

# CSAT User Registration

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For inclusion within ICR  
1670-0007



# 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 2.5 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.

## Privacy Notice

**Authority:** 6 U.S.C. §§ 621-29 (Protecting and Securing Chemical Facilities from Terrorist Attacks Act of 2014) and the Chemical Facility Anti-Terrorism Standards, 6 C.F.R. Part 27 authorize the collection of this information.

**Purpose:** The purpose of this collection is to create and manage user accounts in the Chemical Security Assessment Tool (CSAT). Registration is required to submit a Top-Screen.

**Routine Use:** The Personally Identifiable Information (PII) you provide will be used by and disclosed to DHS personnel, contractors, or other agents, including but not limited to other Federal, state, and local officials; and used to contact the submitter and conduct any administrative follow up actions required to ensure compliance with the Chemical Facility Anti-Terrorism Standards.

**Disclosure:** Providing this PII is mandatory. If a covered chemical facility does not provide this information, then DHS has authority to pursue administrative enforcement action against the facility for failure to register within the CSAT System if the Department also has a reasonable basis to believe that the facility meets the definition of a chemical facility of interest. Administrative enforcement may include the issuance of an administrative order, a penalty order assessing a civil penalty, and/or an order to cease operations. See 6 U.S.C. § 624; 6 C.F.R. § 27.300.

## 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
- Employer Identification Number(s)
- 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

## 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 username
- CSAT password

## 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
- Employer Identification Number(s)
- 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

## **Adding a Personnel Surety Group**

In this section, the instrument will use text fields to collect from the Authorizer or designee the following information:

- Name
- Description