regulated by the Maritime Transportation Security Act (MTSA). In the preamble to the implementing regulations 6 CRR Part 27 the department clarifies that the exemption applies to facilities regulated under MTSA Part 105.

For facilities with a portion of the facility regulated pursuant to MTSA and a portion not regulated pursuant to MTSA the facility should register and complete the Top Screen for the portion of the facility not exempted.

FAQ Number: 1269 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: Please explain how to report individual chemicals as neat chemicals or as part of a mixture.

Answer: This information is in the newly published Appendix A, which can be found on the DHS web site.

FAQ Number: 1272 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Our company supplies propane to tanks that are customer-owned on customer property and company-owned on customer property. Who should register these tanks?

Answer: Whether a landlord or tenant is responsible for submitting a Top-Screen will depend on which party is responsible for security of the chemical. The party responsible for the security of the chemical is responsible for submitting the Top-Screen. This may vary depending on the operational and/ or contractual relationship between the parties.

FAQ Number: 1274 **Date Published:** June 10, 2010 **Last Updated:** October 27, 2010

Question: How can I contact CSAT (mailing address, FAX, phone, etc.)?

Answer:

You may mail forms to the following mailing address:

Office of Infrastructure Protection
Chemical Security Compliance Division
ATTN: CSAT
Department of Homeland Security
Building 5300, MS 6282
P.O. Box 2008
Oak Ridge, TN 37831-6282

You may use a Delivery Service for forms or other information to this mailing address:

Office of Infrastructure Protection
Chemical Security Compliance Division
ATTN: CSAT
Department of Homeland Security
Building 5300, MS 6282
1 Bethel Valley Road
Oak Ridge, TN 37831-6282

You may also contact the CSAT help desk at e-mail address CSAT@DHS.GOV or phone 1-866-323-2957 or FAX to 1-866-731-2728.

FAQ Number: 1275 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Does a facility have to resubmit a TS after a sale or transfer of ownership?

Answer: Yes, a facility has 60-days after the sale/transfer of ownership to resubmit a Top Screen.

FAQ Number: 1276 **Date Published:** August 13, 2008 **Last Updated:** August 13, 2008

Question: At what point can I grant Reviewer access to the facilities?

Answer:

Once a user has completed the CVI Authorization, the sign-in screen will appear. It will list each facility registered with DHS and the status of the Top Screen questionnaire for each facility for which the individual user has access. This screen also offers the option of adding a **Reviewer** for each facility.

To open a Top Screen questionnaire, click the box next to the desired survey and click Continue.

You may also add a Reviewer for a given facility. To add a Reviewer, select Add Reviewer next to the Top Screen you want (do not open the Top Screen first because you cannot add a Reviewer from inside a Top Screen). A Reviewer with read-only privileges may be added to each facility. An existing CSAT User or a new CSAT User may be added by selecting the appropriate button and entering the requested information.

Choose the option "Grant Access to Existing CSAT User" if the person to whom you wish to grant Reviewer access to already has a CSAT account. This method will automatically give the specified Reviewer access to this survey. Choose the option "Grant Access to New CSAT User" if the person to whom you wish to grant Reviewer access to does not have a CSAT account. This method will automatically give the specified Reviewer access to this survey. Click Submit and you will return to the sign-in screen.

Note that you may add a Reviewer any time before a Top Screen is submitted.

FAQ Number: 1280 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Is Appendix A offered in any other format? I would like to see Appendix A by CAS #.

Answer:

The Department currently has no plans to modify the Final Appendix A format.

FAQ Number: 1281 **Date Published:** January 03, 2008 **Last Updated:** January 03, 2008

Question: What are the requirements to be a reviewer?

Answer:

For more information, please reference the section titled "Reviewer Requirements" in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 1282 **Date Published:** April 28, 2010 **Last Updated:** April 28, 2010

Question: Can you briefly explain how CSAT passwords work?

Answer:

- After you complete CSAT registration, you will receive two e-mails: one containing your CSAT username and the URL to the CSAT Top Screen application and another containing your temporary CSAT password. Save these e-mails.
- The first time you access the CSAT Top Screen application, you will be prompted to create a new password to replace your temporary password. Passwords must be at least 8 characters and contain one uppercase letter, one lowercase letter, a number, and a special character, e.g., !@#$%&* . Then select Enter. You will see an error message prompting you to reenter the new password to confirm it. After the password has been entered twice, another error message will appear, asking you to enter your new password for the third time. Enter your new password again and login should be successful. Be sure to write down the new password that you have created.
- Passwords will time out after 90 days for security reasons. Users will have a one-time "grace" log-in. If you log into the CSAT Top Screen (remember to log into CSAT using the new password you created the first time you logged in) and see the message that your password has expired, enter a new password that meets the password criteria (at least 8 characters and containing one uppercase letter, one lowercase letter, a number, and a special character, e.g., !@#$%&*) and then select Enter. You will see an error message prompting you to reenter the new password to confirm it. After the password has been entered twice, another error message will appear, asking you to enter your new password for the third time. Enter your new password again and login should be successful. Write down and save your new password.
- If you cannot remember either your initial password or the new password you created on first login or after password expiration, contact the CSAT help desk at csat@dhs.gov or call 1-866-323-2957.

FAQ Number: 1288 **Date Published:** December 14, 2007 **Last Updated:** December 14, 2007

Question: How does a facility count the amount of release-flammable mixture with an NFPA rating of 4 if it is stored in either below or above ground tank(s)?

Answer: If a release-flammable chemical of interest is present in a mixture in a concentration equal to or greater than one percent (1%) by weight of the mixture, and the mixture has an NFPA flammability hazard

rating of 4, the facility counts the entire weight of the mixture toward the STQ. If a release-flammable chemical of interest is present in a mixture, and the concentration of the chemical is less than one percent (1%) by weight, the facility need not count the mixture in determining whether the facility possesses the STQ.

FAQ Number: 1289 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: For the purposes of CSAT, what is the definition of "tank farm"?

Answer: The Department defines tank farm as the following:

An industrial facility for the storage of oil and/or petrochemical products and from which these products are transported to end users or further storage facilities. A tank farm typically has tankage, either above ground or below grade, and gantries for discharge of products into road tankers or other vehicles or pipelines.

FAQ Number: 1291 **Date Published:** August 12, 2008 **Last Updated:** August 12, 2008

Question: How do I determine whether or not I need to complete a Top-Screen for my aluminum powder?

Answer:

The Appendix A COI aluminum powder (CAS No. 7429-90-5) encompasses aluminum paste and shavings. The STQ for this COI is 100 pounds. The minimum concentration is A Commercial Grade (ACG), defined as “any quality or concentration of a chemical of interest offered for commercial sale that a facility uses, stores, manufactures, or ships”. 6 CFR § 27.105. Therefore, a facility must count any commercial grade of aluminum powder (including paste and shaving) toward the STQ. Consistent with 6 CFR § 27.203(a)(6), a facility need not consider the aluminum powder contained in articles, such as paints, inks, or dyes.

FAQ Number: 1295 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is the Facility Name?

Answer: For more information on this topic, please reference page 16 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1296 **Date Published:** January 06, 2008 **Last Updated:** January 06, 2008

Question: What is an Alternate Facility Name?

Answer:

For more information on this topic, please reference page 16 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1297 **Date Published:** January 06, 2008 **Last Updated:** January 06, 2008

Question: How do I report the NAICS Code for the Facility?

Answer:

For more information on this topic, please reference page 16 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1299 **Date Published:** August 12, 2008 **Last Updated:** August 12, 2008

Question: How do I choose the facility type that best describes the facility?

Answer:

For more information on this topic, please reference the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1300 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How do I enter the Facility Location Address?

Answer: For more information on this topic, please reference page 17 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1302 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How to I enter the Facility County(ies) information?

Answer: For more information on this topic, please reference page 18 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1303 **Date Published:** January 10, 2008 **Last Updated:** January 10, 2008

Question: What is the difference between a facility owner and a facility operator?

Answer:

For more information on this topic, please reference page 18 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1314 **Date Published:** January 10, 2008 **Last Updated:** January 10, 2008

Question: Does the facility operate any U.S. Environmental Protection Agency Risk Management Plan (EPA RMP)-covered process(es) Â— Program 1, 2, or 3?

Answer: For more information on this topic, please reference page 20 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1318 **Date Published:** January 06, 2008 **Last Updated:** January 06, 2008

Question: How do I enter the number of full-time employees and contractors?

Answer: For more information on this topic, please reference page 21 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1319 **Date Published:** January 10, 2008 **Last Updated:** January 10, 2008

Question: How do I enter the Parent Company Name and Data Universal Numbering System (DUNS)?

Answer:

For more information on this topic, please reference page 21 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1323 **Date Published:** January 06, 2008 **Last Updated:** January 06, 2008

Question: How do I enter the Typical Operating Capacity of my refinery?

Answer: For more information on this topic, please reference page 22 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1324 **Date Published:** January 06, 2008 **Last Updated:** January 06, 2008

Question: How do I enter the Maximum Design Capacity of my refinery?

Answer:

For more information on this topic, please reference page 22 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1326 **Date Published:** January 06, 2008 **Last Updated:** January 06, 2008

Question: How do I enter information regarding the Regional Market Share of my refinery?

Answer:

For more information on this topic, please reference page 23 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1327 **Date Published:** January 06, 2008 **Last Updated:** January 06, 2008

Question: How do I complete information pertaining to Airport Fuel Supplies?

Answer:

For more information on this topic, please reference page 23 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1329 **Date Published:** January 06, 2008 **Last Updated:** January 06, 2008

Question: What is a Major Metropolitan Airport?

Answer: For more information on this topic, please reference page 23 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1330 **Date Published:** January 06, 2008 **Last Updated:** January 06, 2008

Question: How do I enter the information pertaining to Military Installation Fuel Supplies?

Answer:

For more information on this topic, please reference page 23 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1331 **Date Published:** January 08, 2008 **Last Updated:** January 08, 2008

Question: How do I enter the LNG Storage Capacity?

Answer: For more information on this topic, please reference page 24 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1332 **Date Published:** January 10, 2008 **Last Updated:** January 10, 2008

Question: How do I enter the Regasification Rate?

Answer: For more information on this topic, please reference page 24 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1337 **Date Published:** January 08, 2008 **Last Updated:** January 08, 2008

Question: How do I enter the LNG Exclusion Details?

Answer:

For more information on this topic, please reference page 25 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1339 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is the definition of Minimum Concentration?

Answer: For more information on this topic, please reference page 26-27 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1340 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: What is the definition of an Article?

Answer:

For more information on this topic, please reference page 29 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1341 **Date Published:** January 10, 2008 **Last Updated:** January 10, 2008

Question: In calculating whether a facility possesses a release-toxic COI at or above the STQ, what does the facility include?

Answer: For more information on this topic, please reference page 29-30 of the CSAT Top-Screen User's Manual http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 88 pages - 1.3 MB).*

FAQ Number: 1347 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: How do I determine the total quantity of a Release-Toxic Chemical of Interest?

Answer:

In determining whether a facility possesses COI that meet or exceed the STQ, the facility shall consider the release-toxic minimum concentration provision in 6 CFR §27.204(a)(1).

If a release-toxic COI is present in a mixture, and the concentration of the chemical is equal to or greater than one percent (1%) by weight, a facility shall count the amount of the release-toxic COI in the mixture

toward the STQ. For example, if a facility has 500 pounds of a toxic mixture containing five percent (5%) acrolein, the facility should count five percent (5%) of the weight of the mixture, or 25 pounds of acrolein, toward the STQ of 5,000 pounds.

If a release-toxic COI is present in a mixture, and the concentration of the chemical is less than one percent (1%) by weight of the mixture, the facility need not count the amount of that chemical in the mixture in determining whether the facility possesses the STQ.

Except for oleum, if the concentration of the chemical of interest in the mixture is one percent (1%) of greater by weight, but the facility can demonstrate that the partial pressure of the regulated substance in the mixture (solution) under handling or storage conditions in any portion of the process is less than 10 millimeters of mercury (mm Hg), the amount of the substance in the mixture in that portion of the vessel need not be considered when determining the STQ. The facility shall document this partial pressure measurement or estimate.

This approach to release-toxics is consistent with EPA's RMP Regulation.

FAQ Number: 1363 **Date Published:** June 10, 2010 **Last Updated:** June 10, 2010

Question: I have completed the Top-Screen and submitted it to DHS, but I discovered that I need to make some changes to the information I submitted. How can I do this?

Answer:

The CSAT tool has a replacement feature. The Submitter may use it by following this procedure:

Log in to CSAT at https://csat.dhs.gov/csat and click on the “CSAT Application” link. The Submitter will now see a list of your facilities and their survey status. Facilities with a submitted Top Screen survey will have a button titled “Replace Top-Screen” to the right of the submitted survey. Click on this button and you will be asked to input your name and the reason for the new submission. After entering this information click on “Create Additional Top Screen” and your new Top Screen survey will be created.

FAQ Number: 1367 **Date Published:** August 12, 2008 **Last Updated:** August 12, 2008

Question: What particle size needs to be considered when looking at aluminum shavings?

Answer: Please see FAQ # 1291.

FAQ Number: 1368 **Date Published:** June 30, 2010 **Last Updated:** June 14, 2011

Question: Are CFATS background checks required for emergency responders prior to access to restricted areas or critical assets during emergency situations?

Answer:

No. During emergency situations, 6 CFR 27.230(a)(12) does not require CFATS background checks on emergency responders at the state or local level that gain unescorted access to restricted areas or critical assets.

FAQ Number: 1370 **Date Published:** January 08, 2008 **Last Updated:** January 08, 2008

Question: A facility possesses 100,000 pounds of a release-flammable mixture with a National Fire Protection Association (NFPA) hazard flammability rating of 4. This mixture contains several Appendix A release-flammable COI at or above 1% of the mixture. The mixture is not a fuel. How do I report this release-flammable mixture in the release-flammable section of the Top-Screen?

Answer: The facility should determine the percentage of each release-flammable COI that exists in the mixture at or above 1%. Then the facility should select the release-flammable COI that exists in the highest percentage and enter the entire weight of the mixture next to that release-flammable COI at the appropriate place on the Top-Screen questionnaire.

FAQ Number: 1371 **Date Published:** January 08, 2008 **Last Updated:** January 08, 2008

Question: Do I need to complete a Top-Screen if I only possess fuels like diesel, jet fuel and kerosene that do not contain any Appendix A release-flammable chemicals of interest?

Answer: No. A facility is required to submit a Top-Screen only if the facility has received written notice from DHS under 6 CFR sec. 27.200 or if the facility actually possesses any chemical of interest (COI) at or above the applicable Screening Threshold Quantity. However, if a facility is required to complete and submit a Top-Screen and possesses a release-flammable COI, then the Top-Screen will require information on the amount of diesel, jet fuel and kerosene at the facility even if those fuels do not contain any COI.

FAQ Number: 1372 **Date Published:** January 08, 2008 **Last Updated:** January 08, 2008

Question: Do I have to answer the fuel questions in the release-flammable COI list of the Top Screen if I do not have a release flammable COI at or above the STQ?

Answer: No. A facility should answer the fuel questions in the release-flammable COI list of the Top Screen only if the facility is completing the TS because the facility has a release flammable COI at or above the Appendix A STQ.

FAQ Number: 1373 **Date Published:** September 23, 2009 **Last Updated:** September 23, 2009

Question: If a mixture has multiple COIs as flammable release, does the facility need to list the entire weight of the mixture for each COI or does it only need to be listed once. Listing it multiple times would give the appearance that the facility has a lot more COIs than they actually do have.

Answer: On behalf of the Infrastructure Security Compliance Division (ISCD), thank you for your question. The facility should determine the percentage of each release-flammable COI that exists in the mixture at or above 1%. Then the facility should select the release-flammable COI that exists in the highest percentage and enter the entire weight of the mixture next to that release-flammable COI at the appropriate place on the Top-Screen questionnaire. Thank you.

FAQ Number: 1374 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Does Phosphorus, which is part of a polymer, need to be counted toward the STQ? They are buying the polymer which contains the polymer.

Answer: Once the phosphorus is mixed with other products to create a polymer, the polymer is now an article and does not need to be counted. If phosphorus is on site to be used to manufacture a coating, then that must be calculated towards the STQ.

FAQ Number: 1376 **Date Published:** August 13, 2008 **Last Updated:** August 13, 2008

Question: Client has questions about 1.2-78 in Top Screen. He wants clarification of the owner/operator ramifications. Client is a 3rd party logistics company who runs a company for a 2nd party client that leases the building from an owner. What if client cannot obtain owner information for facility? Who do they list in this question block?

Answer:

A facility subject to the Top Screen requirement is responsible for completing the Top Screen under the

CFATS interim final rule. 6 CFR § 27.200, 27.210. A facility also refers to the "owner" or "operator" of the facility, as those terms are defined by CFATS. 6 CFR § 27.105. Although the rules allow another person properly designated by an officer of the corporation responsible for the facility to submit a Top Screen, see 6 CFR § 27.200(b)(3), the owner or operator is still responsible for compliance with the Top Screen. The person submitting the Top Screen should still be able to obtain any information needed to answer questions about the owner from the owner or operator of the facility, but in any event the owner/operator and submitter should work together to complete the Top Screen.

FAQ Number: 1377 **Date Published:** August 13, 2008 **Last Updated:** August 13, 2008

Question: Doesn't Â§27.320(b) conflict with the ex parte prohibition in Â§27.320(a)?

Answer: The two sections cited are not in conflict. Under § 27.320(a), ex parte discussions between a Presiding Officer (or someone who advises that person) and an interested person "on the merits" of a proceeding are prohibited. Section 27.320(b) merely explains the actions to be taken if a Presiding Officer receives an ex parte communication containing relevant information.

FAQ Number: 1378 **Date Published:** August 13, 2008 **Last Updated:** August 13, 2008

Question: What "other persons" could file a Notice of Application for Review per Â§27.310(b)? It seems that only the particular chemical facility would be interested in this.

Answer: "Other persons" as used in 6 CFR § 27.310(b) refers to the fact that persons, not facilities, may wish to seek a review of a determination related to an individual person's background check.

FAQ Number: 1379 **Date Published:** August 12, 2008 **Last Updated:** August 12, 2008

Question: What is the meaning of the verb "toll" in the second sentence of Â§27.120(c)?

Answer: As used in 6 CFR 120(c), the verb "toll" means to suspend or negate. In other words, requests for consultation or technical guidance under § 27.120(c), do not serve to suspend or extend the time in which a facility must complete various requirements under CFATS.

FAQ Number: 1382 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: There are chemicals of interest in the piping at my facility. What do I count and how do I count it toward the STQ?

Answer:

Pursuant to § 27.203(b)(1)(i), facilities must include release chemicals in a vessel, as defined by 40 CFR § 68.3. The definition of a "vessel" includes piping. When determining if the facility possesses the applicable screening threshold quantity, the following are provided for purposes of applying this requirement at a facility with chemicals of interest.

* If the piping contains COI and is run between unit operations at the facility, then the facility must count the COI toward the STQ. An example would be phosgene that is manufactured at a facility then piped directly to manufacture polycarbonate plastic.

* If the piping contains COI and is supplied from another vessel at the facility, then the facility must count the COI in the piping, the other vessel or any other unit operation toward the STQ. An example would be any COI chemical stored in a tank that is piped directly to a unit operation at the facility. (However, the

same mass of the COI need not be counted more than one time as it traverses through the process for a release-flammable chemical.)

* However, if the piping contains COI and runs through the facility, but the facility does not possess the COI (e.g., no COI is withdrawn from or supplied to the pipeline by the facility), the facility need not count the COI. An example would be a natural gas pipeline that traverses below ground through a facility's property yet never supplies product to the facility.

FAQ Number: 1383 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Is Ammonium Nitrate Fuel Oil, also known as ANFO, included on Appendix A?

Answer: No. As stated in the preamble to the final Appendix A to the Chemical Facility Anti-terrorism Standards (CFATS), the only explosive Chemicals of Interest (COI) listed in Appendix A (i.e., release-explosives and theft/diversion explosives) are those listed by the Department of Transportation (DOT) as Class 1, Division 1 explosives. See 72 Fed. Reg. 65402-65403, 65405 & n. 37 (Nov. 20, 2007). Although ANFO is an explosive, it is not listed by DOT as a Division 1.1 explosive, and thus it is not covered by Appendix A. However, a facility that manufactures ANFO and possesses any chemical of interest (e.g. ammonium nitrate) in a quantity at or above the applicable STQ would be required to submit a Top-Screen.

FAQ Number: 1386 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What if my password is not reset by today, January 22, 2008? What do I do?

Answer: We are working to resolve any delays as quickly as possible. Password resets are current. If you have requested a reset and have not received a response, it is likely there is a complication.

FAQ Number: 1387 **Date Published:** June 30, 2010 **Last Updated:** June 30, 2010

Question: When logged in to TS, how do you know which role you are logged in as?

Answer: The CSAT Portal Application shows your role.

FAQ Number: 1388 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: I need to request a password reset. What do I need to know?

Answer:

Only account owners may request password resets. If you are the account owner, please contact the CSAT Help Desk at (866) 323-2957 or csat@dhs.gov.

FAQ Number: 1390 **Date Published:** April 27, 2010 **Last Updated:** April 27, 2010

Question: I have searched the FAQs but still need additional assistance. Where can I get additional assistance?

Answer:

You may call the CSAT Help Desk at (866) 323-2957 or email csat@dhs.gov Monday through Friday from 7:00 AM until 7:00 PM, Eastern Standard Time.

FAQ Number: 1391 **Date Published:** August 14, 2009 **Last Updated:** August 14, 2009

Question: When would I transfer accounts?

Answer:

For more information, please reference the section titled "Transferring Accounts" in the CSAT User Registration User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf *(PDF, 45 pages - 2.01 MB).*

FAQ Number: 1392 **Date Published:** October 21, 2009 **Last Updated:** November 22, 2010

Question: How do I transfer my account or reassign my user role?

Answer:

Accounts are transferred outside of the User Registration System; this cannot be done until an organization has received its Usernames and Passwords. To transfer an account, an individual must access the Manage My Account application from the CSAT site. An account can be transferred to an existing CSAT user or to a new user. If a new user is specified, a new PDF form must be created, signed, and submitted to DHS.

For more information, please reference the CSAT Account Management User Guide http://www.dhs.gov/xlibrary/assets/chemsec_csatuseraccountmanage.pdf *(PDF, 32 pages - 1.4 MB).*

FAQ Number: 1393 **Date Published:** March 28, 2008 **Last Updated:** March 28, 2008

Question: Are there any facilities statutorily exempt from CFATS?

Answer:

The following facilities are statutorily exempted from the CFATS:

- Facilities regulated pursuant to the Maritime Transportation Security Act (MTSA);
- Public Water Systems, as defined in the Safe Drinking Water Act;
- Treatment Works, as defined in the Federal Water Pollution Control Act;
- Facilities owned or operated by the Department of Defense or the Department of Energy; and
- Facilities subject to regulation by the Nuclear Regulatory Commission (NRC).

MTSA Exemption: DHS will apply the MTSA exemption to facilities regulated under 33 CFR Part 105, Maritime Facility Security regulations. Part 105 of Title 33 of the Code of Federal Regulations is the only regulation that imposes the security plan requirements of 46 U.S.C. 70103 on maritime facilities. DHS recognizes that only a portion of some maritime facilities are regulated under MTSA. In such situations, only those portions of the facility regulated under MTSA are exempt from the CFATS. The rest of the facility may be subject to the CFATS regulations.

Public Water Systems Exemption: If a facility contains a unit that is a Public Water System regulated under the Safe Drinking Act, but also contains components that are not so regulated, the facility shall select “Partially” when filling out the statutory exemption page of the Top-Screen. The facility should then complete the remainder of the Top-Screen for the portion of the facility that is not exempted.

NRC Exemption: DHS will apply the NRC statutory exemption only to facilities where NRC already imposes significant requirements and regulates the safety and security of most of the facility, not just a few radioactive sources. For example, a power reactor holding a license under 10 CFR Part 50, a special nuclear material fuel cycle holding a license under 10 CFR Part 70, and facilities licensed under 10 CFR Parts 30 and 40 that have received security orders requiring increased protection, are all exempt from 6

CFR Part 27. A facility that only possesses small radioactive sources for chemical process control equipment, gauges, and dials, is not exempt.

FAQ Number: 1397 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: A facility has 2 RMP ID numbers, which one would they use?

Answer: Use the RMP number that corresponds to the greatest amount of product.

FAQ Number: 1398 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Are Chemicals of Interest (COI's) in hazardous waste to be counted towards an STQ?

Answer: COI's in solid and hazardous wastes do not count towards the COIs' STQs, except for wastes described in 40 CFR § 261.33 (e.g. off-specification wastes.) Such wastes are typically designated as P and U code wastes by EPA. Some facilities may receive and use mixed wastes which may contain small and indeterminate amounts of P and U code wastes, as well as many other wastes that need not be counted toward any STQ. However, if a facility possesses a quantity of unblended P or U code waste or other mixed waste primarily containing wastes described in 40 CFR § 261.33, the facility is within the scope of DHS regulations and must count the COI in such wastes to determine if a Top-Screen would be required.

FAQ Number: 1402 **Date Published:** June 26, 2008 **Last Updated:** June 26, 2008

Question: When reporting a COI in the SVA, does the facility calculate the quantity of the COI in pounds?

Answer: The units should be calculated in pounds.

FAQ Number: 1403 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: In the on-line SSP, how do I identify my facility's Cyber Control System on the map if it is managed off-site?

Answer:

Facilities are not required to upload schematics for (i.e., identify on a map) off-site assets. However, an off-site asset, such as an off-site cyber control system may be considered an asset that should be addressed in a facility's SSP. For instance, access to an off-site cyber control system may create an opportunity for an adversary to access valuable information or even assume control of some of the facility's operations. Since a successful attack on an off-site cyber control system would breach the security of the facility, providing information in the SSP regarding the security of off-site cyber control sites is necessary to allow DHS to appropriately evaluate the SSP.

