

# Chemical Security Assessment Tool (CSAT) 2.0 Survey Application User Manual

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Homeland  
Security



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## 1. Overview

This document is the user manual for the Chemical Facility Anti-Terrorism Standards (CFATS) Chemical Security Assessment Tool (CSAT) Survey application, an information-gathering application developed by the U.S. Department of Homeland Security (DHS) to collect and analyze key data from chemical facilities pursuant to Title XXI of the Homeland Security Act of 2002 and to implement regulations, the Chemical Facility Anti-Terrorism Standards (6 CFR Part 27).

This user manual shows you how to navigate the CSAT Survey applications: Top-Screen, Security Vulnerability Assessment (SVA), and Site Security Plan (SSP)/Alternative Security Program (ASP). For specific instructions on completing survey questions, please see the Survey Instructions for each survey. More detailed information about each CSAT application, as well as information on CFATS and Chemical-terrorism Vulnerability Information (CVI),<sup>1</sup> is available on the [DHS Critical Infrastructure: Chemical Security](#) website page.



CSAT Frequently Asked Questions (FAQs) [CSAT Knowledge Center](#).



For specific instructions on completing a survey, use the CSAT Survey Instructions available on the [DHS Chemical Security website](#)

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<sup>1</sup> Chemical-terrorism Vulnerability Information (CVI) is a Sensitive but Unclassified designation used to protect information developed under the CFATS regulation. Completion of CVI training is required for all CSAT users, and CVI should only be disclosed to CVI-trained individuals with a need to know. To access CSAT you must be CVI trained. To complete CVI training go to <https://cvi.dhs.gov/training>.



## 2. Access a Survey

After logging into CSAT with your username and password, the Home page and each Facility Details tab show a list of those surveys available to edit for each registered facility for which you have access. Click **[Return to Survey]** or **[Start Survey]** from the Home page to access the appropriate survey. See the CSAT Portal User Manual for more details on navigating the CSAT Portal.

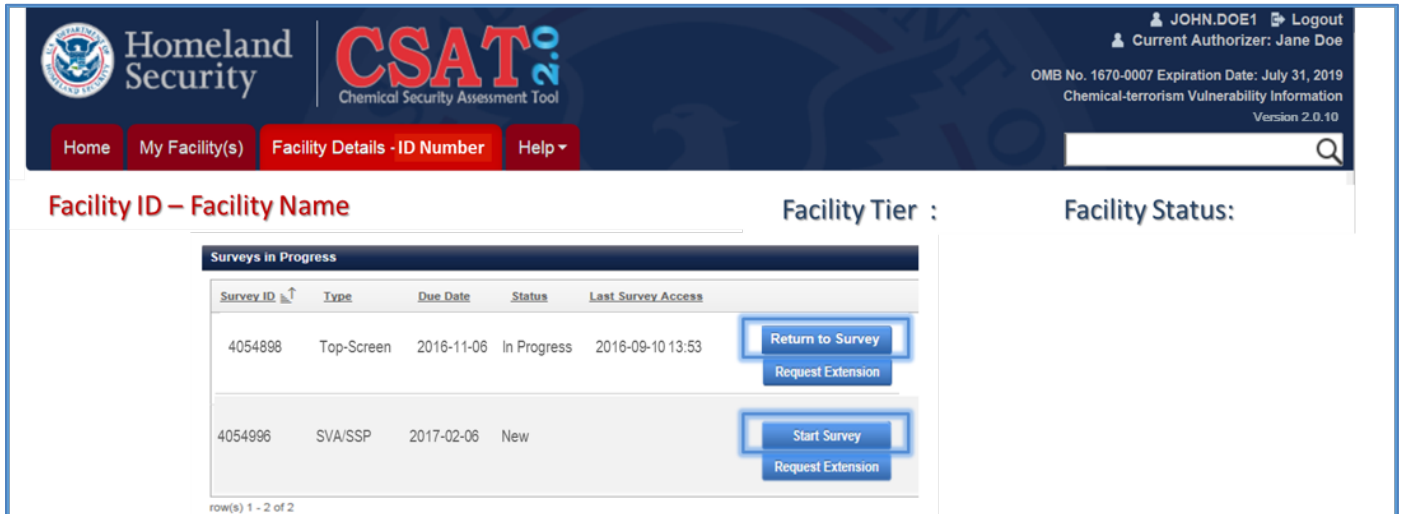


Figure 1: Click [Start Survey] or [Return to Survey] in the Facility Details tab



Your CSAT session will time out after 60 minutes (1 hour) if the system is not in use. If that happens, you will need to log back into CSAT to restart your session. Data you have saved will not be lost. However, be sure to save your data often.

### 2.1. Edit and Review a Survey

Four CSAT user roles can access the CSAT Surveys: Authorizer, Submitter, Preparer, and Reviewer. Table 1 describes what each user role can do in the survey application and how many users are allowed per role per facility.

CSAT User Role	Description
Authorizer	Can view all the facility's surveys. Only one Authorizer is allowed per facility.
Submitter	Can fill out, edit, and submit all the facility's surveys. Only one Submitter is allowed per facility. <i>Note: Only this role can submit a completed survey to DHS.</i>
Preparer	Can fill out or edit all the facility's surveys. Multiple Preparers are allowed for each facility. <i>Note: This role cannot submit a completed survey to DHS.</i>
Reviewer	Can view all the facility's surveys (read-only permission). Multiple Reviewers are allowed for each facility. <i>Note: This role cannot edit or submit the completed surveys to DHS.</i>

Table 1: CSAT Surveys User Role Descriptions

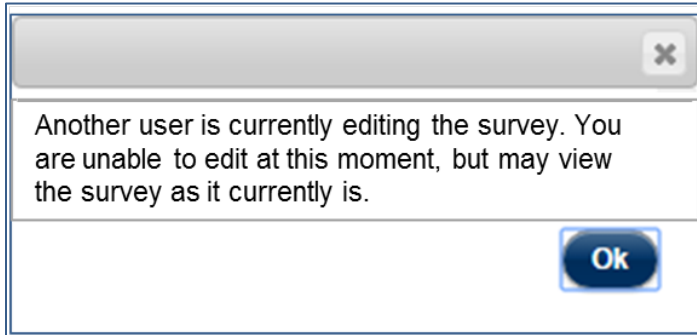




## 2.2. Multiple Users Accessing a survey

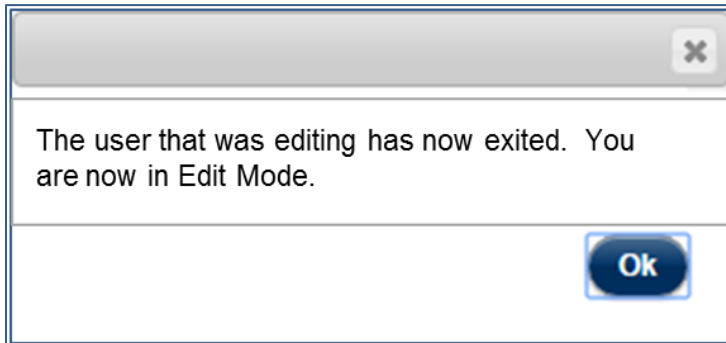
Multiple users may access the same survey concurrently; however, only the first user who logs into the survey with edit permissions will be able to edit the survey. As long as the first user is logged into the system, the other users may only view the survey. Once the first user logs out, the system will automatically pass the edit capability to the next logged in user with edit permissions.

If you are not the first user with edit permissions to log in, the system will give you this warning:



**Figure 2: Edit Mode Locked message**

When the first user logs out, if you are the next user with edit permissions, you will get this message and will be able to edit the survey after clicking [Ok]:



**Figure 3: Edit Mode Unlock Message**



### 3. Navigate a Survey

This section provides an overview of all the buttons and their available functions while navigating the CSAT Survey application tool.

Icon	Name	Location	Description
	Next	Bottom of page	Navigates to the next page and saves data in current page.
	Previous	Bottom of page	Goes back to the previous page to review or edit response. Data is saved in current page.
	Save	Bottom of page and pop-up window	Saves the data entered for that page. If a pop up window is opened it saves the data, closes the pop-up window and returns to the current page.
	Continue	Bottom of Paperwork Reduction Statement page	Continues to the next page of the survey.
	Cancel	Bottom of pop up window	Allows exiting the pop-up window without saving the responses entered and returns to the current page.
	Go Back	Bottom of Validate and Submit page	Goes back to the previous page to review or edit their response prior to submitting.
	Submit	End of each survey	Allows the submitter to submit survey to DHS.
	Leave Page	Bottom of exit survey pop up notification	Allows exiting the survey after you clicked the Logout button.
	Stay on Page	Bottom of exit survey pop up notification	Remains on the survey page after you clicked the Logout button.
	Exit	Bottom of PDF generated page	Exits the survey and returns to the main menu of the CSAT system after a PDF format of the submitted survey were generated.

Table 2: Navigation Buttons



**Do not use the [Back] button [or arrows] in your web browser to navigate through the CSAT Survey application. Using your browser’s navigation buttons can result in lost data.**



### 3.1. Navigation Menu

A navigation menu is available on the left side of the screen. The page you are on will be highlighted on the menu.

The navigation menu has sections specific to each survey. As the user answers questions, the navigation menu will expand or contract depending on your survey answers.

To navigate to a specific section of the survey, highlight and select the menu link of the section you want to navigate to.



Move the mouse over the link to select and navigate to a different survey section.

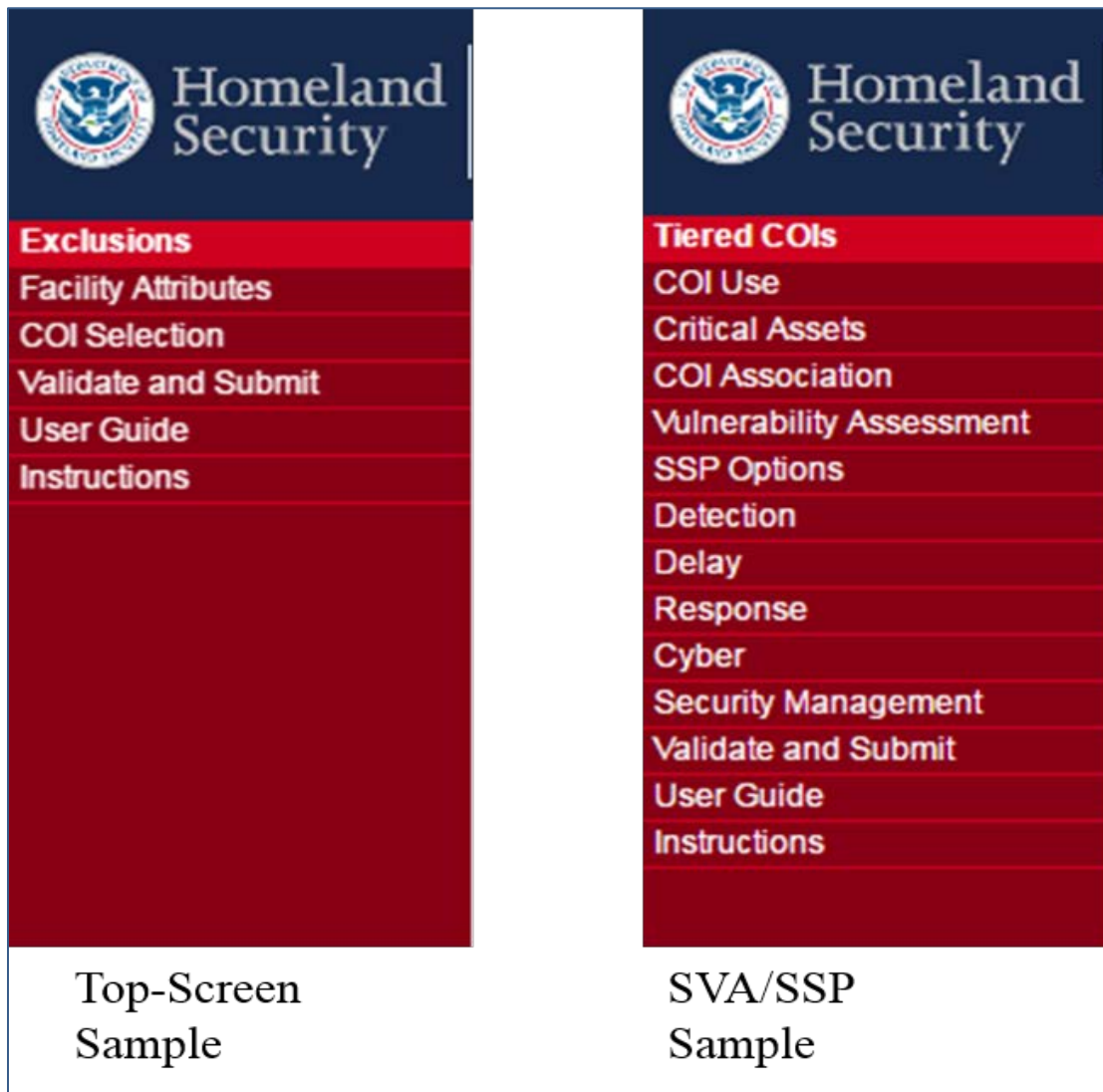


Figure 4: Navigation Menu



## 3.2. Banners

Each CSAT Survey has a page header with:

- The official DHS seal and signature
- Application Name
- Username: Select this link to go to “Manage My Account”
- Exit: Select Exit to return to the CSAT Portal Homepage
- Logout: Select Logout to exit CSAT completely
- Office of Management and Budget (OMB) Control Number with corresponding Expiration Date
- CSAT application current version number
- Facility registered name

Under the page header, each survey has a light blue banner displaying the survey name, the CVI marking, and a countdown timer indicating the number of days that remain to complete the current survey.

Each CSAT Survey also displays the CVI warning disclaimer at the bottom of each page.

