

# CSAT User Registration

User Guide  
*July 2008*

*Version 2.0.b*



Homeland  
Security



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# Paperwork Reduction Act Notice

The public reporting burden for the CSAT User Registration is estimated to be 1 hour. The burden estimate includes time for reviewing instructions, researching existing data sources, gathering and maintaining the needed data, and completing and submitting the form. You may send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to:

NPPD/OIP/Infrastructure Security Compliance Division, Attention: Dennis Deziel,  
Project Manager, U.S. Department of Homeland Security, Mail Stop 8100,  
Washington, DC 20528-8100.

(Paperwork Reduction Project (1670-0007)). Your completion of the CSAT User Registration is mandatory according to Public Law 109- 295 Section 550. You are not required to respond to this collection of information (i.e. the CSAT User Registration) unless a valid OMB control number is displayed. NOTE: DO NOT send the completed CSAT User Registration to the above address.

# Change Log

## **Version 2.0.a -> Version 2.0.b**

- Updated the version number to 2.0.b
- Updated date to July 2008
- Changed “Chemical Security Compliance Division” to “Infrastructure Security Compliance Division” on pages 1 and 36
- Updated project manager name to Dennis Deziel on page 1
- Replaced two images on page 35 showing the new PRA expiration date of 5/31/2011
- Removed the word “Top-Screen” on pages 13, 31 and 41
- Replaced “Can I hire consultants to complete the CSAT Top-Screen for my facility?” with “Can I hire consultants to complete the CSAT requirements for my facility?” on page 19
- Replaced “CSAT Top-Screen” with “CSAT application” on pages 3 and 41
- Replaced “CSAT Top-Screen” with “CSAT information” and “CSAT data” on page 33

## **Version 1.5.e -> Version 2.0.a**

- Updated the version number to 2.0 to match software change
- Updated date to April 2008

## **Version 1.5.d -> Version 1.5.e**

- Updated text to reflect the application name change from the User Change Request application to the Account Management application

## **Version 1.5.c -> Version 1.5.d**

- Updated the PRA expiration date to 3/1/2011 on PDF screen shot.
- Removed the extraneous "the" from the sentence "More information about each role can be found later in this manual."
- Changed properties so document is printable

# CSAT User Registration

The Chemical Security Assessment Tool (CSAT) is the Department of Homeland Security's system for collecting and analyzing key data from chemical facilities pursuant to Section 550 of the DHS Appropriations Act of 2007 (P.L. 109-295), and the implementing regulations (6 CFR Part 27).

This CSAT User Registration User Guide provides guidance on how to register and information on the specific CSAT user roles and responsibilities.

This system, the User Registration application grants CSAT access to authorized users. More information about the CSAT system is available at <http://www.dhs.gov/chemicalsecurity>.

The User Registration application allows each organization to designate individuals who will be responsible for inputting and verifying the information entered into the CSAT system.

The following roles are defined in CSAT:

- The Preparer is authorized to enter the data into the CSAT system, but not to submit the data to the Department of Homeland Security (DHS).
- The Submitter is designated by the company to submit the information collected in the CSAT system to DHS.
- The Authorizer is the individual who provides assurance to DHS that the submitter and preparer are authorized to complete the CSAT information.
- The Reviewer, which is an optional role, is allowed to review information but not to enter, edit, or submit the information. This is a read-only role and may only be assigned after the Preparer has logged into the CSAT application.

The Preparer, Submitter, and Authorizer can be the same person or different individuals. Each facility can have unique Preparers, Submitters, Authorizers, or Reviewers. All -- or a subset of -- facilities within the same organization can share these roles. More information about each role can be found later in this manual.

The CSAT system was designed to allow each company to determine the best way to provide information. Its flexibility requires some planning before an organization assigns individuals to the above roles.

## Examples of Ways to Structure your CSAT Roles

The following lists provide possible options for structuring your organization's CSAT roles.

### Example 1

- The Preparer is the facility manager who has detailed information about the facility. A different Preparer is designated for each facility because the expertise exists at the facility level.
- The Submitter is the Corporate Attorney who will review and submit all the facility's reports.
- The Authorizer is a Vice President.
- Various people are given Reviewer access to review information.

### Example 2

- The Preparer is a corporate-level individual who will be responsible for all or a subset of facilities.
- The Submitter is the same person as the Preparer.
- The Authorizer is a high-level manager within the company.
- Plant or facility managers are given Reviewer access to review information.

### Example 3

- The Preparer is the facility engineer. A different Preparer is designated for each facility.
- The Submitter is the facility manager. A different Submitter is designated for each facility.
- The Authorizer is a corporate manager. A different Authorizer is designated for each facility.
- Various executives are given Reviewer access to review information.

Assignment of these responsibilities will be based on each organization's business needs and organizational structure. For more detailed information on each of these roles and responsibilities, see the appropriate descriptions later in this manual.



# Step-by-Step Directions for User Setup

Once an organization has determined the best way to structure its User Roles, someone must:

- Gather information about each individual, and
- Access the User Registration System to enter the information.

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

Street

City

State

Zip Code

Telephone

E-mail

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?\*

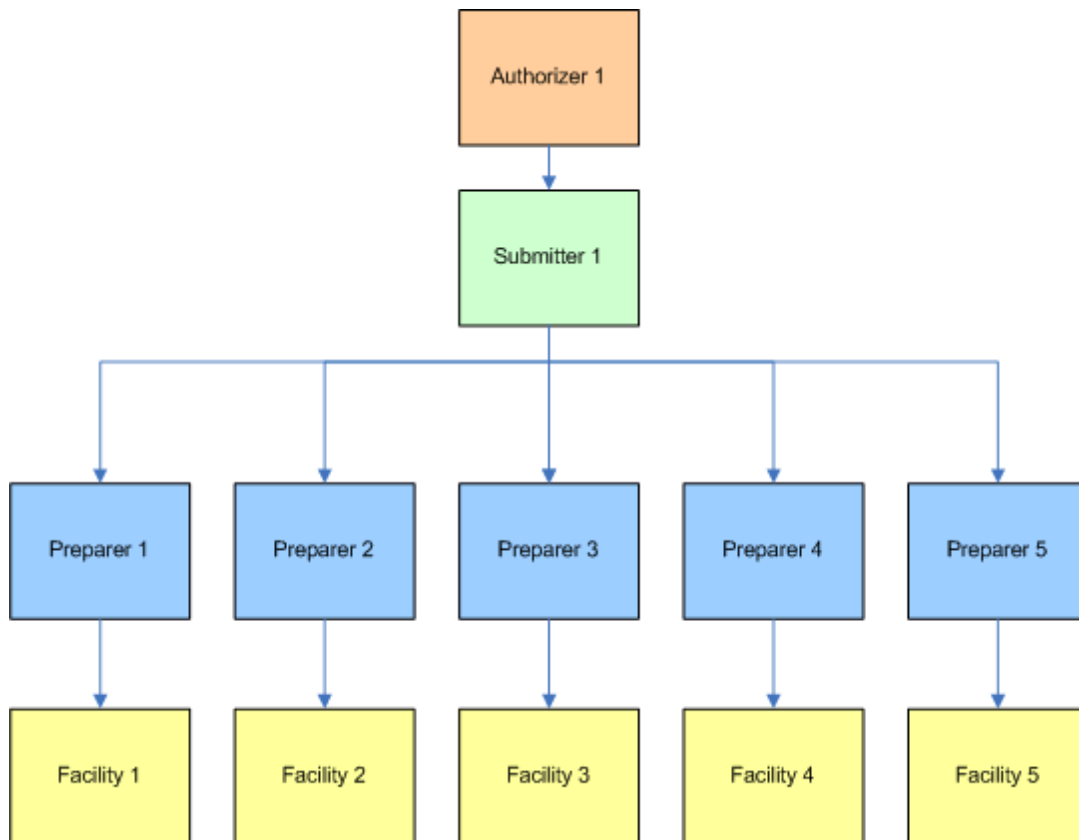
Is the individual domiciled in the U.S.?\*