A facility may find that providing visual information, such as maps or schematics, of those systems may help explain the facility's existing, planned or proposed security measures. A facility may upload a schematic of an off-site cyber control site or other off-site asset by using the last set of questions found in the Facility Operations Section of the on line SSP Tool. DHS recommends that any uploaded schematics be current and drawn to scale. A facility can upload one or more electronic files to show where the different site features are located and also provide a text description for each uploaded electronic file.

If a facility chooses to upload a map showing the location of an off-site asset, DHS recommends the facility provide a text description such as, "Schematic showing the location of the Third-party Cyber Control System which is located off-site at 123 Main Street, City, State, Zip Code." This description would clearly communicate that the Cyber Control System is managed by a third-party, is off-site, and/or is located at a site address different from the facility site address.

FAQ Number: 1405 **Date Published:** October 21, 2009 **Last Updated:** October 21, 2009

Question: How will I know the agricultural extension has been lifted and what to do next?

Answer:

If you go to http://www.dhs.gov/chemicalsecurity to sign up for e-mail updates to the CFATS program you will receive an e-mail notification when the agriculture extension has been lifted. The notification will contain instructions for facilities currently affected by the agriculture extension.

You can also go to http://www.regulations.gov and sign up for changes to the chemical security rule under DHS-2006-0073 and receive any changes made in the Federal Register. If you sign up for notification of changes, you will receive an e-mail when new information or updated information is available.

FAQ Number: 1406 **Date Published:** June 10, 2010 **Last Updated:** June 10, 2010

Question: If I have already submitted a Top Screen and later determine that I need to re-submit, what do I do?

Answer:

The CSAT tool has a replacement feature. The Submitter may use it by following this procedure:

Log in to CSAT at https://csat.dhs.gov/csat and click on the "CSAT Application" link. The Submitter will now see a list of your facilities and their survey status. Facilities with a submitted Top Screen survey will have a button titled "Replace Top-Screen" to the right of the submitted survey. Click on this button and you will be asked to input your name and the reason for the new submission. After entering this information click on "Create Additional Top Screen" and your new Top Screen survey will be created.

FAQ Number: 1407 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: I recently received an e-mail from DHS informing me that my Top-Screen appears to be inactive because it was begun over 60 days ago and has still not been submitted. What should I do?

Answer:

First, access your account at https://csat.dhs.gov/csat and check your list of Top-Screens. If you have a Top Screen with a status of New, In Progress, or In Review, you need to check through that Top Screen and take the appropriate action to complete and submit it. Only Top Screens with a status of Submitted have been received by DHS.

If the facility is required to file a Top-Screen under the CFATS regulation, check the status of the listed Top-Screens for that facility within 30 days from the receipt of the email notifying you of the inactive Top Screen. If the status says "In Review," the facility's Submitter should review that Top-Screen, confirm that the Top-Screen has been reviewed and completed properly, and then press "Submit" to submit the completed Top-Screen to DHS by the applicable deadline. If that deadline has passed, please complete and submit the Top-Screen as soon as possible within 30 days from receipt of the email referenced above.

If you have an inactive or incomplete Top-Screen for a facility that you have determined is not required to submit a Top-Screen under the CFATS regulations, you do not need to do anything further. DHS will remove your inactive Top Screen from the system within 30 days from the receipt of the email informing you of your inactive Top-Screen.

If you are a Preparer and you have not submitted your completed Top-Screen because of system difficulties or difficulties gathering information, please complete your Top-Screen within the applicable deadline. If that deadline has already passed, please complete and submit the Top-Screen as soon as possible.

If you have multiple registrations and usernames, be sure to log into all accounts to check for inactive Top-Screens. This would also be a good time to consolidate all of your accounts under one username using CSAT's "Manage My Account" utility at https://csat.dhs.gov/csat.

Please be sure to print a copy of your Top-Screen before submission.

Note that these e-mails are being sent to registered CSAT Preparers and Submitters, who are responsible for compliance with the CFATS Top-Screen submission requirement. These users and these users only can complete and submit the Top-Screen. If Preparers or Submitters wish to transfer their roles to another facility employee, they should do so through the "Transfer Roles" utility using the CSAT "Manage My Account" function.

FAQ Number: 1408 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Which facilities should answer the Top-Screen questions on underground storage of a COI?

Answer:

If a facility stores a release-toxic or release-flammable COI underground, the facility will be directed by the Top-Screen to specific questions regarding the storage of the COI. Those questions include the number of underground storage tanks, the total capacity of the underground tanks in pounds, and the distance from the underground storage tank(s) to the nearest infrastructure (in feet.) Infrastructures may include buildings, bridges, or other above ground structures or pipelines.

FAQ Number: 1416 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: If I've already submitted my Top-Screen for a release-toxic or release-flammable COI and it is stored underground, do I have to resubmit with the new questions regarding underground storage?

Answer:

If you have already completed and submitted a Top Screen for your facility, you are not required to submit a new Top Screen at this time simply because the COI is stored underground. However, if you do have a release-flammable or release-toxic COI stored underground, you may choose to submit a new Top Screen which will provide the CFATS program with some additional useful information. If you choose to submit a new Top Screen, you may do so by following the steps described in FAQ # 1406. (Please note that covered, high-risk, facilities are required to submit revised Top Screens periodically, and after material modifications to the operations or site, in accordance with 6 CFR § 27.210(b) and (d).)

FAQ Number: 1424 **Date Published:** May 30, 2008 **Last Updated:** May 30, 2008

Question: My facility completed a Buffer Zone Protection Plan (BZPP) in conjunction with DHS. Does my facility get credit for the security measures I implemented as a result of that BZPP?

Answer:

Any facility that DHS initially determines to be high-risk, and that is therefore required by the CFATS rule to submit a Security Vulnerability Assessment (SVA), will have the opportunity to reflect its existing security measures, including any security measures implemented as the result of a BZPP, in the SVA.

FAQ Number: 1432 **Date Published:** June 19, 2008 **Last Updated:** June 19, 2008

Question: What facilities will have to complete the SVA?

Answer:

If DHS makes a preliminary determination that a facility is high risk, DHS will notify the facility in writing of its preliminary tier and require the facility to complete a SVA. The facility's SVA must cover the COI and security issue(s) identified in the letter.

FAQ Number: 1434 **Date Published:** June 19, 2008 **Last Updated:** June 19, 2008

Question: What is a sabotage/contamination chemical of interest (COI) for purposes of CFATS?

Answer:

For the purposes of CFATS, DHS defines sabotage/contamination COI as those chemicals that are capable of releasing a poisonous gas when exposed to water.

FAQ Number: 1436 **Date Published:** June 11, 2010 **Last Updated:** October 25, 2010

Question: What is the STQ for Sabotage/contamination COIs?

Answer: The STQ for sabotage/contamination COI is A Placarded Amount (APA) as calculated in accordance with 6 CFR 27.203(d). Under CFATS, a facility meets the STQ for a sabotage/contamination COI, and is required to submit a Top Screen, if it ships the chemical and is required to placard the shipment of that chemical in accordance with subpart F of 49 CFR Part 172.

Referenced Text

Additional information on the STQ for sabotage/contamination COI and the meaning of APA under CFATS can be found in the preamble to Appendix A to CFATS at 72 FR 65406.

FAQ Number: 1437 **Date Published:** June 19, 2008 **Last Updated:** June 19, 2008

Question: How is the STQ for Sabotage/Contamination chemicals of interest calculated in a mixture?

Answer:

As provided in §27.204(c), a facility shall count toward the STQ the total quantity of all commercial grades of a sabotage/contamination chemical that it possesses unless specific minimum concentration is assigned in the Minimum Concentration column of Appendix A to 6 CFR 27, in which case the facility should count the total quantity of all commercial grades of the chemicals at the specified minimum concentration. DHS has added a definition of a "A Commercial Grade" (ACG) to a § 27.105. ACG refers to any quality or concentration of a chemical of interest offered for commercial sale that a facility uses, stores, manufactures or ships.

FAQ Number: 1439 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Do I count chemicals I have stored in transportation containers toward the STQ amount?

Answer:

In calculating STQ for a release-COI, a facility must include release-COI's in transportation containers used for storage not incident to transportation, including transportation containers connected to equipment at a facility for loading or unloading and transportation containers detached from motive power that delivered the container to the facility. Examples of transportation containers with COI that facilities should count toward their STQ include:

- a tank car containing COI that is attached to processing units;
- a tank car containing COI that is detached from the locomotive that had delivered the tank car to the facility.

FAQ Number: 1440 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: I have a chemical of interest (COI) that appears in more than one category on the Appendix A. How should it be counted?

Answer:

In determining whether the facility possesses an amount of COI at or above the STQ, facilities should consider the chemicals in their possession within the framework for each of the three separate and distinct security issue categories (release, theft/diversion, and sabotage/contamination). A facility must count each COI in its possession, using the applicable STQs, minimum concentration, and counting provisions. If the facility possesses an amount at or above the applicable STQ for a COL, it must complete and submit a Top-Screen.

FAQ Number: 1441 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: I do not have any chemicals of interest (COI) in an amount at or above the applicable Screening Threshold Quantities. However, I received an email from DHS requesting that I complete a Top-Screen. Do I need to complete a Top-Screen?

Answer: As provided in 6 CFR 27.200, the Assistant Secretary of DHS may request information from chemical facilities regarding security risk for a chemical facility regardless of whether the facility has COI at or above the applicable STQ. This included the authority to request that a facility complete and submit a Top-Screen or provide information using some other means. DHS may seek information by contacting chemical facilities individually or by publishing a notice in the Federal Register.

FAQ Number: 1442 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Do I have a certain amount of time to be in Top Screen before it logs me out?

Answer: The user's session will "time out" after 20 minutes if the system is not in use. Users will need to log back in to restart the session. Data that have been entered will not be lost and users will be directed back to where they were in the screen when the session "timed out."

FAQ Number: 1443 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How do I save the information I have entered?

Answer:

All data input in the Top-Screen are saved automatically when the user clicks the Next or Back button. If a user clicks the back or forward arrows on the browser, information may be lost. Users can exit the program and return multiple times. Data that have been entered into Top-Screen will have been saved.

Warning: Only use the **Next** and **Back** buttons in the Top-Screen tool for navigation. This will help avoid losing data that has been entered.

FAQ Number: 1444 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: What information do I have to fill out?

Answer: All facilities filling out the Top-Screen are required to fill out the information requested on the General Screens. Information that does not exist for a facility or is not applicable should be left blank. If a facility is not an exempt facility, the facility type will determine which sections of the screens of the tool a Preparer is required to complete. Facilities that are Petroleum Refineries and LNG Storage Facilities will fill out sections specific to their operations. All facilities will be presented with chemical lists to review and evaluate.

FAQ Number: 1445 **Date Published:** May 22, 2009 **Last Updated:** June 30, 2011

Question: What are the final steps to complete Top Screen?

Answer:

After the Preparer enters all of the relevant data, the system will generate a message based on the information supplied ("You may be regulated" or "You are not regulated"). The Preparer and/or the Submitter is advised to both validate the information and review it for completeness and accuracy. A validation check for basic logical error is done by clicking on **Validate Report** on the menu on the left. Information that is missing or incorrectly entered will be listed and highlighted in red. There will be a link to immediately return to the affected area(s) of the screen and fix the error or add the missing information. Print a summary report to review the answers and retain a copy for the facility's records. Once the Submitter is satisfied that all of the answers in the Top-Screen are accurate, the Submitter clicks "Submit" to transmit the completed Top-Screen to DHS. After the Submitter clicks the "Submit" button, the facility no longer has access to the Top-Screen.

FAQ Number: 1447 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: I am not able to access the Top Screen Application with my current password. What do I do?

Answer:

In order to access Top Screen, users must first complete the registration process. Once registration is successfully completed, users will receive two emails. One email will include the username and a separate email will contain the password. It is best to copy and paste the username and password out of the emails directly into Top Screen. Top Screen may be accessed by clicking on the link provided in the emails you receive following registration.

If you still have problems after you have copied and pasted your username and password into the Top Screen, please contact the CSAT help desk by e-mail (csat@dhs.gov) or phone (1-866-323-2957).

FAQ Number: 1448 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: How do I submit the finalized Top Screen questionnaire to DHS?

Answer:

When a Submitter clicks on the "Submit to DHS" button on the submission screen, the completed Top-Screen is submitted to DHS. At that point, the facility no longer has access to the Top-Screen for that facility.

FAQ Number: 1449 **Date Published:** June 19, 2008 **Last Updated:** June 19, 2008

Question: Who has edit privileges for a facility's Top Screen?

Answer:

Only one person can have edit privileges for the facility's Top-Screen at any one time. Initially ,the Preparer has exclusive edit privileges. Once the Preparer has finished inputting the necessary information, he/she sends the Top-Screen to the Submitter, who then assumes exclusive edit privileges. The Preparer no longer has edit privileges unless the Submitter returns the Top-Screen to the Preparer for revisions. The Authorizer and Reviewer never have edit privileges.

FAQ Number: 1450 **Date Published:** November 07, 2008 **Last Updated:** November 07, 2008

Question: What is the URL to the CSAT Web Portal?

Answer: The URL to the CSAT application is https://csat.dhs.gov/csat. The URL can also be found in the e-mails containing the username and password that were sent by the CSAT system after you registered. If you have not yet registered, please go to https://csat-registration.dhs.gov/ and complete the registration forms before accessing the CSAT Web Portal.

FAQ Number: 1451 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: When I log in to the Top-Screen, I get a message that my passwords has expired and that I need to create a new one. However, when I enter a new password, I get an "invalid" error. What do I do next?

Answer:

Passwords will time out after 90 days for security reasons. If you log into the CSAT Top Screen and see the message that your password has expired, you will need to create a new password that meets the password criteria (at least 8 characters and containing one uppercase letter, one lowercase letter, a number, and a special character, e.g., !@#$%&*). First enter the old password, then enter a new password and then select enter. The user will see what appears to be an "invalid" error message prompting you to reenter the new password to confirm it (these are not truly "errors"; the wording is generated by a sign-on system that is trying to validate your new password). Enter your new password again. The user may see the "invalid" message again. After entering the new password three times, login should be successful. Be sure to write down the new password for future reference.

FAQ Number: 1452 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: What chemical inventory information do I need?

Answer:

In order to fill out and submit a Top-Screen, a facility will need to assemble information on all chemicals of interest (COI) that appear on appendix A. The Top-Screen User's Manual has a list of resources to consult and individuals who may be able to assist a facility in assembling this information. Facilities should use the Appendix A regulation and the instructions in the Top-Screen User's Manual to determine if they have COI in an amount at or above the applicable STQ as well as when they compile the Total On-site Quantity and the Area of Highest Quantity.

FAQ Number: 1453 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Why do I need the records used to prepare the annual Tier 2 report under the Emergency Planning and Community Right-to-Know Act (EPCRA)?

Answer: These records will include chemical inventory and storage locations for various chemicals at the facility and maybe helpful in determining whether the facility has COI in an amount at or above the applicable STQ's.

FAQ Number: 1454 **Date Published:** March 02, 2010 **Last Updated:** March 02, 2010

Question: How do I determine the Total On-site Quantity (TOQ) of a given chemical?

Answer:

The TOQ is the amount of COI that a facility possesses or possessed at any time within the past 60 days. This is the single highest amount of each COI that was present at any time in the past 60 days, not the aggregate amount. Compute the TOQ using the same provisions a facility considers when determining whether it possesses a COI in an amount at or above the applicable STQ. The records prepared by a facility to comply with other programs, such as EPA's Emergency Planning and Community Right-to-Know Act (EPCRA) and RMP, contain information that may be useful in compiling the TOQ.

FAQ Number: 1455 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Are there tools for Estimating Total On-Site Quantity and Amount in Area of Highest Quantity (AHQ)?

Answer:

DHS has provided worksheets and an example of how to calculate the TOQ and AHQ in Attachment A of the Top Screen User's Manual at (http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf)

FAQ Number: 1456 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Should release chemicals of interest (COI) presently in process or chemicals that are by-products be considered when determining the total On-site Quantity (TOQ)?

Answer:

Yes, when determining the Total On-site Quantity for release-COI, a facility must also include COI that are present as process intermediates, by-products, and incidental production materials (see 6 CFR 27.203(b)(1)(ii). A facility should compute the TOQ using the same provisions a facility considers when determining whether it possesses a release-COI in an amount at or above the applicable STQ; therefore, release-COI in process and in by-products should be considered in both.

FAQ Number: 1457 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: My facility is a "tank farm" that is part of a pipeline system. Do I need to comply with CFATS?

Answer:

Pursuant to 6 CFR 27.203(b)(v), facilities must consider chemicals of interest (COI) in gasoline, diesel, kerosene or jet fuel (including fuels that have a National Fire Protection Administration flammability hazard rating of 1, 2, 3, or 4) stored in above-ground tank farms, including tank farms that are part of pipeline systems, when determining whether or not the facility possesses any COI in an amount at or above the applicable STQ for that COI.

FAQ Number: 1458 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Do I need to include chemicals of interest (COI) in fuels?

Answer:

Facilities must consider COI in fuels when stored in above-ground tank farms, including tank farms that are part of pipeline systems. See § 27.203(b)(1)(v). This includes fuels with any one of the four National fire Protection Association (NFPA) flammability hazard ratings and not just fuels with a NFPA flammability hazard rating of 4 which will cover common fuels such as gasoline. See 40 CFR 68.115(b)(2). These fuels also would have been excluded under DHS's flammable mixtures provisions (see § 27.204(a)(2)(8) except that DHS specifically included these fuels in §27.203(b)(1)(v), because of concern that they could create significant human life and/or health consequences if an intentional attack by a terrorist were successful.

FAQ Number: 1460 **Date Published:** March 22, 2010 **Last Updated:** March 22, 2010

Question: How do I calculate the Total On-site Quantity (TOQ) of COI in a mixture?

Answer:

A facility compute the TOQ using the same provisions a facility considers when determining whether it possesses a COI in an amount at or above the applicable STQ. Therefore, whether a facility possesses a COI in an amount at or above the applicable STQ should be determined in accordance with the minimum concentration provisions in 6 CFR 27.204 and instructions (as well as for compiling the TOQ and AHQ) can be found in the Top-screen User's Manual, which is available online at http://www.dhs.gov/xlibrary/assets/chemsec_casttopscreenusersmanual.pdf.

FAQ Number: 1461 **Date Published:** September 16, 2009 **Last Updated:** September 16, 2009

Question: What resources are available to determine the total production value for an economically critical chemical?

Answer:

Information provided to the US Census Bureau through the Annual Survey of Manufacture's is a good resource for answering this question (see FAQ#202). A facility may provide the response from their previous survey if the number accurately reflect current facility operations. Otherwise, the facility should calculate the amount using instructions from the 2006 survey which is available at http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf *(PDF, 86 pages - 1.13 MB)*. Additional information on the treatment of economically critical chemicals under CFATS can be found in the Top-screen User's Manual.

FAQ Number: 1462 **Date Published:** June 20, 2008 **Last Updated:** June 20, 2008

Question: In RMP*Comp, how do I choose the chemical to be analyzed?

Answer: Verify that the "Single Chemical" option is selected and then click on the chemical to be evaluated. Use the scroll bar to the left of the chemical name, CAS #, and threat(indication of toxic or flammable properties as defined under EPA RMP*Comp).

FAQ Number: 1465 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: How does a facility count the amount of a release-toxic chemical present in a mixture?

Answer:

Pursuant to § 27.204(a)(1), if a release-toxic chemical is present in a mixture, and the concentration of the chemical is equal to or greater than one percent (1%) by weight, the facility shall count the amount of the COI in the mixture toward the applicable STQ.

For example, if a facility has 500 pounds of a toxic mixture containing five percent (5%) acrolein, the facility should count five percent (5%) of the weight of the mixture, or 25 pounds of acrolein, toward the STQ of 5,000 pounds. Except for oleum, if a facility can measure or estimate (and document) that the partial pressure of the regulated substance in the mixture is less than 10 mm Hg, the facility need not consider the mixture when determining the STQ. If a release-toxic COI is present in a mixture, and the concentration of the chemical is less than one percent (1%) by weight of the mixture, the facility need not count the amount of that chemical in the mixture in determining whether the facility possesses the STQ.

FAQ Number: 1466 **Date Published:** June 20, 2008 **Last Updated:** June 20, 2008

Question: What is the STQ for Chlorine as a release-toxic?

Answer: Consistent with all other release-toxic COI, DHS has set the STQ for chlorine at 2,500 pounds and requires facilities to use the minimum concentration and STQ provisions that apply to all other release-toxic COI. See §§ 27.204(a)(1) and 27.203(b)(1)(i)-(ii).

FAQ Number: 1467 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is the STQ for Chlorine where it presents a theft/diversion-WME security issue?

Answer:

DHS developed a unique approach for chlorine where it presents a theft/diversion-WME security issue. DHS established an STQ for chlorine as a theft/diversion-WME at 500 pounds. The minimum concentration for chlorine that presents a theft-WME security issue is 9.77%.

FAQ Number: 1468 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What period of time do I need to consider when providing information on Chemicals of Interest (COI) for purposes of the Top-Screen?

Answer:
Facility that possesses a COI in an amount at or above the applicable Screening Threshold Quantity (STQ) have 60 days to complete and submit a Top-Screen to DHS, using the CSAT Top-Screen tool.

FAQ Number: 1469 **Date Published:** June 20, 2008 **Last Updated:** June 20, 2008

Question: Can I register multiple facilities at the same time?

Answer:

Yes. To register multiple facilities at the same time with either the same Authorizer or Submitter, use the following steps:

1. Access the User Registration System.
2. Enter the Submitter and Authorizer information on page 1.
3. Click Continue to Facility Information.
4. enter the first Facility Information and the Preparer for that site on page 2.
5. Click Add Another facility.
6. Enter the facility information and the Preparer for the next site.
7. Repeat steps 5 and 6 until all facilities are entered.
8. Click Complete.
9. Save the resulting PDF document.
10. *Exit the User Registration application.*
11. *Print the PDF document, sign it, and return it to DHS.*

FAQ Number: 1470 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: When I return to the User Registration System, my information is no longer there. Do I need to re-enter my information?

Answer:

Yes, for security reasons, once an individual exits the User registration System, all previously entered information is unavailable. A user can enter the User registration System as many times as needed to add users and facilities.

Each time a user enters the system and adds users and facilities (and completes the process through the PDF form-creation step) new user IDs are created. For example, if an individual enters himself as the Preparer for five sites, but does it in five separate visits to the website (and creates five different PDFs), five separate usernames will be created, even though it is the same individual -- this should be avoided if possible. It is preferable to enter all facilities that belong to the same Authorizer/Submitter/Preparer Structure during the same session. If that is not possible, accounts can be transferred at a later date.

FAQ Number: 1471 **Date Published:** July 10, 2009 **Last Updated:** July 10, 2009

Question: How do I fix a typo in the user registration information I submitted?

Answer:

Once a facility has entered the information into the system and created the PDF form, there is no way to go back and "edit" the information. As the User Registration System is an open system, and can be accessed by any individual, this protection exists to eliminate the possibility that an unauthorized person might attempt to gain access. (For example, an individual could change an email address to redirect the username/password to an individual outside the organization.)

If a typo such as a spelling error, wrong phone number, etc., is caught before the PDF form has been submitted make the change on the hardcopy document, initial it, and send it to the Department at

Office of Infrastructure Protection,

Chemical Security Compliance Division

ATTN: CSAT

Department of Homeland Security

Building 5300, MS 6282, P.O. Box 2008

Oak Ridge, TN 37831-6282

When the Help Desk adds the account(s), they will make the change(s). Most minor changes can be made without difficulty. For security reasons, changes to an email address cannot be made this way, nor can significant changes that appear suspicious in nature (e.g., the organization name Company ABC cannot be changed to Company DEF). If necessary, someone from the Help Desk will contact the facility about changes. For email address changes, contact the Help Desk directly by phone at 866-323-2957.

If the PDF form has already been submitted contact the Help desk by phone at 866-323-2957 to make any needed changes.

FAQ Number: 1472 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: How do I complete the CSAT User Registration process?

Answer:

To complete the CSAT User Registration process, print the Acrobat PDF document that is generated once all the relevant facility and user information has been submitted. All individuals listed on the printed document must then sign and date the form. the completed form must be faxed to 866-731-2728, or mailed 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

Be sure to keep a copy of the completed form for the facility's record.

FAQ Number: 1473 **Date Published:** May 27, 2010 **Last Updated:** May 27, 2010

Question: What information do I need to know about my facility in order to register?

Answer:

A company will be required to provide the following information for each facility for which it registers a user.

- Name of Organization (i.e., legal name of the facility's parent company)
- Name of Facility
- Street Address
- City, state, and Zip Code
- County
- Latitude and Longitude (in decimal degrees)

FAQ Number: 1474 **Date Published:** June 20, 2008 **Last Updated:** March 29, 2011

Question: In User Registration, what do I put for the county if our facility's city isn't a part of a county?

Answer:

You may write in "N/A," and initial and date of the modification.

FAQ Number: 1476 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: What information do I need to know prior to designating an individual for one of the CSAT required roles (i.e., Authorizer, Preparer, Submitter)?

Answer:

The following information must be obtained about each individual designated as an Authorizer, Submitter, or Preparer:

- First Name
- Middle Initial (optional)
- Last Name
- Organization
- Business Address
- City, State, Zip Code
- Telephone
- Email
- Job title (Authorizer only)
- Is the individual a U.S. Citizen?
- Is the individual an Officer of Corporation or designated by an Officer of the Corporation?
- Is the individual domiciled in the U.S.?

FAQ Number: 1477 **Date Published:** June 20, 2008 **Last Updated:** June 20, 2008

Question: What are the requirements to be an Authorizer?

Answer:

To be an Authorizer, an individual must (1) be an officer of the corporation, or be designated by an officer of the corporation, and (2) be domiciled in the United States.

FAQ Number: 1478 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: Can a single individual be a Preparer for multiple facilities?

Answer:

Yes. A one-to-one relationship exists between a Preparer and an individual facility, but a Preparer can prepare data for more than one facility. To assign a single preparer for multiple facilities, do the following during the CSAT User Registration process:

1. After the Preparer information has been entered, select *Add Another Facility.*
2. At *Is the information for the Preparer for this facility already entered from a previous facility?,* check the Yes button.
3. Select the Preparer's name from the associated drop down box.