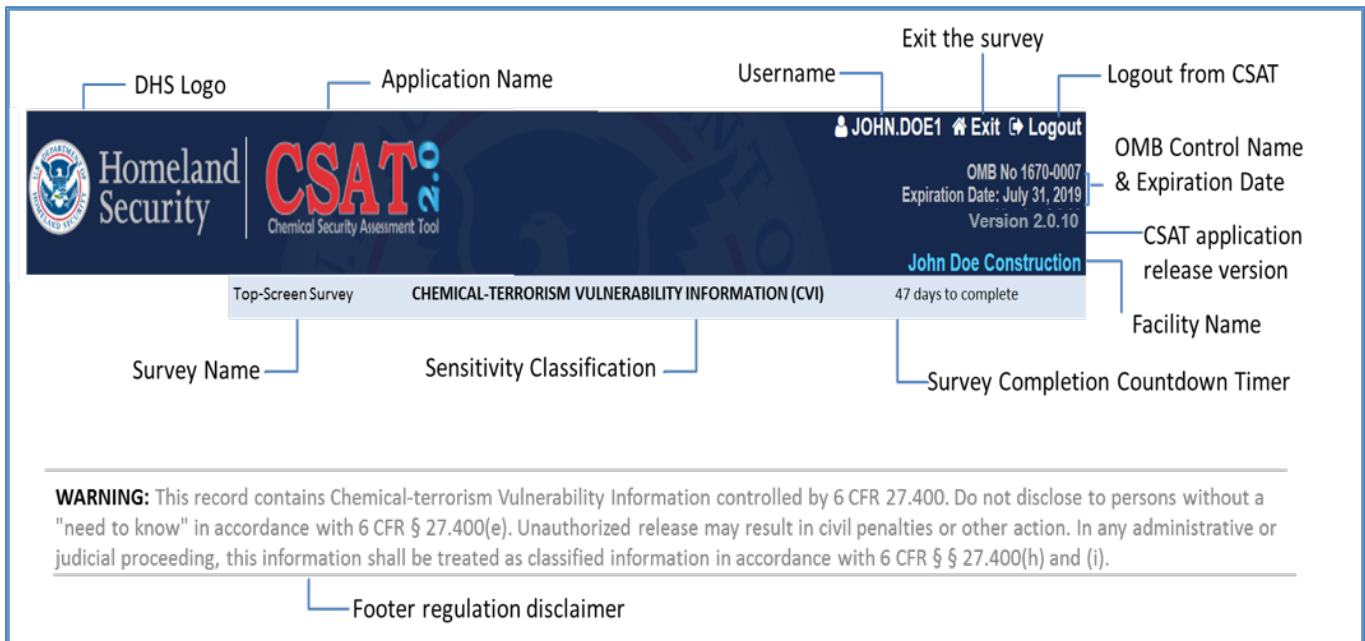


Figure 5: Overview of the CSAT Page Header, Footer Buttons and Features



### 3.3. Paperwork Reduction Act Statement

Every time you access a survey, you see the survey’s Paperwork Reduction Act Statement. This page displays the estimated time to complete the survey.

Click [Continue] to begin or proceed with a survey.

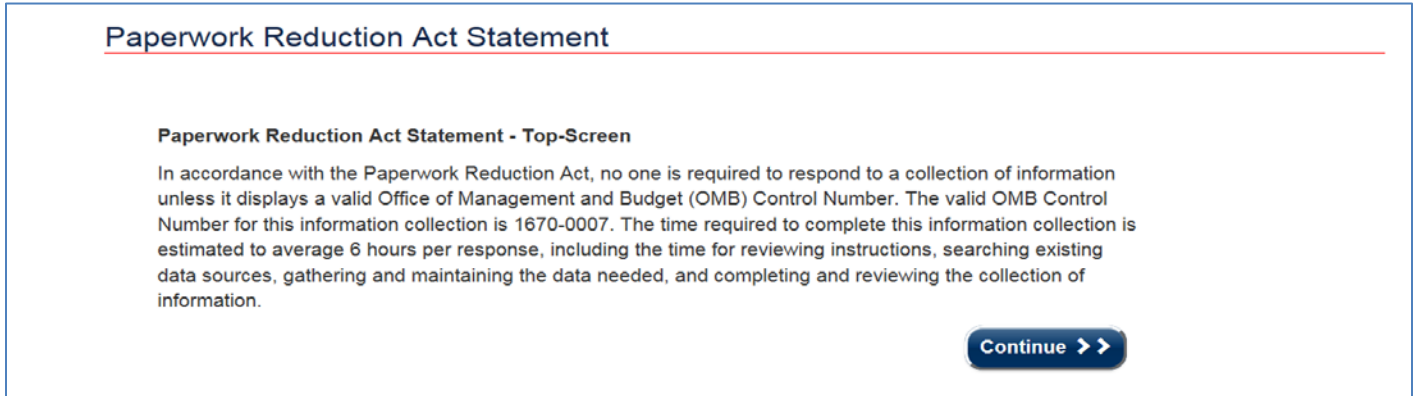


Figure 6: Paperwork Reduction Act Statement

Click [Continue] on the Top-Screen Paperwork Reduction Act Statement to proceed with the Top-Screen Survey.

In addition to the Paperwork Reduction Statement, the SVA/SSP Survey provides an Employee Involvement Statement (see Figure 8).

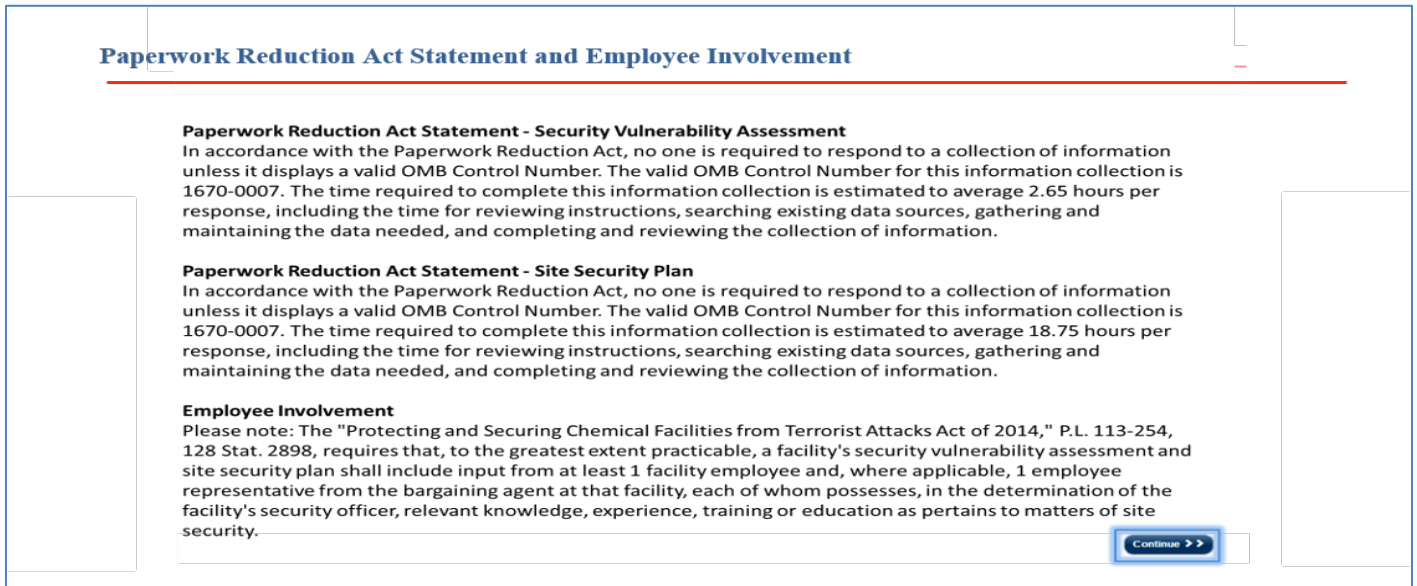


Figure 7: Paperwork Reduction Act and Employee Involvement Statement.

Click [Continue] on the SVA/SSP Paperwork Reduction Act Statement to proceed with the SVA/SSP survey.



### 3.4. Survey Options

#### 3.4.1. Site Security Plan (SSP) Options (T1 and T2 Facilities)

Select the most applicable survey format for your facility. See the DHS CSAT SVA/SSP Instructions document for more details regarding the Alternative Security Program (ASP).

Figure 8: Site Security Plan (SSP) Options (Tier 1 and Tier 2 Facilities)

Select [Next] to continue with the survey option you selected for your Tier 1 or Tier 2 Facility.

#### 3.4.2. Site Security Plan (SSP) Options (T3 and T4 Facilities)

Select the most applicable survey format for your facility. See the DHS CSAT SVA/SSP Instructions document for more details regarding the ASP or the Expedited Approval Plan (EAP).

Figure 9: Site Security Plan (SSP) Options (Tier 3 and Tier 4 Facilities)

Select [Next] to continue with the survey option you selected for your Tier 3 or Tier 4 Facility





## 3.5. Answer Survey Questions

Each survey question is numbered for reference. Some questions will only be displayed based on your responses to previous questions.

Question Number & Title

**Q1.10.010 MTSA Exclusion**

Is the facility regulated under the Maritime Transportation Security Act (MTSA) of 2002 (Public Law 107-295; 116Stat.2064)? If the facility possesses a chemical of interest (COI) in an amount at or above the applicable screening threshold quantity (STQ) in a portion of the facility that is not regulated by MTSA, that portion of the facility is not excluded and the facility must select "No". When answering the questions in this Top-Screen, the facility should only report a COI that is in portions of the facility not regulated by MTSA.

Yes

No

Figure 10: Formatting sample of a Survey question



Survey questions may seem out of sequence. This is because a certain question (also known as a gateway question) may have follow-up questions that only appear based on your answer. If you change your answer to a gateway question, any answers to the follow-up questions will be lost.

## 3.6. Survey Question Formats

When you navigate through a CSAT survey you may find different question formats. Read this section to learn how they work.



It is possible that some of the questions are already answered based on your responses from your latest survey submitted. In that case, review your answers and edit them as needed.



### 3.6.1. Radio Buttons

*You can select only one answer.*

**Click** on the radio button to select your answer (a dot appears in the circle and any previously selected radio button in the same group becomes deselected, so that only one can be selected).

- Facility screens all personnel and vehicles entering facility.
- Facility screens 75% of personnel and 75% of vehicles entering facility.
- Facility screens 50% of personnel and 50% of vehicles entering facility.
- Facility screens 25% of personnel and 25% of vehicles entering facility.
- Facility screens < 25% of personnel and < 25% of vehicles entering facility.
- Facility does not screen personnel or vehicles entering facility.
- Other

Figure 11: Sample Question Format - Radio Button

### 3.6.2. Checkboxes

*You can select one or more answers.*

**Click** the box to select your answer; a check mark will appear. Click again to unselect; the checkmark will disappear.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 12: Sample Question Format - Checkboxes





### 3.6.3. Dropdown Menus

*You can select only ONE answer from the list.*

Click on the arrow on the right of the box to display all the possible answers; click on the one you want to select. The answer box is blank when no value has been selected. You can always change your answer by clicking on a different value on the list.

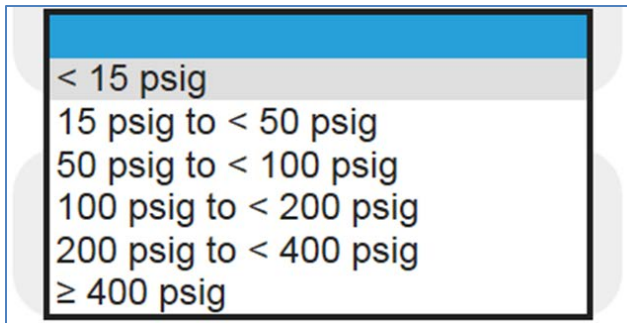


Figure 13: Sample Question Format – Dropdown Menu List

### 3.6.4. Open Text Box

*You must TYPE your answer in the box*

Click within the text box area to enter your answer. Text boxes allow you to input variable information such as quantity, name, phone number, or additional comments. Open text boxes may be optional or required depending on the specific question. (Please note, those text boxes that require a response are indicated with a red asterisk \*. This means you must input text into the box before you can advance to the next question.)

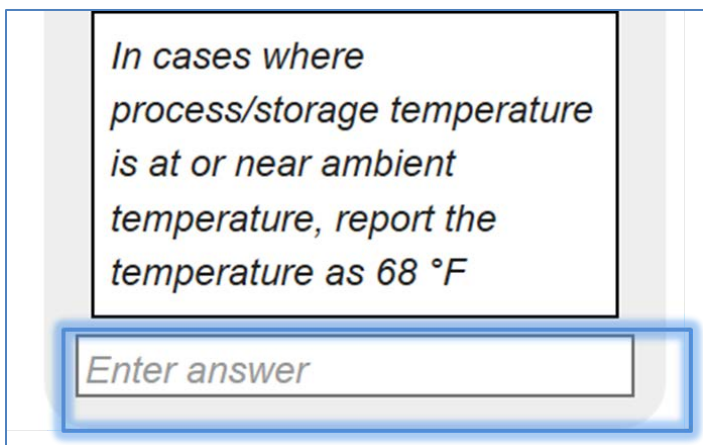


Figure 14: Sample Question Format – Open Text Box



### 3.6.5. Table

*You must ADD ROWS to the tables to enter your information.*

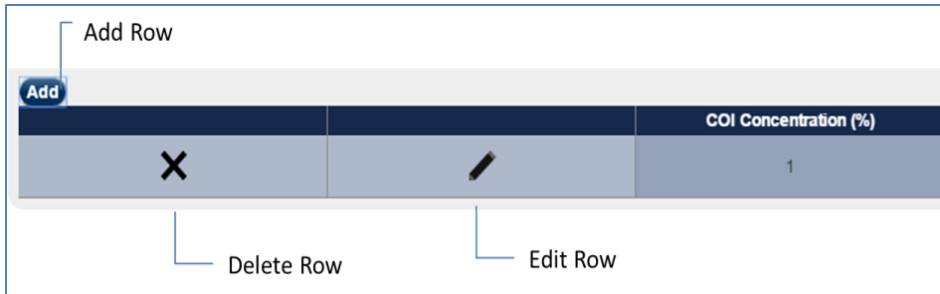


Figure 15: Overview of features for question table format

### 3.6.6. Adding a Row

Click the **Add** button.

A pop-up window question form will appear automatically that you must answer.

The image shows a pop-up window form. The title is 'Design Pressure - Maximum Allowable Working Pressure (MAWP)'. Below the title is a text box containing the instruction: 'Report either design pressure or MAWP. If both design pressure and MAWP are known, report the MAWP'. Below this is a dropdown menu with the selected value '15 to 49 psig'. Below that is another dropdown menu titled 'Location Type' with the selected value 'Above grade and covered with less than 3 ft of soil'. At the bottom of the form are three buttons: 'Save', 'Clear', and 'Cancel'.

Figure 16: Pop-up window form with questions for table row

Click **[Clear]** to clear all the data from the form.

Click **[Cancel]** to close the form and return to the survey question. Any data you answered will be lost.

Click **[Save]** to save all your answers. The pop-up window form closes automatically when all the questions are completed. All the answers appear in a row within the table format.



**Add** **I'm Done** Select the "I'm Done" button when you are finished entering quantities for COI contained within the circle.

		Name and Description	Quantity (lbs)	Concentration (%)	Physical State	Temp (°F)	Pressure (psig)	Design Pressure / MAWP (psig)	Location Type	Secondary Containment (ft <sup>2</sup> /ft <sup>3</sup> )
		test	0	50% to < 60%	Gas (vapor phase)	68	0	15 psig to < 50 psig	Below grade and covered with less	N/A

Figure 17: Sample of a completed row of data in a table format question.



Some questions may require you to provide multiple sets of answers. Click the [Add] button to add another row to input answers to that question. When finished click the [I'm Done] button.

### 3.6.7. Edit a Table Row



Select the icon to change or update your answers within a row of answers. A pop-window will appear automatically repopulated with data from that row. Once you have updated your answers, click [Save].



Click to erase data from a row. The entire row will be deleted.

The table below provides an overview of all the buttons and features for a table format question in the survey tool.

Icon	Name	Description
	Add	Allows you to add information to a table, one row at a time.
	I'm Done	Allows you to indicate that you have completed a set of questions and are ready to continue to continue the survey.
	Edit Row	Allows you to edit information within a row. A pop-up window form will automatically appear to edit the information.
	Delete Row	Allows you to delete all the information associated within a table row.



