



Request Extension

A user with a Submitter role can request a due date extension to complete and submit a survey in the CSAT system.

Click the **[Request Extension]** button found to the right of each survey listed in the **Surveys in Progress** list.

| Survey ID | Type | Due Date | Status | Last Survey Access |
|-----------|------------|------------|----------|---------------------|
| 4054131 | Top-Screen | 2016-06-21 | Past Due | 2016-09-04 12:43:58 |

Figure 62: Click Request Extension to Extend a Due Date for a CSAT Survey.

A web form appears to enter information relevant to your request in the **explanation box**. Click the **calendar icon** to get a monthly calendar where you can select the proposed due date.

Request for Extension

Please complete the following form and provide an explanation for why an extension is being requested and the rationale for the proposed due date. Include as much detail as possible in your justification.

Please note: 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.

* Explanation
Enter a reason for the request of time extension

Current Due Date: 2016-06-21

* Proposed Due Date: [Calendar Icon]

My statements in this submission are true to my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See section 1001 of title 18, United States Code.)

WARNING: This record contains Chemical and Biological Information. If you are disclosing this information in an administrative or judicial proceeding, this information is exempt from disclosure under 6 C.F.R. 27.400. Do not disclose to persons without a "need to know" in accordance with 6 C.F.R. § 27.400(e). Unauthorized release may result in civil penalties or other action. In any other case, this information is exempt from disclosure in accordance with 6 C.F.R. §§ 27.400(h) and (i).

Figure 63: Provide the Necessary Information to Complete the Request for Extension Form



Click **[Submit]** to complete the request for extension. Otherwise, click **[Cancel]** to return to the Facility details page.

Request for Extension

Please complete the following form and provide an explanation for why an extension is being requested and the rationale for the proposed due date. Include as much detail as possible in your justification.

Please note: 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.

* Explanation

Current Due Date

* Proposed Due Date

My statements in this submission are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See section 1001 of title 18, United States Code).

Figure 64: Click Submit to Complete the Request for Extension.



Upon receipt of the extension request, DHS will review all relevant information and notify your facility of its decision through the CSAT system.

The request will show in **Pending Extension Requests**, found in the Facility Details (see [Overview](#) in this section) and the Home (see [Section 6](#)) pages.

| Facility Name | Survey ID | Survey Type | Requested On | Requested Due Date |
|---|-----------|-------------|--------------|--------------------|
| John Does Chemicals - 900000713 | 4054990 | Top-Screen | 2016-09-07 | 2016-11-30 |

row(s) 1 - 1 of 1

Figure 65: Pending Extension Requests can be Reviewed in the Home Page and the Facility Details Page.