FAQ Number: 1479 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is a Weapon of Mass Effect (WME)?

Answer:

For the purposes of CFATS, a Weapon of Mass Effect is a poisonous by inhalation gas that the Department of Transportation (DOT) includes on its hazardous materials regulations and which DHS believes has the potential to be stolen or diverted and used as a weapon of terror.

Additional information on the treatment of WME under CFATS can be found in the preamble to Appendix A to CFATS at 72 FR 65404.

Last modified: August 23, 2007

FAQ Number: 1480 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is a Chemical Weapon/Chemical Weapon Precursor?

Answer:

For the purposes of CFATS, Chemical Weapons and Chemical Weapon Precursors (CW/CWP) are actual chemical weapons agents and their precursors included, among others, in the Chemical Weapons Convention (CWC) and regulated by the Departments of Commerce and State, who jointly administer the Chemical Weapon Convention regulations (CWCR).

Additional information on the treatment of CW/CWP under CFATS can be found in the preamble to Appendix A to CFATS at 72 FR 65404.

FAQ Number: 1481 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is included when determining whether a facility possesses an amount of a theft/diversion chemical of interest COI for theft/diversion chemicals?

Answer: Pursuant to 6 CFR 27.203(c), a facility shall only include theft/diversion COI in a transportation packaging as defined in 49 CFR 171.8. Additional information on the treatment of theft/diversion COI under CFATS can be found in the preamble to Appendix A to CFATS at 72 FR 65403 to 65405.

FAQ Number: 1482 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How is the STQ for theft/diversion-WME chemicals calculated?

Answer: The STQ for theft/diversion-VWE COI is calculated according to the provisions of 6 CFR 27.203(a) and 27.203(c) and the minimum concentration provisions at 27.204(b)(2). Additional guidance on calculating the STQ for theft/diversion-WME COI can be found in the top-Screen User's Manual, which can be found online at http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf.

FAQ Number: 1485 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: What do I need to have available in order to complete Top Screen?

Answer:

Prior to completing Top-Screen, DHS recommends that a facility read and review the following materials, all of which are available on the DHS website, located at www.dhs.gov/chemicalsecurity:

- A copy of 6 CFR Part 27, CFATS Interim Final Rule
- A copy of the 2007 DHS Chemicals of Interest with Screening Threshold Quantities (Appendix A to 6 CFR Part 27)
- A copy of the downloadable PDF file with Top-Screen questions that may be used as a worksheet
- A copy of the Chemical Vulnerability Information manual

In addition, before completing the Top-Screen, DHS recommends that a facility gather the following information:

- North American Industrial Classification (NAICS) codes;
- Data Universal Numbering System (DUNS) numbers, available at http://www.dnb.com;
- Latitude and longitude from the center of the facility;
- Parent Company name(s) and DUNS number(s);
- Joint Venture name(s) and DUNS number(s);
- Host/tenant facility name(s);
- Environmental Protection Agency (EPA) Risk Management Plan (RMP) identifier numbers for the facility and host/tenant facilities (if applicable);
- Number of employees and full-time resident contractors;
- Chemical inventory information, including the names and quantities of all DHS COI that are manufactured, processed, used, stored, or distributed at the facility, and the location of the Area of Highest Quantity (a 170-foot radius around the area where the greatest amount of chemical with release concern is located);
- The most recent EPA RMP submittal, including the EPA identifier number, covering processes, inventories of chemicals and offsite consequence and analyses. This information will be helpful in answering some of the questions related to toxic and flammable release;
- A copy of RMP*Comp to calculate information required for chemicals with a toxic-release concern. This resource will be needed for information related to toxic-release chemicals regardless of whether the facility itself is subject to the EPA RMP regulation;
- Records used to prepare the annual Tier 2 report under the Emergency Planning and Community Right-to-Know Act (EPCRA). These records will include inventory and storage locations for various chemicals at a facility;
- Records used to comply with the Chemical Weapons Convention (CWC); and
- Financial sales and marketing information that will be helpful in reporting production values, market share, capacity utilization rates, and product applications for economically critical and mission critical chemicals, if applicable. Census forms such as the *Annual Survey of Manufacturers* and the *Survey of Plant Capacity Utilization* also will be helpful if the company or facility has been asked to complete them previously.

FAQ Number: 1487 **Date Published:** June 20, 2008 **Last Updated:** June 20, 2008

Question: Where can I locate a copy of the downloadable PDF file with Top-Screen questions?

Answer:

A downloadable PDF file with the CSAT Top-Screen Questions is available through the DHS Chemical Security website at http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenquestions.pdf.

FAQ Number: 1488 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: Is there a list explaining the acronyms used in the Top Screen Questionnaire?

Answer:

The Top-Screen User's Manual contains a list of all acronyms used in the CSAT Top-Screen, as well as additional information on how to complete the Top-Screen. The CSAT Top-Screen User's Manual is available through the DHS Chemical Security website at http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf

FAQ Number: 1489 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: Can a covered facility have contractors or lawyers fill out their SVA?

Answer:
A contractor or consultant (who may in fact be a lawyer) hired by the covered (high risk) facility may act as a Preparer (see CSAT User Registration Manual, page 33). Due to the very specific information about the facility that is required by the SVA, the individual designated as the facility's Preparer should be knowledgeable about the facility. The Preparer is authorized to enter the data into the CSAT system and to send it to the Submitter via the system. As with Top Screens, a consultant may not be a Submitter of an SVA; the Submitter should be an officer or other employee of the company designated by an officer who is domiciled in the United States. See CSAT User Registration Manual, page 19.

FAQ Number: 1490 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: Do all of the employees involved in filling out the SVA at my facility have to be CVI trained?

Answer:
When any part of the CSAT SVA form is filled in, it contains Chemical-terrorism Vulnerability Information regulated under 6 CFR 27.400. Thus, any person who actually fills out any part of the SVA , reviews it, or handles it (including Preparers, Submitters, Reviewers and Authorizers) must be a CVI authorized user (i.e., trained and certified by DHS) and have a "need to know" in accordance with 6 CFR 27.400(e). See CVI Procedural Manual at available at: http://www.dhs.gov/xprevprot/programs/gc_1181835547413.shtm

However, only information developed, submitted or maintained in order to comply with CFATS or its authorizing statute is considered CVI. See 72 Fed. Reg. 17715 (April 9, 2007). Therefore, some of the underlying, existing information included in the SVA may not be CVI in and of itself. In particular, factual information required by another federal program, or information developed for business purposes unrelated to CFATS, may not be CVI apart from its actual inclusion in an SVA, and employees who provide that non-CVI data to others preparing the SVA may not need to be a CVI authorized user.
For additional assistance in determining whether employees need to be CVI Authorized users in specific circumstances, please contact the helpdesk at 1/866-323-2957.

Additional information about CVI procedures and CVI training can be found in the CVI Procedural Manual, available on-line at: http://www.dhs.gov/xprevprot/programs/gc_1181835547413.shtm

FAQ Number: 1491 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: What are "cyber control" and "monitoring systems"?

Answer:
For purposes of the SVA, cyber control and monitoring systems include the same type of systems described in Risk-Based Performance Standard (RBPS) 8 ("Cyber") of the CFATS regulation, i.e., critical process controls (which may include monitoring systems), such as Supervisory Control and Data Acquisition (SCADA) systems, Distributed Control Systems (DCS), Process Control Systems (PCS), Industrial Control Systems (ICS), critical business systems, and other sensitive computerized systems. See 6 CFR §27.230(a)(8).

The Center for Chemical Process Safety (CCPS) describes the objective of cyber security as the protection of critical information systems including hardware, software, infrastructure, and data to protect the company's proprietary information and keep the business running as well as protecting chemical processes from hazardous disruptions and preventing unwanted chemical releases (see *Guidelines for Analyzing and Managing the Security Vulnerabilities of Fixed Chemical Site*, CCPS, page 24).

Question Q:14.09-4151 of the SVA will guide facilities through a series of questions to help assess vulnerability of cyber control systems at the facility.

FAQ Number: 1493 **Date Published:** March 19, 2010 **Last Updated:** March 19, 2010

Question: How much is a facility required to know about its customersÂ' business transactions to complete an SVA?

Answer:
Questions Q:2.97-8611 through Q:2.971-8659 of the SVA are related to the most basic level of expectations about a facility's shipping and distribution system. The questions and applicable instructions found on pages 34-35 in the SVA instructions refer to elements that are common to security around industrial facilities and products. Resources to assist facilities in understanding how to assess this vulnerability, beyond the instructions provided in the SVA instructions, can be found in several publicly available sources, such as:

- American Chemistry Council Responsible Care Implementation Guide for the Responsible Care Security Code Management Practices: Value Chain Activities available at http://www.americanchemistry.com/s_rctoolkit/sec.asp?CID=1803&DID=6756
- Compressed Gas Association, Inc. Security Standard for Qualifying Customers Purchasing Compressed Gases (CGA P-51-2007).
- FBI Community Outreach Program for Manufacturers and Suppliers of Chemical and Biological Agents and Equipment available at http://www.aiche.org/uploadedFiles/CCPS/Resources/fbi_wmd.pdf
- The Fertilizer Institute's brochure, "America's Security Begins with You" available at http://www.tfi.org/publications/asbwybrochure.pdf
- The Drug Enforcement Agency's Chemical Handlers Manual available at: http://www.deadiversion.usdoj.gov/pubs/manuals/index.html

FAQ Number: 1495 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: My facility uses a contracting company for some of its services. Is my facility responsible for ensuring that they conduct Background Investigations (BIs) and for following my companyÂ's personnel surety plan? What about their shipping procedures?

Answer:

Question A.7 of the SVA asks for information regarding personnel access control systems that would be considered useful in reducing vulnerability to attack. See 6 CFR §§ 27.215(a)(3). Background investigations or other personnel surety practices may be described in this section.

After an SVA has been reviewed and approved by DHS, the Department will notify the facility whether it is still considered high risk and, if so, assign the facility a final risk-based tiering level. At that point, a high risk facility must prepare a Site Security Plan (SSP) that addresses the CFATS Risk-based Performance Standards (RBPS). See 6 CFR §§ 27.225, 230. The RBPS for Personnel Surety, 6 CFR §27.230(12)(i)-(iv), requires that a covered facility's SSP include, and that the facility implement, measures to perform appropriate background checks on and ensure appropriate credentials for facility personnel, and as appropriate, for unescorted visitors with access to restricted areas or critical assets. To the extent that the contractors have unescorted access to critical assets or restricted areas, they could be considered either facility personnel or visitors under RBPS 12 and the covered facility will be responsible, through its SSP, for complying with the RBPS for personnel surety for those personnel. Whether the facility conducts the background checks or partners with the contracting company to perform background checks is a matter that should be addressed in the SSP. DHS expects to publish additional guidance about the RBPS prior to any facility needing to prepare an SSP. See 6 CFR § 27.230.

Question A.8 of the SVA asks about shipping and receiving measures in place at the covered facility that would be considered useful in reducing vulnerability to attack. To the extent that a contractor is responsible for shipping and receiving at the facility, a description of how the contractor will secure and monitor the shipping, receipt, and storage of COI for the facility should be included in the response to Question Q:2.97-8611 on the SVA form.

In addition, the diversion attack scenarios (D1, D2, D3) listed in Question C.6 of the SVA are designed to elicit vulnerability information regarding the facility's means to secure and monitor the shipping, receipt, and storage of hazardous materials for theft/diversion COIs (see SVA Instructions, pages 9 - 11). If a contractor is responsible for shipping procedures at a facility, that should be included in the answers and discussion of vulnerabilities in response to the questions in part E of the SVA.

FAQ Number: 1497 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: Are we to pick only the most single probable attack mode for a COI, or are we to include all potential attack modes?

Answer: As explained in the instructions for the SVA, the facility must address all of the attack scenarios related to the facility's security issues. The facility may then select from one of the standard adversary scenario descriptions for each of the applicable attacks scenarios, or they may define a new scenario that better reflects the facility's situation. If the facility is not located on a waterway, the BBIED attack scenario does not need to be considered. Each attack scenario applicable to the facility's identified security issues will need to be completed.

FAQ Number: 1498 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: The SVA mentions a "point of attack" with corresponding radii. What defines the point of attack? Is it the COI vessel itself, or some other location on a site?

Answer: The "point of attack" is where you would assume an adversary would most likely strike using an explosive attack mode based on the layout of your facility and the corresponding attack scenario you chose.

FAQ Number: 1499 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: I have multiple assets on site with COI. I understand that I have to identify the asset that has the largest inventory of the COI. Do I have to identify other assets based on a greater vulnerability to attack or where the consequence of an attack is expected to be different?

Answer:
As described in the SVA Instructions Step 2 – Asset Characterization, a facility must identify as an asset: 1) the equipment on the facility that contains the largest inventory of the specific COI (single or multiple equipment items that contain COI and are connected in such a way that severe damage to one of the equipment items could result in the

release of the inventory in all of them), 2) other than 1 above where vulnerability of that asset to attack is expected to be greater than for the asset identified in 1 above (because of accessibility, configuration, ease of use by an adversary, or other factors), 3) additional assets where consequences to an attack are expected to be different (e.g., involve other inventories of the COI located nearby or might affect areas offsite that are different for the areas affected by the asset identified in 1 above).

FAQ Number: 1500 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: I need help determining the number of assets I have. I have rail cars, tonnage, and cylinders. I need to know if this would be one asset or three assets.

Answer:

As described in the SVA Instructions Step 2- Asset Characterization, COI-related assets may include but are not limited to vessels, process units, piping, equipment items, transportation packaging (or cluster of packages), or other containers that hold a specific COI. However, based on the configuration of certain equipment some assets could be considered a single asset even though they contain different COIs and/or have different security issue(s). In this case, assets must be consistent with the asset characterization specific to each COI and security issue as indicated in the instructions.

FAQ Number: 1501 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: I need clarification on section A12 of the SVA. I want to know if this question is asking about facility or just COI.

Answer: This section is asking about the facility.

FAQ Number: 1503 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: Do attack modes aircraft, VBIED, maritime, assault and standoff apply only to release COI's? Which attack modes only apply to theft/diversion COI's

Answer: As explained in the instructions for the SVA, the facility must address all of the attack scenarios related to the facility's security issues. The facility may then select from one of the standard adversary scenario descriptions for each of the applicable attack scenarios, or they may define a new scenario that better reflects the facility's situation. If the facility is not located on a waterway, the BBIED attack scenario does not need to be considered. An attack scenario needs to be completed for each attack scenario associated with the security issue of the COI.

FAQ Number: 1505 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: What does a requirement to complete an SVA mean for my facility?

Answer: If your facility receives an initial notification letter from DHS, designating it as a high risk facility and preliminarily assigning it to Tier 1, 2, 3, or 4, the facility is only required to complete and submit an SVA by the deadline included in the letter. If the facility is designated as a preliminary Tier 4, the facility has the option of submitting an Alternative Security Program for DHS' approval in lieu of the DHS SVA. The SVA process does not require your facility to make any changes to its operations or security measures.

FAQ Number: 1506 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: How will DHS evaluate SVAs from so many different types of facilities?

Answer: DHS uses the SVA to evaluate a facility's specific circumstances, security issues and vulnerabilities, taking into account many factors, such as the type of facility (e.g., university, medical research laboratory) and any existing security and consequence mitigation measures. The SVA provides the facility an opportunity to inform DHS of aspects of, or changes to, its operations that could mitigate the potential risks on which DHS based the facility's initial high-

risk determination. A facility still considered high risk after DHS' analysis of its SVA will be required to develop a Site Security Plan (SSP) meeting the CFATS Risk Based Performance Standards (RBPS), but tailored to the facility's circumstances, including its Chemicals of Interest (COI), security issues and risks, and the type of facility it is.

FAQ Number: 1507 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: Can an experienced plant manager be considered a countermeasure?

Answer:

In Part A, the SVA asks what measures (security equipment, procedures, systems etc) a facility uses to reduce its vulnerability. The CSAT SVA specifically asks about (SVA instructions, pages 26-37):

- Security equipment
- Inventory control procedures
- Personnel access control systems
- Shipping and receiving measures
- Mitigation systems
- Cyber control systems

The SVA does not request information in this section about plant managers.

FAQ Number: 1508 **Date Published:** October 21, 2009 **Last Updated:** October 21, 2009

Question: Where can I find more thorough descriptions of the attack scenarios?

Answer: A more thorough description of the attack scenarios can be found in a document entitled, “Sample Attack Scenario Descriptions” available in the CVI Document Vault. However, this document is considered CVI and, as such, is only made available from DHS to CVI-authorized users, with a need to know, at facilities with an active SVA.

FAQ Number: 1509 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: I have release COIs, but I don't have storage tanks. Do I still have to conduct an aircraft crash attack scenarios?

Answer:

Yes, a facility with release COI must run the aircraft crash attack scenario. The aircraft crash attack mode is divided into two standard attack scenarios:

- a medium-range, medium-lift aircraft (i.e. 737 size) crashing into a facility in an attempt to destroy large storage tanks of COI located in the tank farm area, separate from other process equipment; and,
- an adversary crashing a medium-range, medium-lift aircraft (i.e., 737 size) into a facility in an attempt to destroy large chemical processing areas containing a variety of process equipment, including in-process inventories of COI. The facility should conduct the applicable aircraft scenario(s) or provide a detailed description of a facility-specific aircraft scenario that better reflects the facility's situation. (SVA instructions, page 63).

FAQ Number: 1510 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: What about shipments being received and stolen internally as a result of an order that is unaccounted for?

Answer:

The SVA tool contains attack scenarios related to both theft and diversion. The situation described above could be described by one of the theft attack scenarios (SVA instructions page 64). A facility must document its assumptions for each attack scenario as directed in the SVA and described how COI could be stolen internally as a result of an order that is unaccounted for.

The diversion scenarios (SVA instruction page 65) apply to COI that are shipped from the facility.

FAQ Number: 1511 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: What does DHS mean by "no credit for any facility or asset security measures" in question D.11?

Answer:
Question D.11 is asking about achievability probability which refers to the probability that an adversary could execute a successful attack assuming the absence of all security measures at the asset. Achievability is a function of the difficulty for the adversary of the attack type in relation to the specific target asset. For example, the inaccuracy of a standoff weapon or difficulty in loading a large portable container are factors that would reduce the achievability of a standoff attack or theft of a container of COI, respectively, even without considering facility security measures (SVA instructions, page 70).

FAQ Number: 1512 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: Not many facilities have security response forces-how will they answer D.7? why can't they skip that question?

Answer:
If a facility does not have a security response force, they should select “e” (Facility security response force is extremely unlikely to successfully interdict this type of attack) which corresponds to the probability of 0 to 0.2 (SVA question D.7 text). Facilities may skip question D.7 for the aircraft and standoff attack modes (SVA instructions, page 69).

FAQ Number: 1513 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: Regarding the outer damage radius (G.5), are you asking that my facility include only its employee population, and not account for anyone in outlying areas or collocated/neighboring facilities?

Answer: Question G.5 requests the facility population within the distance from the point of attack with explosives. The numbers should represent the typical maximum number of employees/full-time contractors at the facility at any time, but should not include occasional instances of temporarily larger facility workforce, such as turnaround crews (SVA instructions, page 71-77).

FAQ Number: 1514 **Date Published:** June 24, 2008 **Last Updated:** June 24, 2008

Question: Which attack scenarios are applicable to my facility?

Answer:

Attack modes are specific to the security issues and COI identified by DHS in the facility’s initial notification letter.

The following chart identifies which attack modes are applicable to each security issue (SVA instructions, pages 62-65):

Security Issue	Required Attack Modes

Release	• Aircraft • VBIED • Maritime • Assault • Standoff
Theft/Diversion	• Theft • Diversion
Sabotage	• Sabotage

A facility may select N/A (not applicable) for Maritime attack if the facility is not located on a waterway. (SVA instructions, page 10).

The facility may select from one of the standard attack scenario descriptions or identify a new scenario that better reflects the facility's situation. (SVA instructions, page 65).

FAQ Number: 1517 **Date Published:** October 21, 2009 **Last Updated:** October 21, 2009

Question: I completed my CVI training. Why does it take me back to CVI training when I log into my Top Screen or SVA?

Answer: If the user does not correctly log out of the CVI training application or close the browser, the web portal will direct the user to the last accessed CSAT Application. Please log out of the application, close all browsers and launch a new browser to access the desired CSAT application.

FAQ Number: 1534 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: What is the Area of Highest Quantity (AHQ)?

Answer:

The Area of Highest Quantity (AHQ) is defined as an area within a radius of 170 feet in which the greatest amount of a release-COI is located. The same counting rules that a facility applies in determining whether it meets or exceeds the applicable STQ for release-COI, also applies when compiling the AHQ.

The CSAT Top-Screen requests this information for release-toxic, release-flammable, and release-explosive COI. Attachment A of the Top-Screen User's Manual at http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf contains useful worksheets and examples to help facilities compile and report the AHQ for release-COI.

FAQ Number: 1535 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: If the Total On-site Quantity and the Area of Highest Quantity are the same, do I enter the same number for the Distance of Concern?

Answer: For release-toxic COI, Top-Screen requests the Total On-site Quantity at the facility and the quantity in the Area of Highest Quantity (an area within a radius of 170 feet in which the greatest quantity of the COI is located) and a Distance of Concern for each. The Total On-site Quantity and the quantity in

the Area of Highest Quantity may be the same if the release-toxic COI is found in only one location at the facility. In which case, the Distance of Concern would be the same for both. A Distance of Concern is only required for release-toxics.

FAQ Number: 1536 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: What does "risk-based" mean?

Answer:

In Section 550, Congress directed the Department of Homeland Security to identify and secure those chemical facilities that present the greatest security risk. Security risk is a function of the following:

- The consequence of a successful attack on a facility (consequence),
- The likelihood that an attack on a facility will be successful (vulnerability), and
- The intent and capability of an adversary in respect to attacking a facility (threat).

The Department plans to implement the regulation in phases, beginning with chemical facilities that appear to present the highest security risk. The Department adopted a risk-based tiering structure in its regulatory approach, so that the requirements, scrutiny, and oversight of facilities will increase with the level of risk.

For more information on risk-based standards, please visit http://www.dhs.gov/xprevprot/programs/gc_1185897486043.shtm.

FAQ Number: 1537 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: Why is DHS using risk-based performance standards?

Answer:

Because each chemical facility faces different security challenges, Congress explicitly directed the Department to issue regulations "establishing risk-based performance standards for the security of chemical facilities".

Performance standards are particularly appropriate in a security context because they provide individual facilities the flexibility to address their unique security challenges. Using performance standards rather than prescriptive standards also helps to increase the overall security of the sector by varying the security practices used by different chemical facilities. Security measures that differ from facility to facility mean that each facility presents a new and unique problem for potential adversaries.

FAQ Number: 1538 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: How does a facility count the amount of a release-flammable Chemical of Interest (COI) in a mixture with a National Fire Protection Association (NFPA) rating of 4?

Answer:

Pursuant to §27.240(a)(2), if a release-flammable chemical of interest is present in a mixture in a concentration equal to or greater than one percent (1%) by weight of the mixture, and the mixture has a NFPA flammability hazard rating of 4, the facility shall count the entire weight of the mixture toward the COI's Screening Threshold Quantity (STQ). For example, if a facility has 500 pounds of a flammable mixture containing five percent (5%) pentane and the mixture as a whole has a NFPA flammability hazard rating of 4, the facility shall count the entire weight of the mixture, or 500 pounds toward pentene's STQ of 10,000 pounds.

A release-flammable mixture with 1% or more of a release-flammable COI and an NFPA hazard rating of 4 must be counted whether stored above or below ground. For more information on calculating the STQ for COI in release-flammable mixtures, including release-flammable mixtures that are fuels, please refer to the Top-Screen User's Manual, which is available online at http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf.

FAQ Number: 1540 **Date Published:** July 15, 2008 **Last Updated:** July 15, 2008

Question: How does a facility count the amount of release flammable COI within a mixture that is not a fuel with an NFPA rating of 1, 2, or 3?

Answer:

If a release-flammable chemical of interest is present in a mixture in a concentration equal to or greater than one percent (1%) by weight of the mixture, and the mixture has a NFPA flammability hazard rating lower than 4 (i.e., NFPA hazard rating of 1, 2, or 3), and it is not a fuel, the facility need not count the entire weight of the mixture toward the STQ. Mixtures with a NFPA flammability hazard rating of 1, 2 or 3 are calculated by multiplying the percentage of the COI times the total weight of the mixture to see if the COI meets or exceeds the STQ. If a release-flammable COI is present in a mixture, and the concentration of the chemical is less than one percent (1%) by weight, the facility need not count the mixture in determining whether the facility possesses the STQ.

FAQ Number: 1541 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How does a facility count the amount of a release-flammable mixture that is a fuel with an NFPA rating of 1, 2, 3, or 4 if it is stored in an above ground tank farm (including farms that are part of pipeline systems)?

Answer:

If a release-flammable COI is present in a fuel mixture in a concentration equal to or greater than one percent (1%) by weight of the mixture, and the mixture has an NFPA flammability hazard rating of 1, 2, 3 or 4, the facility counts the entire weight of the mixture toward the STQ. If a release-flammable chemical of interest is present in a mixture, and the concentration of the chemical is less than one percent (1%) by weight, the facility need not count the mixture in determining whether the facility possesses the STQ.

FAQ Number: 1542 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: What is "CSAT?"

Answer:

The Chemical Security Assessment Tool (CSAT) is the Department of Homeland Security's system for collecting and analyzing key data from chemical facilities to:

- identify facilities that present a high level of risk,
- support the preliminary and final tiering decisions for individual high-risk facilities,
- assess a facility's security vulnerabilities, and
- evaluate a facility's security plan to address vulnerabilities and meet risk-based performance standards.

The Chemical Security Assessment Tool is comprised of four secure, web-based tools:

- Facility Registration Questionnaire,

- Consequence screening questionnaire (Top-Screen),
- Security Vulnerability Assessment (SVA) tool,
- Site Security Plan (SSP) template.