\* See individual requirements for application of these questions.

How the information is entered into the User Registration System will determine the way the relationships between the Authorizer, Submitter, and Preparer are established.

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.

In Example 1 from the previous section, the following relationships would be created:



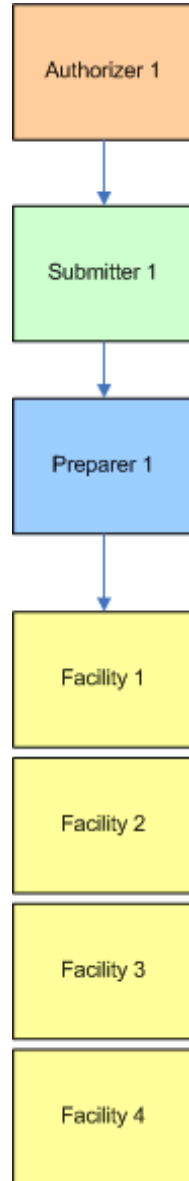
To enter this type of configuration, follow the steps below.

1. Access the User Registration application.
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.

## Step by Step Directions for Setting Up Users

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.

In Example 2 from the previous section, the following relationships would be created:



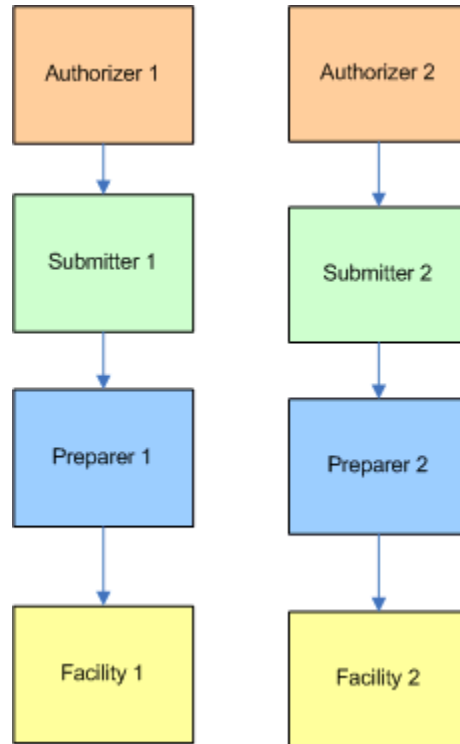
To enter this type of configuration, follow the steps below.

1. Access the User Registration application.

## CSAT User Registration

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 use the drop down box to select the Preparer from the list.
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.

In Example 3 from the previous section, the following relationships would be created:



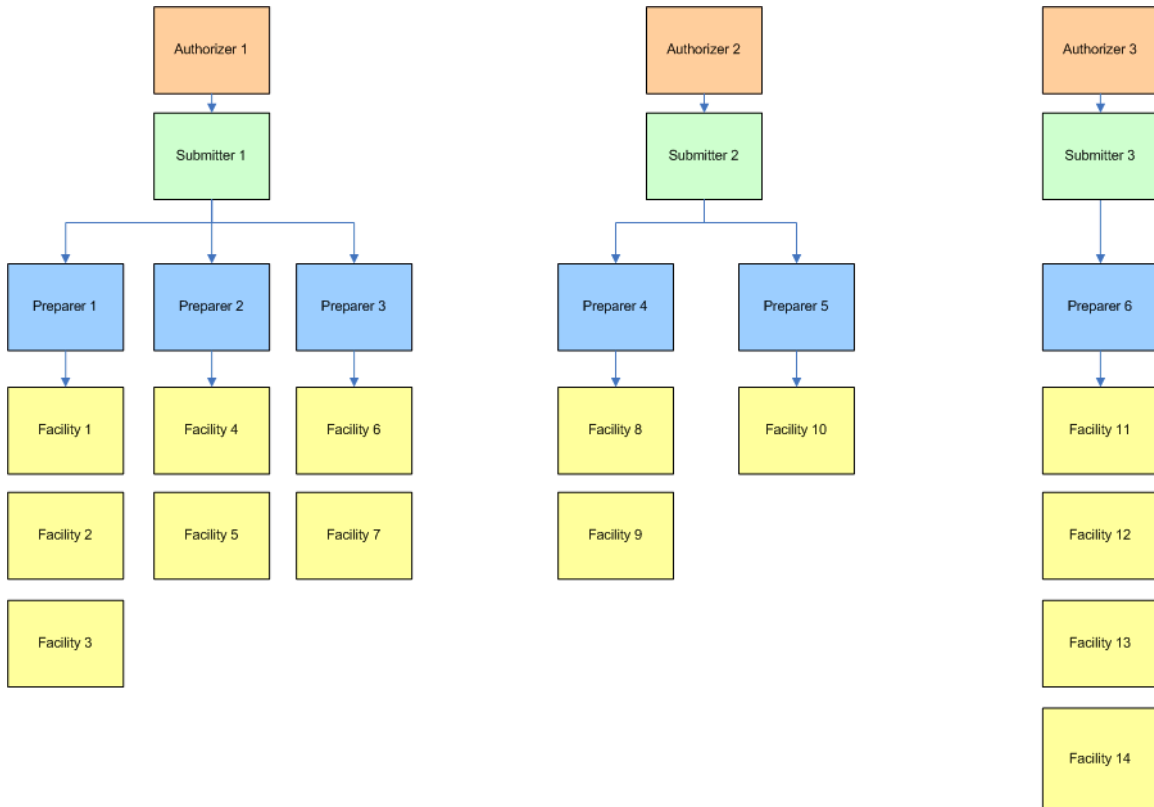
To enter this type of configuration, follow the steps below.