Icon	Name	Description
	Save	Saves the data on the form, closes the pop-up window and returns to the current page.
	Clear	Clears the data on the form.
	Cancel	Closes the pop-up window without saving the responses entered in the form and returns to the current page.

Table 3: Question in a Table Format and Pop-up Form Buttons and Features Overview



The browser page will appear greyed out until the pop-up window is closed.

## 3.7. Select a Chemical of Interest COI

In some parts of the surveys you will be asked to indicate the Chemicals of Interest (COIs) that are present or will be present at your facility. You will be presented with a screen similar to the figure 19.

**Question Name & Number**  
Q1.30.010 COIs at the Facility

Select all of the CFATS Appendix A chemicals at or above the Screening Threshold Quantity the facility possesses or plans to possess.

Facility has no Chemicals of Interest (COIs) to report.

Chemicals of Interest

**Searches COI by typing part of the name**

**Reset search results**

**Selected COI List**

**Alphabetical list of COIs**

- Acetaldehyde (75-07-0)
- Acetone cyanohydrin, stabilized (75-86-5)
- Acetyl bromide (506-96-7)
- Acetyl chloride (75-36-5)
- Acetyl iodide (507-02-8)
- Acetylene ([Ethyne]) (74-86-2)
- Acrolein ([2-Propenal or Acrylaldehyde]) (107-02-8)
- Acrylonitrile ([2-Propenenitrile]) (107-13-1)
- Acrylyl chloride ([2-Propenoyl chloride]) (814-68-6)
- Allyl alcohol ([2-Propen-1-ol]) (107-18-6)
- Allylamine ([2-Propen-1-amine]) (107-11-9)
- Allyltrichlorosilane, stabilized (107-37-9)
- Aluminum (powder) (7429-90-5)
- Aluminum bromide, anhydrous (7727-15-3)
- Aluminum chloride, anhydrous (7446-70-0)

**Add Button** (>)

**Remove Button** (<)






**Remove ALL Button** (<<)

**Facility Chemicals**

Figure 18: Selecting COI



Table 4 below describes the buttons and features available in the Selecting COI question format.

Icon	Name	Description
	Scroll Bar	Click on the <b>up arrow</b> to navigate up the list of COIs from Appendix A. Click on the <b>down arrow</b> to navigate downwards.
	Clear	Clears the search criteria and the results list
	Add	Adds the COI selected to the Facility Chemicals list
	Remove	Removes selected (highlighted) COI from the Facility Chemicals list.
	Remove All	Removes all COIs from the Facility Chemicals list

**Table 4: COI Buttons and Features Descriptions**



### 3.7.1. Searching for a COI

There are three ways you can search for a COI: using the chemical name, the chemical synonym, or the Chemical Abstract Service (CAS) number.

**COI Search Box:** Type the name of the chemical, chemical synonym, or the CAS number to search for the COI. All available results appear below the search box.

Use the [Clear] button to restart your COI search.

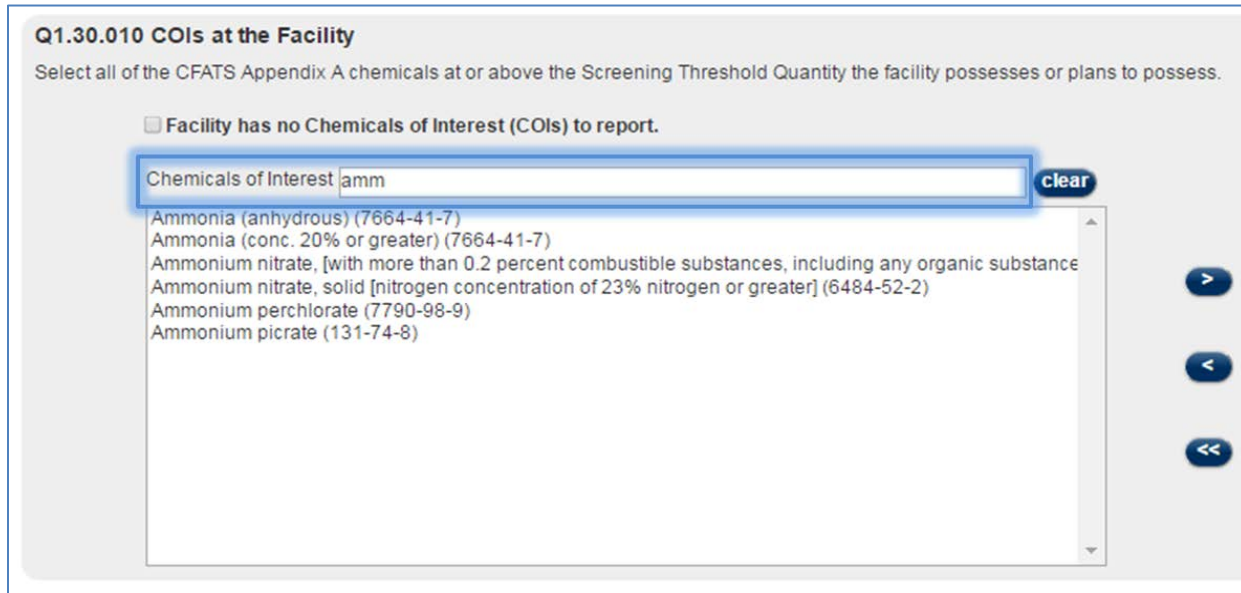


Figure 19: Search Box to Find a COI

**COI List:** Use the Scroll Bar to navigate the alphabetical listing of Appendix A COI list.

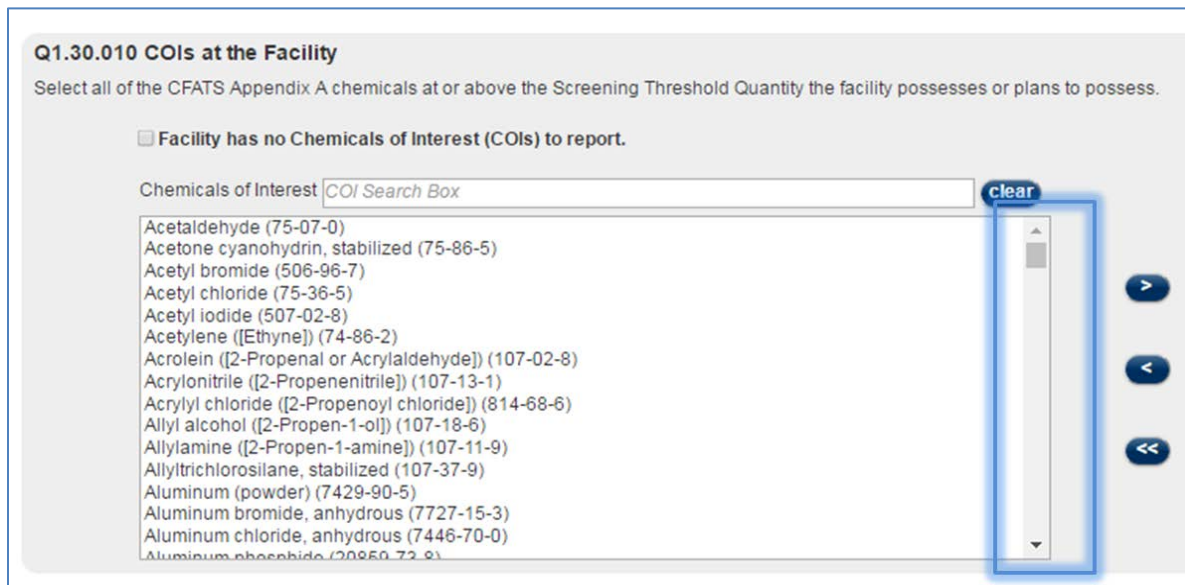


Figure 20 Select a COI by scrolling down the list or searching in the search box



### 3.7.2. Select a COI

Click on a COI name from the List of COIs and then click the  button to add that particular COI to your Facility Chemicals List.

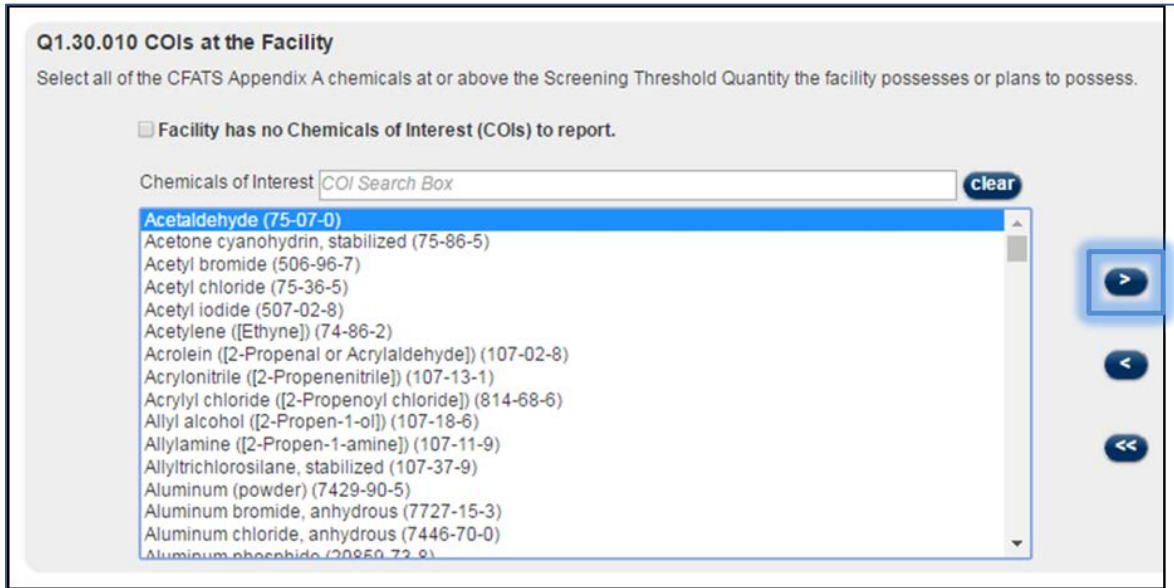


Figure 21: Selecting a COI on the Listing

The chemical is then added to the Facility Chemicals List. You can select as many chemicals as applicable to your facility.

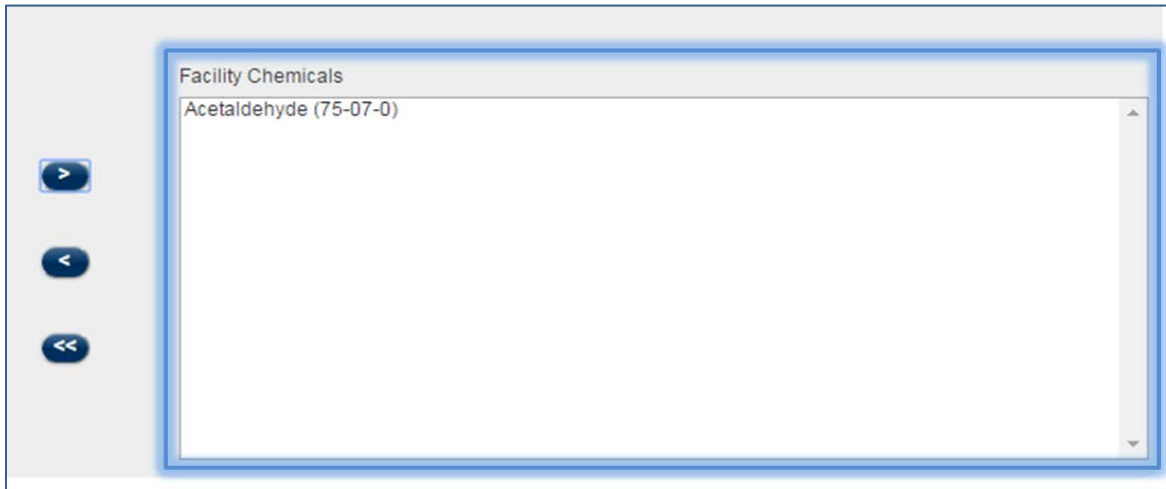


Figure 22: COI Added to Facility Chemicals List




Use **Shift+Click** to select more than one consecutive COI. Use **Ctrl+Click** to select more than one nonconsecutive COIs.





### 3.7.3. Remove a COI

Click on the **COI name** in the Facility Chemicals List to select it and then click the  button to remove a chemical from the Facility Chemicals List.

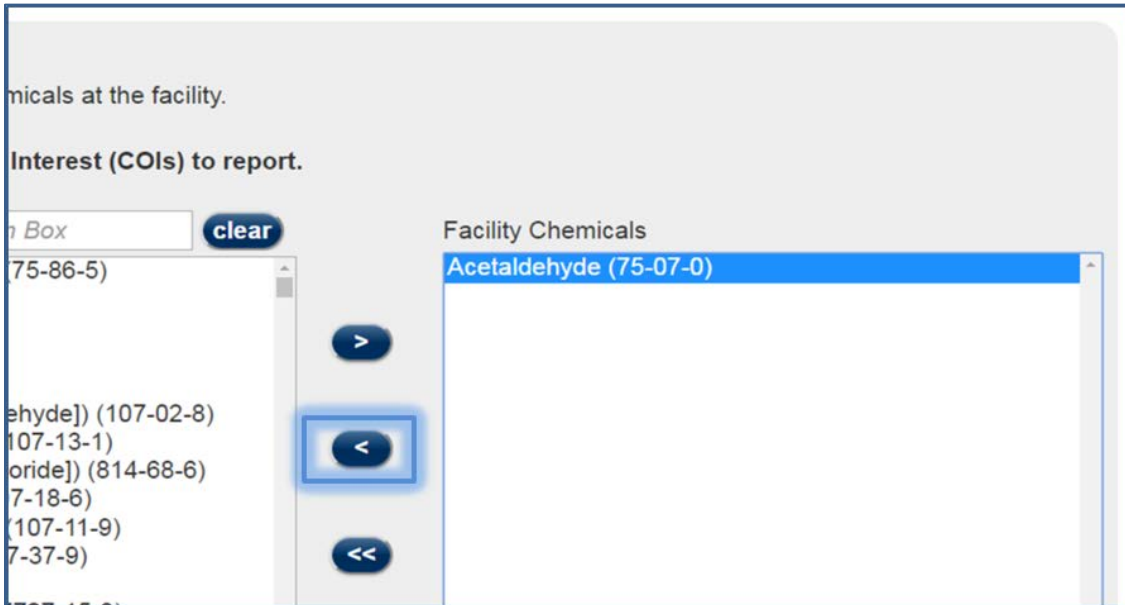


Figure 23: Removing a COI from the Facility Chemicals List

The chemical will appear back to the COI list on the left.