After registering for CSAT, facilities are provided access to the Top-Screen questionnaire, the response to which enables the Department to identify facilities subject to the Chemical Facilities Anti-Terrorism Standards Interim Final Rule (CFATS). For facilities that are determined to be high risk, other tools, specifically the SVA and SSP, will be made available to satisfy additional CFATS requirements.

FAQ Number: 1543 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: How will a facility know whether it is required to complete a CSAT Top Screen?

Answer:

Any facility that possesses a COI listed on Appendix A at or above the applicable STQ must complete and submit a CSAT Top-Screen.

The Department may also notify facilities - either directly or through a *Federal Register* notice - that they need to complete and submit a CSAT Top-Screen.

FAQ Number: 1544 **Date Published:** August 14, 2008 **Last Updated:** August 19, 2011

Question: How does a facility register to complete a CSAT Top Screen?

Answer:

To access the CSAT Top-Screen, a facility must first register with DHS. To register, a facility must log on to the CSAT registration website (https://csat-registration.dhs.gov/dana/home/index.cgi) and complete, sign, date, and submit the appropriate forms according to the directions provided on the website. After completing the registration process, registrants will receive two emails that will enable them to access the CSAT Top Screen. One email will include the user's username and the other will include the user's password.

At the initial log-in, the user will be prompted to establish a new password. The password must be at least 8 characters and contain at least one uppercase letter, one lowercase letter, a number, and a special character (e.g., !@#$%&*).

FAQ Number: 1546 **Date Published:** June 30, 2010 **Last Updated:** June 30, 2010

Question: Does a facility have to go through the CSAT process if it has already implemented security measures?

Answer:

If a facility possesses a COI listed in Appendix A at or above the applicable STQ or is requested by the Assistant Secretary for Infrastructure Protection to complete a CSAT Top-Screen, the facility must begin the CSAT process regardless of whether or not it has already implemented security measures. DHS recognizes that many facilities have invested time, resources, and capital to identify vulnerabilities and improve overall security, and the CFATS program has been designed to allow those facilities to leverage their existing security measures in working toward compliance with CFATS and applicable risk-based performance standards where appropriate.

FAQ Number: 1547 **Date Published:** July 15, 2008 **Last Updated:** July 15, 2008

Question: Is the fact that a facility is a covered facility under 6 CFR part 27 considered CVI?

Answer: No.

FAQ Number: 1548 **Date Published:** July 15, 2008 **Last Updated:** July 15, 2008

Question: Is the preliminary tier determination of a covered facility by DHS considered CVI?

Answer: Yes.

FAQ Number: 1549 **Date Published:** July 22, 2008 **Last Updated:** July 22, 2008

Question: May a covered facility disclose its preliminary tier level to another entity or individual (e.g. a trade association or another facility)?

Answer: Yes, provided that each individual within the other entity, or any other individual to whom that information is disclosed, is a CVI Authorized User and has a "need to know" for that information.

FAQ Number: 1550 **Date Published:** July 15, 2008 **Last Updated:** July 15, 2008

Question: Does DHS need to be notified when a CVI Authorized User at a covered facility shares CVI (e.g., its preliminary tier determination) with another CVI Authorized User, who has a "need to know", within the private sector?

Answer: No. However, DHS recommends that each CVI Authorized User maintain a log of the receipt and transmission of CVI.

FAQ Number: 1551 **Date Published:** July 15, 2008 **Last Updated:** July 15, 2008

Question: Can individuals who are not US Citizens be CVI Authorized Users?

Answer: Yes.

FAQ Number: 1552 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: Are chemicals in transit regulated under the Chemical Facility Anti-Terrorism Standards (CFATS)?

Answer:

A facility that possesses COI in an amount at or above the applicable STQ must submit a Top-Screen in accordance with the calculation provisions in 6 CFR §27.203 and the minimum concentration provisions in §27.204. In some cases, this may include COI in:

- Pipelines within the boundaries of a chemical facility otherwise covered by CFATS.
- Transportation containers used for storage not incident to transportation, including transportation containers connected to equipment at a facility for loading or unloading and transportation containers detached from motive power that delivered the container to the facility.
- Shipping containers requiring a DOT placard that will be shipped from the facility.
- Natural gas or liquidified natural gas stored in peak shaving facilities; and/or
- Gasoline, diesel, kerosene, or jet fuel (including fuels that have flammability hazard ratings of 1, 2, 3, or 4, as determined by using the National Fire Protection Association's (NFPA) Standard System for the identification of the Hazards of Materials for Emergency Response) stored in aboveground tank farms, including tank farms that are part of pipeline systems.

At this point, CFATS does not apply to COI in railroad facilities or long-haul pipelines.

FAQ Number: 1553 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: Does DHS have the authority to enforce the use of Inherently Safer Technology (IST) at a facility?

Answer:

Section 550 explicitly prohibits DHS from disapproving a Site Security Plan "based on the presence or absence of a particular security measure," including inherently safer technologies. Even so, covered facilities are certainly free to consider IST options, and their use may reduce risk and regulatory burdens.

FAQ Number: 1554 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Does DHS have the authority to shut down a facility?

Answer:

Yes. The Department has authority to impose civil penalties of up to $25,000 per day and, when necessary, shut down non-compliant facilities.

FAQ Number: 1555 **Date Published:** August 08, 2008 **Last Updated:** August 08, 2008

Question: I'm not sure how this whole CSAT thing works. Can you explain it in a few sentences?

Answer:

A facility with Appendix A COI at or above the applicable STQ is required to use the CSAT system in order to complete and submit a Top-Screen. A facility covered by CFATS is also required to use the CSAT system, for example, to do the following:

- Access the User Registration System
- Identify, assign, and authorize the Authorizer, Submitter, and Preparer.
- Send in the signed PDF form that is produced by the User Registration System to DHS.
- Receive usernames and passwords from DHS.
- Access the CSAT website to transfer accounts, if needed.
- Access the CSAT website to add Reviewers, if needed.
- Access the CSAT website to conduct the Top-Screen questionnaire, if needed.
- Access the CSAT website to complete a Site Vulnerability Assessment, if required.

FAQ Number: 1556 **Date Published:** August 15, 2008 **Last Updated:** August 15, 2008

Question: What web browser settings are required to access CSAT?

Answer:

To access CSAT, the internet browser used must support FIPS-compliant encryption. Both Microsoft Internet Explorer (IE) and Mozilla Firefox possess the capability, and CSAT has been tested with both IE and Mozilla FireFox on PCs. However, to ensure security precautions, the Department requires that the computer security settings exceed the default settings found in IE. The proper settings for both IE and Mozilla FireFox are described below.

Internet Explorer Browser Settings

If you are using Internet Explorer to access CSAT, please enable the following browser settings by performing the following actions:

- Launch Internet Explorer web browser
- Under the “Tools” menu, select ‘Internet Options”
- Select the “Advanced” tab
- Under the “Security” heading (near the bottom)
- Check the settings for the following:
    - “Use TLS 1.0”
- Finally, select “Apply” to save these settings.

Please note that CSAT does not require "install on demand."

FireFox Browser Settings

If you are using Mozilla FireFox to access CSAT, please enable the following browser settings by performing and completing these actions:

- Launch Mozilla FireFox web browser
- Under the “Tools” menu, select “Options”
- Select the “Advanced” tab
- Select the security tab and make sure that the setting “Use TLS 1.0” is checked
- Finally, select “Apply” to save these settings.

FAQ Number: 1557 **Date Published:** March 26, 2010 **Last Updated:** August 31, 2011

Question: What should I do if I think my facility was incorrectly determined to be high-risk or received an incorrect preliminary risk-based tier determination?

Answer:

The CFATS rules (6 CFR Part 27) provide several ways for a facility initially determined to be high-risk to question that determination or its preliminary risk-based tiering assignment. Section 27.120(c) allows any high-risk facility to request a consultation or seek technical assistance from the DHS CFATS Coordinating Official on any relevant matter under CFATS.

Similarly, Sec. 27.120(d) allows a high-risk facility that has modified the facility, its processes or quantities of materials it possesses, and that believes those modifications could affect its obligations under CFATS, to request a consultation under Sec. 27.120(c). Consultations or technical discussions under Sec. 27.120 can be relatively informal, but should be requested in writing by letter addressed to: Penny J. Anderson, Director, Infrastructure Security Compliance Division, Office of Infrastructure Protection, MS 0610, Department of Homeland Security, Washington, DC 20528.

In addition, under Sec. 27.205(b) of the CFATS rules, a high-risk facility that has materially altered its operations may file a Request for Redetermination with the Assistant Secretary for Infrastructure Protection (ASIP) and may request a meeting regarding that request. Sec. 27.205(b) requires the Assistant Secretary to notify the facility of the results of the Redetermination request within 45 days of the request or within 45 days of the meeting. Three methods are available for a high-risk facility to submit a Request for Redetermination.

(1) A request may be submitted in writing to: Mr. Todd M. Keil, Assistant Secretary for Infrastructure Protection, c/o Penny J. Anderson, Director, Infrastructure Security Compliance Division, Office of Infrastructure Protection, MS 0610, Department of Homeland Security, Washington, DC 20528.

(2) Requests may be emailed to: CSAT Help Desk at csat@dhs.gov ATTN: Request for Redetermination Facility ID (XXXX).

(3) Requests may be faxed to 866-731-2728: Penny J. Anderson, Director, Infrastructure Security Compliance Division, Office of Infrastructure Protection, MS 0610, Department of Homeland Security, Washington, DC 20528.

It will assist DHS in processing requests for consultation with the Coordinating Official and Requests for Redetermination by the ASIP if such requests include the facility ID number assigned to the facility by the Chemical Security Assessment Tool (CSAT). Such requests, especially Requests for Redetermination, should also include any relevant factual information or supporting documentation that you believe would explain or support the request. If any Chemical-terrorism Vulnerability Information (CVI), such as a change to the chemicals of interest (COIs) possessed by your facility, is included with your request, please ensure that the request is marked, packaged and sent in accordance with the CFATS regulations for protection of CVI (see 6 CFR § 27.400). A copy of the CFATS regulation, including the CVI requirements at 6 CFR § 27.400, is available at www.dhs.gov/chemicalsecurity.

Please note that requests for consultation or technical assistance under Sec. 27.120(c) or (d) and Requests for Redetermination under Sec. 27.205(b) do not stay or extend any deadlines under the rules (e.g., Security Vulnerability Assessment (SVA) deadline) applicable to your facility. If you wish to request an extension of any applicable deadline, you should submit such a request in writing, with any supporting explanation or justification, to: Mr. Todd M. Keil, Assistant Secretary for Infrastructure Protection, c/o Penny J. Anderson, Director, Infrastructure Security Compliance Division, Office of Infrastructure Protection, MS 0610, Department of Homeland Security, Washington, DC 20528.

If you have any questions about your SVA deadline or other CFATS issues, please contact the DHS CSAT helpdesk at 866-323-2957.

FAQ Number: 1558 **Date Published:** November 04, 2009 **Last Updated:** November 04, 2009

Question: May I continue to work on my SVA while I replace, or after I replace, an existing Top-Screen?

Answer: An SVA requirement is generated based on a specific Top-Screen. Regardless of the completion of a new or revised Top-Screen, an existing SVA requirement must be fulfilled unless the Department tells the facility in writing it does not need to complete an SVA based on a previously submitted Top-Screen. A new SVA may be required based on the new Top-Screen.

FAQ Number: 1559 **Date Published:** September 30, 2008 **Last Updated:** September 30, 2008

Question: How do I enter the facility Data Universal Numbering System (DUNS) identification code in the Top-Screen?

Answer: Enter the nine digit DUNS identification code for the facility itself. The nine-digit DUNS number is a unique identifier that allows facility information to be cross-referenced with other business information. If a facility has a DUNS number, it should be available from the company's financial officer or corporate headquarters. The DUNS Number is site-specific and division-specific. Therefore, each physical location of an entity will have its own DUNS Number. It can also be located through Dun and Bradstreet at http://www.dnb.com. If the facility doesn't have a DUNS number, leave this field blank.

FAQ Number: 1560 **Date Published:** June 08, 2010 **Last Updated:** December 17, 2010

Question: How do I determine and enter the facility latitude and longitude in the Top-Screen?

Answer:

Enter the latitude and longitude of the geographical center of a facility in decimal units with four to six significant digits after the decimal point (e.g., 12.345678). In the United States, latitude is expressed as a positive number, longitude as a negative number. Enter latitude with no sign before it and longitude with a negative sign with no space before the coordinate (e.g., -98.765432). Enter only numeric data.

There are several publicly available tools to help find the latitude and longitude of a facility, such as mapping and aerial photography tools (e.g., Google Earth, TerraServer). To find the geographic center of a facility, use an online map or aerial photography tool and select the approximate geographic center as the point of reference for the latitude and longitude.

If the latitudinal and longitudinal coordinates for the center of the facility are unavailable, follow the steps below to obtain the coordinates for the facility's physical address:

- Go to The National Map on TerraServer at http://www.terraserver.com/, enter the facility street, city, and state then click 'Search'.
- TerraServer will present one or more "Available Image" links. Click on the most recent.
- View the image that will be displayed to verify that the facility is at the appropriate latitude/longitude shown.
- Copy the Latitude and Longitude from TerraServer into the appropriate boxes in the Top-Screen.
- Click the link within the Top-Screen to verify the facility's coordinates on a map that will open in a new window.

FAQ Number: 1561 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: How does the Statutory Exemption Section of the Top-Screen work?

Answer:

The Top-Screen asks a series of questions related to the statutory exemptions that apply to CFATS A facility that answers "Yes" to any one of these questions will then exit the Top-Screen without providing any additional data. Facilities may also be partially exempt depending on the type of activity carried out at the facility. In that event, the facility will be directed to complete the Top-Screen for the non-exempt portions of the facility. Please note that even though a facility may exit the Top Screen by claiming an exemption, DHS does not necessarily concede the applicability of such an exemption in any given case.

FAQ Number: 1562 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: How do I know if my facility is a Public Water System as defined by Section 1401 of the Safe Drinking Act?

Answer:

The definition of a Public Water System under Section 1401 of the Safe Water Drinking Act, 42 U.S.C. § 300f, is "a system for the provision to the public of water for human consumption through pipes or other constructed

conveyances, if such system has at least fifteen service connections or regularly serves at least twenty-five individuals. Such term includes (i) any collection, treatment, storage and distribution facilities under control of the operator of such system and used primarily in connection with such systems, and (ii) any collection with such system." For more information about the Safe Drinking Water Act, see http://www.epa.gov/safewater/sdwa/.

Please note that if a public water system, as defined under Section 1401, is present at a facility that possesses a COI in an amount at or above the applicable Screening Threshold Quantity, the facility may nevertheless be required to submit a CSAT Top-Screen for any portions of the facility that are not part of the exempt public water system.

FAQ Number: 1563 **Date Published:** June 02, 2010 **Last Updated:** June 02, 2010

Question: How do I know if my facility is a Treatment Works as defined in Section 212 of the Federal Water Pollution Control Act?

Answer:

'Treatment works' under Section 212 of the Federal Water Pollution Control Act, 33 U.S.C § 1292, includes (a) "any devices and systems used in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature to implement section 201 [33 U.S.C. § 1281] of this act, or necessary to recycle or reuse water at the most economical cost over the estimated life of the works, including interception sewers, outfall sewers, sewage collection systems, pumping, power, and other equipment, and their appurtenances; extensions, improvements, remodeling, additions, and alterations thereof; elements essential to provide a reliable recycled supply such as standby treatment units and clear well facilities; and any works, including site acquisition of the land that will be an integral part of the treatment process (including land use for the storage of treated wastewater in land treatment systems prior to land application) or is used for ultimate disposal of residues resulting from such treatment" and (b) "any other method or system for preventing, abating, reducing, storing, treating, separating, or disposing of municipal waste, including storm water runoff, or industrial waste, including waste in combined storm water and sanitary sewer systems."

For more information on the Federal Water Pollution Control Act (commonly known as the Clean Water Act), see http://www.epa.gov/region5/water/cwa.htm.

Please note that if a treatment works, as defined under Section 212, is present at a facility that possesses a COI in an amount at or above the applicable Screening Threshold Quantity, the facility may nevertheless be required to submit a CSAT Top-Screen for any portions of the facility that are not part of the exempt treatment works.

FAQ Number: 1566 **Date Published:** September 03, 2008 **Last Updated:** September 03, 2008

Question: How does a facility calculate the Screening Threshold Quantity for propane in a mixture?

Answer:

Mixtures of propane and other release-flammable COI that contain **at least 87.5 percent propane, should be treated as** "propane," subject to the 60,000 - pound STQ rather than a flammable mixture subject to the minimum concentration (i.e., mixtures) provisions applicable to other mixtures of release-flammables. A facility need not include propane in tanks of 10,000 - pounds or less when calculating the 60,000 - pound STQ.

The minimum concentration (i.e., mixtures) provisions for release-flammable mixtures apply if the mixture contains **less than 87.5 percent propane.**

For additional information see "Clarification to Chemical Facility Anti-Terrorism Standards; Propane" published in the Federal Register March 21, 2008 (73 FR 5051).

FAQ Number: 1567 **Date Published:** January 07, 2010 **Last Updated:** January 07, 2010

Question: How does a facility count the amount of release flammable COI in a mixture with a National Fire Protection Association (NFPA) rating of 1, 2 or 3 that is not a fuel?

Answer: 6 C.F.R. § 27.204(a)(2) provides, in relevant part, that **"[e]xcept as provided in § 27.203(b)(1)(v) for fuels that are stored in aboveground tank farms…,** if a release-flammable chemical of interest is present in a mixture in a concentration equal to or greater than one percent (1%) by weight of the mixture, and the mixture has a…NFPA flammability hazard rating of 1, 2, or 3, the facility need not count the mixture toward the STQ."

FAQ Number: 1568 **Date Published:** January 07, 2010 **Last Updated:** January 07, 2010

Question: How does a facility count the amount of release-flammable mixture with a National Fire Protection Association (NFPA) rating of 4 if it is stored in either below or above ground tank(s)?

Answer: A facility must count the entire weight of any release-flammable mixtures with an NFPA rating of 4 toward the STQ, regardless of whether the mixture is stored in below ground or above ground tanks."

FAQ Number: 1571 **Date Published:** July 01, 2009 **Last Updated:** July 01, 2009

Question: What is an Exclusion Zone?

Answer:

Any exclusion zone is an area surrounding an LNG facility in which an operator or government agency legally controls all activities in accordance with 49 CR 193.2057 and 49 CFR 193.2059 for as long as a facility is in operation. Exclusion zone requirements are designed to prevent a flammable vapor cloud associated with an LNG spill from reaching a property line or to prevent the thermal radiation from ignition of vapors to exceed specified levels. The Top-Screen requests information about whether an LNG facility was sited according to these requirements.

FAQ Number: 1572 **Date Published:** June 29, 2009 **Last Updated:** June 29, 2009

Question: Where can I find guidance for Mission Critical chemical production questions?

Answer:

Guidance for questions relating to mission critical chemical production is located in Section 5.8 of the CSAT Top-Screen User's Manual, which is available online at http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf.

FAQ Number: 1573 **Date Published:** September 04, 2008 **Last Updated:** September 04, 2008

Question: What is the "Defense Industrial Base" for the purposes of mission critical production questions in the Top-Screen?

Answer: The Defense Industrial Base consists of the Department of Defense, government, and private sector industrial facilities that perform research and development, design, produce, or maintain military weapon systems, subsystems, components, and parts to meet military requirements.

FAQ Number: 1574 **Date Published:** September 04, 2008 **Last Updated:** September 04, 2008

Question: What is considered part of the "Energy" sector for the purposes of mission critical production questions in the Top-Screen?

Answer: The Energy (electric generation only) sector consists of facilities converting other forms of energy (e.g., water power, fossil fuels, nuclear power, solar power) into electrical energy.

FAQ Number: 1575 **Date Published:** March 22, 2010 **Last Updated:** March 22, 2010

Question: Can a program other than RMP*Comp be used to calculate Distance of Concern?

Answer:

No. Facilities must use EPA's RMP*Comp program to calculate Distance of Concern for release-toxic and release-flammable COI. Specific instructions for using RMP*Comp are provided in the Top-Screen User's Manual, which is available online at http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf.

FAQ Number: 1576 **Date Published:** June 29, 2009 **Last Updated:** June 29, 2009

Question: Where can I find guidance for refinery questions?

Answer:

Guidance on answering questions related to refineries can be found in Section 3.0 of the CSAT Top-Screen User's Manual, which is available online at http://www.dhs.gov/xlibrary/assets/chemsec_csattopscreenusersmanual.pdf.

FAQ Number: 1578 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: What is the definition of a "technically qualified individual" under CFATS?

Answer:

DHS adopted the Environmental Protection Agency's definition of a technically qualified individual, which is located at 40 CFR § 720.3(e). A technically qualified individual is a person or persons (1) who, because of education, training, or experience, or a combination of these factors, is capable of understanding the health and environmental risks associated with the chemical substance which is used under his or her supervision, (2) who is responsible for enforcing appropriate methods of conducting scientific experimentation, analysis, or chemical research to minimize such risks, and (3) who is responsible for the safety assessments and clearances related to the procurement, storage, use, and disposal of the chemical substances as may be appropriate or required within the scope of conducting a research and development activity.

FAQ Number: 1579 **Date Published:** July 01, 2009 **Last Updated:** July 01, 2009

Question: How does a college define itself if it has multiple buildings but only a select few have COI that fall under the regulation?

Answer:

All facilities, including colleges and universities, have the flexibility to define the parameters of their facilities. The CFATS requirements are facility-specific. As such, an institution of higher learning can, if appropriate, submit a Top-Screen on a facility-by-facility basis or on a campus-wide basis. However, DHS will judge whether or not the facility

or facilities, if determined to be high-risk, have complied with CFATS and, specifically, the Risk-Based Performance Standards (RBPS).

FAQ Number: 1580 **Date Published:** September 04, 2008 **Last Updated:** September 04, 2008

Question: Do colleges or universities have to register if the COI has a release security issue and the COI is stored in a laboratory?

Answer:

In calculating whether a facility meets the applicable STQ for release-toxic or release-flammable chemicals, the facility need not include release-toxic or release-flammable COI that a facility manufactures, processes, or uses in a laboratory at the facility under the supervision of a technically qualified individual as defined in 40 CFR 720.3 Like EPA, the DHS laboratory quantities exclusion does not apply to specialty chemical production; manufacture, processing, or use of substances in pilot plant scale operations; or activities, including research and development, involving chemicals of interest conducted outside the laboratory. Facilities that engage in such activities must count those chemicals toward their respective STQ. Note, however, that while a facility need not count laboratory quantities of release chemicals of interest toward the facility's STQ, a facility must still count laboratory quantities of theft/diversion and sabotage/contamination chemicals of interest toward the facility's STQ. A facility also must count all quantities of COI involved in activities conducted outside of the laboratory (including research and development) toward its STQ.

Additional information on the treatment of colleges and universities under CFATS can be found in the preamble to Appendix A to CFATS at 72 FR 65412.

FAQ Number: 1581 **Date Published:** March 19, 2010 **Last Updated:** March 19, 2010

Question: How do I enter the potential refinery crude sources requested in the Top-Screen?

Answer:

The Top-Screen asks refineries from where (and in what percentage) a facility receives the crude that it refines. For each option shown in the Top-Screen (e.g., ship/barge, pipeline, Strategic Petroleum Reserve (SPR), rail, and truck), enter the typical contribution as a percentage of the total barrels per day (0 to 100). Enter a zero if the facility does not receive crude from a listed source. Do not use commas or percent signs when entering the data.

FAQ Number: 1584 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: My latitude/longitude shown on my SVA do not match the latitude/longitude I see on my submitted Top Screen report. Do I need to change it and how do I do that?

Answer: If you feel that the latitude/longitude for your facility is incorrect, please examine the address listed for the facility. It should represent the physical address of the facility, not the mailing address. The latitude and longitude will be verified against the address and must match; adjustments may have been made to the latitude/longitude as a result of that verification process. If your address is incorrect, please correct it before requesting a latitude/longitude change. If you still feel that the latitude/longitude for your facility is incorrect after examining the address information, please request a change in the latitude/longitude from the Help Desk.

FAQ Number: 1586 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: How do I move past the CVI Authorizing Statements in the Top Screen?

Answer: When a CSAT user enters the Top Screen for the first time, information regarding Chemical-terrorism Vulnerability Information (CVI) will be potentially displayed. The CSAT user is required to read the CVI Authorizing Statements regarding the information in the Top Screen, how to protect it and to whom and under what circumstances such information may be disclosed. The user must affirm that the information is understood and that the user agrees to abide by the applicable CVI requirements by clicking each box as well as the Accept button at the end of the statement. The CSAT user will be asked to read and accept the conditions on the authorizing statement the first time that user enters the system. If the CSAT user does not agree to abide by the requirements and is not willing to accept the conditions in the Authorizing Statements, the CSAT user will not be able to enter the Top-Screen. All CSAT users will be presented with this information the first time they enter the Top Screen only.

FAQ Number: 1588 **Date Published:** July 01, 2009 **Last Updated:** May 18, 2011

Question: Can you tell me where I can find additional information on CVI?

Answer:

Information about CVI is available at http://www.dhs.gov/files/programs/chemical-security.shtm. Click the link for Chemical-terrorism Vulnerability Information at the bottom of the page.

FAQ Number: 1592 **Date Published:** September 22, 2008 **Last Updated:** September 22, 2008

Question: The June 2007 CVI Procedural Manual directed public sector individuals to contact their State CVI Officer. The September 2008 CVI Procedural Manual does not. Why not?