1. Access the User Registration application.
2. Enter the Submitter and Authorizer information on page 1.
3. Click *Continue to Facility Information*.
4. Enter the Facility information and the Preparer for that site on page 2.
5. Click *Complete*.
6. Save the resulting PDF document.
7. Exit the User Registration application.
8. Access the User Registration application.
9. Enter the new Submitter and Authorizer information on page 1.
10. Click *Continue to Facility Information*.
11. Enter the Facility information and the Preparer for that site on page 2.
12. Click *Complete*.
13. Save the resulting PDF document.
14. Exit the User Registration application.
15. Print the PDF documents, sign them, and return them to DHS.

## CSAT User Registration

These examples are only three of the ways that an organization might choose to structure its user roles. There are an unlimited number of ways to combine the above examples to create a structure suitable to an organization's needs.

Example 4 shows a more complex set of relationships.



To enter this type of configuration, follow the steps below.

1. Access the User Registration application.
2. Enter the first 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 use the drop down box to select the Preparer from the list or enter the new Preparer's information.
7. Repeat steps 5 and 6 until all facilities for the first Authorizer/Submitter have been 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.
12. Access the User Registration application.

## Step by Step Directions for Setting Up Users

13. Enter the second Submitter and Authorizer's information on page 1.
14. Click *Continue to Facility Information*.
15. Enter the Facility information and the Preparer for that site on page 2.
16. Click *Add Another Facility*.
17. Enter the Facility information and use the drop down box to select the Preparer from the list or enter the new Preparer's information.
18. Repeat steps 16 and 17 until all facilities for the second Authorizer/Submitter have been entered.
19. Click *Complete*.
20. Save the resulting PDF document.
21. Exit the User Registration application.
22. Print the PDF document, sign it, and return it to DHS.
23. Access the User Registration application.
24. Enter the third Submitter and Authorizer's information on page 1.
25. Click *Continue to Facility Information*.
26. Enter the Facility information and the Preparer for that site on page 2.
27. Click *Add Another Facility*.
28. Enter the Facility information and use the drop down box to select the Preparer from the list or enter the new Preparer's information.
29. Repeat steps 27 and 28 until all facilities for the third Authorizer/Submitter have been entered.
30. Click *Complete*.
31. Save the resulting PDF document.
32. Exit the User Registration application.
33. Print the PDF document, sign it, and return it to DHS.





# Frequently Asked Questions

**I'm not sure how this whole CSAT thing works; can you explain it in a few sentences?**

In a nutshell, an organization that is required to use the CSAT system will need to:

1. Access the User Registration application to indicate, for every facility, who will be the Authorizer, Submitter, and Preparer.
2. Send in the signed PDF form that is produced by the User Registration application to DHS.
3. Receive usernames and passwords from DHS.
4. Access the CSAT Account Management application to transfer accounts, if needed.
5. Access the CSAT Site to add Reviewers, if needed.
6. Access the CSAT Site to conduct the Top-Screen evaluation.
7. Receive feedback and further instructions when the results of the Top-Screen have been evaluated.

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

The User Registration application has a built-in time-out feature. After 120 minutes of non-use, the system will close.

A user can re-enter the application by accessing the website as before. Any information entered during the session that timed out will need to be re-entered.

## When I return to the User Registration application, my old information is not there. Do I need to re-enter it?

Yes, for security reasons, once you exit the User Registration application, all previously entered information is unavailable. A user can enter the User Registration application as many times as needed to add users and facilities.

Each time a user enters the application 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.

## How do I fix a typo in the information I submitted?

Once you have 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 application is an open system and can be accessed by any individual, the inability to edit the PDF file 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 sent in, mark the change on the hardcopy document, initial it, date it, and send it in. When the Help Desk staff adds the account(s), they will make the change(s). Most small 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 you about changes. For email address changes before the PDF has been processed, contact the Help Desk directly by phone at 866-323-2957.

If the registration has been processed, the user can utilize the CSAT Account Management application to correct any user information.

### **I have multiple usernames; can I get rid of the duplicates?**

Yes. If multiple usernames have been established for the same individual, the duplicates can be eliminated by logging into the Account Management System on the CSAT site using each of the duplicate usernames and Transferring the Account to the primary Username. This cannot be done until the user receives each of the usernames and passwords from DHS. Please refer to the CSAT Account Management Guide for additional information.

### **How do I change the name of the Authorizer/Submitter/Preparer?**

After users have been assigned their usernames and passwords, they can log onto the Account Management application on the CSAT site and transfer their accounts to another user (either an existing CSAT user or a new user). A transfer will move the selected roles associated with the user to the new individual.

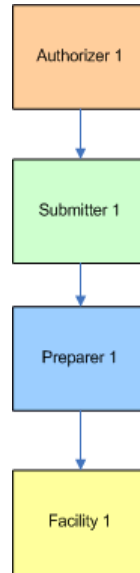
If there is an immediate concern about an individual with an established username and password, contact the Help Desk by phone at 866-323-2957 to disable that individual's account.

### **I am confused about the Authorizer/Submitter/Preparer Structure. Can you explain it?**

Every Chemical Facility's Preparer will need to complete a CSAT Top-Screen by providing detailed responses to questions about the site. When the Top-Screen information is complete, it must be sent to DHS by the Submitter. For security reasons, the organization's Authorizer must verify that the Submitter and Preparer were actually selected by the

organization to provide this information. The verification process starts after the signed form is received by DHS.

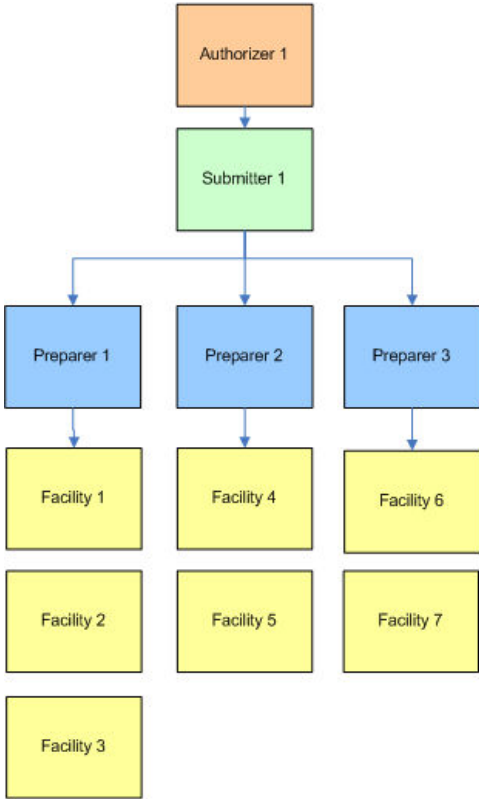
*Every facility will have an Authorizer, Submitter, and Preparer.* If an organization has only one facility, this is a very straightforward set of relationships.