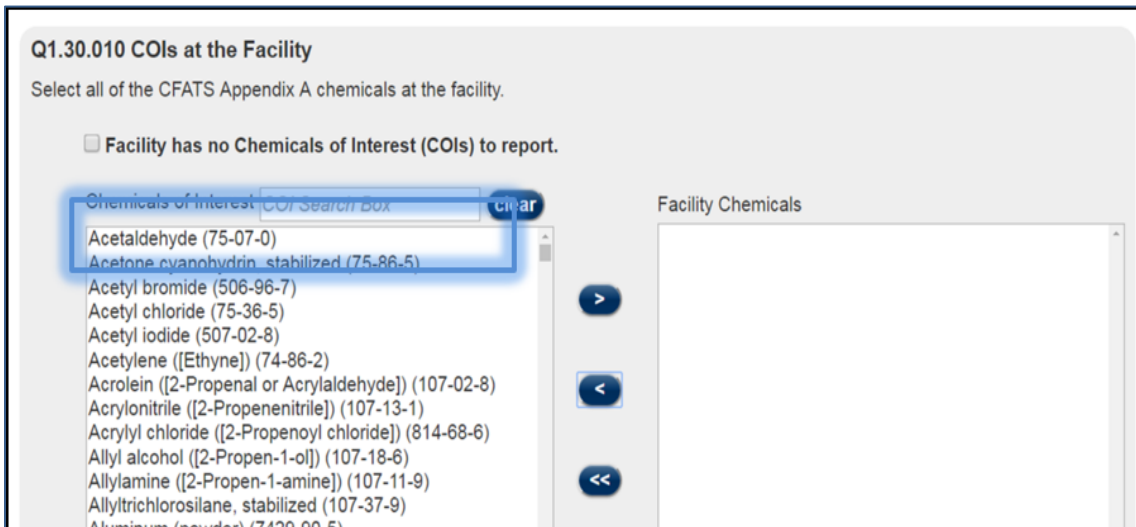


Figure 24: Removed COI Back in the COI List





### 3.7.4. No COIs to report

In the Top-Screen survey, you may check the box **[Facility has no Chemicals of Interest (COIs) to report.]** if your facility does not store or use COI at or above the Screening Threshold Quantity (STQ). The remainder of the Top-Screen is skipped and the “Validate and Submit” page is displayed.

**Q1.30.010 COIs at the Facility**  
Select all of the CFATS Appendix A chemicals at or above the Screening Threshold Quantity the facility possesses or plans to possess.

**Facility has no Chemicals of Interest (COIs) to report.**

Chemicals of Interest

- Acetaldehyde (75-07-0)
- Acetone cyanohydrin, stabilized (75-86-5)
- Acetyl bromide (506-96-7)
- Acetyl chloride (75-36-5)
- Acetyl iodide (507-02-8)
- Acetylene ([Ethyne]) (74-86-2)
- Acrolein ([2-Propenal or Acrylaldehyde]) (107-02-8)
- Acrylonitrile ([2-Propenenitrile]) (107-13-1)
- Acrylyl chloride ([2-Propenoyl chloride]) (814-68-6)
- Allyl alcohol ([2-Propen-1-ol]) (107-18-6)
- Allylamine ([2-Propen-1-amine]) (107-11-9)
- Allyltrichlorosilane, stabilized (107-37-9)
- Aluminum (powder) (7429-90-5)
- Aluminum bromide, anhydrous (7727-15-3)
- Aluminum chloride, anhydrous (7446-70-0)
- Aluminum phosphide (20850-72-8)

Figure 25: Check Box for No COI to Report

### 3.7.5. Add a Non-Tiered COI (Specific to the SVA/SSP)

In the SVA/SSP survey, you are prompted to add a non-tiered COI.

If this applies to your facility, click the  button to search and select a COI.

**Q2.10.010 Add non-tiered COIs**  
Select the "Add" button to add non-tiered Chemicals of Interest. This option is for a facility to voluntarily provide any information about other security/vulnerability issues related to non-tiered COI.

Figure 26: Add COI Button to Add Non-Tiered COIs in the SVA/SSP Survey



### 3.7.6. Add a Security Issue to a Non-Tiered COI

In the SVA/SSP survey, you must associate a security issue to a non-tiered COI. You can either search or scroll for the COI (see Sections 3.7.2 – 3.7.3 for more details).

Click on a **COI name** from the List of COIs, and then click the  button.

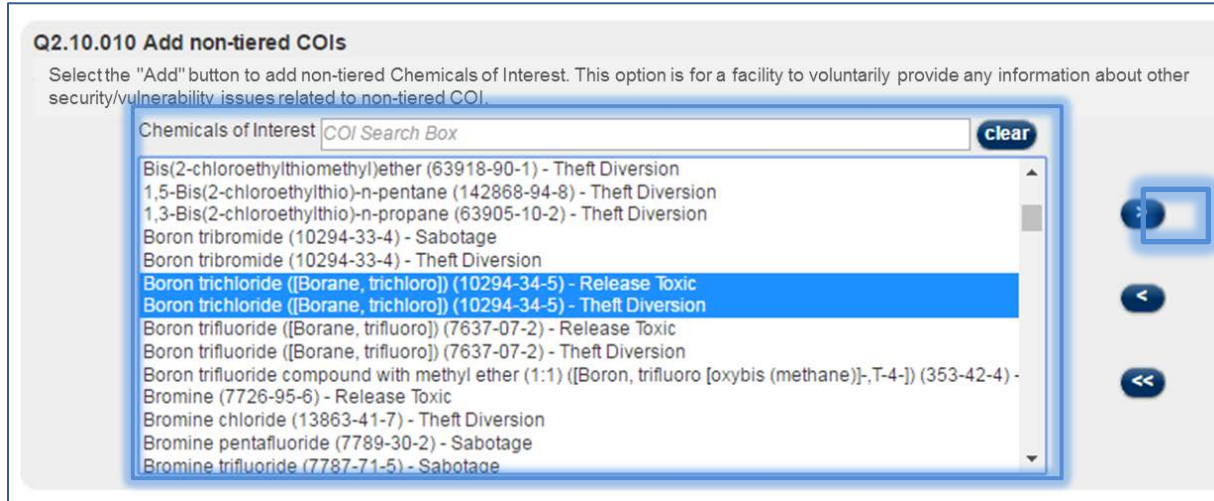
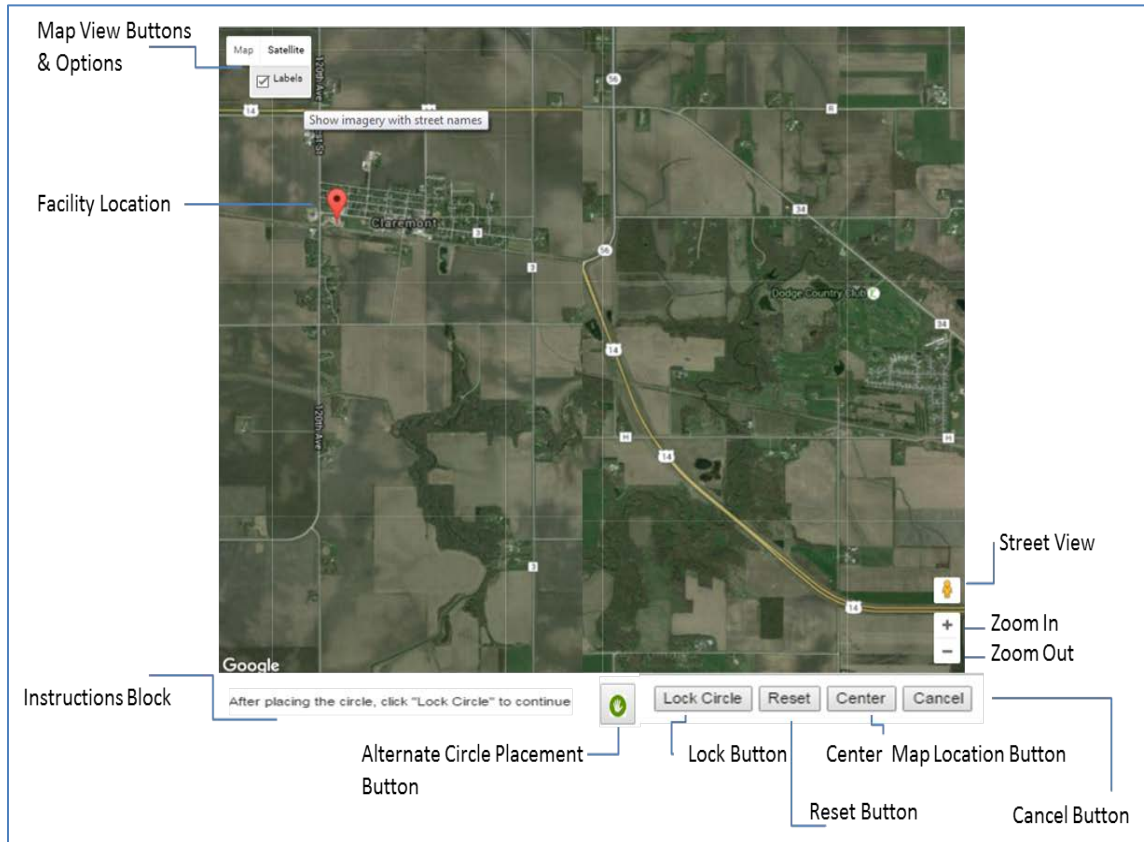


Figure 27: Adding COI with its Security Issue to the Facility Chemicals List

## 4. Top-Screen Geospatial Tool and Features

Figure 29 shows an overview of the geospatial tool in the Top-Screen Survey.



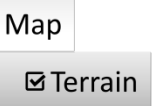




**Figure 28: Geospatial Tool in Top-Screen Survey**







The table below describes the buttons and features found in the Top-Screen Survey geospatial tool.

Icon	Name	Function
No Image	Instruction block	Provides information for completing the question.
	Facility Location Marker	Marks the location of the facility provided to DHS during the registration process. <i>Note: To change this information, go to the Facility Details tab in the CSAT Portal and click the [View More/Edit] button.</i>



Icon	Name	Function
	Satellite	Displays a satellite image of the facility location without city names and major highways. This is the default view.
	Labels	Option in the Satellite map view that adds labels of major highways, streets, and buildings to the map.
	Map	This view is similar to a street map. The background is gray, small roads are white, larger roads are yellow, and major highways and interstates are orange.
	Terrain	Option in the Map view. This button highlights differences in terrain and can be used to determine whether an area is flat or rocky.
	Pointing Hand Vector	Appears after you click anywhere on a placed circle. Click and hold down the mouse button in the circle to move to a different location on the map.
	Open Hand Vector	This icon is displayed when no action is performed on the map.
	Closed Hand Vector	Appears after you click anywhere on the map. Left click and hold the mouse to move the map in any direction desired (pan movement). <i>Note: When you let go of your mouse button the hand vector returns to the pointing vector. See above.</i>
	Lock Circle	Locks the Circle in the position you placed it and closes the map.



Icon	Name	Function
	Lock X	Locks the X in the position you placed it and closes the map.
	Reset	Deletes any circle placed on the map and re-centers the map on the facility marker.
	Center	Centers the map view around the circle you have drawn or around the facility location marker if you have not drawn a circle yet.
	Cancel	Cancel any actions and closes the map tool.
	Zoom In and Out	Allows you to zoom in by clicking on the plus sign and zoom out by clicking on the minus sign.
	Accessibility Button	Shows the latitude and longitude information when viewing circle information. Allows you to enter the coordinates for manually adding or moving the circle.

**Table 5: Geospatial Tool in Top-Screen Survey- Buttons and Features**

## 4.1. Map Features

### 4.1.1. Satellite View-

When you select the **[Satellite]** button, the geospatial tool shows Google Maps in satellite view, which is also the default view for the Top-Screen geospatial tool.

You may also select the **[Labels]** option in this view to add labels of major highways, streets, and buildings to the map.

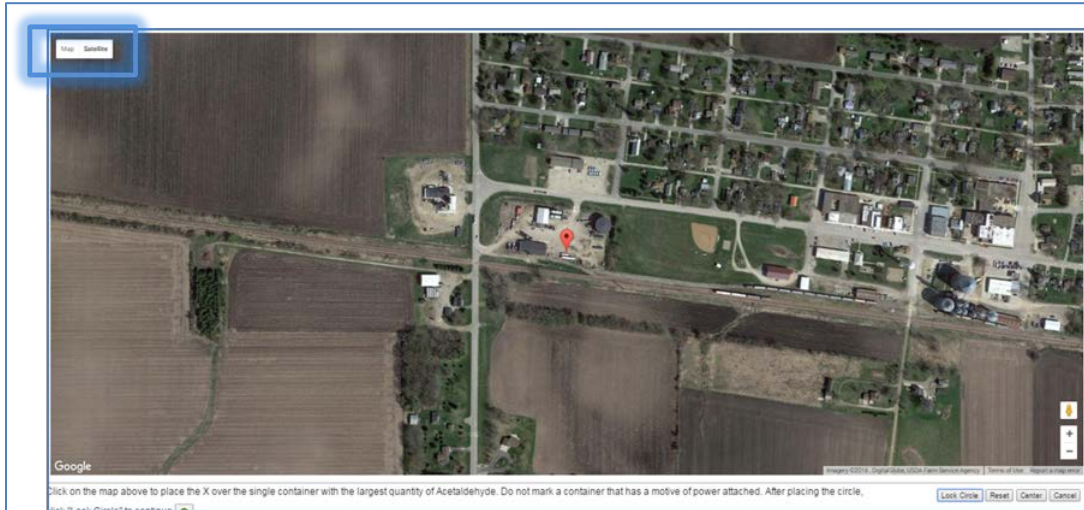


Figure 29: Geospatial Tool – Satellite View

### 4.1.2. Map View (Terrain)

This option highlights differences in terrain.



Figure 30: Geospatial Tool – Map View



Hover the pointer over the **[Map]** or **[Satellite]** button to add or remove details to the geospatial imagery.





## 4.2. Place Circle

You will be prompted to place a circle on your facility or to describe the structures or containers of COI within the boundaries of your facility to answer the applicable COI security issue questions.

### 4.2.1. Circle 1

Click the **Place Circle** button to draw a circle around an area or place an X to mark a container encompassing the largest quantity for a specified COI as Circle 1.

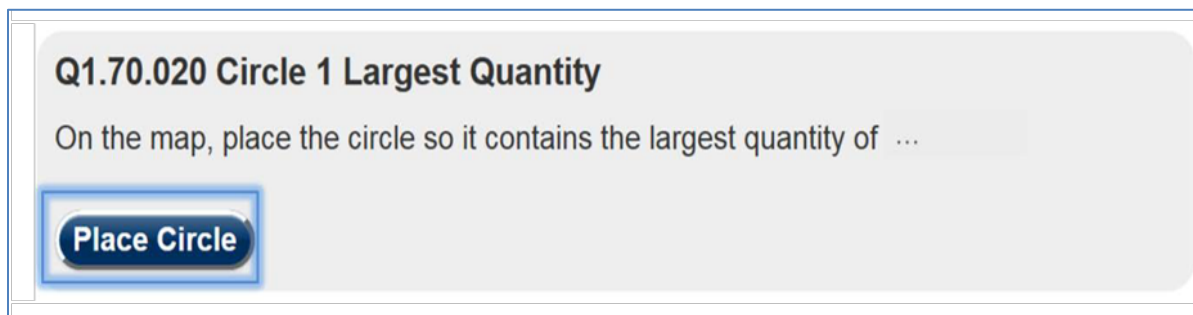


Figure 31: Place Circle Example Button for Circle 1

A map in the satellite view centered on the location of your facility will appear. See Section 4 for more details on the Top-Screen geospatial tool features.

Click on the map where the largest quantity is located.