Answer:

The June 2007 CVI Procedural Manual, published shortly after the CVI regulations were first adopted, envisioned an approach to sharing CVI under which States could choose to establish their own CVI programs that would act as a repository for CVI and would make need to know determinations for all officials within the State. Thus, the June 2007 Manual suggested that States enter into Memoranda of Agreement with DHS which would have included appointment of State CVI Officers to make those need to know determinations. However, after more than a year of experience under the CVI regulations, and after considering numerous reactions from the public and private sectors to the approach envisioned by the June 2007 Manual, DHS has determined that the formal CVI sharing model described in the June 2007 Manual is not necessary. Rather, the revised CVI Procedural Manual lays out a new approach for public officials to obtain CVI from facilities that does not include Memoranda of Agreement with States or need to know determinations by State CVI Officers. For more information about the new CVI sharing procedures please read the CVI Procedural Manual and take the CVI Training.

FAQ Number: 1593 **Date Published:** September 22, 2008 **Last Updated:** September 22, 2008

Question: Will I receive a CVI Authorized User certificate after completing the CVI Authorized User training?

Answer: Yes. DHS will review the information you provide upon completion of the training and, if you are approved as a CVI Authorized User, DHS will notify you with an email providing a unique CVI Authorized User number and certificate to confirm your status.

FAQ Number: 1594 **Date Published:** September 22, 2008 **Last Updated:** September 22, 2008

Question: May CVI be discussed with or disclosed to an Authorized User with a need to know over an unencrypted phone?

Answer: Yes, although the CVI Procedural Manual encourages the discussion and disclosure of CVI in secure phones. Additional security precautions can be found in the revised CVI Procedural Manual (Sept. 2008) at Chapter 8.6.

FAQ Number: 1595 **Date Published:** September 22, 2008 **Last Updated:** September 22, 2008

Question: How do I notify DHS if I am aware (1) that CVI has been released to a person without a need to know, or (2) of any request for access to CVI by persons without a need to know, or (3) that any actual or suspected misuse of or unauthorized access to CVI may have occurred?

Answer:

Please call the CSAT Helpdesk at 866-323-2957. Please be prepared to provide the following information:

- Date of the event
- Description of the event (e.g., who was involved, what happened, where did this take place)
- Other relevant facts
- any mitigation that has been implemented to respond t or minimize the potential impact of the CVI that has been disclosed?

FAQ Number: 1596 **Date Published:** September 26, 2008 **Last Updated:** September 26, 2008

Question: I have just completed the new CVI Authorized User Training module but previously completed the original CVI training. Will I receive a new CVI number?

Answer:

No. Upon completion of the new training module, you will receive a new CVI certificate. This certificate will reflect a new date of training, but the CVI number will remain the same as on your original certificate.

FAQ Number: 1597 **Date Published:** September 26, 2008 **Last Updated:** September 26, 2008

Question: I just completed the new CVI Authorized User Training and realize that I have errors in the personally identifiable information (e.g. my email address) that I submitted. How can I correct this information?

Answer:

Go back to the CVI Authorized User Training and choose the option "I have completed a previous version and wish to refresh my training." Verify your CVI number and e-mail address. Complete the training again and correctly re-answer the test questions and re-check the affirmation statements. You will then be presented with the contact information you supplied from your previous session. You may correct and re-submit your contact information here. Once you press the "Update/Continue" button, a new certificate will be generated and e-mailed to you.

FAQ Number: 1598 **Date Published:** September 26, 2008 **Last Updated:** September 26, 2008

Question: I am unable to print off a copy of my Top Screen or SVA, my printed copy is not legible or the text is cut off the page. How am I able to retain a copy of my Top Screen or SVA for my record keeping?

Answer: If you are having difficulty printing, the answers are too faint to read, or all the text is not on the page, you are able to save a copy of the summary report of the Top Screen or SVA to your computer for record keeping purposes. To save a copy of the summary report to your computer, you will need to go to "File" and then go to "Save As". You will need to save the summary in the .mht file format.

FAQ Number: 1601 **Date Published:** October 20, 2008 **Last Updated:** October 20, 2008

Question: I completed the DHS CVI training to become a CVI Authorized User prior to September 22, 2008, and was required to sign a Non-disclosure Agreement (NDA) with DHS. I understand that a revised CVI Procedural Manual and updated CVI Authorized User training were made available on September 22, and that DHS no longer requires an NDA as part of the training to become an Authorized User. Is my CVI NDA still binding?

Answer:

The NDA that was required as part of the CVI Authorized User training prior to September 22, 2008, has no time limit or other conditions that automatically terminate its effectiveness. Thus, *except as explained below*, those agreements remain in effect for any individuals that became Authorized Users by completing CVI training prior to September 22, 2008.

Based on the experience acquired by DHS and by the regulated community in handling CVI since the original CVI training was made available in 2007, and on the revisions made on September 22, 2008, to the CVI Procedural Manual and to the updated CVI training (e.g., making the procedures for disclosing CVI clearer, simpler and more efficient), DHS has determined that NDA's are not required for individuals who become Authorized Users by completing the updated CVI training. DHS believes that familiarity with the revised CVI Procedural Manual and completion of the updated CVI training, along with the Department's authority to impose penalties and other sanctions for unlawful disclosure of CVI and to issue orders to correct or mitigate unauthorized disclosures, is sufficient to permit individuals to become Authorized Users without signing an NDA. The revised CVI Procedural Manual, however, explicitly reserves the Department's right to require NDA's under appropriate circumstances in the future.

If you became an Authorized User prior to September 22, 2008, you are not required to take the updated CVI training. In light of the Department's current policy regarding NDA's under the revised CVI Procedural Manual and the updated CVI training, however, DHS has decided to abrogate the CVI NDA's signed by any Authorized User prior to September 22, 2008, provided that the Authorized User voluntarily completes the updated CVI Authorized User in effect on September 22, 2008.

FAQ Number: 1604 **Date Published:** May 27, 2010 **Last Updated:** May 27, 2010

Question: Do I need to keep a record and/or printout of my survey before transmitting it to DHS?

Answer:

The Submitter must save a copy of the completed CSAT survey for the record as specified in 6 CFR §27.255(b). In addition, a submitted copy of the CSAT survey will be helpful in case the data needs to be re-entered. This printed or electronic record must be protected as CVI as described in the CVI manual. Users can create a copy of the completed CSAT Survey by viewing and printing a summary report by following the steps below. Please note that once a CSAT survey is transmitted to DHS, a user will no longer be able to print a copy of it.

- Click on View Summary Report on the menu on the left.
- This report shows the questions and the data entered, and it can be printed using the Print This Report button on the top of the screen or the print function in your browser.
- In order for the summary report to be printed, the tool has to generate the report itself. Once the submitter has reached the final screen of the SVA, the submitter can navigate using the back button until a table appears on the left hand side of the tool. In the middle section of the table, there is the option to Schedule
- Summary Report. This will take about 24 hours. Once the report is ready, the user will receive an email to inform them that the summary report is ready. The user may then log back into the portal and go to the correct facility to view and print the summary report. Under certain circumstances, a summary report may need to be scheduled to be generated off line.

Please note: If the CSAT survey is transmitted to DHS prior to viewing and printing the summary report, the user will not retain the generated information and will instead produce a blank summary report. Once a CSAT survey has been completed and submitted, it cannot be recalled or printed.

FAQ Number: 1606 **Date Published:** March 19, 2010 **Last Updated:** March 19, 2010

Question: I recently received an e-mail telling me there is a CSAT letter available for me to access and print. How do I go about accessing this letter?

Answer:

To access your CSAT letter(s), log into the CSAT portal at https://csat.dhs.gov/csat with your CSAT username and password. You must be the facility Submitter, you must be CVI trained, and your CVI training must be associated with your CSAT user account in order to view the letter(s). If you are CVI trained, but you have not yet associated your CSAT user account with your training, you can enter your CVI authorization number and email address when you login to the CSAT portal. Once these conditions have been met you will see a new link, View My CSAT Letters, that allows you to view and acknowledge your letter(s). If you are not yet CVI trained, you may complete CVI training at https://csat.dhs.gov/cvi_training. At the end of the training you can also associate your CSAT user account with your CVI training.

FAQ Number: 1608 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: What is the format for entering my CVI authorization number when I am prompted for it, for example, during CVI training?

Answer:

Your CVI Authorized User Number which is found is on your CVI certificate. The number is comprised of, and should be entered as, two strings of numbers. The first string of numbers is the date you were certified with the format of YYYYMMDD. The second is a unique sequential numeric identifier. For example, your CVI number might be as follows: 20080101 - 1234567.

When prompted, you must supply the complete CVI number. For example, if you are retaking CVI training, you will see a prompt beginning "CVI" followed by two blanks. Type or copy the first part of your CVI number (i.e., the date) into the first blank and then place the unique numeric identifier in the second blank. Contact the CSAT Help Desk at 866-323-2957 if you cannot remember your CVI Authorized User Number.

FAQ Number: 1609 **Date Published:** October 21, 2009 **Last Updated:** October 21, 2009

Question: I need assistance navigating through the CSAT application. However, I am not a registered CSAT user.

Answer: Only authorized users have access to CSAT applications. Information on CFATS and CSAT is available at http://www.dhs.gov/chemicalsecurity.

FAQ Number: 1610 **Date Published:** November 13, 2009 **Last Updated:** November 13, 2009

Question: Can a consultant request a user change?

Answer:

A consultant may not request or initiate a CSAT user change.

In general, the original user must make any change to his/her user role – e.g., authorizer changes authorizer, submitter changes submitter, preparer changes preparer. If the original user is not available, someone else from the facility or company may be able to make the change. Please consult the "CSAT User Account Management Guide" available at www.dhs.gov/chemicalsecurity under "CSAT Assessment Tool" "Update My CSAT Account Information."

FAQ Number: 1612 **Date Published:** May 22, 2009 **Last Updated:** May 22, 2009

Question: Is Â"wetted nitrocelluloseÂ" reportable as a COI, i.e., as nitrocellulose?

Answer: The only explosives included in Appendix A as Chemicals of Interest are those listed as Department of Transportation (DOT) Division 1.1 Explosives (see FAQ 1383). If wetted nitrocellulose is a DOT Division 4.1 Flammable Solid, this material would not be covered by Appendix A. However, should nitrocellulose ever be possessed as a DOT Division 1.1 Explosive, a Top-Screen must be submitted within 60 days of the date of possession. See 6 CFR § 27.210 (a)(1)(i).

FAQ Number: 1613 **Date Published:** November 04, 2009 **Last Updated:** November 04, 2009

Question: What is the anticipated timeframe for receiving a response to an extension request?

Answer: All correspondence is reviewed in the order in which it is received. Response time will vary depending on the time needed for appropriate legal and/or policy review. Until an official response is received, previously assigned deadlines remain in place; they are not stayed or waived simply as a result of the facility's submission of a request for an extension.

FAQ Number: 1614 **Date Published:** November 04, 2009 **Last Updated:** November 04, 2009

Question: My circumstances have changed from my original Top-Screen submission. What do I base my SVA on Â– my original submission or the material modifications I have made?

Answer:

If a covered facility makes material modifications to its operations or site, the facility must complete and submit a revised Top-Screen to the Department within 60 days of completion of the material modification, as required by 6 CFR §27.210(d).

DHS will review the revised Top-Screen and then notify the covered facility as to whether it is still considered a covered facility and, if so, whether the facility must submit a revised SVA, SSP, or both in accordance with 6 CFR § 27.210(d).

If the facility believes the material modifications could affect the Department's initial determination that the facility is high risk or the facility's preliminary tiering, the facility should notify DHS in writing that the new Top-Screen has been or will be submitted. The facility also may request an extension of the initial SVA due date in accordance with 6 CFR § 27.210(c).

If the covered facility has not received written notification from DHS in response to the revised Top-Screen prior to the original SVA due date and the SVA due date has not been extended by DHS, the SVA due date in the initial notification letter still applies. The facility should submit an SVA based on its original Top-Screen submission to DHS by the original due date in accordance with 6 CFR § 27.210(a)(2), though the

facility may reference its submission of a new Top-Screen to reflect material modifications made to the facility as part of the SVA submission.

FAQ Number: 1615 **Date Published:** November 04, 2009 **Last Updated:** November 04, 2009

Question: I have resubmitted my Top Screen because of material modifications at my facility. This resulted in a change to my tiering. In this case, what happens to my current SVA?

Answer: If the facility has already submitted its SVA pursuant to the original Top-Screen and preliminary tiering letter, a new SVA reflecting the new Top-Screen may be required. DHS will notify the facility regarding whether or not a new SVA is required. In either case, unless the facility is otherwise notified by DHS in writing, the facility must submit the SVA required by and related to each Top-Screen submission by the due date reflected in the applicable tiering letter.

FAQ Number: 1618 **Date Published:** March 19, 2010 **Last Updated:** October 27, 2010

Question: How do I access and acknowledge CSAT letters (for example, my facility's tiering letter)?

Answer:

To access and acknowledge a CSAT letter, the Submitter may log on to the CSAT Portal at https://csat.dhs.gov/csat and click on the link "View My CSAT Letters." After you read your letter, print it for your records and then please acknowledge that you have read it.

Note that you must be CVI trained to view your letter. If you are not yet CVI trained, you may complete training at https://csat.dhs.gov/cvi_training/.

FAQ Number: 1619 **Date Published:** January 07, 2010 **Last Updated:** January 07, 2010

Question: I recently received a new CSAT tiering letter for my facility and the facility has an elapsed Security Vulnerability Assessment (SVA) due date. What do I do?

Answer:

This situation most often occurs when a facility has submitted a new Top-Screen in accordance with 6 C.F.R. § 27.210(d) without submitting an SVA as required based on the earlier Top-Screen. Unless the facility is granted a new SVA due date by DHS, the original SVA due date remains in effect. A facility should submit its SVA (or ASP, if applicable) to DHS by the submission date identified in the preliminary tiering letter in order to be in compliance with 6 C.F.R. § 27.210(a)(2). Likewise, a facility that has requested an extension should not allow a due date to pass while waiting for the Department to respond to the facility's request for an extension. In the absence of a formal written notice stating otherwise, the SVA deadlines in the preliminary tiering letter still apply.

If DHS subsequently places the facility in a lower preliminary risk tier based on the revised Top-Screen, DHS will send the facility a new preliminary tiering letter with a revised SVA due date. If DHS determines that the facility's preliminary risk tier either remains the same or is higher, the original due date remains in effect and will be re-stated in the new preliminary tiering letter. If this due date has passed, the facility should contact DHS to inform us that the facility is working on the SVA and submit the SVA as quickly as possible.

If the facility has already submitted its SVA pursuant to the original Top-Screen and preliminary tiering letter, a new SVA reflecting the new Top-Screen may be required. DHS will notify the facility regarding whether or not a new SVA is required. In either case, unless the facility is otherwise notified by DHS in writing, the facility must submit its SVA by the due date reflected in the applicable tiering letter.

FAQ Number: 1620 **Date Published:** February 09, 2009 **Last Updated:** February 09, 2009

Question: How do I report a possible security concern involving the Chemical Facility Anti-Terrorism Standards (CFATS) regulation at your facility or another facility?

Answer:

If you would like to report a possible security concern involving the Chemical Facility Anti-Terrorism Standards (CFATS) regulation at your facility or another facility, you may contact the CFATS Chemical Facility Security Tip Line at 877-FYI 4 DHS (877 394-4347) You are welcome to report these concerns on the voicemail anonymously, or, if you would like a return call, please leave your name and number. If you are calling to report a potential security incident that has already occurred, please call the National Infrastructure Coordination Center at 202-282-9201. If you have a security emergency or terrorist incident, please hang up and call the FBI or 911 immediately.

If you have questions about CFATS in general, please call 866-323-2957.

FAQ Number: 1621 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: Where can I find a copy of the SSP Instruction Manual that is referenced in the SSP Tool?

Answer: The SSP Instruction Manual is available at http://www.dhs.gov/chemicalsecurity.

FAQ Number: 1622 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: Where can I find a copy of the Risk Based Performance Standards Guidance that is referenced in the SSP tool?

Answer:

The Risk Based Performance Standards Guidance will be made available at http://www.dhs.gov/chemicalsecurity.

FAQ Number: 1623 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: What if the pre-populated information in a given facility's SSP tool and the facility's Final Notification Letter do not match?

Answer:

The facility must select No when asked if the information matches and will be directed to a help screen with instructions on how to contact the Help Desk. A facility cannot continue entering information into its SSP until this information is corrected by the Help Desk.

FAQ Number: 1624 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: What is the purpose of the "other" boxes that appear throughout the SSP tool?

Answer:

The "other" box is intended to be used by a facility to supply a security measure that was not listed as an option. The "other" box may also be used in conjunction with a "yes" answer. In this case, the "other" box would be used to provide further explanation or detail.

FAQ Number: 1625 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: Are the Preparer, Reviewer, Submitter and Authorizer roles the same for the SSP as they were for the Top-Screen and SVA?

Answer:

No. A facility may assign multiple Preparers to complete its SSP. Nonetheless, the role of the Preparer remains the same. All Preparers must be registered CSAT users with CVI certification. A facility always has the ability to transfer the Preparer, Submitter, Authorizer, and Reviewer roles once they have been assigned.

FAQ Number: 1626 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: Can multiple Preparers work on the Top-Screen and the SVA as well?

Answer: No. The Top-Screen and SVA maintain their original structures.

FAQ Number: 1627 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: Can I have multiple Preparers or Reviewers for the SSP?

Answer:

Yes, but this is a unique feature of the SSP, designed to facilitate the involvement of subject matter experts in the many areas covered by the SSP.

FAQ Number: 1628 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: How do I submit an ASP in lieu of a SSP?

Answer:

A facility may submit an ASP by uploading it through the Chemical Security Assessment tool (CSAT) using the SSP application. The facility must log into the SSP tool in order to upload an ASP.

FAQ Number: 1629 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: Can a facility still upload an ASP if it answers "no" to any or all of the questions in Section 3.9.1 of the SSP tool regarding the content of the ASP?

Answer:

CFATS provides all high-risk facilities with the option of submitting an ASP in place of the SSP. Before uploading an ASP, the user will be asked questions related to the factors (see 6 CFR §§ 27.225, 27.235) for submitting an ASP in lieu of an SSP or otherwise potentially related to the Department's evaluation of the

ASP. If the user answers No to any of these questions, the user will be given the options of returning to the CSAT SSP or continuing with the ASP questions and the ASP uploading procedure.

FAQ Number: 1630 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: What is the difference between Facility Security Measures and Asset Security Measures?

Answer:

A facility security measure is applied facility-wide. Facility security measures cover the entire facility including all of its assets. An asset security measure, on the other hand, covers only a specific asset or set of assets.

FAQ Number: 1631 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: Which Risk-based Performance Standards (RBPS) apply to a high-risk facility?

Answer:

All 18 of the RBPS in 6 CFR § 27.23 must be addressed in a high-risk facility's Site Security Plan (SSP). However, that does not mean that every facility must necessarily include specific security measures in its SSP for every RBPS. Depending on a facility's specific security and vulnerability issues, it may not need to include security measures for one or more of the specific RBPS. (For example, a high-risk facility that does not possess any chemicals that present a risk of theft or diversion may not need to have specific security measures to satisfy RBPS 6 (Theft and Diversion.) DHS will determine which RBPS actually apply to each facility based on the information about that facility available to DHS (including the facility's Top Screen(s), its Security Vulnerability Assessment(s), and the information submitted in the SSP itself). DHS expects, however, that certain RBPS will be applicable to virtually every facility. These include RBPS 1 through 5 and 8 through 18. DHS expects that RBPS 6 (Theft and Diversion) and 7 (Sabotage) will apply only to facilities that have certain security/vulnerability issues. Refer to section 4.0 of the SSP instruction manual for more information and context.

FAQ Number: 1632 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: The SSP requires a facility to provide the latest submission dates for its Top-Screen(s) and SVA(s). Where can I find these?

Answer:

The dates for all previous CSAT submissions, including the Top-Screen and SVA, are available on the CSAT Web Portal under CSAT Application. This portal also includes the status of a facility's SSP.

FAQ Number: 1633 **Date Published:** January 07, 2010 **Last Updated:** January 07, 2010

Question: What is a proposed measure and why would a facility include one in the SSP?

Answer:

A proposed measure is a measure that is under consideration for addition or elimination by the facility. Proposed measures will not be considered by DHS in determining whether or not to approve an SSP, nor are they considered enforceable elements of an approved SSP. A facility that provides information

about its proposed measures in the SSP tool can obtain feedback from DHS on these measures and their potential impact on the facility's compliance with CFATS.

In the proposed measures sections of the SSP, a facility may include information regarding:

1) Security measures the facility is considering or proposing for addition,
2) Existing security measures the facility is considering or proposing for elimination,
3) Existing or planned security measures the facility does not want DHS to consider in its evaluation of the facility's SSP, and
4) Changes in processes, operations, or chemical uses a facility is considering or proposing.

FAQ Number: 1634 **Date Published:** June 05, 2009 **Last Updated:** June 05, 2009

Question: My facility offered information in the SVA about security/vulnerability issues involving COI that are not listed in my DHS Final Notification letter; what are DHS' expectations about these other security/vulnerability issues and COI?

Answer:

In Section 2.0 of the SSP tool, General Facility Information, a facility may chose to provide or not provide information about security/vulnerability issues, and any associated chemicals, not listed in its Final Notification letter, but that concern the facility from a security standpoint. To do so, the tool presents a list of CFATS security/vulnerability issues, and related COI, to assist the facility in identifying any security/ vulnerability issues that DHS has not already identified but that the facility believes to be of concern. The information provided in this section may be considered in DHS' evaluation of the facility's SSP.

FAQ Number: 1635 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: The Risk-based Performance Standards for 'Shipping, Receipt and Storage' (RBPS 5) and for 'Theft and Diversion' (RBPS 6) in the CFATS regulations (6 CFR Â§Â§ 27.230(a)(5) and (a)(6)) refer to 'hazardous materials' and to 'dangerous chemicals,' respectively. Do those terms include any chemicals other than chemicals of interest (COI) listed in Appendix A of the CFATS regulations?

Answer:

As explained in the DHS RBPS Guidance Document available at www.dhs.gov/chemicalsecurity, the terms "hazardous materials" in RBPS 5 and "potentially dangerous chemicals" in RBPS 6, DHS generally mean COI as listed in Appendix A of CFATS. Those terms may also include, however, other chemicals at a covered facility that pose risks comparable to, or that substantially contribute to, the risks posed by COI listed in Appendix A (i.e., chemicals that have the potential to create significant adverse consequences to human life or health if that facility is subjected to terrorist attack, compromise, infiltration, or exploitation). DHS expects covered facilities to be familiar with their own chemicals (e.g., to know which chemicals are hazardous materials under the Federal hazardous materials transportation laws administered by the U.S. Department of Transportation, 49 U.S.C. §§ 5101, et seq.) However, any covered facility that needs assistance in determining which chemicals and hazardous materials must be addressed under RBPS 5 or 6 in its SSP may request technical assistance from DHS.

FAQ Number: 1636 **Date Published:** May 15, 2009 **Last Updated:** May 15, 2009

Question: Is a covered facility required to address in its Site Security Plan all hazardous materials, as defined under Department of Transportation (DOT) regulations (49 CFR Part 51), possessed by the facility in order to satisfy RBPS 5 (Shipping, Receipt and Storage) under the CFATS regulations?

Answer:

Although all covered facilities must address all of the CFATS RBPS in their individual SSPs, that does not necessarily mean that every facility will need to include specific security measures or practices in its SSP for every RBPS. Assuming, however, that a covered facility does need to include security measure or practices in its SSP to satisfy RBPS 5, it does not necessarily follow that every DOT hazardous material at that facility must be identified and addressed. The term "hazardous materials" in RBPS 5 generally includes COI as listed in Appendix A to CFATS. In addition, that term may also include other chemicals at a covered facility that pose risks comparable to, or that substantially contribute to, the risks posed by COI listed in Appendix A (i.e., chemicals that have the potential to create significant adverse consequences to human life or health if that facility is subjected to terrorist attack, compromise, infiltration, or exploitation). Although the DOT hazardous material transportation regulations can be useful in helping to identify those chemicals that should be addressed by a covered facility under RBPS 5, not every DOT "hazardous material" will pose or contribute to risks at a given facility that warrant coverage under RBPS 5. Any covered facility that needs assistance in determining which hazardous materials must be addressed under RBPS 5 in its SSP may request technical assistance from DHS.

FAQ Number: 1638 **Date Published:** September 02, 2009 **Last Updated:** September 02, 2009

Question: What is the process of adding multiple SSP Preparers?

Answer:

The Submitter can add Additional Preparers of an SSP by clicking on the Manage User Roles button.

To add additional preparers for an SSP, click the Add Preparer to SSP button. After clicking the button, you will be directed to a screen asking whether you would like to grant Preparer access to an existing CSAT user or a new CSAT user. Select the appropriate choice by clicking on the blue bar and entering the requested information. Both options generate a PDF form that you will need to return the Help Desk for approval.

SSP submitters will be locked out when multiple users are logged in.

In the instance when a user is both the Preparer and Submitter and wishes to add additional preparers to an SSP, the Preparer role for the Preparer/Submitter will be transferred to the SSP Preparer and the user will retain only the Submitter role.

FAQ Number: 1640 **Date Published:** July 17, 2009 **Last Updated:** July 17, 2009

Question: When will I be notified if I have to complete a SVA?

Answer: Upon completion of a facility's Top-Screen review, facilities that are considered "high-risk" will be mailed a Preliminary Tier Determination letter that will notify the facility of its preliminary tier and deadline for completing a SVA that addresses the COI and security issue(s) identified by the Department. Facilities placed preliminary in Tier 4 will have the option of submitting an Alternative Security Program (ASP) to DHS in lieu of completing the CSAT SVA. Based on DHS's Top-Screen assessment, some facilities may be determined not to be high risk (tier out) and therefore not subject to the current CFATS requirements.

FAQ Number: 1641 **Date Published:** July 07, 2009 **Last Updated:** July 07, 2009

Question: In RMP*Comp, what value do I use for the Quantity Released?

Answer: Enter the Total On-site Quantity (TOQ) of the release-toxic COI listed on Appendix A. This is the same quantity that was input into the Top-Screen question regarding total onsite quantity [Q:2.1-124]. It must be entered here for RMP*Comp to calculate the Distance of Concern.

