

**Corporate Security Review Interview Form - Hazmat
Addendum**

Instructions for Completion of CSR Form

Complete all information on the front of the CSR Form. Be sure to include the names and contact information for those who participate in the review as well as the names and contact information for those conducting the review. If additional space is needed, utilize the Continuation Sheet at the end of the document.

All stakeholder responses to each protocol question must receive a "YES" or "NO". Any questions that are not applicable to the entity, mark the box with a "NO" response. Add any supporting information in the Comment boxes.

NOTE: The CSR Form is to be completed by the individual(s) conducting the review. This form is not to be given to the stakeholder and/or completed as a self-assessment.

All forms must be password-protected. Standard passwords will be assigned during each training session.

Instructions For Forwarding CSR Form to TSA HQ

TSA HQ Transportation Security Specialists

Completed forms are to be saved on the S-Drive under the Corporate Security Review folder. Create a new folder for each company along with any electronic files supplied by the stakeholder.

TSA TSI-S Field Personnel

Forms are to be completed on the Alion System and submitted to the AFSD-I who will then forward the CSRs to the STSIP Office. Once the reports have been reviewed for quality control, completed reports will be sent to the TSA HMC Office via highwaycsr@dhs.gov. HMC will then save reports to the S-Drive. Any electronic files, such as security plans, supplied by the stakeholder should be included with the submission of the CSR Protocol Form. Any hard-copied documents provided to the TSI-S should be kept at the local field office and protected under SSI guidelines.

State Departments of Transportation Auditors and Compliance Officers

Completed CSR forms are to be emailed to highwaycsr@dhs.gov. In the subject line of the email, list the state where the CSR was performed. Include any electronic files, such as security plans, supplied by the stakeholder. Any hard-copied documents provided to the auditor/officer should be kept at the local office and protected under SSI guidelines (see SSI Basic Training in curriculum binder). If for any reason, a CSR Protocol Form cannot be sent electronically to the above email address, mail the form to: TSA-28, HMC Division, 601 South 12th Street, Arlington, VA 20598-6028. Include an SSI coversheet over the document.

Paperwork Reduction Act Statement:

This form is designed to gather information to establish the current state of security practices for highway modes of transportation. The results will be used to assist the Transportation Security Administration in making policy and programmatic decisions to improve overall security within the surface transportation community. It is estimated that the total average burden per response associated with this questionnaire is approximately 2 to 3 hours. Please send comments regarding this burden estimate or any other aspect of this collection to: TSA-11, Attention: PRA 1652-0036, 601 South 12th Street, Arlington, VA 20598. An agency may not conduct or sponsor, and persons are not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number assigned to this collection is 1652-0036 which expires dd/mm/yyyy.