

CSAT User Registration Instrument



Homeland
Security



1. Privacy Act Statement

Authority: 44 U.S.C. § 3101 and 44 U.S.C. § 3534 authorize the collection of this information.

Purpose: DHS will use this information to create and manage user accounts, including user names and passwords, and grant user access to the Chemical Security Assessment Tool (CSAT).

Routine Use: This information may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using the information, as necessary and authorized by the routine uses published in DHS/ALL-004 General Information Technology Access Account Records System of Records (November 27, 2012, 77 FR 70792).

Disclosure: Furnishing this information is voluntary; however failure to provide any of the information requested may result in your user account not being created or may delay or prevent you from accessing CSAT.

2. Paperwork Reduction Act Statement

In accordance with the Paperwork Reduction Act, no one is required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) Control Number. The valid OMB Control Number for this information collection is 1670-0007. The time required to complete this information collection is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

3. Initial Authorizer and Initial Facility Registration Process

In this section, the instrument will use text fields and one Yes/No question collect the following information for the Authorizer:

- Full Name
- Mailing Address
- E-Mail
- Phone Number
- US Citizenship



In this section, the instrument will use text fields, Yes/No questions, dropdown list, and a geospatial tool to collect the following information for each facility registered during the initial facility registration process:

- Name
- If applicable Alternate Names
- Physical Address / Geospatial Location
- Data Universal Numbering System Number
- Parent Company Name and Parent Company Data Universal Numbering System Number
- Co-location Status
- NAICS Code
- If applicable EPA Identifier
- Owner
- Operator
- Number of full-time, part-time, contractor, and other employees
- Security Officer full name, email, and phone number
- If applicable Assistant Security Officer full name, email, and phone number
- If applicable Corporation Security Officer full name, email, and phone number
- If applicable Cyber Security Officer full name, email, and phone number
- Sector type
- If applicable small business qualification

4. Adding a CSAT User to Authorizer's Purview

In this section, the instrument will use text fields to collect the following information from the Authorizer or designee to initiate adding a user to the Authorizer's purview:

- Full Name
- E-Mail

In this section, if the user being added does not have a CSAT account the instrument will use text fields and one Yes/No question to collect the following information:

- Full Name
- Mailing Address
- E-Mail
- Phone Number
- US Citizenship

In this section, if the user being added does have a CSAT account the instrument will use text fields to collect the following information to associate their account with the Authorizer:

- CSAT user name
- CSAT password

5. Adding a New Facility to Authorizers Purview

In this section, the instrument will use text fields, Yes/No questions, dropdown list, and a geospatial tool to collect from the Authorizer or designee the following information:

- Name
- If applicable Alternate Names
- Physical Address / Geospatial Location



- Data Universal Numbering System Number
- Parent Company Name and Parent Company Data Universal Numbering System Number
- Co-location Status
- NAICS Code
- If applicable EPA Identifier
- Owner
- Operator
- Number of full-time, part-time, contractor, and other employees
- Security Officer full name, email, and phone number
- If applicable Assistant Security Officer full name, email, and phone number
- If applicable Corporation Security Officer full name, email, and phone number
- If applicable Cyber Security Officer full name, email and phone number
- Sector type
- If applicable small business qualification