FAQ Number: 1642 **Date Published:** July 07, 2009 **Last Updated:** July 07, 2009

Question: I am already a CVI Authorized User. Do I need to take the CVI training again to maintain my CVI Authorized User status?

Answer:

Active CVI Authorized Users are not required to take subsequent CVI training in order to maintain CVI status. However, many improvements to CVI handling and safeguarding procedures were made to the September 2008 revised CVI Procedural Manual. These changes are also reflected in the updated CVI training. DHS recommends Authorized Users read the revised Procedural Manual to become familiar with the changes and consider taking the revised CVI training.

Those taking the revised CVI training will receive a new CVI Authorized User Certificate with a new issuance date but the original CVI Authorized User number. Taking the training will also provide an opportunity to:

• Update CVI authorized user information, and
• Link CVI certification with CSAT authorized user account (for Authorizers, Submitters, Preparers, or Reviewers of CFATS covered facilities)

In the revised CVI training, existing CVI Authorized Users will be prompted at the beginning of the training to enter their CVI Authorized User number, which is located on the CVI Certificate, and the e-mail address the user provided during the original training.

If you are unable to locate your CVI Authorized User number or experience difficulty verifying your existing CVI authorized user status, please contact the CSAT Helpdesk at 866-323-2957 or csat@dhs.gov for assistance.

FAQ Number: 1643 **Date Published:** June 11, 2010 **Last Updated:** June 11, 2010

Question: How will DHS protect the data it collects?

Answer:

Authorized by Section 550 of Public Law 109-295 to protect from inappropriate public disclosure any information developed or submitted pursuant to Section 550 (e.g., Top-Screen, SVA, SSP). This included information that is developed and/or submitted to DHS pursuant to the Chemical facility Anti-Terrorism Standards (CFATS) regulation which implements Section 550.

Specifically, the IFR requires that this and related information - what the IFR calls Chemical-terrorism Vulnerability Information, or "CVI" - shall be protected from public disclosure. At the same time, the IFR makes clear that CVI will be shared with state and local officials, including law enforcement officials and first responders, as appropriate. For example, it is expected that chemical facilities will coordinate extensively with State and local officials - including the sharing of relevant CVI - in the course of completing the Site

Security Plans (SSPs). The IFR also sets forth requirements concerning how the information must be marked and protected.

The Act requires additional protections over the disclosure of CVI in the course of any administrative or judicial proceedings. In these circumstances, CVI will be protected as if the information were classified. Individuals who do not otherwise have a "need to know" CVI will not be able to gain access to it through litigation.

Compliance with the requirements in 6 CFR § 27.400 and familiarity with the guidance in the CVI Procedural Manual will help DHS, chemical facilities and other covered persons ensure that sensitive information about the Nation's high-risk chemical facilities is safeguarded.

FAQ Number: 1644 **Date Published:** October 21, 2009 **Last Updated:** October 21, 2009

Question: What should be done with my CVI Authorization User Number?

Answer: The Department recommends that an individual's CVI number should not be openly displayed or freely revealed. Rather, it should be protected like an individual's credit card number or driver's license or other personally identifiable information.

FAQ Number: 1645 **Date Published:** October 21, 2009 **Last Updated:** October 21, 2009

Question: Do I need to report chlorine bleach (sodium hypochlorite) as Chlorine on the CSAT Top-Screen?

Answer:

Chlorine and chlorine bleach (i.e. sodium hypochlorite) are different chemicals with different Chemical Abstract Service (CAS) Numbers. Only Chlorine (CAS #7782-50-5) is listed as a COI on CFATS Appendix A. Accordingly, a facility does not need to count chlorine bleach (CAS # 7681-52-9) when determining if the facility has a reportable amount of chlorine, nor does it need to report the amount of chlorine bleach on its Top-Screen.

Generally speaking, a facility should consult the MSDS Sheet for the chemical ingredients and related CAS numbers to determine if the chemical is a COI under CFATS Appendix A.

In the case of chlorine and chlorine bleach, the storage containers may also provide an indication of whether the chemical is chlorine or chlorine bleach: chlorine is generally stored in metal cylinders while chlorine bleach is generally stored in totes or plastic containers.

FAQ Number: 1646 **Date Published:** November 13, 2009 **Last Updated:** November 13, 2009

Question: The CSAT Security Vulnerability Assessment (SVA) Tool does not allow printing of large summary reports. Will facilities be able to print large summary reports from the CSAT Site Security Plan (SSP) Tool?

Answer:

The SSP Tool contains features that allow users to print parts of the SSP as they are being developed ("View Summary Report") as well as a copy of the final SSP ("Print a Copy of Your SSP"). "View Summary Report" can be found on the left hand side of the SSP Tool screens except for screens within the General Section of the Tool. SSP Tool users can activate this feature by selecting the provided link and following the on-screen instructions. This feature prints the SSP's contents to an Adobe file (pdf) that is saved and stored within the SSP Tool. This Adobe file can also be saved by the facility to a computer.

The “Print a Copy of Your SSP” prompt appears just before the SSP is submitted to DHS.

Because both types of report will include SSP questions and facility responses, any such hard copy printed or electronic file saved to a computer is, and must be protected as, Chemical-terrorism Vulnerability Information (CVI).

FAQ Number: 1647 **Date Published:** November 13, 2009 **Last Updated:** November 13, 2009

Question: What data and information from a facilityÂ’s Top-Screen(s) and Security Vulnerability Assessment(s) (SVA) will be pre-populated by CSAT in the facilityÂ’s Site Security Plan (SSP)?

Answer:

Data found in the General Section of the SSP Tool is pre-populated from a facility’s Top-Screen(s) and SVA(s). This includes the facility’s name, address, and latitude and longitude, along with the information contained in the facility’s DHS Final Notification Letter.

The facility should verify the accuracy of all pre-populated fields. The facility should correct any erroneous pre-populated information; however, facility latitude/longitude coordinates can only be revised by DHS. Contact the Help Desk at 866-323-2957 (Monday-Friday 7:00 a.m. – 7:00 p.m. Eastern) to correct the latitude and/or longitude.

FAQ Number: 1648 **Date Published:** November 19, 2009 **Last Updated:** November 19, 2009

Question: How does a SSP user navigate through the SSP Tool? How are answers to questions saved in the SSP Tool?

Answer:

Navigating the SSP tool is straightforward. A user can navigate between screens by using the Next and Back buttons on the screen (do not use your browser’s forward and back buttons). Using the Next and Back buttons will automatically save the information entered on the current page. If you are entering information and not leaving the page, click the Save button to retain the information.

A navigational menu appears on the left side of the screen (see Figure 1-6 in the CSAT SSP Instructions). You can also navigate through the SSP by clicking on the desired topic in that menu. Sections of the SSP will be highlighted (and become selectable) only after each section has been sequentially accessed (i.e., you can move backward through the system by selecting previously completed sections, but cannot jump forward).

If a user returns to a section of the SSP that you previously completed, the user will need to review all the subsequent pages of the SSP (using the Next button on each page).

NOTE: Going back to a previous section will un-highlight all subsequent sections requiring the user to page through all the subsequent pages of the SSP tool. The SSP tool adapts the pages presented for completion based on answers on previous pages and a change within one section might require the user to answer additional/different questions later in the tool.

Again, do not use the browser back button to navigate the tool. Such action may cause the user to be kicked out of the SSP application, requiring a new login.

FAQ Number: 1649 **Date Published:** November 19, 2009 **Last Updated:** August 08, 2011

Question: How do I request an extension of my facilityÂ's Top-Screen, SVA or SSP filing deadline?

Answer:

A request for an extension must be submitted to DHS in writing by USPS or delivery service. DO NOT FAX your extension request to the CSAT Help Desk.

By mail --

C/O Penny J. Anderson
Director, Infrastructure Security Compliance Division
Office for Infrastructure Protection
U. S. Department of Homeland Security
Mail Stop #0610
Washington, DC 20528

By delivery service --

C/O Penny J. Anderson
Director, Infrastructure Security Compliance Division
Office for Infrastructure Protection
Mail Stop #0610
U. S. Department of Homeland Security
245 Murray Lane, SW, Building 410
Washington, DC 20528

In the request, please include the facility ID and an explanation for the facility's extension request – including any relevant Chemical-terrorism Vulnerability Information (CVI). Any CVI submitted must be marked, packaged and sent in compliance with CVI requirements. (See 6 CFR § 27.400, available at www.dhs.gov/chemicalsecurity)

FAQ Number: 1650 **Date Published:** November 19, 2009 **Last Updated:** November 19, 2009

Question: What happens after a facility submits its Site Security Plan (SSP)?

Answer:

Once the SSP is received by DHS, a preliminary determination will be made as to whether it satisfies the requirements of 6 CFR 27.225 "Site Security Plans."

If DHS finds that the requirements appear to be satisfied, DHS will issue a Letter of Authorization to the covered facility. Following the issuance of this letter, the facility must implement the SSP and DHS will inspect the facility for compliance with its submitted SSP. After the inspection and review of the information gathered, if DHS approves the SSP, the facility will receive a Letter of Approval for the SSP.

If DHS finds that the requirements of 6 CFR 27.225 do not appear to have been met, the facility will receive a guidance letter that includes a clear explanation of deficiencies in the SSP. The facility will then enter into further consultation with DHS and receive a specified timeframe within which to revise the SSP and security measures to satisfy the requirements of 6 CFR 27.225 and then resubmit the SSP to DHS. In some circumstances, DHS may disapprove the SSP and will issue a letter detailing why and what to do next.

FAQ Number: 1651 **Date Published:** November 19, 2009 **Last Updated:** November 19, 2009

Question: How do I start an SSP?

Answer:

1. Begin by visiting the DHS Chemical Security Assessment Tool webpage at http://www.dhs.gov/files/programs/gc_1169501486197.shtm.

2. Non Registered users should follow the link for CSAT Registration, download and review the CSAT User Registration User Guide, and then follow the Register Now link.

Registered users should follow the link for the Site Security Plan to collect and review available documents for download before beginning the SSP. The SSP Instructions document provides a list of relevant information and resources to have on hand prior to beginning the SSP. The instructions in this guide are organized in the same order as the questions and sections appearing in the CSAT SSP Tool.

3. The Final Notification Letter that DHS sends will also have instructions for accessing the CSAT SSP tool. Once logged in, the user will see a screen that lists each registered facility and the associated documents to which the user has access. To access the SSP tool for a given facility, click the Edit/Review button.

4. The CSAT Tool follows a logical data collection process starting with General Facility Information, Facility Operations, Facility Security Measures, and Asset Security.

The final section is for validating, reviewing, and submitting the SSP to DHS.

FAQ Number: 1652 **Date Published:** June 30, 2010 **Last Updated:** June 30, 2010

Question: What is a Â“critical assetÂ”?

Answer: A “critical asset” means an “asset” whose theft, loss, damage, disruption, or degradation would result in significant adverse impacts to human life or health, national security, or critical economic assets.

FAQ Number: 1653 **Date Published:** June 30, 2010 **Last Updated:** June 30, 2010

Question: If my facility is located in an office park complex and the office park complex has certain security measures, can the facility include these security measures as part of its Site Security Plan?

Answer: Yes. Facilities should report all security measures that apply to it in the SSP so that DHS can properly evaluate the security at the facility. The “other” text boxes in the CSAT SSP may be used to describe situations, such as shared security measures, in more detail. Sites must be prepared to provide documentation about these procedures even though they are provided by another party.

FAQ Number: 1654 **Date Published:** June 30, 2010 **Last Updated:** June 30, 2010

Question: Would disapproval of an SSP and/or receipt of a guidance letter from DHS be a good time to ask for inspector assistance?

Answer:

Yes. Information on how a facility can request compliance assistance from DHS is available at the following website link http://www.dhs.gov/chemicalsecurity. Inspectors will not make specific security measure recommendations though they will help the facility think through the guidance provided in the guidance letter.

FAQ Number: 1655 **Date Published:** June 30, 2010 **Last Updated:** June 30, 2010

Question: My tiered facility possesses only Theft/Diversion COI. Do I need to address all of the RBPS or just #6 pertaining to theft/diversion?

Answer:

DHS expects every facility to address the following RBPS regardless of the security/vulnerability issue for which the facility is tiered:

RBPS 1 - Restrict Area Perimeter;
RBPS 3 - Screen and Control Assets;
RBPS 4 - Deter, Detect, and Delay;
RBPS 5 - Shipping, Receipt, and Storage;
RBPS 8 - Cyber Security;
RBPS 9 - Response;
RBPS 10 - Monitoring;
RBPS 11 - Training;
RBPS 12 - Personnel Surety;
RBPS 13 - Elevated Threats;
RBPS 14 - Specific Threats, Vulnerabilities, or Risks;
RBPS 15 - Reporting of Significant Security Incidents;
RBPS 16 - Significant Security Incidents and Suspicious Activities;
RBPS 17 - Officials and Organization; and
RBPS 18 - Records.

Facilities that have a Theft-Diversion security/vulnerability issue also will be expected to address RBPS 6 – Theft/Diversion, and have the option in the SSP tool to address RBPS 6 at the facility-wide or asset level (or both).

In addition, DHS expects that RBPS 2 (Secure Site Assets) typically will apply to all facilities at either the facility level or the asset level (or both). However, a facility must address RBPS 2 for all individual assets, whether or not facility security measures were previously entered.

FAQ Number: 1656 **Date Published:** June 30, 2010 **Last Updated:** June 30, 2010

Question: In preparing its SSP, how can a facility provide information about changes in security measures to reflect changes in threat level?

Answer: The SSP Tool is flexible enough to allow a facility to describe the security measures that are in place throughout the year that reflect variations in security measures. Specifically, **RBPS 13 – Elevated Threats and RBPS 14 – Specific Threats, Vulnerabilities, and Risks** contain questions related to variable security measures under different threat conditions, including predictable times of changed threat like a hurricane evacuation, holiday shutdown, or turnaround.

FAQ Number: 1657 **Date Published:** January 07, 2010 **Last Updated:** January 07, 2010

Question: Does DHS have a list of specific security measures that are required at CFATS-covered high-risk facilities?

Answer:

The authorizing legislation precludes DHS from prescribing any specific security measure. Specifically, Section 550(a) provides, in relevant part that "the Secretary may not disapprove a site security plan submitted under this section based on the presence or absence of a particular security measure." Rather,

the Department is directed to promulgate risk-based performance standards that allow a facility "to select layered security measures that, in combination, appropriately address vulnerability." The Department "may disapprove a site security plan if the plan fails to satisfy [applicable] risk-based performance standards." The CSAT Site Security Plan (SSP) Tool is designed to allow each high-risk facility to describe the security measures it will use to meet the applicable Risk-Based Performance Standards.

FAQ Number: 1658 **Date Published:** January 07, 2010 **Last Updated:** January 07, 2010

Question: What is required of an Alternate Security Program to be acceptable in lieu of an SSP?

Answer:

CFATS provides that any facility receiving a final determination that it is high-risk may submit an Alternate Security Program (ASP) in lieu of the CSAT Site Security Plan (SSP). In addition, a facility that receives a preliminary Tier 4 high-risk designation may submit an ASP in lieu of a Security Vulnerability Assessment. An ASP must meet all requirements of the CSAT-SSP and provide an equivalent level of security to that established by the CSAT-SSP.

An ASP may be uploaded through the CSAT SSP. The facility must complete the Facility Operations section of the CSAT SSP and answer a series of questions relating to the factors for submitting an ASP and to the Department's determination of whether to approve an ASP. It may be useful to review the SSP Instructions and Questions available at http://www.dhs.gov/chemicalsecurity.

FAQ Number: 1659 **Date Published:** January 07, 2010 **Last Updated:** January 07, 2010

Question: What are Â"plannedÂ" measures and why would a facility include them in the SSP?

Answer:

Planned measures are those which the facility has **committed to install/implement**, such as measures that are (1) in the process of being installed/implemented, (2) in the design phase but with an approved and documented capital budget, (3) in the bid process and/or (4) in a pilot phase or in execution as a demonstration project with a documented implementation budget and schedule.

A planned measure **will be considered by DHS** in determining whether the facility's SSP meets the applicable RBPS for the facility's tier and security vulnerability issues. Planned measures not yet in place during inspection must be verified via supporting documentation. Planned measures that are approved by DHS as part of a facility's final SSP must be implemented for the facility to remain in compliance with the approved SSP.

FAQ Number: 1660 **Date Published:** January 26, 2010 **Last Updated:** January 26, 2010

Question: Once I get my Â"finalÂ" tier, can it or will it ever change? How and why?

Answer:

A facility receives its "Final Tier" after DHS has reviewed the facility's Security Vulnerability Assessment (SVA), as well as one or more Top-Screens, and other appropriate information. When a facility receives its final tier, the facility must submit for DHS approval a proposed Site Security Plan (SSP) that will describe the security measures that will be in place at the facility. Once authorized by DHS, the SSP is an enforceable document governing security at the facility.

This does not mean that a final tier determination cannot change. Final tier determinations can be changed based on new or revised data submitted to or acquired by DHS. In general, most changes will involve moving from one final tier to a revised final tier rather than resulting in a facility exiting regulation under CFATS altogether or moving backward to a preliminarily tiered status. Examples of how a final tier determination may change include:

1. Facility operations change significantly. This could include, for example, the removal or addition of COI, changes in operations or processes, sale or transfer of the site ownership, and/or changes in vulnerabilities. Such changes typically would be site-specific and will be reviewed on a case by case basis. When a facility makes a material modification to its operations or site, it must submit a revised Top-Screen within 60 days of the material modification. Following the submission of the revised Top-Screen, DHS may require the facility to submit a revised SVA, and/or SSP, as well as supporting documentation.

2. An approved SSP has been in place for a number of years and DHS determines the plan has been successful enough to lower the facility's final tier. This may occur pursuant to the mandatory resubmission process under CFATS § 27.210(b) and after DHS review of information made available through that process.

3. DHS considers new information about a site, chemical, threat, or process that warrants revising (up or down) an existing final tier. DHS will provide appropriate notification to the facility of the reasons justifying a change in the facility's existing tier.

FAQ Number: 1662 **Date Published:** May 27, 2010 **Last Updated:** November 17, 2010

Question: I have received an email notification that a CSAT Letter is available for viewing. How do I access this letter?

Answer:

To access your CSAT letter(s), log into the CSAT portal at https://csat.dhs.gov/csat using your CSAT username and password. Once you've logged in, you will be provided a link that reads: View My CSAT Letters. By clicking on this link you will be able to view and acknowledge receipt of all letters for which you are the Submitter.

To access your letters via the CSAT portal, you must be CVI trained, and your CVI training must be associated with your CSAT user account. If you are CVI trained, but you have not yet associated your CSAT user account with your training, you can enter your CVI authorization number and email address when you log into the CSAT portal. If you are not yet CVI trained, you may complete CVI training at https://csat.dhs.gov/cvi_training. At the end of the training you can associate your CSAT user account with your CVI training.

Letters within the CSAT Letter Retrieval Application are viewed using the Adobe Reader browser plug-in. If you have difficulty opening the letter, your browser plug-in may not be installed or may be configured improperly. Installing the latest version of the Adobe Reader should configure the browser plug-in and resolve your problem.

FAQ Number: 1663 **Date Published:** June 08, 2010 **Last Updated:** June 08, 2010

Question: I have a final tiering determination and SSP deadline, but have not yet submitted my SSP. I have also made material modifications to my site. What should I do?

Answer:

In addition to the requirement to submit a revised Top-Screen when material modifications have been made, DHS advises all covered facilities who have received a final tiering determination to prepare and submit an SSP in accordance with existing Rules and Guidance, including the previously assigned SSP deadline.

If a facility has committed to the permanent removal of a COI from their facility, or to some other material modification that it believes might materially affect its security risk level, it should identify the COI removal or other material modification in its SSP as a Planned Measure in the facility's SSP submission. On the other hand, if a facility is merely considering the removal of COI, the facility should identify that measure as a Proposed Measure in its SSP.

A Planned Measure is one that the facility has committed to implement and which DHS will consider in evaluating the SSP. Planned Measures include those:
• In the process of being installed or implemented
• In the design phase with an approved and documented capital budget
• In the bid process – has been placed for bids or received bids are under review
• In a pilot phase or in execution as a demonstration project with documented implementation budget and schedule.

A Proposed Measure is one that the facility is considering but is not yet committed to actually implementing. Proposed measures include:
• New security measures the facility is considering implementing (but is not yet committed to implementing)
• Existing security measures the facility is proposing to eliminate or remove
• Existing or planned security measures the facility does not want DHS to consider during the SSP evaluation.
Proposed measures will not be considered by DHS in determining whether to approve or disapprove the SSP, but DHS will respond by advising the facility how implementation of the Proposed Measure may affect the facility's existing risk-based tier and/or compliance with CFATS.

By stating a COI has been or will be permanently removed from a facility in the SSP, or that conditions have otherwise been permanently and materially changed, the facility is then legally bound to ensure that COI is in fact never held at that facility again or that the condition or material change remains in effect unless and until DHS approves a revision to the facility's SSP. See §§ 27.210(d) and 27.245(a)(iii).

FAQ Number: 1664 **Date Published:** May 26, 2010 **Last Updated:** May 26, 2010

Question: Between the time a facility submits an SSP for review and ISCD inspects the facility, could DHS direct a facility to cease operations? In other words, could DHS shut down a facility based on the content of a submitted SSP without an actual facility inspection?

Answer:

When a facility is in apparent noncompliance with CFATS, for example by refusing to complete a Top-Screen, failing to allow an inspection, or failing to submit a Site Security Plan that meets applicable Risk-Based Performance Standards, DHS may issue an Order pursuant to 6 CFR 27.300(a) directing the facility to take the steps necessary to come into compliance. If the facility remains in violation of such an Order, DHS may subsequently issue, pursuant to 6 CFR 27.300(b), an Order Assessing Civil Penalty, an Order to

Cease Operations, or both. DHS will not issue an Order to Cease Operations unless the facility was already issued an Order under 6 CFR 27.300(a).

For specific information regarding Orders and Adjudications, see 6 CFR Subpart C, as well as the discussion of Orders and Adjudications in the preamble to the rule (72 *Fed Reg* 17688, April 9, 2007).

FAQ Number: 1665 **Date Published:** May 27, 2010 **Last Updated:** May 27, 2010

Question: What are examples of redundant radio systems?

Answer:

Redundant radio or other communications systems allow communications even when the primary radio or communications system is unavailable or inoperative. A redundant system could include a combination of landline/cellular telephones, two-way radios (UHF/VHF/800mhz), satellite telephones and even amateur (HAM) radios. Recognize that, regardless of the system, technical system quality may be degraded under adverse response conditions. Redundancy is another essential element of a jurisdiction's/organization's communications structure. Although the duplication of identical services is one method of achieving redundancy, it also derives from the ability to communicate through diverse, alternative methods when standard capabilities suffer damage. For example, a public safety agency or company might have a high-tech voice 400-megahertz system that is used as the primary dispatch system, but maintain a redundant VHF system in its vehicles that would be able to contact the dispatch center in the event that the primary system is rendered inoperable. Resiliency and redundancy are critical to ensuring communications flow during an incident.

See: National Incident Management System, NIMS Document (http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf); Federal Communications Commission, Public Safety & Homeland Security Bureau, First Responder Guidelines for Emergency Planning (http://www.fcc.gov/pshs/emergency-information/guidelines/first-responders.html); and Primer on Redundant Communications (http://www.fcc.gov/pshs/docs-best/redundantCommunications07.doc)

FAQ Number: 1666 **Date Published:** May 27, 2010 **Last Updated:** May 27, 2010

Question: Does a facility have an obligation to notify DHS if the facility itself is shutting down/closing?

Answer:

Yes. A facility closure constitutes a material modification to a covered facility.

The facility must complete and submit a revised Top-Screen to the Department within 60 days of any material modification in accordance with 6 CFR §27.210 (d).

When preparing a replacement Top-Screen survey, the preparer will be prompted to provide a reason for the new submission. A closing or closed facility should select the appropriate response, such as "sale or transfer" or, if needed, "Other" and then provide details on the material modification in the free text field.

FAQ Number: 1673 **Date Published:** July 21, 2010 **Last Updated:** October 26, 2010

Question: Where can I read about the current indefinite extension to the Top-Screen deadline for agricultural facilities?

Answer: On December 21, 2007, DHS issued a letter indefinitely extending the CFATS Top-Screen deadline for farmers and other agricultural facilities that use chemicals of interest (COI) for certain agricultural purposes. The letter was published in the Federal Register on January 9, 2008 (73 Fed. Reg, 1640). In that letter, DHS explained that the deadline for Top-Screens would be extended for any facility required to submit a Top-Screen *solely* because it possesses any chemical of interest, at or above the applicable screening threshold quantity, for use:

(a) in preparation for the treatment of crops, feed, land, livestock (including poultry) or other areas of an agricultural production facility; or

(b) during application to or treatment of crops, feed, land, livestock (including poultry) or other areas of an agricultural production facility.

The extension applies to facilities such as farms (e.g., crop, fruit, nut, and vegetable); ranches and rangeland; poultry, dairy, and equine facilities; turfgrass growers; golf courses; nurseries; floricultural operations; and public and private parks. The extension does not apply to chemical distribution facilities or commercial chemical application services.

FAQ Number: 1711 **Date Published:** November 24, 2010 **Last Updated:** November 24, 2010

Question: How can I make a change to a submitted Site Security Plan (SSP)?

Answer:

The SSP Edit process allows a facility to retrieve its most recently submitted SSP so that it can be edited and resubmitted to DHS. The edit to the SSP can be an **administrative** edit or a **technical** edit.

- An **administrative edit** involves making changes only to information pertaining to: a facility's description; contact information; local police, fire and Emergency Management Team (EMT) jurisdiction information; and employee and workshift information. The CSAT SSP Edit process can be used as needed by a facility to make administrative edits to its SSP.

- A **technical edit** involves making changes to information pertaining to a facility's operations, security measures, and other areas that are not administrative in nature. The CSAT SSP Edit process only allows a facility to make technical edits, at the facility's request, , 90 days after the facility submitted the SSP and once every 90 days thereafter. . DHS, however, may contact a facility and make the CSAT SSP Edit process available for a technical edit at any time.

