



**FAQ Number:** 1663

**Date Published:** July 01, 2013

**Last Updated:** September 10, 2013

**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:**

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). Material modifications should not be addressed in the SSP unless the Department advises the facility to do so through a new Tiering Letter after the Department has received and reviewed the facility's revised Top-Screen.

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 has removed any Chemical of Interest (COI) from the Top-Screen, the facility should provide supporting documentation to the Department, to include the following, as applicable:

- Reason for the revised Top-Screen submission;
- Description of removal of COI(s) (e.g., sold to customers, used in process, returned to vendor);
- Receiving location(s) of COI(s);
- Documentation for permanent change of process;
- Documentation supporting closure/sale/end of lease;
- Invoices/bills of lading/inventory control forms: Material Safety Data Sheet (MSDS)/product labels, planned future inventory of COI(s);
- Substitute chemical and/or process;
- Description of management controls for future quantities of COI(s); and,
- Vendor information.

Supporting documentation for the removal of COI should be submitted to the CFATS Help Desk.

CFATS Help Desk Phone (866) 323-2957

CFATS Help Desk Fax (866) 731-2728

Email: [csat@hq.dhs.gov](mailto:csat@hq.dhs.gov)