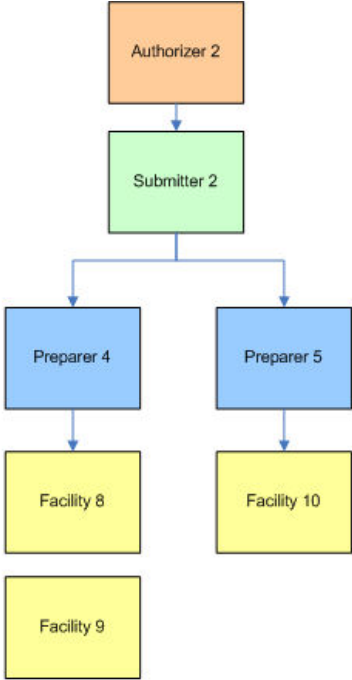
For organizations with multiple facilities, these relationships are more complicated. These roles can all be held by the same individual, and/or one person may fulfill a role for multiple facilities. The Example section of this guide has several sample organization structures. The Step-by-Step Directions section includes several example diagrams and directions for creating different structures.

For a large organization, it may be necessary to create a diagram like the one above or one shown in the Step-by-Step Directions section. For each "tree" created within the diagram (each "tree" has its own Authorizer/Submitter) a user must access the User Registration System to enter the information. All information in the "tree" should be entered at the same time; once the "tree" information is complete, the PDF form can be created.

Frequently Asked Questions



All information for this "tree" should be entered in the User Registration System at one time.



Then this information should be entered in the User Registration System.

## CSAT User Registration

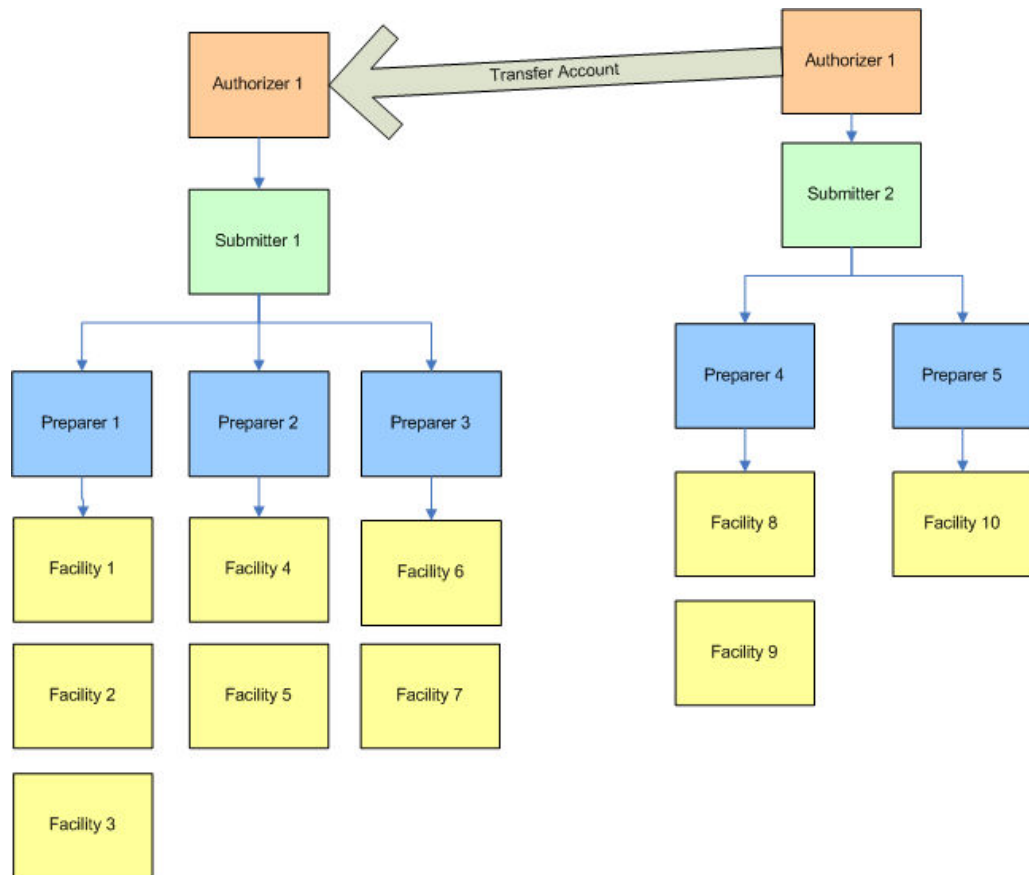
The above structures will create:

- Two Authorizer Accounts
- Two Submitter Accounts
- Five Preparer Accounts

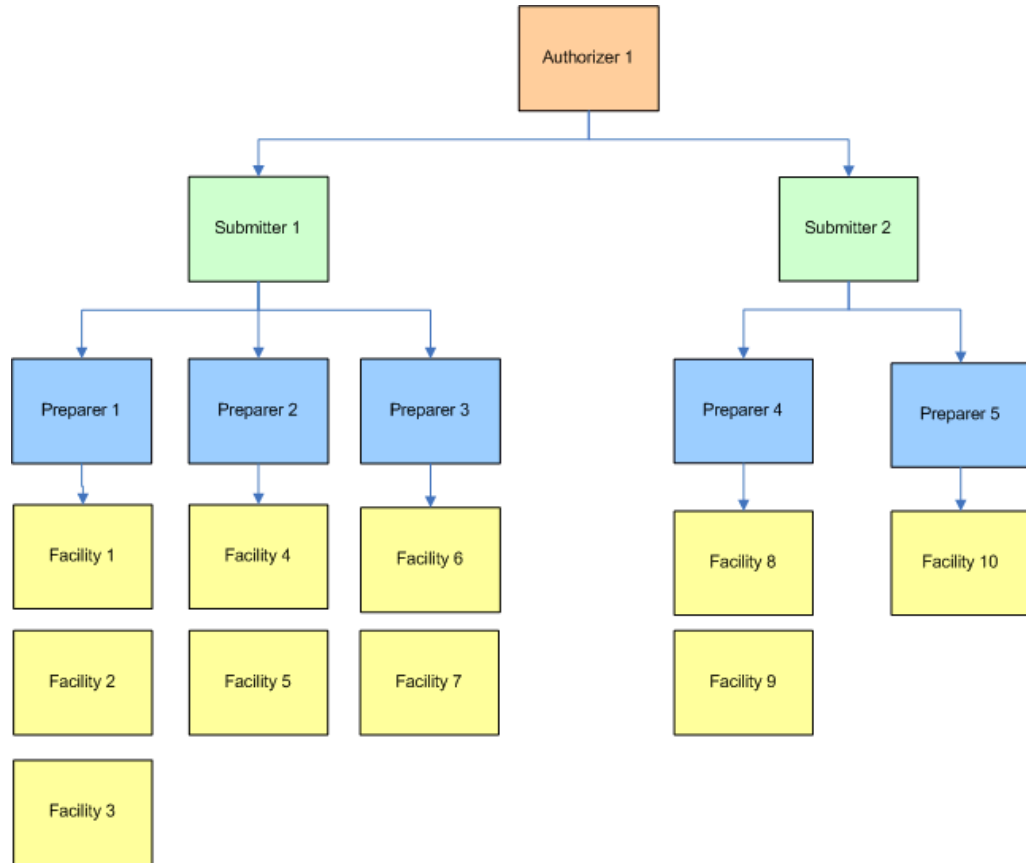
This group of individuals will be responsible for the 10 facilities.