Only a facility's **Submitter** can request permission to edit a submitted SSP. However, once it is retrieved by CSAT, the SSP can be opened and edited by either the facility's Submitter or Preparer. All data fields in the SSP can be edited through an administrative or technical edit except for geospatial information (latitude and longitude). Geospatial information can ***only*** be changed through the CSAT Help Desk.

Editing a submitted SSP will ***not*** affect any applicable deadlines under the CFATS regulations unless DHS notifies the facility to the contrary. For example, Top-Screen resubmission deadlines under 6 CFR § 27.210(b)(1) of CFATS will ***not*** affect the original SSP approval date(s) or the Top-Screen resubmission dates.

The **CSAT SSP Edit Process Users Guide** is available at the CSAT Knowledge Center (http://csat-help.dhs.gov).

FAQ Number: 1712 **Date Published:** January 11, 2011 **Last Updated:** January 11, 2011

Question: I am working on my facilityÂ's Site Security Plan. How can I register to participate in a DHS SSP Webinar?

Answer:

DHS hosts CSAT-SSP webinars every Wednesday from 2:00 to 4:00 PM EST. Any final tiered facility with a pending SSP
may register up to five persons to participate in one or more of these weekly webinars.

The webinar consists of a detailed briefing on the SSP tool functions, questions, and considerations. Participation requires a high-speed internet connection and phone. To request a reservation for the webinar, please submit an email to cfatsssp@absconsulting.com with the following information:

• Name:
• Position:
• Company Name:
• Facility Name:
• Facility Number:
• SSP Due Date:
• Number of Participants:
• Names of Participants:

Once you have been registered, you will receive an email with the designated webinar date and connection information.
Reservations will be made on a first-come first-serve basis. A facility representative may participate in more than one webinar, but in the rare event that a webinar is fully booked, preference is given to facilities within 30 days of an SSP due date followed by those facility representatives that have not participated in a previous SSP Webinar.

FAQ Number: 1714 **Date Published:** November 29, 2010 **Last Updated:** November 29, 2010

Question: What administrative edits can be made to a submitted Site Security Plan (SSP)?

Answer:

The SSP Edit process allows a facility to retrieve its most recently submitted SSP so that it can be edited and resubmitted to DHS.

An **administrative edit** involves making changes only to information pertaining to your facility's description; contact information; local police, fire and Emergency Management Team (EMT) jurisdiction information; and employee and workshift information. The CSAT SSP Edit process can be used as needed by a facility to make administrative edits to its SSP.

Appendix B of the **CSAT SSP Edit Process Users Guide** lists the fields that contain information that is administrative in nature. The **Users Guide** is available at the CSAT Knowledge Center (http://csat-help.dhs.gov). Geospatial information (latitude and longitude) can ***only*** be changed through the CSAT Help Desk.

Editing a previously submitted SSP will ***not*** affect any applicable deadlines under the CFATS regulations unless DHS notifies the facility to the contrary.

FAQ Number: 1715 **Date Published:** November 29, 2010 **Last Updated:** November 29, 2010

Question: What technical edits can be made to a submitted Site Security Plan (SSP)?

Answer:

The SSP Edit process allows a facility to retrieve its most recently submitted SSP so that it can be edited and resubmitted to DHS.

A **technical edit** involves making changes to information pertaining to your facility's operations, security measures, and other areas which are not considered administrative in nature. ***The CSAT SSP Edit process is only available to make technical edits 90 days after an SSP has been submitted***. A submitted technical edit constitutes a newly submitted SSP, and any subsequent technical edits cannot be made for an additional 90 days. However, DHS may contact a facility and initiate a technical edit at any time.

Editing a previously submitted SSP will ***not*** affect any applicable deadlines under the CFATS regulations unless DHS notifies the facility to the contrary.

The **CSAT SSP Edit Process Users Guide** is available at the CSAT Knowledge Center (http://csat-help.dhs.gov).

FAQ Number: 1716 **Date Published:** November 29, 2010 **Last Updated:** November 29, 2010

Question: How frequently can I make a change to a submitted Site Security Plan (SSP)?

Answer:

The SSP Edit process allows a facility to retrieve its most recently submitted SSP to make administrative or technical edits.

Administrative edits to a facility SSP may be made as necessary using the CSAT SSP Edit process.

Technical edits may only be made 90 days after submission of an SSP. A submitted technical edit constitutes a newly submitted SSP, and any subsequent technical edits cannot be made for an additional 90 days. DHS, however, may contact a facility and initiate a technical edit at any time.

Geospatial information (latitude and longitude) can ***only*** be changed through the CSAT Help Desk.

Editing a previously submitted SSP will ***not*** affect any applicable deadlines under the CFATS regulations unless DHS notifies the facility to the contrary.

The **CSAT SSP Edit Process Users Guide** is available at the CSAT Knowledge Center (http://csat-help.dhs.gov).

FAQ Number: 1717 **Date Published:** November 29, 2010 **Last Updated:** December 07, 2010

Question: I started to edit a submitted SSP to make a technical (or administrative) change and realized the previously submitted SSP does not need revision. What should I do?

Answer:

Contact the Help Desk (866-323-2957) and explain that the new edits to the SSP are unnecessary and that this version should be deleted and that the prior survey is complete and correct. Once the request is processed and the unused survey deleted, your list of surveys in the CSAT Application landing page will no longer include it.

DHS-initiated SSP survey edits may NOT be deleted at the facility's request.

FAQ Number: 1724 **Date Published:** August 05, 2011 **Last Updated:** August 05, 2011

Question: How will a CFATS facility know if it is subject to a National Terrorism Advisory System (NTAS) Alert?

Answer:

National Terrorism Advisory System (NTAS) Alerts will be based on the nature of the threat and will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat. If available, an NTAS Alert will include information about the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat. Facilities regulated under CFATS are expected to be familiar with the NTAS system and monitor the system for Alerts that apply to the facility. Additionally, if an NTAS Alert is issued that impacts all or a portion of the CFATS-regulated community, DHS will notify CFATS facilities subject to the Alert.

Further informaiton on NTAS available at: www.DHS.gov/alerts

FAQ Number: 1725 **Date Published:** August 05, 2011 **Last Updated:** August 05, 2011

Question: How does the change from the Homeland Security Advisory System (HSAS) to the new National Terrorism Advisory System (NTAS) impact a CFATS-covered facilityÂ's regulatory requirements?

Answer:

The NTAS, which has replaced the color-coded HSAS, will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

In general, "Elevated Threat" under the new NTAS is equivalent to "orange" under the old HSAS, and "Imminent Threat" under NTAS is equivalent to "red" under HSAS. The CFATS Article "**Application of the National Terrorism Advisory System (NTAS) to CFATS Facilities**" includes a chart showing how the five categories from the Homeland Security Advisory System (HSAS) map to the new National Terrorism Advisory System (NTAS).

This transition may require covered facilities to make minor adjustments to comply with applicable CFATS requirements regarding Elevated Threats. In regards to the Chemical Security Assessment Tool (CSAT) Site Security Plan (SSP), DHS has revised certain CSAT SSP Questions related to RBPS 13 – Elevated Threats and the corresponding section of the CSAT SSP Instructions to reflect the Department's switch from HSAS to NTAS. A facility that has already submitted an SSP through the CSAT tool using the previous CSAT SSP questions does not need to make a change to its SSP unless it explicitly references HSAS in facility-provided explanatory text. In such a case, the facility will need to revise that text by either making a technical edit through the CSAT SSP Edit function, or asking DHS to unlock the SSP for the facility to make the edit. (See *CSAT SSP Edit Process Users Guide*).

In regards to implementing security measures in response to the issuance of an applicable Elevated Threat Alert or Imminent Threat Alert, a facility typically will be expected to implement those measures identified in the portion of their SSP addressing RBPS 13 – Elevated Threats in the manner described in the SSP. If an Elevated Threat Alert or Imminent Threat Alert is of a specific enough nature to implicate RBPS 14 – Specific Threats, Vulnerabilities, or Risks, DHS will contact the impacted facility and work with the facility to identify appropriate measures, procedures, or other activities that the facility could use to address the identified threat.

Article Number: 1661 Date Published: November 19, 2010 Last Updated: November 19, 2010

Subject: What is the definition of A Commercial Grade (ACG) for the purposes of CFATS? Specifically, under Appendix A of the Chemical facility Anti-Terrorism Standards (CFATS), 6 CFR Part 27, if a chemical facility manufactures or otherwise possesses a Theft/Diversion or Sabotage chemical of interest (COI) but does not directly offer the

Abstract: Under 6 CFR §§ 27.204(b)(3) and 27.204(c), a facility must count all commercial grades of any Theft/Diversion COI (in transportation packaging) that could be used to produce explosives or to produce improvised explosive devices (IED) or precursors (Theft/Diversion-EXP/IEDP) as well as any Sabotage COI which the facility ships and placards. The facility must count the entire quantity of all such COI in its possession unless the COI has a specific minimum concentration level listed in Appendix A, in which case only the quantity of the COI exceeding that minimum concentration needs to be counted.

Article:

Under 6 CFR §§ 27.204(b)(3) and 27.204(c), a facility must count all “commercial grades” of any Theft/Diversion COI (in transportation packaging) that could be used to produce explosives or to produce improvised explosive devices (IED) or precursors (Theft/Diversion-EXP/IEDP) as well as any Sabotage COI which the facility ships and placards. The facility must count the entire quantity of all such COI in its possession unless the COI has a specific minimum concentration level listed in Appendix A, in which case only the quantity of the COI exceeding that minimum concentration needs to be counted.

Section 27.105 of CFATS defines “a commercial grade” as “any quality or concentration of a chemical of interest offered for commercial sale that a facility uses, stores, manufactures or ships.” Some facilities have suggested that this definition means that if a facility does not directly offer a Theft/Diversion-EXP/IEDP or Sabotage COI for sale in commerce, the facility is not required to count that COI under Appendix A, even if that chemical is later offered for commercial sale by another entity. That is not correct.

First, the definition of “a commercial grade” in § 27.105 refers to a COI that a facility “uses, stores, manufactures or ships.” Significantly, the definition does not specify that the facility itself “sells” the chemical. In fact, since the definition includes a facility that “uses” the chemical, it follows that such a facility must count the COI—assuming it meets the other criteria in the definition – even if it completely uses all of the chemical and thus has no COI left over to sell to any other entity. If DHS had intended the definition to apply only to facilities that sell the chemical, it would have been unnecessary to include the words “uses, manufactures, stores or ships” at all. Instead, the definition would simply have stated that the term applies to a chemical that a facility offers for commercial sale.

Moreover, to read the definition as applying only to a facility that actually sells the chemical in question would be illogical and hinder the purposes for which the regulations were written. Under such a narrow reading, for example, a warehouse that contracts with another entity to store large quantities of a Theft/Diversion-EXP/IEDP COI (in transportation packaging that is readily susceptible to theft and use by a terrorist), but that does not actually sell the chemical in commerce, would not be required to count the COI or file a Top-Screen as long as the warehouse—even if the warehouse otherwise would be considered a high-risk facility under CFATS. DHS clearly did not intend such a facility to be excluded from Appendix A and the Top-Screen requirement.

In addition, the phrase “that is offered for commercial sale” in the definition refers to and modifies the words “chemical of interest;” it does not refer to the “facility.” That is, the language in the definition only requires that the chemical in question be offered for sale, not that a particular facility that possesses the chemical must offer it for sale.

Thus, any facility that uses, manufactures, stores or ships a Theft/Diversion-EXP/IEDP or Sabotage chemical of interest that is intended to be and is offered for commercial sale must count that chemical toward the applicable STQ, even if that facility does not directly sell the chemical itself. This is true whether the sale occurs before or after the point at which the facility in question possesses the chemical. For example, a facility that manufactures such a chemical for later sale by another entity under an arrangement whereby the manufacturer does not actually “sell” the chemical to anyone else must count the chemical toward the applicable STQ. Similarly, a research facility that buys such a chemical in a commercial sale—or acquires the chemical in some other manner from an entity that did buy it—and then uses the entire quantity of the chemical itself, without reselling any of it, must count the chemical toward the applicable STQ.

The definition of “a commercial grade” first refers to a “quality or concentration” of a COI that is offered for commercial sale. That is, the quality of the chemical is what makes it potentially suitable and attractive for use by a terrorist to create an explosion or produce an IED or an IED precursor. A COI that exists in a quality and/or concentration level suitable for commercial sale is more likely to be attractive and readily usable by a terrorist, through Theft or Sabotage, than a chemical lacking such qualities. Whether or not the specific COI is actually offered for commercial sale by the facility in question is not crucial to a terrorist who plans to steal, divert or sabotage the chemical.

Article Number: 1667 Date Published: July 01, 2010 Last Updated: July 01, 2010

Subject: Consolidating CSAT User Accounts

Abstract: If multiple usernames have been established for the same individual, a user may combine user accounts once each of the usernames and passwords are received from DHS. (Please see notes below regarding Reviewer role)

The user can combine the accounts and eliminate the duplicates through the CSAT Manage My Account application on the CSAT Portal. In order to combine the accounts the user must be logged in with the username they wish to eliminate.

The option, Transfer My Responsibilities will then prompt the user to Check All or select a portion of the facilities and related roles associated with the username to be transferred.

The user may then select the option to Transfer to Existing CSAT User and enter the CSAT Username and phone number associated with the desired User Account.

Once all roles and all facilities are transferred, the user account will be closed and no longer enable the user to access to the CSAT system.

This process may be repeated until each of the duplicate User Accounts is transferred to the desired User Account.

Depending on the version of the Users browser, the CSAT Portal may support concurrent sessions for the same user account on the same computer. However due to the way a browser may stores cookies, the application may update both sessions with the information from the most recently navigated session.

NOTES:
A Reviewer role can NOT be combined with other CSAT roles into a single username due to the different privileges that the Reviewer role holds.

Article:

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Once all roles and all facilities are transferred, the user account will be closed and no longer enable the user to access to the CSAT system.

This process may be repeated until each of the duplicate User Accounts is transferred to the desired User Account.

Depending on the version of the User's browser, the CSAT Portal may support concurrent sessions for the same user account on the same computer. However due to the way a browser may stores cookies, the application may update both sessions with the information from the most recently navigated session.

NOTES:

- A "*Reviewer*" role can *NOT* be combined with other CSAT roles into a single username due to the different privileges that the Reviewer holds.

A copy of the **CSAT Account Management User Guide** and other guidance documents are available at www.dhs.gov/chemicalsecurity.

Article Number: 1668 Date Published: July 01, 2010 Last Updated: July 13, 2010

Subject: CSAT User Account Passwords

Abstract: Usernames and passwords will be distributed via email to newly registered users as soon as the CSAT User Registration or Transfer of Responsibilities has been verified and activated. The user will receive two e-mails: (1) a CSAT Username and the URL to access the CSAT Top Screen application and (2) a temporary CSAT password, which must be changed upon entry to the CSAT Application. When using a DHS issued temporary password, it is best to copy and paste the username and password from the emails.

Once the temporary password has been entered, the Change Password screen will prompt the user to change the password by entering the temporary password in the Old Password field and a new password of the users choosing in the New Password field and again in the Confirm New Password field. A new password must include at least 8 characters including at least one uppercase letter, one lowercase letter, a number, and a special character (e.g., .';!"_@#$%^*).

Once the password is successfully changed, the user will see the Sign-In screen, which will indicate there is an error. The user will again be prompted to enter the User Name and new Password to gain access into the CSAT Portal. Each subsequent entry into the CSAT Portal will require this User Name and Password.

Please retain and protect your password for access to the CSAT Portal.

For security reasons passwords will expire after 90 days. If the password expires, the users will have one opportunity to log in with the expired password and enter a new password by following the steps outlined above for changing the password.

A user should contact the CSAT help desk at csat@dhs.gov or 1-866-323-2957 if a CSAT User Account email is not received within a reasonable time or to reset a password. Password resets are processed in the order in which they are received. NOTE: The Help Desk will only provide assistance to the owner of the CSAT User Account for which the password reset or password related assistance is being requested. Assistance with CSAT User Accounts cannot be provided to anyone acting on behalf of a current CSAT User.

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A copy of the **CSAT Account Management User Guide** and other guidance documents are available at www.dhs.gov/chemicalsecurity.

Article Number: 1669 Date Published: July 02, 2010 Last Updated: July 02, 2010

Subject: How DHS Tiers Chemical Facilities

Abstract: The term tier refers to the risk level associated with a facility covered under the Chemical Facility Anti-Terrorism Standards (CFATS) and is assigned to a facility by the Department.

Certain chemical facilities pose higher security risks than others due to the dynamic nature of the chemical industry, their processes, and other factors. Rather than apply a one-size-fits-all regulatory approach, DHS has established a risk-based approach that takes into account the varying levels of consequence, vulnerability, and threat that facilities present. This approach allows the facilities to establish an appropriate set of security measures commensurate with their specific risks. By establishing risk-based tiers, each facility will be able to select implementation security measures that are commensurate with the level of risk posed by that facility. The risk-based tiering structure also allows the Department to prioritize its efforts on the highest risk facilities

CFATS requires chemical facilities to provide DHS with information to determine whether they present a high-risk and therefore are required to implement security measures that meet applicable risk-based performance standards (RBPSs). Based on an assessment of the information a facility submits to the Department, including information submitted through the CSAT Top-Screen, the Department will make an initial determination on whether the facility is considered high-risk.

Facilities that are not considered high-risk are notified of that determination and are not required to comply further with CFATS (unless they are required to file new Top-Screens based on the acquisition or possession of new COI). For a facility that the Department initially determines to be high-risk, however, the Department will place the facility into one of four preliminary risk-based tiers ranging from Tier 1 (highest-risk) to Tier 4 (lower-risk). Preliminary tiering is based largely upon consequence modeling at the facility. Facilities that are issued a preliminarily risk-based tier are then required to complete a CSAT Security Vulnerability Assessment (SVA). The SVA collects more in-depth information about the facility that allows DHS to assign the facility to a final risk tier. This in-depth information allows for the calculation of vulnerability, consequence and threat values (including data held by the Federal Government). The Department reviews the SVA to determine whether it continues to consider the facility to be high-risk, and if so, will issue the facility a final tiering determination. The final tier

Article:

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The Department's tiering algorithm is classified, but the presence or quantity of a particular chemical of interest (COI) listed in Appendix A is not the sole factor in determining a facility's tier, nor is it an indicator of a facility's eventual or continued coverage under the rule. The Department considers various factors in making both preliminary and final tiering determinations, including potential risk to human health and national security from a successful attack on the facility.

If you have any questions about CFATS, please contact the CSAT Help Desk by phone at 866-323-2957 or use the CSAT Help Desk Web Form at **http://www.dhs.gov/files/programs/gc_1169501486197.shtm.**

A copy of the CFATS regulation, the Appendix A Chemicals of Interest list, and various guidance documents are available at **www.dhs.gov/chemicalsecurity.**

Article Number: 1670 Date Published: July 02, 2010 Last Updated: July 02, 2010

Subject: How DHS Notifies a Facility of Its Preliminary or Final Tiering

Abstract: Based on the information the Department receives in accordance with § 27.200 and § 27.205 (including information submitted through the Top-Screen), the Department makes a preliminary determination as to a facilitys placement in a risk-based tier (preliminary determination of high-risk). The Department shall notify a facility of the Department's preliminary determination of the facility's placement in a risk-based tier (ranging from highest risk facilities in Tier 1 to lowest risk facilities in Tier 4).
The covered facility will receive written notification of the Department's preliminary determination of the facility's placement in a risk-based tier. The Submitters that receive a notification of, A New CSAT Letter is Available for Your Facility Survey XXXXXXX, must access the DHS communication electronically via the CSAT Portal.
Unless otherwise notified, a covered facility must complete and submit a Security Vulnerability Assessment (SVA) within 90 calendar days of written notification from the Department or within the time frame specified in any subsequent Federal Register notice.
The SVA is designed to identify and assess the security of a facilitys critical assets in light of the security issues raised by DHS in the preliminary tier determination letter.

Following review of a covered facility's SVA, the Assistant Secretary shall notify the covered facility of its final placement within a risk-based tier, or for covered facilities previously notified of a preliminary tiering, confirm or alter such tiering. The Department shall place covered facilities in one of four risk-based tiers, ranging from highest risk facilities in Tier 1 to lowest risk facilities in Tier 4.
The covered facility will receive written notification of the Department's confirmation or alteration of risk-based tiering (final determination of high-risk letter). The Submitters that receive a notification of, A New CSAT Letter is Available for Your Facility Survey XXXXXXX, must access the DHS communication electronically via the CSAT Portal.
Unless otherwise notified, a covered facility must complete and submit a Site Security Plan within 120 calendar days of written notification from the Department or within the time frame specified in any subsequent Federal Register notice.
Covered facilities must satisfy the performance standards identified in 6 CFR 27.230. The Assistant Secretary will issue guidance on the application of these standards to risk-based tiers of covered facilities, and the

Article:

Homeland Security

How DHS Notifies a Facility of Its Preliminary or Final Tiering

Preliminary Determination of Risk-Based Tiering

Based on the information the Department receives in accordance with § 27.200 and § 27.205 (including information submitted through the Top-Screen), the Department makes a preliminary determination as to a facility's placement in a risk-based tier (preliminary determination of high-risk). The Department shall notify a facility of the Department's preliminary determination of the facility's placement in a risk-based tier (ranging from highest risk facilities in Tier 1 to lowest risk facilities in Tier 4).

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Unless otherwise notified, a covered facility must complete and submit a Security Vulnerability Assessment (SVA) within 90 calendar days of written notification from the Department or within the time frame specified in any subsequent Federal Register notice.

The SVA is designed to identify and assess the security of a facility's critical assets in light of the security issues raised by DHS in the preliminary tier determination letter.

Confirmation or Alteration of Risk-Based Tiering:

Following review of a covered facility's SVA, the Assistant Secretary shall notify the covered facility of its final placement within a risk-based tier, or for covered facilities previously notified of a preliminary tiering, confirm or alter such tiering. The Department shall place covered facilities in one of four risk-based tiers, ranging from highest risk facilities in Tier 1 to lowest risk facilities in Tier 4.

The covered facility will receive written notification of the Department's confirmation or alteration of risk-based tiering (final determination of high-risk letter). The Submitters that receive a notification of, "A New CSAT Letter is Available for Your Facility Survey XXXXXXX", must access the DHS communication electronically via the CSAT Portal.

Unless otherwise notified, a covered facility must complete and submit a Site Security Plan within 120 calendar days of written notification from the Department or within the time frame specified in any subsequent Federal Register notice.

Covered facilities must satisfy the performance standards identified in 6 CFR 27.230. The Assistant Secretary will issue guidance on the application of these standards to risk-based tiers of covered facilities, and the acceptable layering of measures used to meet these standards will vary by risk-based tier. Each covered facility must select, develop in their Site Security Plan, and implement appropriately risk-based measures designed to satisfy the performance standards outlined in 27.230(a).

Accessing CSAT Letters:

To access communications regarding Risk-Based Tiering, the Submitter must log into the CSAT portal at https://csat.dhs.gov/csat using his/her CSAT username and password. The Submitter must be a CVI Authorized User, and the Submitter's CVI number must be associated with his/her CSAT user account.

Once these conditions have been met, you will see the new link, "View My CSAT Letters", that allows you to view and acknowledge available letter(s).

NOTES: If you are ***not yet CVI trained***, you may complete CVI training at https://csat.dhs.gov/cvi_training. At the end of the training you can associate your CSAT user account with your CVI training. If you are a ***CVI Authorized User and trained***, but you have not yet associated your CSAT user account with your training, you can enter your CVI authorization number and email address when you login to the CSAT portal.

If you have any questions about CFATS, please contact the CSAT Help Desk by phone at 866-323-2957 or use the CSAT Help Desk Web Form at **http://www.dhs.gov/files/programs/gc_1169501486197.shtm.**

A copy of the CFATS regulation, Appendix A Chemicals of Interest List, and other guidance documents are available at **www.dhs.gov/chemicalsecurity.**

Article Number: 1713 Date Published: January 11, 2011 Last Updated: January 11, 2011

Subject: How to Register for a DHS CSAT-SSP Webinar

Abstract: DHS hosts CSAT-SSP webinars every Wednesday from 2:00 to 4:00 PM EST. Any final tiered facility with a pending SSP may register up to five persons to participate in one or more of these weekly webinars.

The webinar consists of a detailed briefing on the SSP tool functions, questions, and considerations. Participation requires a high-speed internet connection and phone. To request a reservation for the webinar, please submit an email to cfatsssp@absconsulting.com with the following information:

- Name:
- Position:
- Company Name:
- Facility Name:
- Facility Number:
- SSP Due Date:
- Number of Participants:
- Names of Participants:

Once you have been registered, you will receive an email with the designated webinar date and connection information. Reservations will be made on a first-come first-serve basis. A facility representative may participate in more than one webinar, but in the rare event that a webinar is fully booked, preference is given to facilities within 30 days of an SSP due date followed by those facility representatives that have not participated in a previous SSP Webinar.

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Article Number: 1718 Date Published: December 21, 2010 Last Updated: December 21, 2010

Subject: Chemical Facility Anti-Terrorism Standards Brochure

Abstract: Chemical Facility Anti-Terrorism Standards Brochure

Article:

Chemical Facility Anti-Terrorism Standards

Facilities that are required to comply with at least some provisions of the CFATS regulation will largely fall into the following categories:

- chemical manufacturing, storage, and distribution;
- energy and utilities;
- agriculture and food;
- paints and coatings;
- explosives;
- mining;
- electronics;
- plastics;
- universities and research institutions; and
- healthcare and pharmaceuticals.

Chemicals of Interest

Appendix A to the CFATS Interim Final Rule contains DHS' COI that give rise to one or more security issues, namely: release, theft/diversion, and/or sabotage/contamination. Under the CFATS rule, if a facility possesses an Appendix A COI at or above the applicable Screening Threshold Quantity (STQ), the facility must complete and submit a Top-Screen to DHS within 60 calendar days of coming into possession of the COI.

