



Accessing the Chemical Security Assessment Tool (CSAT)

- [Register to Access CSAT](#)
- [Facility Information and User Access Roles](#)
- [Web Browser Security Settings Required to Access CSAT](#)
- [User Registration Process](#)
- [Questions or Difficulty Registering? \(CSAT Helpline\)](#)

Register to Access CSAT

To complete and submit a Top Screen, required by the Chemical Facility Anti-terrorism Standards 6 CFR 27, please register for access to the Chemical Security Assessment Tool (CSAT).

- [CSAT User Registration User Guide \(PDF, 39 pages - 465 KB\)](#)
- [CSAT User Change Request Guide \(PDF, 26 pages - 686 KB\)](#)

Facility Information and User Access Roles

Before completing the user registration form, companies should be prepared to provide the following information for each facility listed:

- Name of Facility
- Street Address
- City, State, and Zip Code
- County
- Latitude (in decimal degrees) -- this is a positive number
- Longitude (in decimal degrees) -- this is a negative number and must have a "-" sign prior to the numeric designation
- Latitude and Longitude can be found online at [Microsoft TerraServer.com](http://Microsoft.TerraServer.com)

Please Note: Your registration session may time out due to inactivity. If this happens, the information will not be retained and you will not be able to revert to the registration form in progress. You will be required to repeat the registration process from the beginning.

In completing the user access request form, your facility must designate Preparer(s), Submitter(s), and Authorizer(s).

- The **Preparer** is authorized to enter the required data into the CSAT on-line screening tool (but is not authorized to formally submit the data on the company's behalf) and should therefore be a qualified individual familiar with the facility in question. The Preparer must also be domiciled in the U.S.
- The **Submitter** is the individual certified by the company or corporation to formally submit the regulatory required data to the Department. The Submitter must be domiciled in the U.S. and must also be an Officer of the Corporation or designated by an Officer of the Corporation. To gain user access, each Preparer and each Submitter require the signature of an "Authorizer."
- The **Authorizer** is empowered by the facility parent company to provide assurance that the user account request for the Preparer and Submitter is valid. The Authorizer must also be domiciled in the U.S. and an Officer of the Corporation or designated by an Officer of the Corporation.

The Preparer, Submitter, and Authorizer can be the same person or separate individuals. Some facilities may designate that the Preparer and Submitter be the same individual. Larger facilities or companies with complex organizational structures may wish to consolidate a significant number of facility submissions through a single or a few Submitters. Authorizers will not be granted edit privileges unless they are also designated as

Preparers or Submitters.

Companies may also designate a Reviewer to review facility information. A Reviewer does not have edit or approval privileges and must be invited by a known user from within the Top Screen. The Reviewer must agree to all use requirements upon logging in and the CVI disclaimer.

Companies that are submitting registration for 50 facilities or more are invited to contact the CSAT Help Desk if they wish to register multiple facilities via a bulk upload process. The CSAT Help Desk will provide companies requesting the bulk upload with a spreadsheet to complete and return to the CSAT Help Desk. The bulk upload will be performed by the CSAT Help Desk.

This approach to managing user access is intended to accommodate the varied organizational structures of companies and corporations that will use this tool.

Web Browser Security Settings Required to Access CSAT

Please Note: To ensure the highest possible level of security precautions, the Department requires that your computer security settings exceed the default settings found in Microsoft Internet Explorer (IE).

CSAT has been tested with Microsoft Internet Explorer (IE) and Mozilla Firefox on PCs. The browser must support FIPS-compliant encryption.

Internet Explorer Browser Settings

If you are using Internet Explorer to access CSAT, please enable the following browser settings by performing the following actions:

- Launch Internet Explorer web browser
- Under the "Tools" menu, select "Internet Options"
- Select the "Advanced" tab
- Under the "Security" heading (near the bottom)
- Check the settings for the following:
 - "Use TLS 1.0"
- Finally, select "Apply" to save these settings.

Please note that CSAT does not require "install on demand."

FireFox Browser Settings

If you are using Mozilla FireFox to access CSAT, please enable the following browser settings by performing and completing these actions:

- Launch Mozilla FireFox web browser
- Under the "Tools" menu, select "Options"
- Select the "Advanced" tab
- Select the security tab and make sure that the setting "Use TLS 1.0" is checked
- Finally, select "Apply" to save these settings.

User Registration Process

After you have completed and submitted the user registration form, the Department will issue unique usernames and passwords for access to the CSAT data collection tool to protect your company's sensitive data. Usernames and passwords will be granted after registration has been verified and will be e-mailed to users.

Unless otherwise directly contacted by the Department of Homeland Security, facilities have 60 calendar days after the upcoming publication of the revised "Appendix A: Chemicals of Interest" in the Federal Register to complete their Top Screen. Facilities that fully expect to be covered by 6 CFR part 27 may complete and submit their Top Screen beginning immediately after they have received their usernames and passwords.

Facilities that are unsure as to whether or not they will be covered by 6 CRF part 27 may begin the Top Screen after June 8 but should wait until after the revised Appendix A has been published in the Federal Register to submit the Top Screen.

The CSAT user evaluation and password assignment process is summarized as follows:

1. Access the [CSAT user registration website](#).
2. Identify your chemical facility, including facility identifier, parent company, facility address, and location information.
3. Designate Preparer(s), Submitter(s), and Authorizer(s) for your facility.
4. For companies with multiple facilities the person creating the registration should complete the Submitter section once and then repeat the facility section for all facilities. Please Note: Before pressing the "Complete" button, verify all data has been entered correctly. Editing information will not be allowed after submission.
5. Submitters may be responsible for one or more facilities. If all of their facilities are entered on one registration form they will be granted one username and password. If their information is entered for only one facility at a time and then the Submit button is pressed, they will receive one username and password for each separate registration form they submit. **This is not the preferred method.**
6. When you press the "Complete" button, your data will be transmitted via a secure internet connection to the Department of Homeland Security.
7. Print the completed user registration form. **Please Note:** Completed form may not be reviewed except as a printed document.
8. Collect the signatures of Preparer(s), Submitter(s), and Authorizer(s) named on the user registration form. **Please retain a copy of this form for your records.**
9. Mail or fax the printed and signed user registration form(s) to
Office of Infrastructure Protection
Chemical Security Compliance Division
ATTN: CSAT User Registration
Department of Homeland Security
Building 5300, MS 6282
P.O. Box 2008
Oak Ridge, TN 37831-6282
or
FAX: (866) 731-2728
10. Once the signed user registration form is received, we will create user access accounts.
11. All Preparers and Submitters will receive usernames and passwords in separate emails.
12. After you receive your username and password, access the CSAT data collection tool at www.dhs.gov/chemicalsecurity (available June 8, 2007) to submit your chemical facility data ("Top Screen") as required by the Interim Final Regulation.

Register Now

Questions or Difficulty Registering? (CSAT Helpline)

If you have any questions about how to register or have difficulty registering for CSAT, you may call the CSAT Helpline at 866-323-2957 from 7:00 a.m. – 7:00 p.m., Eastern Time, Monday-Friday.

This page was last modified on August 27, 2007