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

To enter information into the User Registration application, there must be a one-to-one relationship between Authorizer and Submitter. For example, if the same Authorizer is going to have two Submitters, each submitter must be entered separately. When the two usernames are assigned, one of the accounts can be transferred to the other, eliminating the second username.



When the transfer is complete, the structure will look like this:



## Can I hire consultants to complete the CSAT requirements for my facility?

Yes and No. For the most time intensive role (preparer) the answer is yes.

There are four defined roles for the CSAT application:

- the individual to enter the information into the CSAT application (the Preparer),
- the individual to submit the information to DHS (the Submitter),
- the individual who provides assurance to DHS that the submitter and preparer are authorized to complete the CSAT information, and
- Reviewers, who can see but not alter the information.

*Consultants can be utilized in the Preparer and Reviewer roles only. The Submitter and Authorizer should be employees of the organization.*





# Submitter

The Submitter is the individual certified by the company or corporation to formally submit the required regulatory data to the Department of Homeland Security.

**Submitter** ?

The Submitter is certified by the company or corporation to formally submit the regulatory data to DHS.  
The Submitter must be an officer of the corporation (or equivalent) or designated by an Officer of the Corporation, and domiciled in the United States.

**First Name:**  **Middle Initial:**  **Last Name:**

**Organization:**

**Mailing Address 1:**

**Mailing Address 2:**

**City:**  **State:**  **Zip Code:**

**Phone Number:** (  )  -  **Extension:**

**E-mail Address:**

Is the Submitter a U.S. Citizen?  Yes  No

Is the Submitter an Officer of the Corporation or designated by an Officer of the Corporation?  Yes  No

Is the Submitter domiciled in the U.S.?  Yes  No

Submitter information is added on the top of the first screen in the User Registration System.

## Submitter Requirements

To be a Submitter, an individual must:

- Be an officer of the corporation, or be designated by an officer of the corporation.
- Be domiciled in the United States.

## Submitter Roles and Responsibilities

A Submitter is responsible for the following:

- Editing the information the Preparer has entered, once the Preparer has indicated he/she is finished by "sending" it to the Submitter (within the system).
- Sending the information back to the Preparer for editing.

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- Sending the final information to DHS.
- Transferring his/her role to an existing CSAT user or a new user through the User Change Request application.

## Selection of a Submitter

Guidance for selecting a Submitter:

- The Submitter can be the same individual as the Preparer or Authorizer.
- A Submitter can be identified for the entire corporation, or for any facility or set of facilities belonging to the same parent company.
- The individual selected to act as a Submitter will vary for every company; some companies may be more comfortable assigning that role to a Facility or Plant Manager, while others may prefer to assign a Corporate Attorney to the task.
- Consultants hired by a facility to assist with the CSAT data collection process may *not* be facility Submitters.

# Authorizer

The Authorizer is empowered to provide assurance that the user account request for the Preparer and Submitter is valid. This role provides assurance to the company and DHS that the individuals preparing and submitting the information have been authorized for this role.

**Authorizing Person** ⓘ

The Authorizer verifies that the user account request for the Submitter is valid on behalf of the company that owns the facility.

Is the Authorizer the same as the Submitter?  Yes  No

First Name:  Middle Initial:  Last Name:

Organization:

Mailing Address 1:

Mailing Address 2:

City:  State:  ZIP Code:

Phone Number: (  )  -  Extension:

E-mail Address:

Job Title:

Is the Authorizer a U.S. Citizen?  Yes  No

Is the Authorizer an Officer of the Corporation or designated by an Officer of the Corporation?  Yes  No

Is the Authorizer domiciled in the U.S.?  Yes  No

[Continue to Facility Information »](#)

Authorizer information is added on the bottom of the first screen in the User Registration System. If the Authorizer is the same as the Submitter, check the *yes* button and complete only the *Job Title* box.

## Authorizer Requirements

To be an Authorizer, an individual must:

- Be an officer, or be designated by an officer of the Corporation.
- Be domiciled in the United States

## Authorizer Roles and Responsibilities

An Authorizer is responsible for the following:

- Certifying that the individuals listed as Submitters and Preparers have been selected by the organization to enter, edit, and submit the required CSAT information.
- Viewing information in the CSAT system; they will not be able to enter or edit any of the information.
- Transferring his/her responsibilities to another CSAT user or a new user through the User Change Request application.

## Selection of an Authorizer

Guidance for selecting an Authorizer:

- The Authorizer can be the same individual as the Preparer or Submitter.
- An Authorizer can be selected for the entire corporation, or for any facility or set of facilities belonging to the same parent company.
- Consultants hired by a facility to assist with the CSAT data collection process may *not* be facility Authorizers.

# Facility Information

After a Submitter and Authorizer have been entered into the User Registration system, the Facility Information Screen appears.

The screenshot shows the 'Facility Information' screen within the 'Chemical Security Assessment Tool (CSAT) User Registration' interface. The page header includes the Homeland Security logo and the tool's name. The main content area is divided into two sections: 'Organization Detail for Facility 1' and 'Facility 1'. The 'Organization Detail' section contains input fields for 'Notification code (if supplied):' and 'Name of Organization:'. The 'Facility 1' section contains input fields for 'Name of Facility:', 'Street Address 1:', 'Street Address 2:', 'City:', 'County:', 'State:' (a dropdown menu), and 'ZIP Code:'. Below these fields is a 'Latitude/Longitude Instructions' box with a numbered list of five steps for using TerraServer to find coordinates. A link for additional help is provided at the bottom of the instructions box.