Risk-Based Tiering

Consistent with Section 550, the CFATS regulation follows a risk-based approach that allows DHS to focus its resources on high risk chemical facilities in accordance with their specific level of risk. First, DHS will examine facility information submitted through the Top-Screen. After analyzing Top-Screen data from facilities, DHS will preliminarily assign high risk facilities to one of four risk-based tiers. High risk facilities will receive their final risk-based tiering assignments after DHS reviews their SVAs.

Risk-Based Performance Standards

Section 550 directed the Department to issue regulations "establishing risk-based performance standards for the security of high risk chemical facilities." CFATS establishes Risk-Based Performance Standards (RBPSs) for security issues such as perimeter security, access control, personnel surety, and cyber security. However, not all high risk facilities will need to take action to satisfy each RBPS. A facility's SSP will be tailored to its specific tier level, security issues, risks, and circumstances, as determined by DHS' review of its SVA.

Inspections Process

The Department will inspect high risk chemical facilities at regular intervals with higher tiered facilities being inspected first and more frequently. The Department may also inspect a high risk facility at any time based on new information or security concerns. A minimum of 24 hours advance notice typically will be provided to facilities unless specific security concerns demand immediate attention. The DHS staff who will conduct inspections have completed a rigorous training program, incorporating both classroom and on-site facility instruction by experts in chemistry, emergency response, terrorism, and industrial security.

Compliance and Enforcement

The CFATS regulation provides that if DHS believes any facility is in violation of the regulation, the Department may issue an appropriate order to the facility specifying the violation and steps that must be taken to correct the noncompliance. Violation of such a compliance order may result in additional orders assessing civil penalties of $25,000 per day or to cease operations.

Chemical-Terrorism Vulnerability Information

Chemical-Terrorism Vulnerability Information (CVI) is a new program created by the CFATS regulation to protect information created or maintained under the regulation. Access to CVI requires proper training and the "need to know." Civil penalties may apply for the improper use or disclosure of this information. CVI training can be accessed at www.dhs.gov/chemicalsecurity

6 CFR Part 27

Section 550 of the DHS Appropriations Act of 2007 grants the Department the authority to regulate chemical facilities that "present high levels of security risk." The Chemical Facility Anti-Terrorism Standards (CFATS) Interim Final Rule, published April 9, 2007, establishes a risk-based approach to screening and securing chemical facilities determined by DHS to be "high risk." In order to make that determination, CFATS requires facilities in possession of specific quantities of DHS defined Chemicals of Interest (COI) to complete a Top-Screen questionnaire. After reviewing the Top-Screen, DHS determines which facilities are preliminarily high risk. The CFATS regulation then requires each preliminary high risk facility to submit a Security Vulnerability Assessment (SVA). The facilities still considered high risk after a review of their SVA are provided a final tier and required to complete a Site Security Plan (SSP) that meets DHS' risk-based performance standards. CFATS does allow some chemical facilities to submit Alternative Security Programs (ASPs) in lieu of DHS' SVA and SSP. Certain types of

facilities (e.g., facilities regulated under the Maritime Transportation Security Act) are exempt under Section 550 and CFATS.

Any facility that manufactures, uses, stores or distributes any of the DHS COI at or above a specified quantity, and does not fall into an exemption, must complete and submit a Top-Screen questionnaire as a first step in complying with CFATS.

Questions?

For more information, contact
CFATS Help Desk: 1-866-323-2957
or csat@dhs.gov
or visit us at www.dhs.gov/chemicalsecurity

U.S. Department of Homeland Security
Infrastructure Security Compliance Division
Mail Stop 8100
245 Murray Lane, Building 410
Washington, DC 20528

Article Number: 1719 Date Published: December 21, 2010 Last Updated: December 21, 2010

Subject: Colleges & Universities And the Chemical Facility Anti-Terrorism Standards (CFATS) Brochure

Abstract: Colleges & Universities And the Chemical Facility Anti-Terrorism Standards (CFATS) Brochure

Article:

Colleges & Universities
And the Chemical Facility Anti-Terrorism Standards (CFATS)
July 2010

Introduction
Colleges and universities in the United States conduct some of the world's most important research in chemistry, medicine and other fields. These institutions frequently possess chemicals of interest that are regularly used, stored, or even made in:

- chemistry labs,
- research facilities,
- field houses,
- pool complexes, and
- agricultural, medical, and other campus facilities.

Unfortunately, many of these same chemicals have the potential to be deliberately diverted, released, or otherwise misused by terrorists. Appendix A to the Chemical Facility Anti-Terrorism Standards (CFATS) regulations lists over 300 Chemicals of Interest (COI) that DHS believes may pose significant risks to human life or health if misused by terrorists. DHS uses this list as part of the CFATS process to identify, assess, and secure high-risk facilities. Colleges and universities are among the many types of facilities that possess COI for legitimate uses, and DHS may determine some to be high-risk facilities subject to CFATS.

Chemicals of Interest
Appendix A to CFATS lists over 300 COI that are organized by security and vulnerability issues – specifically, COI that a terrorist could: steal, divert, or otherwise acquire to use as a weapon at another time and place (Theft/Diversion COI); or sabotage or contaminate to explode or release in transit (Sabotage COI); or release as an explosive or to form a flammable or toxic cloud (Release COI).

What is a Facility under CFATS?
A chemical facility is defined in 6 CFR Part 27 as "any establishment that possesses or plans to possess, at any relevant point in time, a quantity of a chemical substance determined by the Secretary to be potentially dangerous or that meets other risk-related criteria identified by the Department." How a high-risk "facility" is defined and secured depends on the outcome of DHS' assessment process and dialogue with the facility. DHS recognizes, for example, that colleges and universities are made up of many individual buildings, operations, and areas – only some of which may possess COI.

Under CFATS, all final high-risk facilities have the flexibility to select and implement security measures in their Site Security Plan (SSP) - subject to approval by the Department - that are appropriate to the facilities' circumstances and satisfy the risk-based performance standards. DHS works with all high-risk facilities to ensure they have tailored their security measures to address their tier level, site conditions, and other facility-specific issues. A college or university with a high-risk facility on campus - such as a research complex – may decide, for example, to implement appropriate security measures only at the high-risk "facility," as opposed to the entire campus.

The Top-Screen

The Top-Screen is an online questionnaire that collects basic information about a facility's location and operations and is used by DHS to preliminarily determine if the facility is high risk. Any facility that possesses a COI at or above the applicable screening threshold quantities (STQ) listed in Appendix A of CFATS must complete and submit a Top-Screen to DHS within 60 calendar days of coming into possession of COI.

Release COI used in a laboratory under the supervision of a "technically qualified individual" need not be counted toward a facility's STQ. For more information on this provision, please refer to §27.203 (b)(2) of the CFATS regulations or call the DHS CFATS Help Desk at 866-323-2957.

When preparing a Top-Screen, the Chemical Hygiene Officer, Environmental Manager, Risk Manager, and other staff are valuable resources for providing information about COI on campus. Campus security personnel are another valuable resource for completing the CFATS Security Vulnerability Assessment (SVA) and SSP, if required.

Compliance and Enforcement

The CFATS regulation provides that if DHS believes any facility is in violation of the regulation, the Department may issue an appropriate order to the facility specifying the violation and steps that must be taken to correct the noncompliance. Violation of such a compliance order may result in additional orders assessing civil penalties of $25,000 per day per violation and/or requiring the facility to cease operations.

6 CFR Part 27

Section 550 of the DHS Appropriations Act of 2007 grants DHS the authority to regulate chemical facilities that "present high levels of security risk." The Chemical Facility Anti-Terrorism Standards (CFATS) final rule, published in the Code of Federal Regulations on April 9, 2007, established a risk-based

performance standard approach to screening and securing chemical facilities determined by DHS to be "high risk." CFATS requires facilities that possess Chemicals of Interest (COI) at or above applicable screening threshold quantities (STQ) to complete Top-Screen questionnaires. After reviewing the Top-Screen, DHS assigns each facility that is initially determined to be high risk to a preliminary tier.

Each preliminarily high-risk facility is then required to submit a Security Vulnerability Assessment (SVA). Facilities still deemed high risk after DHS' review of the SVA are notified of their final tier and required to complete a Site Security Plan (SSP) that meets the CFATS risk-based performance standards. CFATS allows some chemical facilities to submit Alternative Security Programs (ASPs) in lieu of the CFATS SVA, and all facilities may submit an ASP in lieu of an SSP. DHS Inspectors will visit each high-risk facility and verify the facility's adherence with the SSP before final DHS approval.

Note that Section 550 of the DHS Appropriations Act of 2007 specifically exempts: 1) facilities regulated under the Maritime Transportation Security Act; 2) facilities owned or operated by the Department of Defense or Department of Energy; 3) facilities regulated by the Nuclear Regulatory Commission; and 4) public water systems (as defined by section 1401 of the Safe Water Drinking Act), and water treatment works (as defined by section 212 of the Federal Water Pollution Control Act).

Questions?

For more information, contact
CFATS Help Desk: 1-866-323-2957
or csat@dhs.gov
or visit us at www.dhs.gov/chemicalsecurity

U.S. Department of Homeland Security
Office of Infrastructure Protection
Infrastructure Security Compliance Division
Mail Stop 8100
245 Murray Lane, Building 410
Washington, DC 20528

Article Number: 1721 Date Published: June 14, 2011 Last Updated: June 14, 2011

Subject: CFATS Personnel Surety Program

Abstract: The CFATS Personnel Surety Program will provide high-risk chemical facilities with the mechanism to implement security measures to ensure that certain individuals are subject to screening for ties to terrorism. The program is necessary since conducting terrorist ties checks is an inherently governmental function because the federal governments Terrorist Screening Database (TSDB) is not publicly available.

Article:

CFATS Personnel Surety Program

Background:

CFATS RBPS 12 (Personnel Surety) requires high-risk chemical facilities to perform a minimum of four (4) types of background checks on (1) facility personnel with access to a chemical facility's restricted areas or critical assets and (2) facility visitors with unescorted access to a chemical facility's restricted areas or critical assets.

(1) background checks designed to verify identity,

(2) background checks designed to check criminal history,

(3) background checks deigned to verify legal authorization to work in the United States, and

(4) background check to identify people with terrorist ties.

The CFATS Personnel Surety Program will provide high-risk chemical facilities with the mechanism to implement security measures to ensure that certain individuals are subject to screening for ties to terrorism. The program is necessary since conducting terrorist ties checks is an inherently governmental function because the federal government's Terrorist Screening Database (TSDB) is not publicly available.

The Personnel Surety Program must comply with the requirements of the Paperwork Reduction Act (PRA) and the Privacy Act because the facilities will be required to submit, and DHS to collect, Personally Identifiable Information (PII). To comply with the requirements of those laws, DHS has published three notices in the *Federal Register:*

1. A Paperwork Reduction Act (PRA) notice that (a) responds to comments received during the PRA 30-day comment period, and (b) notifies the public that the Office of Management and Budget is beginning its review of the PRA Information Collection Request for the CFATS Personnel Surety Program.

2. A System of Records Notice proposing the establishment of a DHS system of records titled "DHS/NPPD – 002 Chemical Facility Anti-Terrorism Standards Personnel Surety Program System of Records."

3. A Notice of Proposed Rulemaking seeking comments from the public about DHS's intention to exempt portions of the CFATS Personnel Surety Program System of Records from certain provisions of the Privacy Act. Comments will be accepted on or before July 14, 2011.

In addition to the three documents published in the *Federal Register*, DHS has also published a Privacy Impact Assessment for the CFATS Personnel Surety Program, which can be found on www.dhs.gov.

Program Features:

1. The Personnel Surety requirements apply to "affected individuals" with access to a high-risk chemical facility's restricted areas or critical assets – (1) facility personnel and (2) unescorted visitors to the facility.

2. A CFATS facility will need to submit each affected individual's full name, date of birth, and either gender or citizenship to DHS. If an affected individual is not a U.S. citizen, the facility will submit the person's full name, date of birth, citizenship, and passport information or alien registration number.

    - Facilities will be required to notify individuals that their PII will be submitted to DHS for vetting against the TSDB.

    - Facilities will use the online Chemical Security Assessment Tool (CSAT) to submit this PII to DHS. CSAT is free to use.

    - Companies operating multiple high-risk chemical facilities will identify, in CSAT, to which specific facilities each affected individual has access.

    - Facilities may designate third parties or contractors as authorized to access CSAT and submit affected individuals' PII to DHS on their behalves.

3. The results of TSDB screening will not be shared with facilities or with the individuals screened. In the event that there is a potential match to the TSDB, DHS will follow standard procedures in place to determine whether or not there is an actual match. In the case of a verified match, DHS will coordinate with appropriate law enforcement entities.

4. When applicable, CFATS facilities may submit information on individuals' current enrollments in other DHS programs that conduct similar screening. DHS will verify individuals' current enrollments in any of these programs rather than duplicating previously conducted screening.

    - Facilities will submit this information through CSAT in the same manner as described above.

    - DHS will verify enrollment in the Transportation Worker Identification Credential (TWIC), Hazardous Materials Endorsement (HME), Secure Electronic Network for Travelers Rapid Inspection (SENTRI), Free and Secure Trade (FAST), and NEXUS programs.

5. High-risk facilities will submit updated PII to DHS if an individual's PII changes. Maintaining up-to-date PII will help the federal government to perform the most accurate TSDB screening possible.

6. High-risk facilities will also notify DHS (via CSAT) when any individuals whose PII has been submitted for screening no longer have access to restricted areas or critical

assets. It is important for DHS to know when individuals lose access so that DHS can stop screening those individuals against updated TSDB records.

7. DHS will recurrently compare submitted PII to information contained in the TSDB.

- The results of TSDB screening will not be shared with facilities or with the individuals screened.

- In the event that there is a potential match to the TSDB, DHS will follow standard procedures in place to determine whether or not there is an actual match. In the case of a verified match, DHS will coordinate with appropriate law enforcement entities.

8. DHS has structured the Personnel Surety Program to provide high-risk chemical facilities with flexibility in how they can meet the CFATS terrorist ties background check requirement.

- Facilities may allow third parties to submit screening information to DHS through CSAT on their behalves.

- Facilities have wide latitude in how they define their restricted areas and critical assets in their SSPs.

- Facilities can restrict the numbers and types of persons that they allow to access their restricted areas and critical assets.

- Facilities can choose to escort visitors to restricted areas or critical assets in lieu of performing background checks on them.

- Facilities can leverage the results of previous TSDB vetting conducted on individuals enrolled in other DHS programs.

Effective Date:

DHS anticipates launching the Personnel Surety Program in the *fall of 2011*.

DHS will implement submission schedules as part of the program, under which high-risk chemical facilities would have different periods of time, depending on facility risk tier, to submit affected individuals' PII to DHS for screening.

- These schedules would apply to facilities once their SSPs are authorized by DHS and once the Personnel Surety Program is fully implemented.

- The Department may, on a facility-by-facility basis, allow for variances from these schedules.

- DHS will provide additional notice to the public and to high-risk chemical facilities when it launches the program.

Article Number: 1722 Date Published: July 06, 2011 Last Updated: July 25, 2011

Subject: DHS Notifies Chemical Facilities of Revised Tiering Assignments

Abstract: In the last week, the Department of Homeland Security (DHS) has communicated with chemical sector organizations and individually notified certain high-risk facilities of revised tiering assignments affecting a limited number of facilities covered under the CFATS program.

Article:

Office of Infrastructure Protection
National Protection and Programs Directorate
U.S. Department of Homeland Security
Washington, DC 20528

DHS Notifies Chemical Facilities of Revised Tiering Assignments

July 5, 2011

In the last week, the Department of Homeland Security (DHS) has communicated with chemical sector organizations and individually notified certain high-risk facilities of revised tiering assignments affecting a limited number of facilities covered under the CFATS program.

DHS uses risk assessment computer programs to help DHS identify facilities that are high-risk. Following a DHS review of the results of one of the risk assessment tools that revealed some apparent anomalies, the Department replaced modeling data in one part of the tool, potentially affecting the tiering assignments for facilities with certain chemical holdings. DHS subsequently re-evaluated the tiering assignments for those facilities and adjusted the tiering in some cases.

None of the affected facilities will receive a higher-risk tier assignment as a result of this re-evaluation. In fact, many will be assigned to lower risk tiers or no longer be subject to CFATS regulation. In order to facilitate compliance with the CFATS program, DHS continues to offer a variety of assistance tools, including a help desk, Web-based tools and seminars, and on-site visits to all covered facilities.

Article Number: 1723 Date Published: August 05, 2011 Last Updated: August 05, 2011

Subject: Application of the National Terrorism Advisory System (NTAS) to CFATS Facilities

Abstract: The National Terrorism Advisory System, or NTAS, has replaced the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

Article:

Application of the *National Terrorism Advisory System* (NTAS) to CFATS Facilities

The National Terrorism Advisory System (NTAS)

The National Terrorism Advisory System, or NTAS, has replaced the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

This transition may require covered facilities to make minor adjustments to comply with applicable CFATS requirements regarding Elevated Threats.

NTAS Alerts

NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; protective actions being taken by authorities, and steps that individuals and communities can take to protect themselves and their families, and help prevent, mitigate or respond to the threat.

NTAS Alerts will contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

In some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly through both official and media channels. When appropriate, DHS will contact CFATS facilities subject to the Alert and work with the facility to identify appropriate measures, procedures or other activities the facility could implement to address the identified threat.

Additional information on NTAS available at: www.DHS.gov/alerts.

Applying NTAS to SSPs

Within CFATS, DHS has determined that the previous Homeland Security Advisory System maps to the new National Terrorism Advisory System as follows:

<table>
<tr><th colspan="2">Homeland Security Advisory System (HSAS)</th><th colspan="2">National Terrorism Advisory System (NTAS)</th></tr>
<tr><td>Low Condition (GREEN)</td><td>Declared when there is a low risk of terrorist attacks</td><td colspan="2" rowspan="3">Steady State</td></tr>
<tr><td>Guarded Condition (BLUE)</td><td>Declared when there is a general risk of terrorist attacks</td></tr>
<tr><td>Elevated Condition (YELLOW)</td><td>Declared when there is a significant risk of terrorist attacks</td></tr>
<tr><td>High Condition (ORANGE)</td><td>Declared when there is a high risk of terrorist attacks</td><td>Elevated Threat Alert</td><td>Warns of a credible terrorist threat against the United States.</td></tr>
<tr><td>Severe Condition (RED)</td><td>Declared when there is a significant risk of terrorist attacks</td><td>Imminent Threat Alert</td><td>Warns of a credible, specific, and impending terrorist threat against the United States.</td></tr>
</table>

Risk Based Performance Standard (RBPS) 13 – Elevated Threats – requires that covered facilities have "the ability to escalate the levels of security measures for periods of elevated threat."[1] The *Risk Based Performance Standards Guidance* (May 2009) identifies the Homeland Security Advisory System (HSAS) as one mechanism used by DHS and other Federal agencies to inform the public of potential periods of elevated threats and suggests that a facility should have

[1] Chemical Facility Anti-Terrorism Standards, 6 C.F.R. 27.230(a)(13)

documented and implementable security measures to respond to the two highest threat levels – ORANGE and RED.

Accordingly, the questions in the on-line CSAT SSP tool have been revised to reference the new NTAS (revised text in italics):

- Does the facility have a documented process for increasing security measures during periods of elevated threats tied to the *National Terrorism Alert System (NTAS)*? (Q:19.1-16350)
- What level of security measures are implemented during periods of elevated threat as designated under *NTAS*? (Q:19.1-16364)
- Select "Yes" for all the measures that the facility uses when *an Elevated Threat Alert is issued that applies to the facility*. (Q:19.2-16736)
- *Elevated Threat Level* Security Measures (Q:19.2-16736)
- Select "Yes" for all the measures that the facility uses when *an Imminent Threat Alert is issued that applies to the facility*. (Q:19.3-16726)
- *Imminent Threat* Level Security Measures
- Indicate the time period in which the facility has the capability to implement increased levels of security in response to DHS elevating the *NTAS* threat level, while maintaining the measures already in use during normal operating periods. (Q:19.3-16732)

A facility will not need to make a change in a submitted SSP unless the facility has explicitly referenced HSAS in facility-provided explanatory text. In such a case, the facility will need to revise that text by either making a technical edit through the CSAT SSP Edit function or requesting DHS to unlock the SSP to allow the site to make the edit. (See *CSAT SSP Edit Process Users Guide*).

In regards to implementing security measures in response to the issuance of an applicable Elevated Threat Alert or Imminent Threat Alert, a facility typically will be expected to implement those measures identified in the portion of their SSP addressing RBPS 13 – Elevated Threats in the manner described in the SSP. If an Elevated Threat Alert or Imminent Threat Alert is of a specific enough nature to implicate RBPS 14 – Specific Threats, Vulnerabilities, or Risks, DHS will contact the impacted facility and work with the facility to identify appropriate measures, procedures, or other activities that the facility could use to address the identified threat.

Article Number: 1726 Date Published: September 09, 2011 Last Updated: September 09, 2011

Subject: Letter sent to CFATS-Covered Facilities Tiered for Theft/Diversion COI on September 9, 2011

Abstract: Seven years after the release of the 9/11 Commission report and leading up to the 10th anniversary of the September 11th terrorist attacks, the United States, the Department of Homeland Security, and the chemical industry at large have made significant strides in building a nation that is stronger, more secure, and more resilient. However, we must not grow complacent; the Homeland faces a persistent and evolving threat, and we must continue to exercise vigilance as the anniversary of the September 11th terrorist attack approaches. Through ongoing dialogue and partnership, the Department, along with our security partners in both the public and private sectors, continues to strengthen our security and defend against evolving threats, minimizing risks, and maximizing our ability to respond to and recover from attacks and disasters of all kinds.

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As you already know, many theft and diversion chemicals – and the chemical facilities that possess them – can be attractive to terrorists, as these chemicals may be used as a weapon of mass effect, chemical weapon, chemical weapon precursor, or can be used as an improvised explosive device in a vehicle or package. Mitigating threats associated with theft and diversion chemicals remains a vital priority. Personnel at the nation's high-risk chemical facilities, i.e., those regulated under the Chemical Facility Anti-Terrorism Standards (CFATS) program, have a unique and vital role in securing our nation.

In light of the 10th anniversary of the September 11th terrorist attacks, I am contacting you to encourage your continued vigilance and commitment towards addressing the risks associated with possession of a theft/diversion chemical of interest (COI) and to prevent those who would do us harm from acquiring such chemicals for nefarious use. The ***CFATS Risk-Based Performance Standards (RBPS) Guidance*** describes security measures and options for consideration to address attack scenarios involving theft or diversion. These include:

- Inventory controls;
- Procedural measures;
- Product stewardship – "know-your-customer" – programs; and
- Physical security measures.

The CFATS RBPS Guidance, as well as other information regarding CFATS, may be found at www.dhs.gov/chemicalsecurity .

In addition, I encourage you to review the presentation on ***Theft-Diversion and the Chemical Facility Anti-Terrorism Standards*** that discusses how terrorists may try to acquire chemicals for illegal uses.

Article Number: 1727 Date Published: October 04, 2011 Last Updated: October 04, 2011

Subject: AN Listening Sessions

Abstract: DHS has scheduled 11 public meetings on the recently proposed Ammonium Nitrate Security Program. Information on the meetings is posted under "Articles" below, or at www . dhs . gov/ammoniumnitratesecurity. Facilities covered by CFATS for ammonium nitrate may be affected by the new AN Security Program.

Article:

U.S. Department of Homeland Security
Public Meetings on
The Ammonium Nitrate Security Program Proposed Rule

On August 3, 2011, the U.S. Department of Homeland Security (DHS) published a Notice of Proposed Rulemaking (NPRM) for the Ammonium Nitrate Security Program, which describes DHS's plan to regulate the sale and transfer of Ammonium Nitrate. Through the Ammonium Nitrate Security Program, DHS seeks to prevent the misappropriation or use of Ammonium Nitrate in an act of terrorism. Comments on the proposed rule are due on or before December 1, 2011.

DHS has scheduled the following public meetings to consult with the public and other interested parties:

Tuesday, October 11, 2011	Jackson, MS	Jackson Marriott 200 East Amite Street Jackson, MS 39201
Thursday, October 13, 2011	Lubbock, TX	Holiday Inn Hotel & Towers 801 Avenue Q Lubbock, TX 79401
Tuesday, October 18, 2011	Sacramento, CA	DoubleTree Hotel Sacramento 2001 Point West Way Sacramento, CA 95815
Thursday, October 20, 2011	Knoxville, TN	Knoxville Marriott 500 E. Hill Ave Knoxville, TN 37915
Tuesday, October 25, 2011	Overland, KS	Marriott Overland (Near Kansas City, MO) 10800 Metcalf Ave Overland Park, KS 66210
Thursday, October 27, 2011	Oklahoma City, OK	Sheraton Oklahoma City 1N. Broadway Ave. Oklahoma City, OK 73102
Tuesday, November 1, 2011	Savannah, GA	Hilton Savannah DeSoto 15 East Liberty Street Savannah, GA 31401-3979
Thursday, November 3, 2011	Charleston, WV	Ramada Charleston Downtown 600 Kanawha Blvd. E. Charleston, WV 25301
Tuesday, November 8, 2011	Mobile, AL	Mobile Marriott 3101 Airport Blvd. Mobile, AL 36606
Thursday, November 10, 2011	Washington, DC	The Kellogg Conference Center at Gallaudet University 800 Florida Ave. NE Washington, DC 20002

Tuesday, November 15, 2011	Denver, CO	Grand Hyatt Denver 1750 Welton Street Denver, CO 80202

Each meeting is scheduled from 10 a.m. - 2 p.m.

No pre-registration is required, though sign-in sheets will be provided to voluntarily collect contact information from the attending public and to properly log oral comments received during the meetings.

To accommodate as many speakers as possible, oral remarks should be limited to 3 minutes.

Transcripts of the meetings will be made available for public review through the DHS-2008-0076 electronic docket at www.regulations.gov.

If you have a disability and would like to request an accommodation, please call (703) 235-5263.

Visit www.dhs.gov/ammoniumnitratesecurity for more information on the Ammonium Nitrate Security Program.