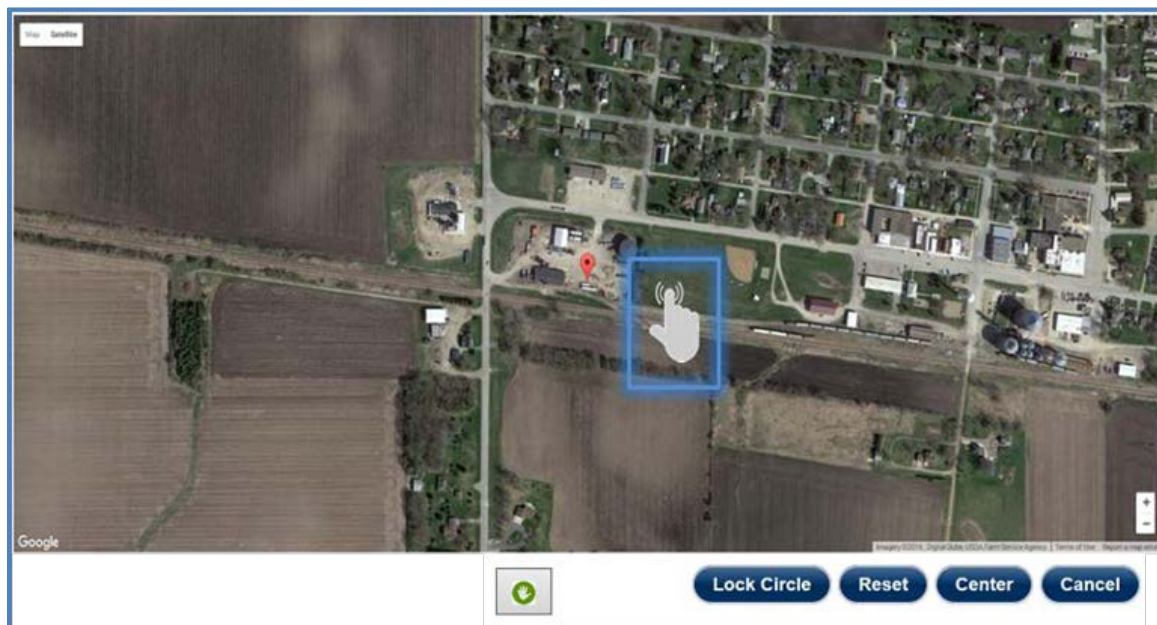



Figure 32: Click the Map to Add Circle Location



A red circle with the number one (1) appears. You may use the  hand vector to move the circle to another location on the map by clicking and dragging with your mouse. **The circle radius is predetermined at 170 feet and cannot be modified.**



**Figure 33: Use the Hand Vector to Move the Circle Location on the Map.**

Click [**Lock Circle**] to save the circle and complete the information necessary for the applicable question.



**Figure 34: Click the [Lock Circle] button to Lock the Circle in Place**



Based on the Circle 1 details you may be prompted to add a second Circle (Circle 2) following the same steps.





## 4.2.2. Circle 2

Click the **Place Circle** button to draw a circle as Circle 2 around an area or place an X to mark a container encompassing the second largest quantity for a specified COI.

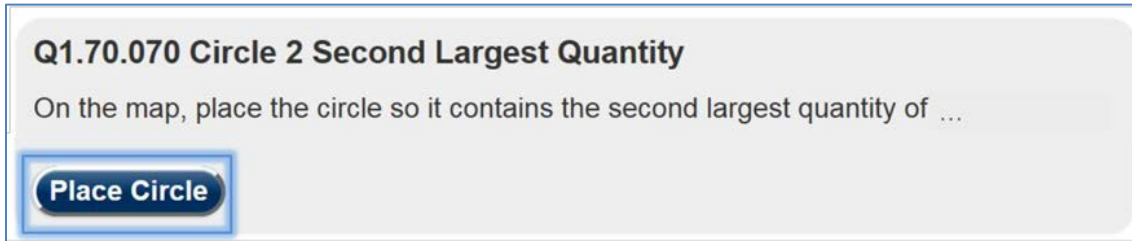


Figure 35: Place Circle Example Button for Circle 2

A map in the satellite view centered on the location of your facility will appear with Circle 1 showing and your facility locator displayed.

Click on the map where the second to largest quantity container would be located.

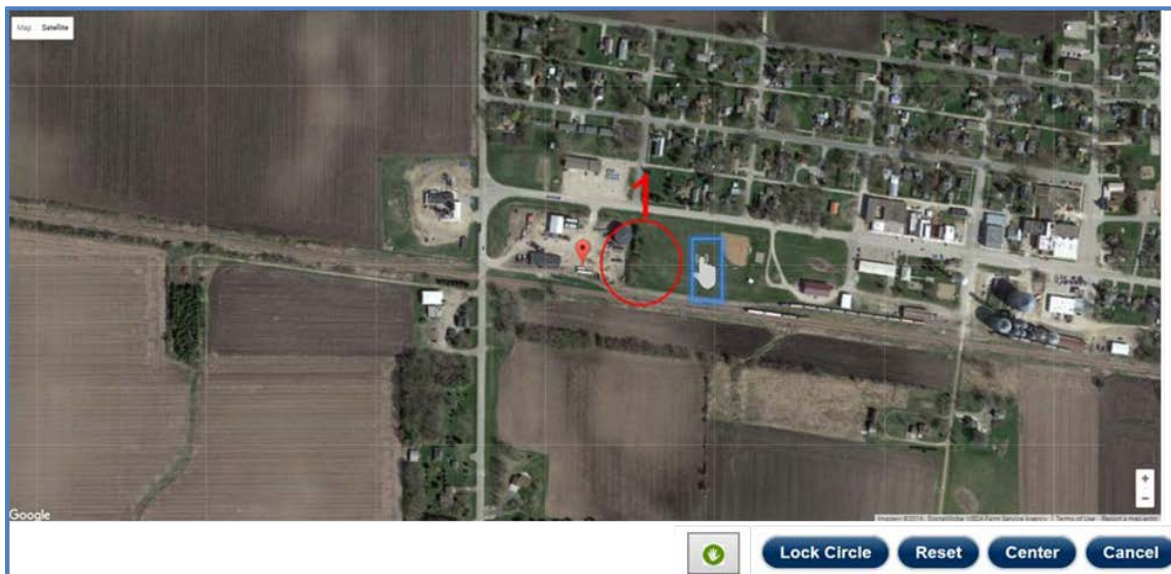



Figure 36: Click on the Map to Add a Second Circle Location



The quantity defined for Circle 1 must always be greater than or equal to Circle 2. If Circle 2 quantity is greater, you will receive an error message to revise your answers.



A yellow circle with the number two (2) appears. You may use the  hand vector to move the circle to another location on the map, by clicking and dragging with your mouse.

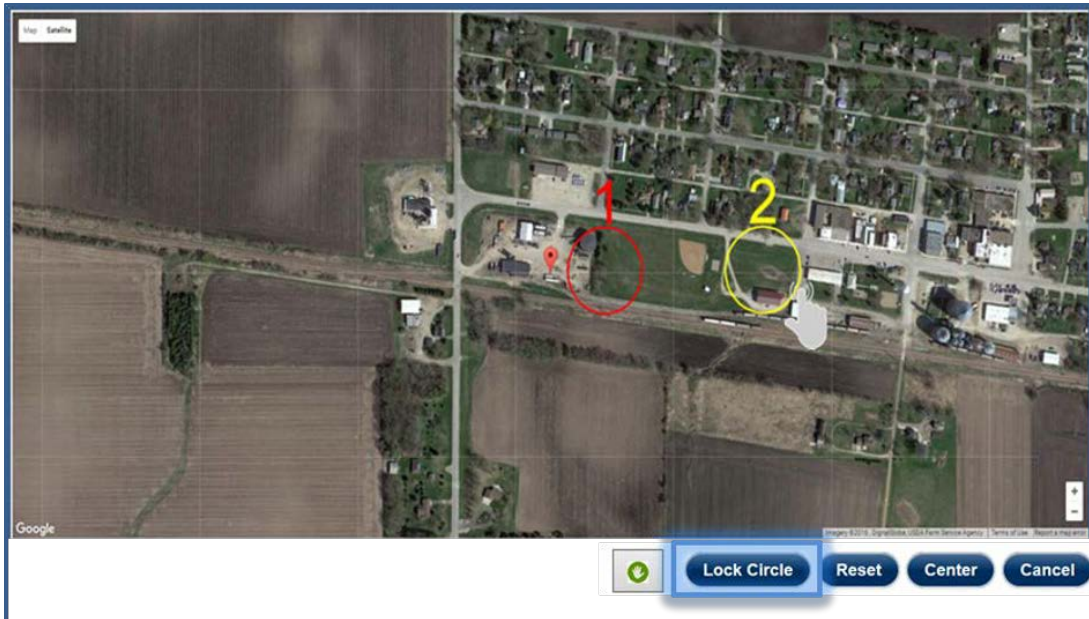



Figure 37: Click Lock Circle to save the circle location

Click  to save the circle and complete the information necessary for the applicable question.

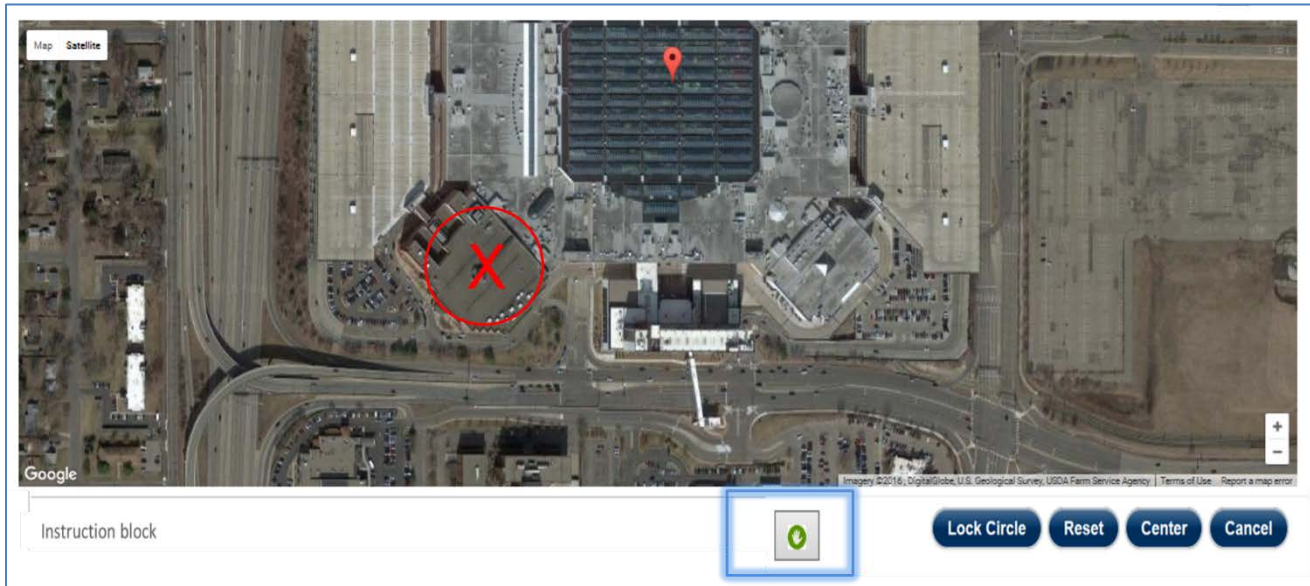


If you have two circles associated with a COI and choose to change details in Circle 1, Circle 2 data will be lost.

### 4.2.3. Accessibility Option for Placing a Circle

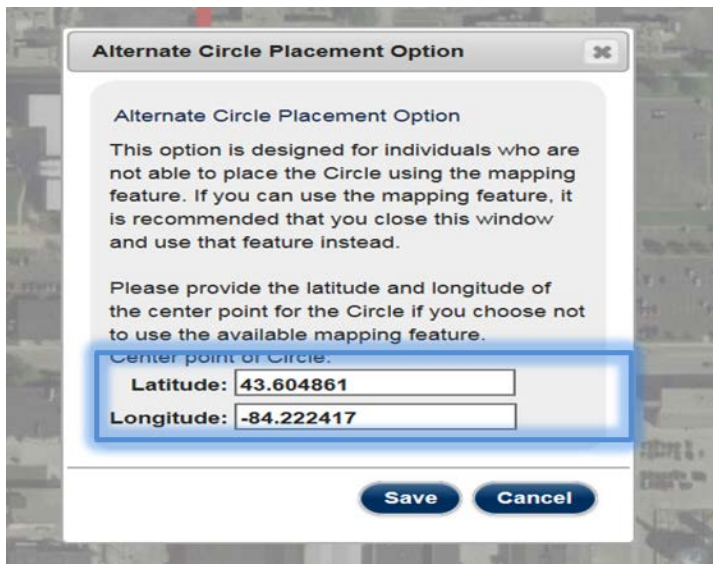
This option is designed for individuals who are not able to place the circle using the mapping feature. If you can use the mapping feature, it is recommended that you use that feature instead.

Click the  Accessibility Button.



**Figure 38: Click the Accessibility Button to Manually Enter Circle Coordinates**

Click on the **text box area** to enter manually the latitude and longitude coordinates of the center point of a circle.



**Figure 39: Click on the Text Box Area to Manually Enter Circle Coordinates**

Click **[Save]** to save the circle location. Click **[Cancel]** to return to the geospatial map.





When the accessibility feature is used for the first time or you reset the values, the prepopulated coordinates will correlate to those of your facility's address.

#### 4.2.4. View the Circle Location

Click the [Map] tab to review the circle(s) for a COI. Click the  Accessibility button if you want to review the coordinates.

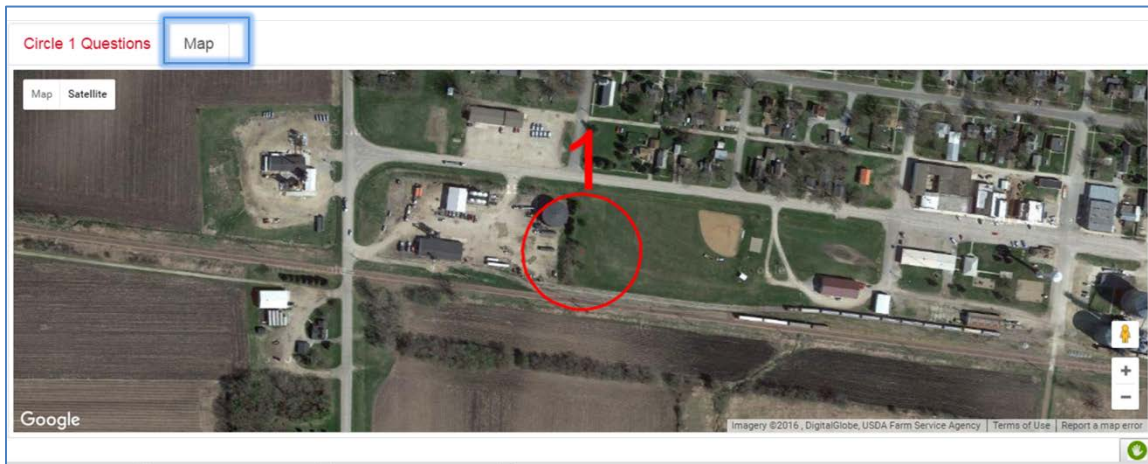


Figure 40: Map View of Locked Circle

#### 4.2.5. Edit Circle Location

Click  button to change the location of a circle at any time prior to submitting the survey.