**Organization Detail for Facility 1**

Notification code (if supplied):

Name of Organization:

**Facility 1**

Name of Facility:

Street Address 1:

Street Address 2:

City:

County:

State:  ZIP Code:

**Latitude/Longitude Instructions:**

1. Go to The National Map on TerraServer <http://terraserver.microsoft.com/>, enter your street, city, and state then click GO.
2. TerraServer will present one or more "Available Image" links. Click on the most recent.
3. View the image that will be displayed to verify that your site is at the approximate latitude/longitude shown.
4. Copy the Latitude and Longitude from TerraServer into the boxes below.
5. [Click here to verify your coordinates](#)

If you have trouble with this procedure, click [here](#) for additional help.

## Organization Section

The top section is for the Organization, or parent company information.

The *Notification Code* is supplied by DHS in a letter sent to the organization. If no letter has been received, or the code is unknown, leave this blank.

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

## Facility Section

Enter each Facility that requires CSAT verification by providing the facility's location information. The full facility address, including county (or borough, parish, etc.), is required. Note that the field is **County**, not **Country**. The system provides some checking to catch errors (for example, filling in the County field with "USA" will return an error message), but the user should be sure to enter a valid county name. Use the *Add Another Facility* button at the bottom of the screen to enter additional facilities.

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

If the correct WGS84/NAD83 decimal degree *Latitude* and *Longitude* for the facility is known, enter it in the appropriate boxes.

However, if you do not know the latitude and longitude for the facility, you can find and verify the values by following the directions on the screen.

1. Go to The National Map on TerraServer <http://terraserver.microsoft.com/>, enter street, city, and state; click GO.
2. TerraServer will present one or more "Available Image" links. Click on the most recent.

If TerraServer is unable to locate the facility based on the address provided, the user can find it by locating it visually.

Enter an address for a location near the facility, or just the City, State for the facility. Use the zoom feature (highlighted in yellow below) and/or the Direction markers (highlighted in red below) 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. Please note that the TerraServer website lists the longitude before the latitude; be careful to enter the corresponding values correctly when inputting them into the CSAT User Registration System.



3. View the image to verify that your site is at the approximate latitude/longitude shown. Zoom in until the facility fills the map or the system is at its zoom maximum. Shown below is the image for the address entered in the green box. The Longitude and Latitude returned are in the red box.

## CSAT User Registration

The screenshot shows the TerraServer USA website interface. At the top, there is a navigation bar with icons for Home, Advanced Find, Famous Places, Web Services, and About. Below this is a search bar with the text "Search TerraServer". The main content area displays "The National Map" for the address "1600 Pennsylvania Ave NW, Washington, DC 20006" and "Washington, D.C., United States 4/26/2002". A satellite map is shown with a red pin at the location. The map includes a compass rose with "NORTH", "SOUTH", "WEST", and "EAST" labels. A scale bar at the bottom right shows distances in meters (0, 10, 20, 30, 40) and yards (0, 15, 30, 45). On the left side, there are search fields for "Street" (1600 Pennsylvania Ave), "City" (Washington), and "State" (DC). Below these is a "ClickWeather.com" section with a weather forecast link and a "Powered by INFOWeather" logo.

4. Copy the Latitude and Longitude from TerraServer into the Facility Screen. Please note that the TerraServer website lists the longitude before the latitude; be careful to enter the corresponding values correctly when inputting them into the CSAT User Registration System.
5. To verify the coordinates, click on the link in step 5 of the Latitude/Longitude instructions.

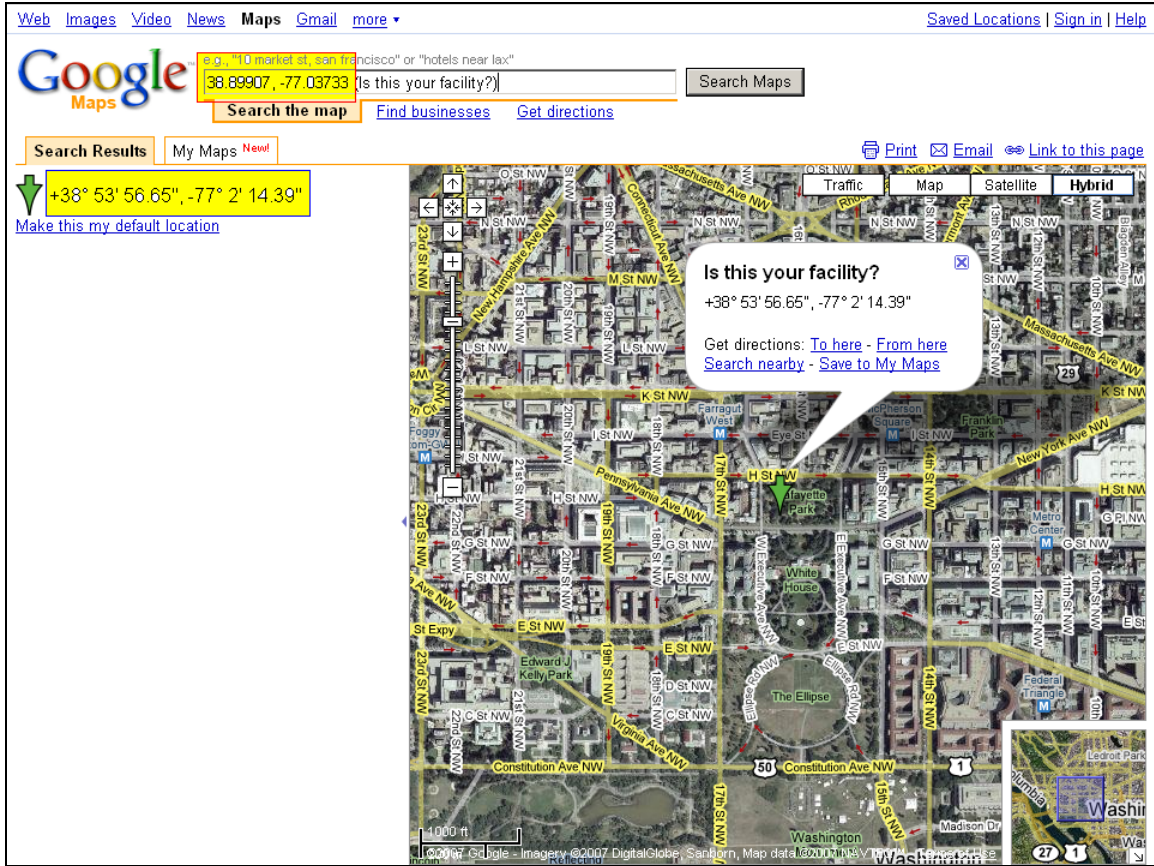
### Latitude/Longitude Instructions:

1. Go to The National Map on TerraServer <http://terraserver.microsoft.com/>, enter your street, city, and state then click GO.
2. TerraServer will present one or more "Available Image" links. Click on the most recent.
3. View the image that will be displayed to verify that your site is at the approximate latitude/longitude shown.
4. Copy the Latitude and Longitude from TerraServer into the boxes below.
5. [Click here to verify your coordinates](#)

Verify that the Google map is indicating the facility. Note that the Google map converts the decimal representation of the lat/long to degrees, minutes, seconds. Do NOT change this in the Facility Section. The decimal representation is shown in the Search Box.