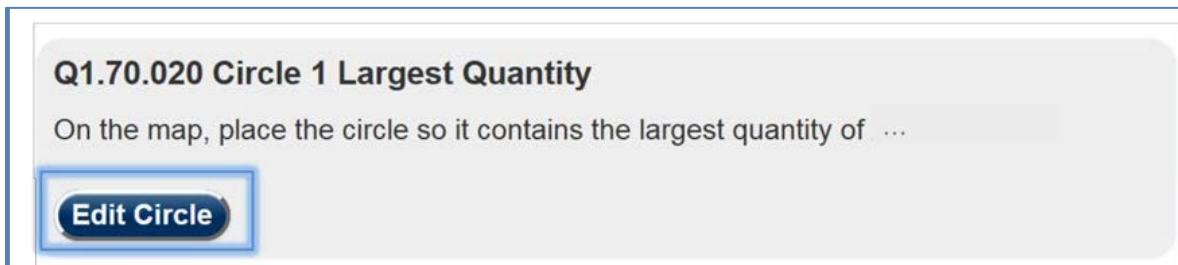


Figure 41: Edit Circle Button



If you choose to change the position of your circle, you will lose all data you entered for this circle and of the second circle if you have drawn one.



### 4.3. Place X

You will be prompted to place an X on your facility or to describe the containers of COI within the boundaries of your facility to answer the applicable COI security issue questions.

#### 4.3.1. Container 1

Click the **Place X** button to place an X over the single container or a location with the largest quantity for a specified COI. The X marks the Container 1 or Circle 1 location of the COI as applicable to the security issue.

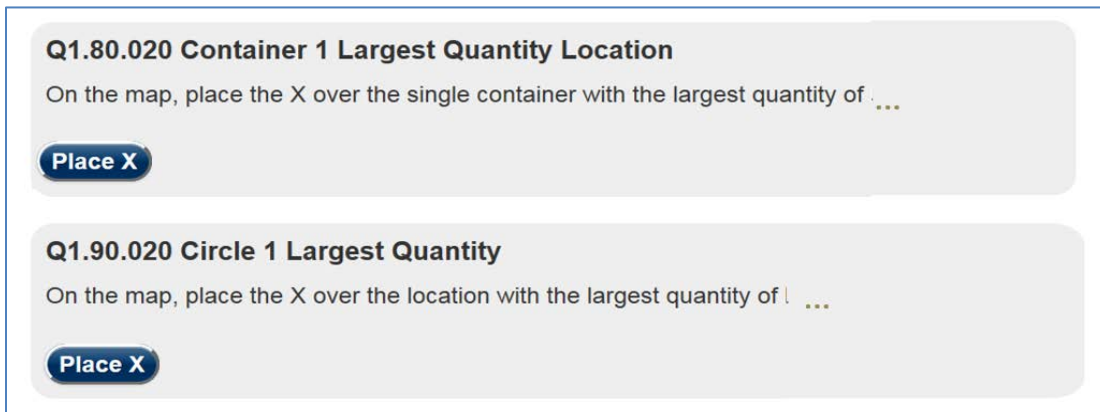


Figure 42: Place X Example Button for Container 1 / Circle 1

A map in the satellite view centered on the location of your facility will appear. See Section 4 for more details on the Top-Screen geospatial tool features.

Click on the map where the container or location largest quantity is found within your facility.

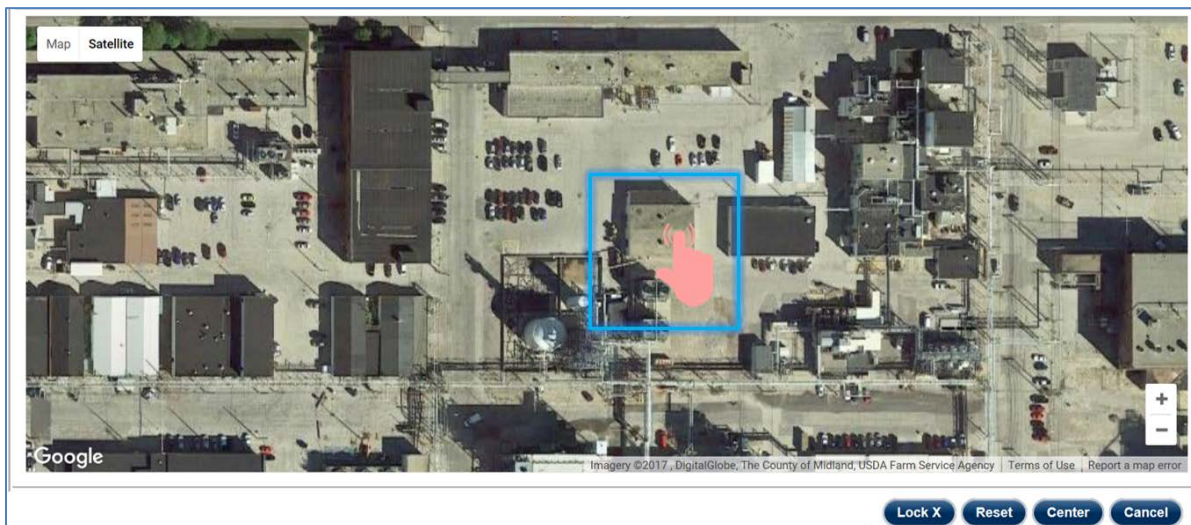


Figure 43: Click the Map to Place X





If placing an X, zoom in to see the X in the center of the circle.


Depending on the COI security issue a red X or a Circle with an X in the middle marked with number one (1) appears. You may use the  hand vector to move the X to another location on the map by clicking and dragging with your mouse. See Section 4.2.1 for more details for moving a circle on the map.



Figure 44: Use the Hand Vector to Move the X on the Map.

Click  to save the container location and complete the information necessary for the applicable question.



Figure 45: Click the [Lock X] button to Lock the Circle in Place



Based on the Container 1 / Circle 1 details you may be prompted to place a second X Container 2 / Circle 2 following the same steps.

### 4.3.2. Container 2

**Place X**

Click the **Place X** button to place an X marking a container encompassing the second largest quantity for a specified COI.

**Q1.80.070 Container 2 Second Largest Quantity Location**

On the map, place the X over the single container with the second largest quantity of ...

**Place X**

**Q1.90.070 Circle 2 Largest Quantity**

On the map, place the X over the location with the second largest quantity of ...

**Place X**

Figure 46: Place X Example Button for Container 2 / Circle 2

A map in the satellite view centered on the location of your facility appears with Container 1 / Circle 1 showing and your facility locator displayed.

Click on the map where the second to largest quantity container would be located.




Figure 47: Click on the Map to Add a Second Container Location



The quantity defined for Container 1 must always be greater than or equal to Container 2. If Container 2 quantity is greater, you will receive an error message to revise your answers.






Dependent on the COI security issue question, a yellow X or a circle with the number two (2) appears. You may use the  hand vector to move the X to another location on the map, by clicking and dragging with your mouse.



**Figure 48: Click Lock Circle to Save the Second Container Location**

Click  to save the X container location and complete the information necessary for the applicable question.



**If you have two containers associated with a COI and choose to change details in Container 1, Container 2 data will be lost.**



### 4.3.3. Accessibility Option for Placing an X

This option is designed for individuals who are not able to place the X using the mapping feature. If you can use the mapping feature, it is recommended that you use that feature instead.

Click the  Accessibility Button.

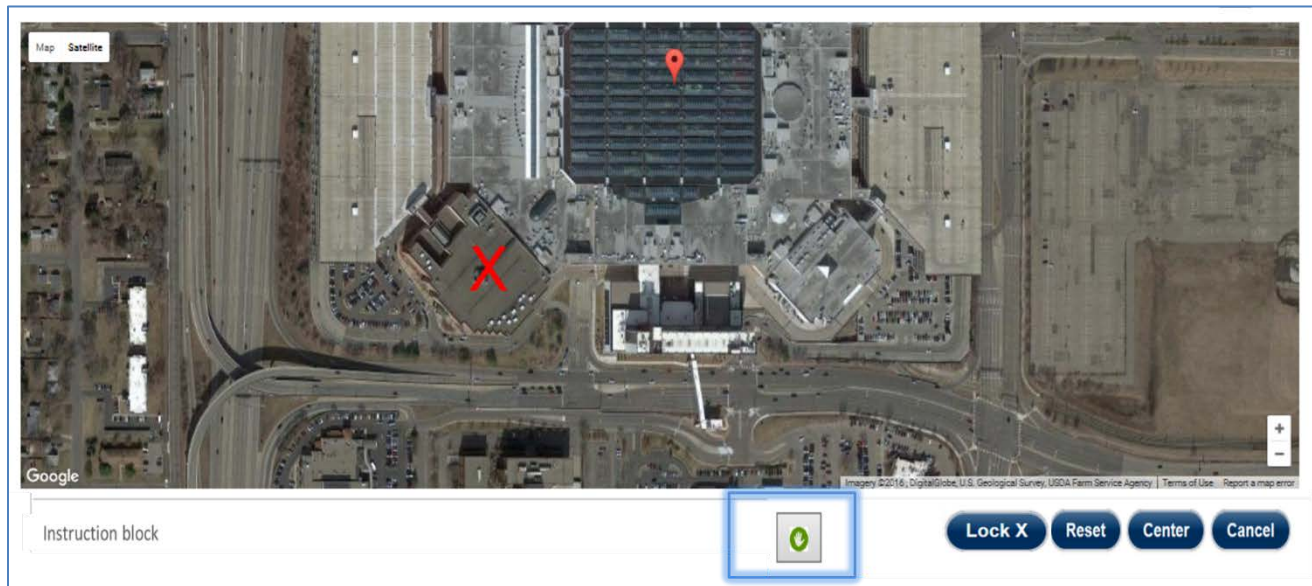


Figure 49: Click the Accessibility Button to Manually Enter Center Point of X

Click on the text box area to enter manually the latitude and longitude coordinates of the center point of an X.

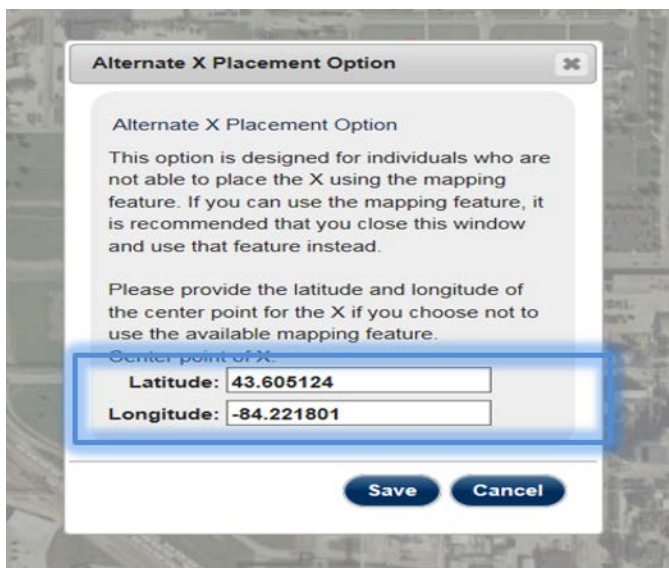


Figure 50: Click on the Text Box Area to Manually Enter X Coordinates

Click [Save] to save the X location. Click [Cancel] to return to the geospatial map.



### 4.3.4. View the Circle Location

Click the [Map] tab to review the circle(s) for a COI. Click the  Accessibility button if you want to review the coordinates.

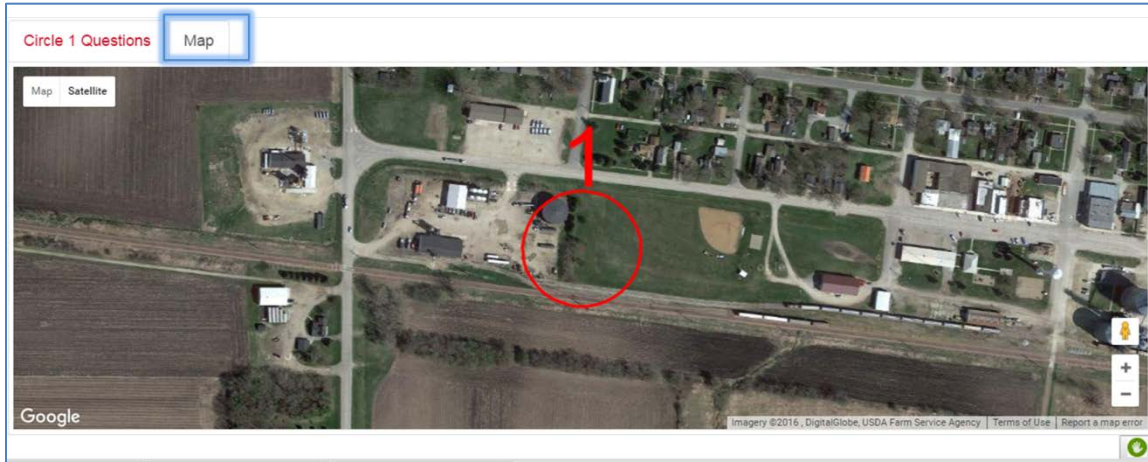



Figure 51: Map View of Locked Circle

### 4.3.5. Edit Circle Location

Click  button to change the location of a circle at any time prior to submitting the survey.

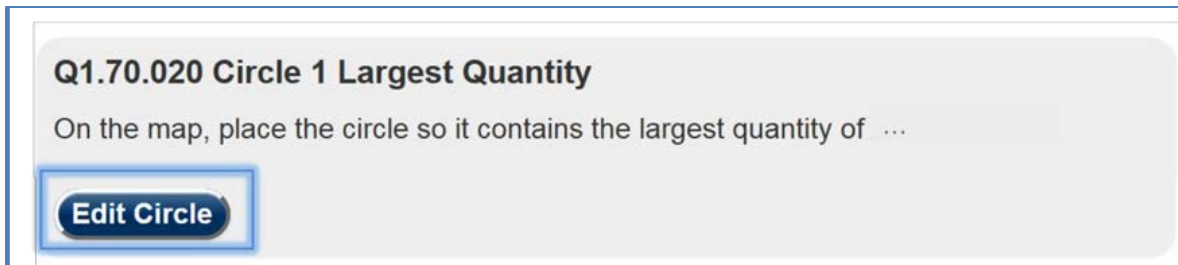


Figure 52: Edit Circle Button



If you choose to change the position of your circle, you will lose all data you entered for this circle and of the second circle if you have drawn one.

## 5. SVA Geospatial Tool and Features

As part of the SVA survey, you are prompted to define critical assets within your facility’s geospatial location. Figure 53 depicts an overview of the geospatial map and drawing tool in the SVA survey.







**Figure 53: Drawing Tool in SVA Survey**

Table 6 below describes the buttons and features for the SVA geospatial tool

Icon	Name	Function
	Facility Location Marker	Marks the location of the facility provided to DHS during the registration process. <i>Note: To change this information, go to the Facility Details tab in the CSAT Portal and click the [View More/Edit] button.</i>
	Satellite	Displays a satellite image of the facility location without city names and major highways. This is the default view.
	Labels	Option in the Satellite map view that adds labels of major highways, streets, and buildings to the map.



Icon	Name	Function
	Map	This view is similar to a street map. The background is gray, small roads are white, larger roads are yellow, and major highways and interstates are orange.
	Terrain	Option in the Map view. This button highlights differences in terrain and can be used to determine whether an area is flat or rocky.
	Open Hand Vector	This icon is displayed when no action is performed on the map.
	Closed Hand Vector	Appears after you click anywhere on the map. Left click and hold the mouse to move the map in any direction desired (pan movement). <i>Note: When you let go of your mouse button the hand vector returns to the pointing vector. See above.</i>
	Draw	Shows the shape buttons that allow you to define critical assets in your facility's geospatial map.
	Draw Rectangle	Draws a rectangle on the map.
	Draw Shape	Draws a polygon on the map.
	Clear	Restarts the drawing process and clears any unfinished shapes.






Icon	Name	Function
	Zoom In and Out	Allows you to zoom in by clicking on the plus sign and zoom out by clicking on the minus sign.
	Accessibility Button	Shows the latitude and longitude information when viewing circle information. Allows you to enter the coordinates for manually adding or moving the circle.

Table 6: SVA buttons and features description

## 5.1. Define a Critical Asset



Click the  button to start defining an area on the map that contains a critical asset.

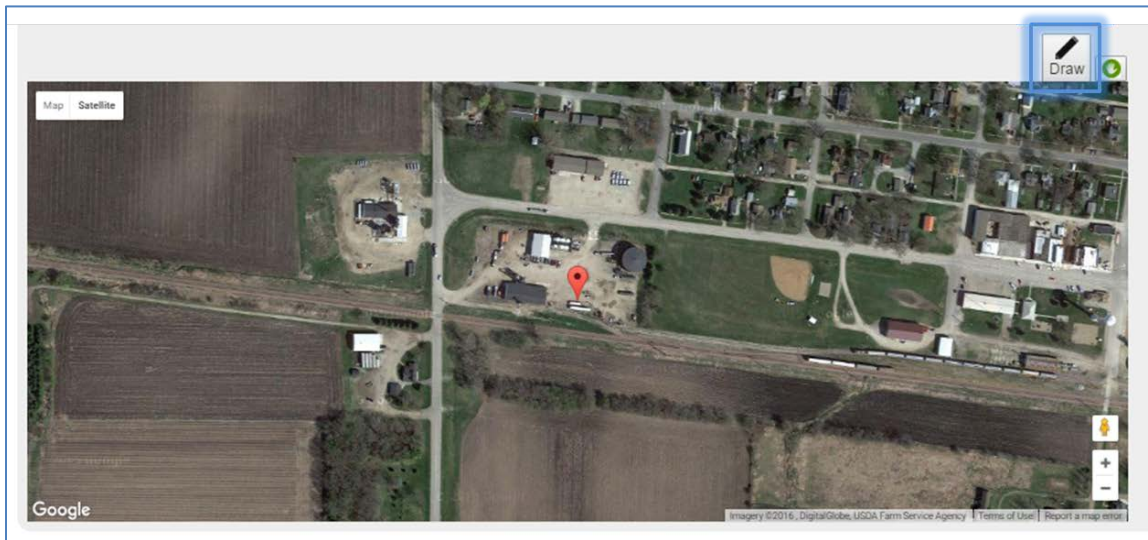




Figure 54: Select the [Draw Tool] Icon to Start Defining Critical Assets

Two shape buttons will appear on the top center of the map. Draw the shape that best fits your facility. **Click** either the  button or the  button to continue with drawing the most appropriate shape for a critical asset in your facility.

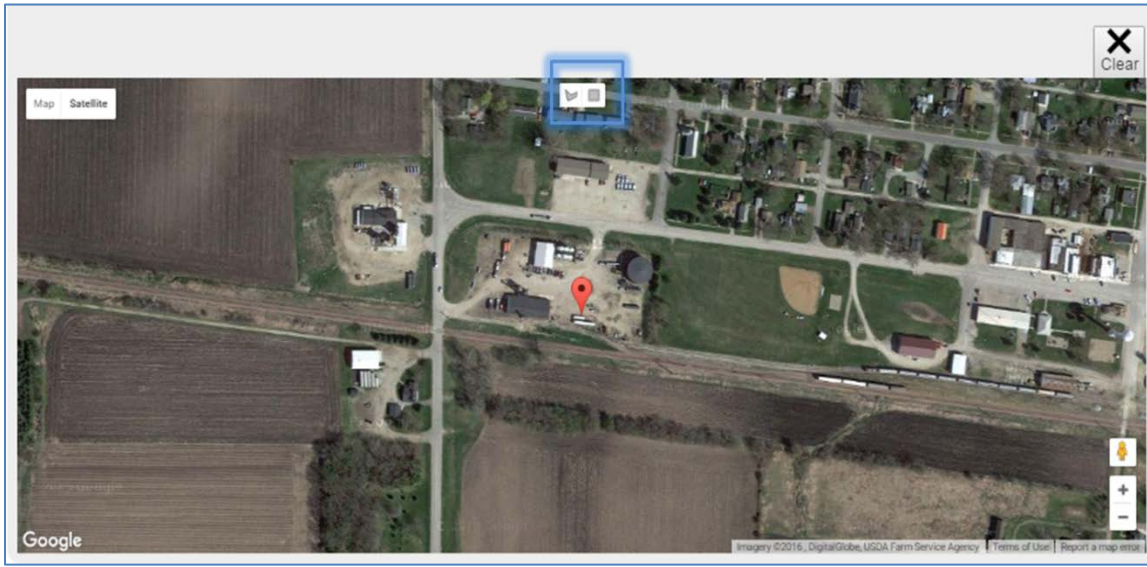


Figure 55: Select Either the [Draw a Shape] or [Draw a Rectangle] Button



Prior to drawing, zoom in the appropriate percentage on the map to help you locate the critical asset and make the drawing of the shape easier.

### 5.1.1. Draw a Shape (Polygon)


Select the  button to begin drawing a polygon shape on the map. The cursor changes to a cross-hair pointer  $+$  (a plus sign). **Click** on the area where you want to begin drawing the shape.



Figure 56: Select the [Draw a Shape] Button and Click on the Map to Begin





Use your mouse scroll wheel to zoom in and out of the map while using the SVA drawing tool.

To create the sides of the shape (polygon), **click** around the area you want to define.

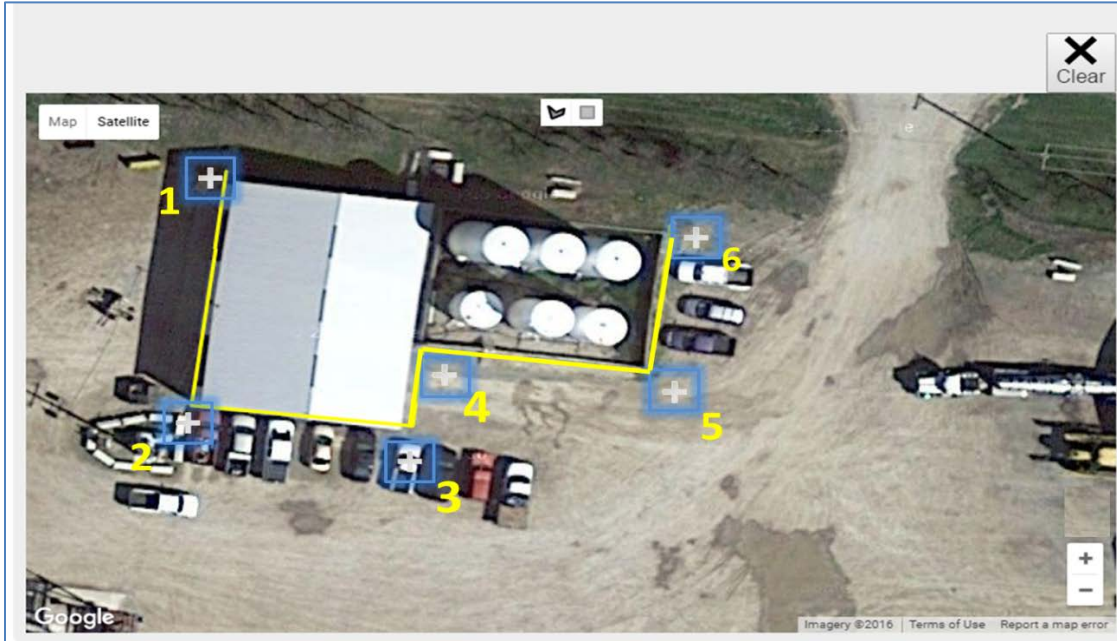


Figure 57: Click the Area to Define and Create the Sides of the Polygon

To close the shape, click near its starting point.




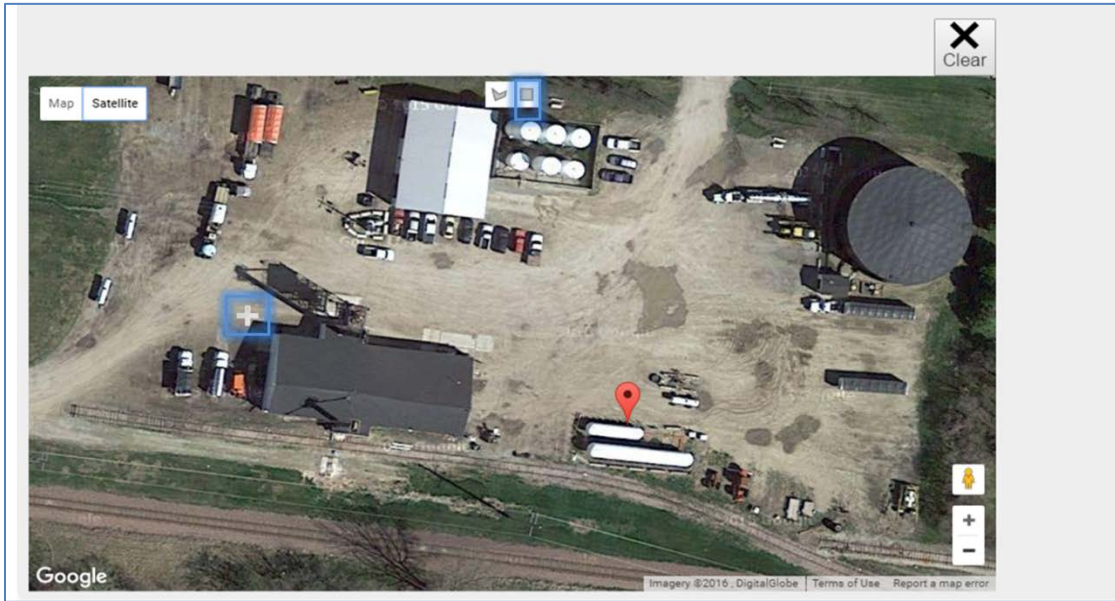
Figure 58: Click Near the Starting Point to Close the Polygon Shape



- 1) Double click near the starting point will automatically close the polygon shape.
- 2) You can use the mouse scroll wheel to zoom in while drawing in the tool.

## 5.1.2. Draw a Rectangle

Select the  button to begin drawing a rectangular shape on the map. The cursor changes to a cross-hair pointer  $\oplus$  (a plus sign). **Click** on the area where you want to begin drawing the shape.



**Figure 59: Select the [Draw a Rectangle] Button and Click on the Map to Begin**

To create the sides of the rectangle, **click** and **drag** the pointer until the rectangular shape appears.





Figure 60: Drag the Pointer on the Map to Create the Rectangular Shape

### 5.1.3. Clear an Unfinished Shape



Click the  button to delete an unfinished shape.



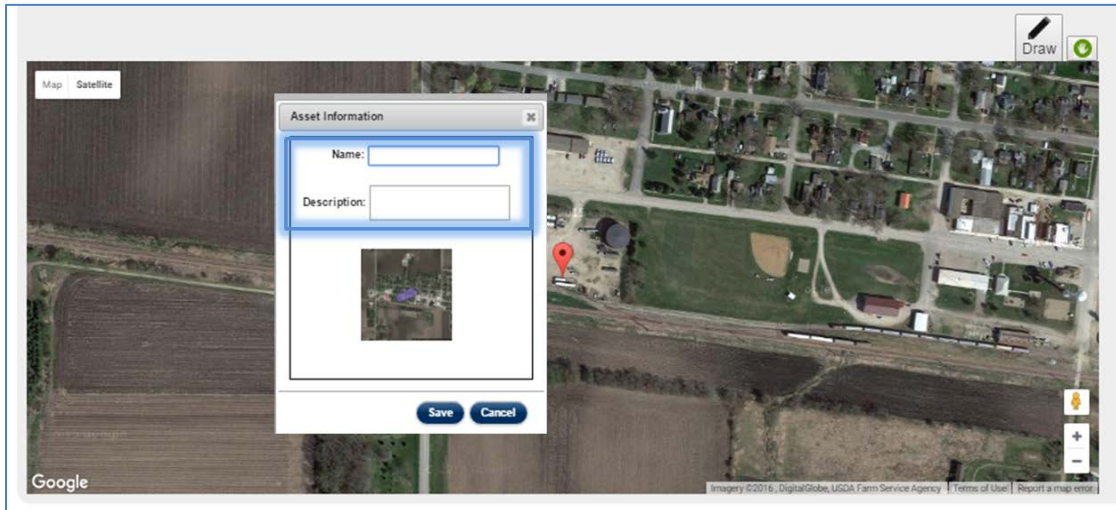
Figure 61: Click the [Clear] Button to Restart Drawing a Shape



To change the location of a drawn shape, you must first delete it. See Section 5.1.6 for more details.

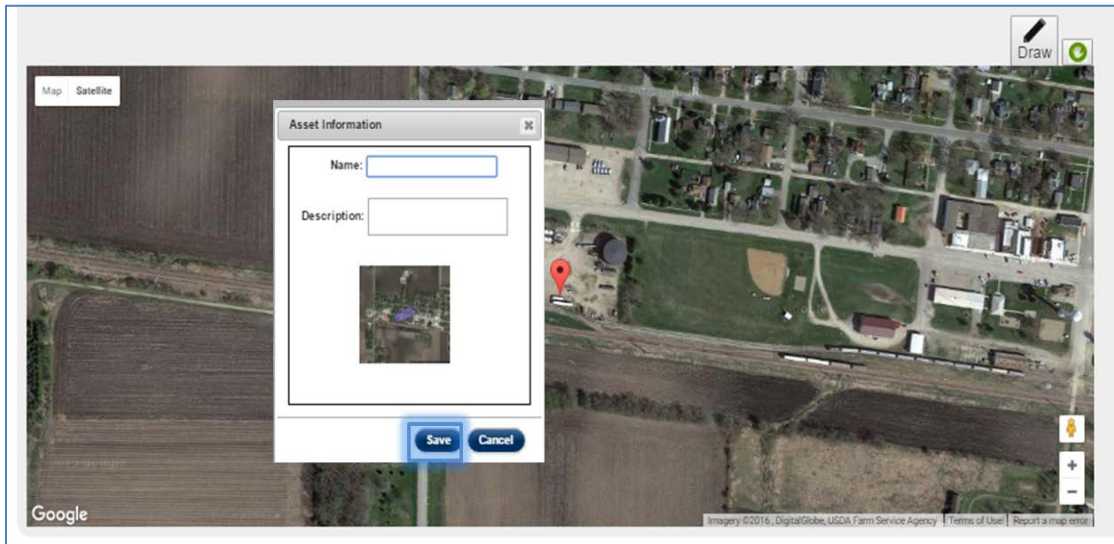
## 5.1.4. Add a Critical Asset Name and Description

Once you are finished drawing a shape with the SVA drawing tool, a pop-up window appears requesting the name and description of the critical asset. **Click** on each of the open text boxes to enter your answer.