# Facility Information




Once the Lat/Long has been verified; close the Google and TerraServer windows to return to the Facility Screen.



# Preparer

A Preparer must be identified for each facility. The Preparer is authorized to enter information into the CSAT on-line tool, but is not authorized to formally submit the data to DHS on the company's behalf.

**Preparer for Facility 1** 

The Preparer is authorized to enter data into the CSAT on-line screening tool but is not authorized to formally submit the data on the company's behalf. This person is a qualified individual familiar with the facility in question.

Is the Preparer for this facility the same as the Submitter?  Yes  No

First Name:  Middle Initial:  Last Name:

Mailing Address 1:

Mailing Address 2:

City:  State:  ZIP Code:

Phone Number: (  )  -  Extension:

E-mail Address:

Is the Preparer for this Facility a U.S. Citizen?  Yes  No

Is the Preparer for this Facility domiciled in the U.S.?  Yes  No


The Preparer information is entered on the bottom of the facility portion of the User Registration System.

If the Preparer is the same as the Submitter, check the *Yes* button.

A one-to-one relationship exists between a Preparer and an individual facility, but a Preparer can prepare data for more than one facility as follows:

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.

## CSAT User Registration

**Preparer for Facility 2** 

The Preparer is authorized to enter data into the CSAT on-line screening tool but is not authorized to formally submit the data on the company's behalf. This person is a qualified individual familiar with the facility in question.

Is the Preparer for this facility the same as the Submitter?  Yes  No

Is the information for the Preparer for this facility already entered from a previous facility?  Yes  No

First Name:  Middle Initial:  Last Name:

Mailing Address 1:

Mailing Address 2:

City:  State:  ZIP Code:

Phone Number: (  )  -  Extension:

E-mail Address:

Is the Preparer for this Facility a U.S. Citizen?  Yes  No

Is the Preparer for this Facility domiciled in the U.S.?  Yes  No

Note: Every facility entered at this time will have the same Submitter and Authorizer. If different Submitters or Authorizers are desired, do the following:

1. Click *Complete*.
2. When prompted, save the PDF form.
3. Exit the Registration application.
4. Return to the User Registration System and enter the new Submitter/Authorizer names.
5. Print, sign, and send both of the PDF forms to DHS.

When all the facilities associated with this Submitter/Authorizer have been added, click *Complete*. This will produce the Adobe PDF Document that must be signed and submitted.

## Preparer Requirements

To be a Preparer, an individual must:

- Be domiciled in the United States.

## Preparer Roles and Responsibilities

A Preparer is responsible for the following:

- Filling out the CSAT information.
- Sending the completed CSAT data to the Submitter, via the system.
- Transferring his/her role to an existing CSAT user or a new user through the User Change Request application.

## Selection of a Preparer

Guidance for selecting a Preparer:

- The Preparer can be the same individual as the Submitter or Authorizer.
- A Preparer can be selected for an entire corporation, or for any facility or set of facilities belonging to the same parent company. Due to the very specific knowledge that is required about each facility, the individual designated as a facility's Preparer must be knowledgeable about the facility to which he/she is assigned.
- Consultants hired by a facility to assist with the CSAT data collection process may act as facility Preparers.



# Adobe PDF Document

When the *Complete* button is clicked, an Adobe PDF will be created containing all the information provided in the online registration forms.

Homeland Security | Chemical Security Assessment Tool (CSAT) User Registration | OMB No: 1670-0007 Expiration Date: May 31, 2011 | Version 2.0.2

**Registration Information Saved**

The information provided on the forms has been saved. **Your registration is NOT complete until you finish the following steps:**

- Download the PDF** - Print a copy of the PDF version of the completed registration form by pressing the "Download PDF Form" button.  
[Download PDF Form](#)
- Sign and Date the Form** - All individuals listed on the printed document must sign and date the form.
- Send the Completed Form** - Send the completed form via fax to 866-731-2728 or mail to Infrastructure Security Compliance Division, ATTN: CSAT User Registration, Department of Homeland Security, Building 5300, MS 6282, P.O. Box 2008, Oak Ridge, TN 37831-6282

Adobe Reader is required to view this document. Adobe Reader can be downloaded for free from <http://www.adobe.com/products/acrobat/readstep2.html>.

OMB Approval No. 1670-0007 Expiration Date: May 31, 2011

Homeland Security | Chemical Security Assessment Tool (CSAT) User Registration

Section 550 of Public Law P.L. 109-295 provides the Department of Homeland Security with authority to regulate the security of high-risk chemical facilities in the United States. DHS has developed a Chemical Security Assessment Tool (CSAT) to:

1. Assist facilities to determine if they are regulated under Section 550 of P.L. 109-295,
2. Assist in the determination of a facility's security risk,
3. Support the development of a Security Vulnerability Assessment as required by the legislation, and
4. Develop and receive a facility's Site Security Plan.

To guard against unauthorized submission of this sensitive data on your company's behalf, DHS requires the issuance of unique usernames and passwords for access. This required form allows potential users to register for access to CSAT.

This form requests that user accounts be created to obtain access to the CSAT on-line screening tool. There are three user roles for which access is granted: "Preparer", "Submitter", and "Authorizer". The Preparer is authorized to enter data into the CSAT on-line screening tool but is not authorized to formally submit the data on the company's behalf. This person is a qualified individual familiar with the facility in question. The Submitter is certified by the company or corporation to formally submit the regulatory data to DHS. The Submitter must be an officer of the corporation (or equivalent) or be designated by an officer of the corporation, and domiciled in the United States. To gain access, each Preparer and the Submitter require the signature of an Authorizer. On behalf of the company that owns the facility, the Authorizer verifies that the user account request for the Preparer and Submitter is valid. **The Preparer(s), Submitter, and Authorizer must sign and date this form and send it via fax to 866-731-2728 or mail to Infrastructure Security Compliance Division, ATTN: CSAT User Registration, Department of Homeland Security, Building 5300, MS 6282, P.O. Box 2008, Oak Ridge, TN 37831-6282**

## Completing the User Registration Process

Print the Acrobat PDF document that is generated.

*All individuals listed on the printed document must sign and date the form.* Be sure to keep a copy of this form for your records.

The completed form must be faxed to 866-731-2728, or mailed to:

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

You can transfer individuals assigned to these roles through the User Change Request application on the CSAT site.



# Transferring Accounts

The ability to Transfer Accounts allows an organization to reassign the Authorizer, Submitter, and Preparer roles after they have been defined. This will be useful when:

- An individual leaves the organization.
- An individual's responsibilities no longer include CSAT input.
- An individual has two or more usernames and wants to eliminate the duplicates.

Every time the User Registration System is accessed, a new username is created, regardless of whether that individual user already exists in the system. For example, if one submitter is responsible for multiple facilities, and all of his/her facilities are entered on one registration form, he/she will be granted one username and password. If that person's information is entered for only one facility at a time, and then the *Complete* button is pressed, he/she will receive separate usernames and passwords for each registration form submitted. The Account Management application can be used to eliminate multiple usernames assigned to one individual.

- A facility needs to be added to an existing Authorizer/Submitter/Preparer structure.

Once you exit the User Registration System, you cannot re-access the information you have entered. For example, if a facility that should have been included in an existing structure was not input with the original list of facilities, it must be added separately. This will create a new set of usernames and passwords for the Authorizer, Submitter, and Preparer. Once these have been created, the individuals involved can transfer the new accounts to their original usernames, in effect "adding" a facility to their existing structures.

Accounts are transferred outside of the User Registration application; this cannot be done until an organization has received its Usernames and Passwords. To transfer an account, an individual must access the **Account Management System** from the CSAT site.

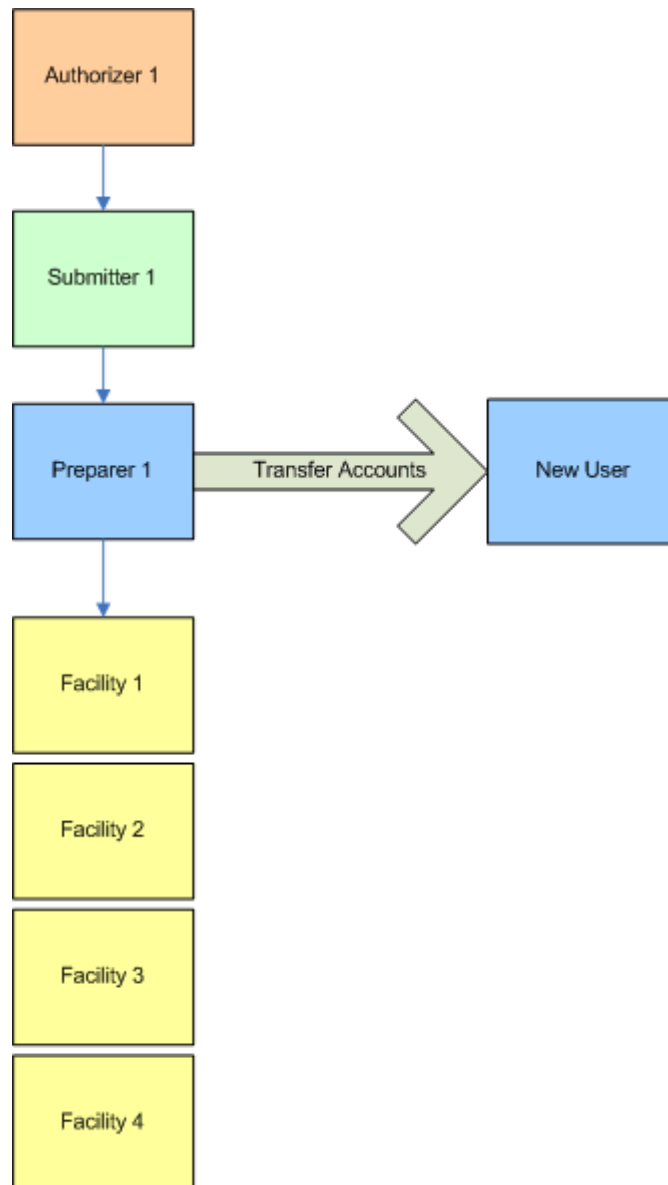
## CSAT User Registration

General CSAT information and a link to the Account Management Guide can be found at [http://www.dhs.gov/xprevprot/programs/gc\\_1169503302924.shtm](http://www.dhs.gov/xprevprot/programs/gc_1169503302924.shtm).

To directly access the Account Management Guide, go to [http://www.dhs.gov/xlibrary/assets/chemsec\\_csataccountmanagementguide.pdf](http://www.dhs.gov/xlibrary/assets/chemsec_csataccountmanagementguide.pdf)

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. A transfer will move the selected roles to the new individual.

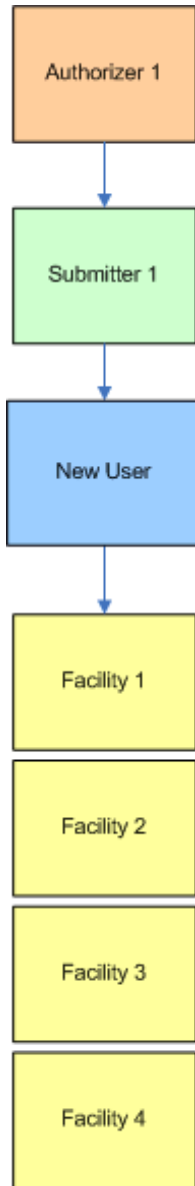
The diagram below shows a transfer of responsibilities from Preparer 1 to a new user.





## CSAT User Registration

The Transfer would move the Preparer's facilities to the new CSAT user. The Authorizer and Submitter previously defined for these facilities would remain the same.



# Reviewer

The role of a Reviewer exists for facilities that wish to designate a person(s) who may review information, but not enter, edit or submit information. Reviewers are added at the CSAT application level (not on the User Registration site), and can be added at any time before the submission to DHS.

## Reviewer Requirements

To be a Reviewer, an individual must:

- Be a U.S. citizen, if they are not already a registered CSAT user (a submitter, preparer or authorizer)
- Must be domiciled in the United States.

## Reviewer Roles and Responsibilities

A Reviewer has no official responsibilities, but has the ability to:

- View CSAT information before submission to DHS.

## Selection of a Reviewer

Guidance for selecting a Reviewer:

- A Reviewer role can be given to any individual, or individuals, who would like to view CSAT data before it is submitted.
- A Reviewer is designated for each facility. The same individual can be a Reviewer for multiple facilities.
- A facility can have as many Reviewers as desired.
- Organizations may choose to designate facility managers (who do not already have CSAT roles) as Reviewers; other organizations may choose to designate high-level managers as Reviewers.
- Consultants hired by a facility to assist with the CSAT data collection process may act as facility Reviewers.