**Figure 62: Add Name and Description to a Shape**

Click the **Save** button to complete defining the critical asset.



**Figure 63: Click the Save button to store the shape information**

The critical asset appears to the right of the map, showing its name, description, and a small picture with a shaded area to indicate shape you defined on the map.

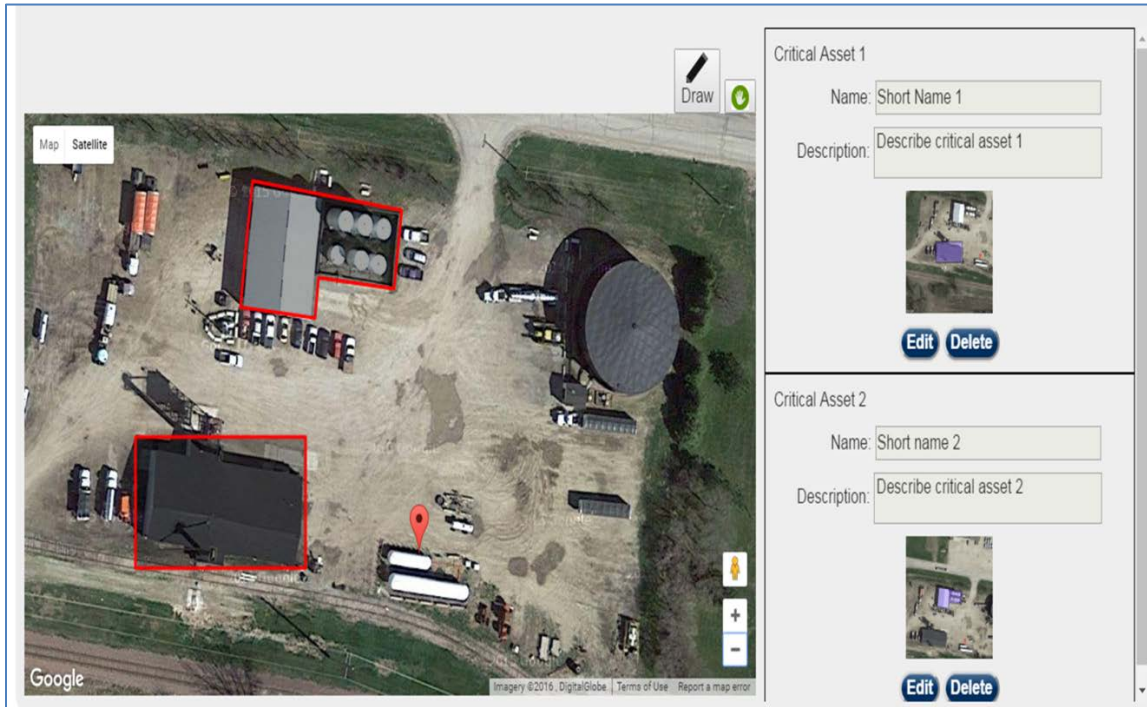


Figure 64: Two Defined Critical Assets Shown on the SVA Geospatial Tool



Use the Scroll Bar to review all the defined critical assets

### 5.1.5. Edit Critical Asset Information

Click the **Edit** button to change the name or description of the critical asset.

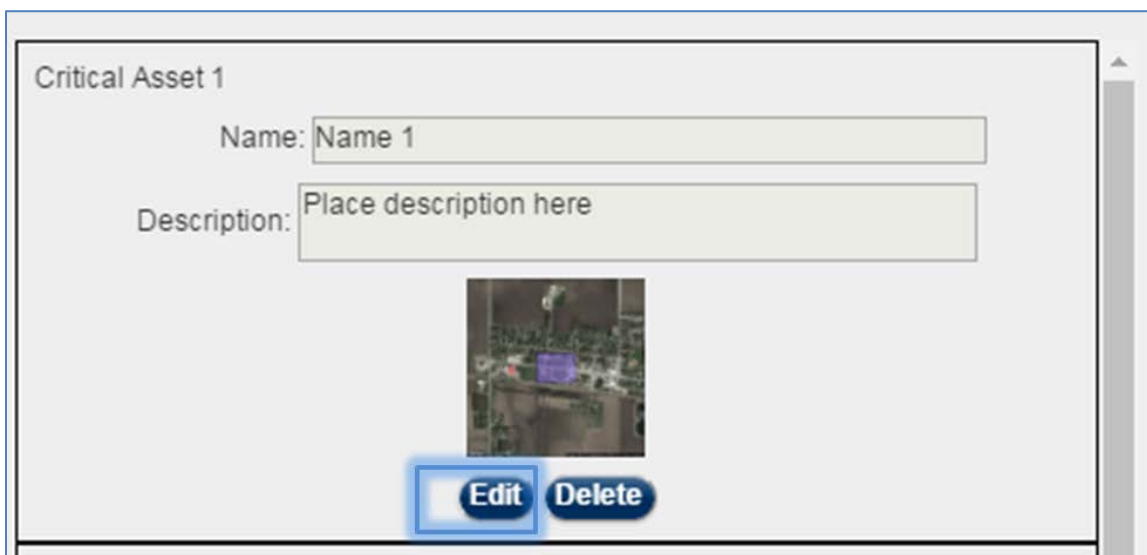


Figure 65: Click the [Edit] Button to Change Information for a Critical Asset Name or Description





You may edit the name and description of the shape information at any time. To change the shape's location on the map, you must first delete the shape and redraw it.

### 5.1.6. Delete a Critical Asset Shape



Click the  button to remove all data for a critical asset.

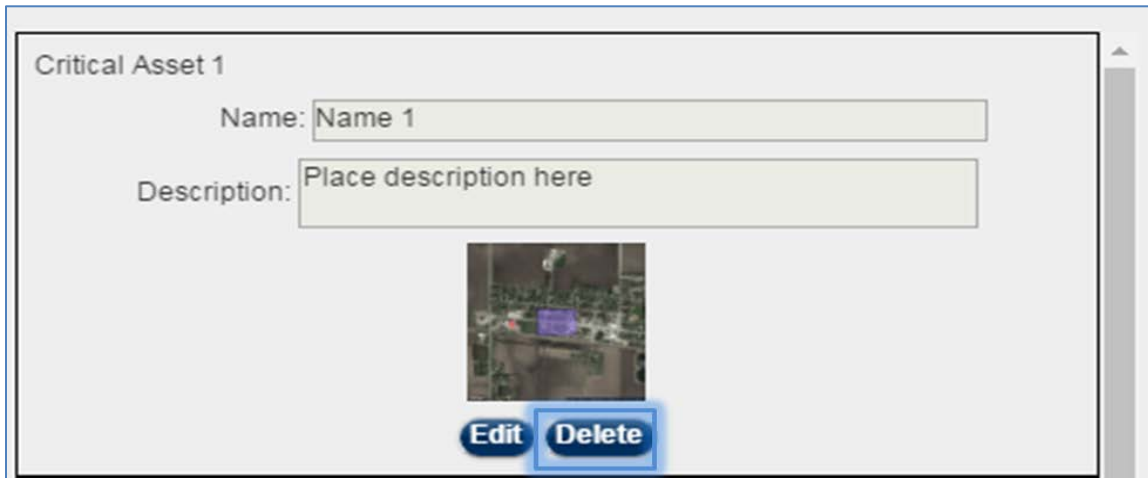



Figure 66: Click the Delete Button to Delete All Data for a Critical Asset.

### 5.1.7. Accessibility Option for Drawing a Shape

This option is designed for individuals who are not able to use the SVA mapping tool. If you can use the mapping feature, it is recommended that you use that feature instead.



Click the  button found on the top right corner of the SVA geospatial tool.

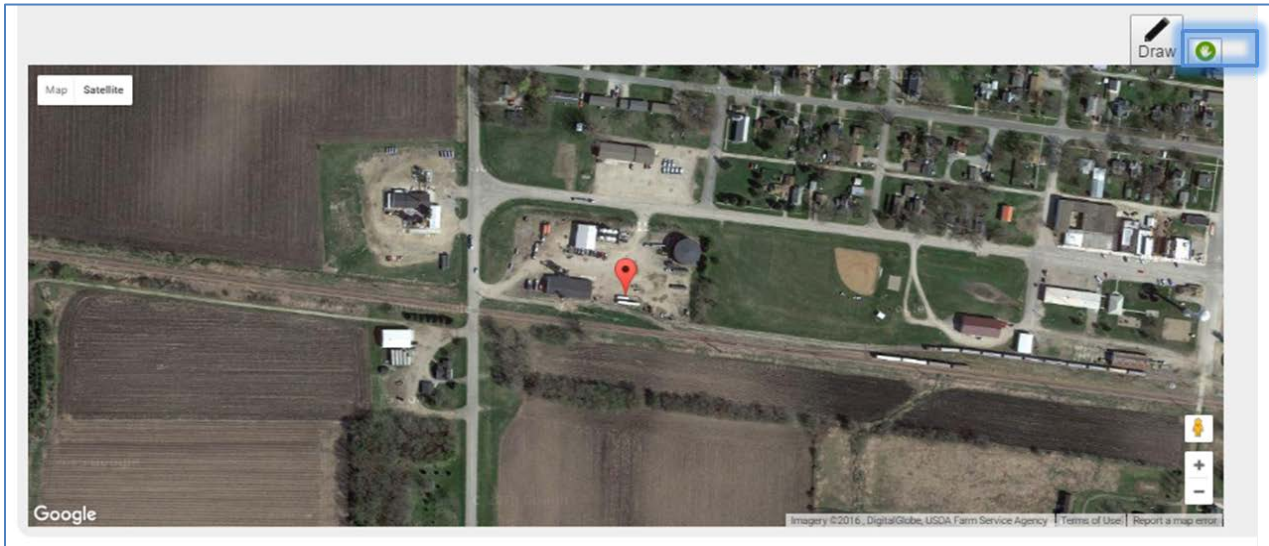


Figure 67: Click the Accessibility Button to Manually Enter Coordinates for a Critical Asset.

Click on the open text box area to enter the latitude and longitude coordinates of a rectangle. Click [Save] to complete the action and create the rectangular critical asset. The prepopulated coordinates are the center of your facility's information that were provided during registration.

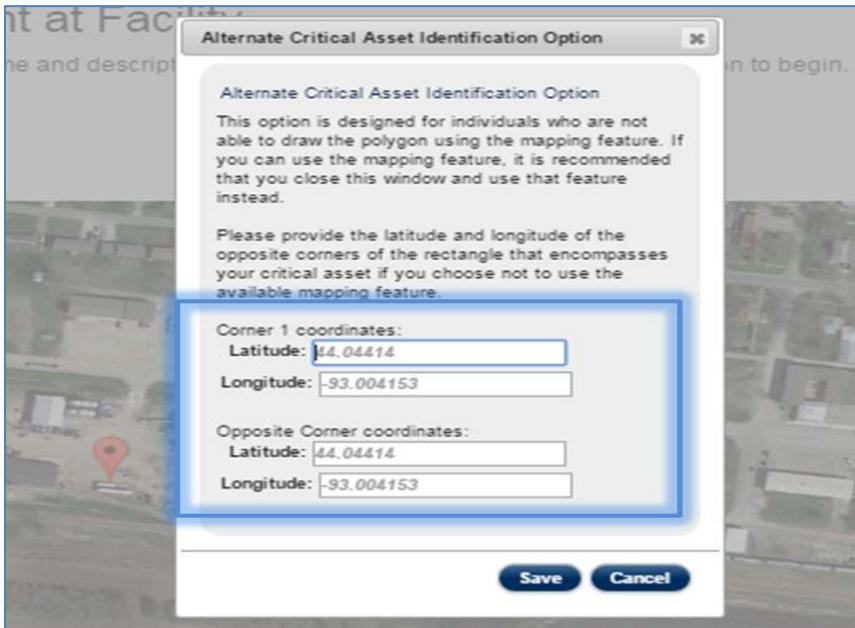


Figure 68: Click on the Open Text Box to Enter Latitude and Longitude for two Opposite Corners of a Rectangle

## 6. Upload Files

For the Expedited Approval Program (EAP) and Alternative Security Program (ASP), uploading files is a requirement to complete the surveys. Also, you may upload supplementary material to complete the SVA/SSP Surveys.

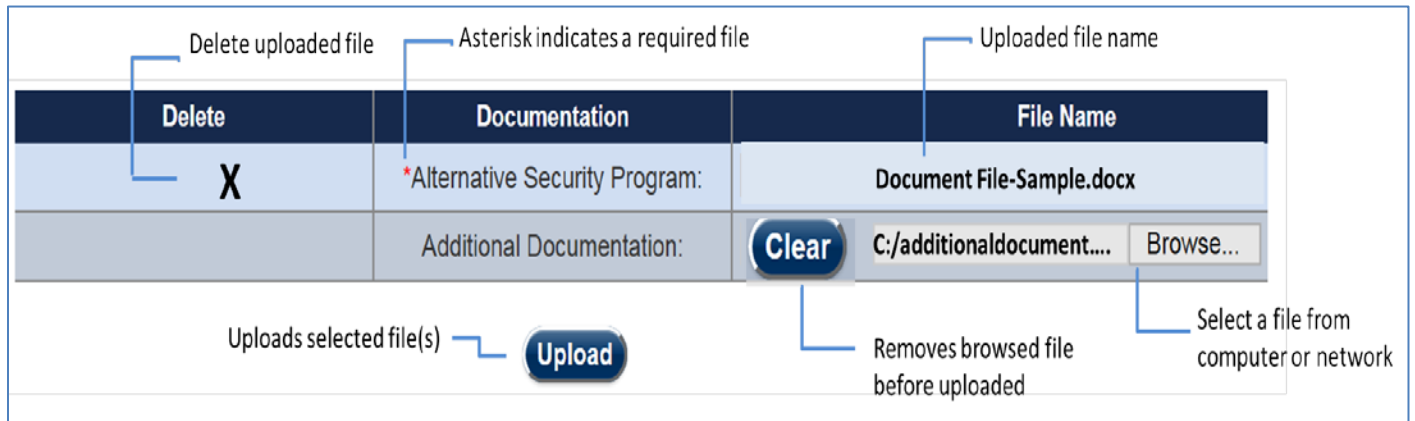


Figure 69: Uploading Files – Features and Buttons



The asterisk (\*) next to a documentation name indicates that a file must be uploaded to complete the survey option selected. Additional files are only optional.

## 6.1. Upload a File

Browse....

To upload your file, select the **Browse....** button to locate the file(s) on your computer or network. You may browse and select a file one at a time. A separate row for an additional file appears once the first file has been added to the table.

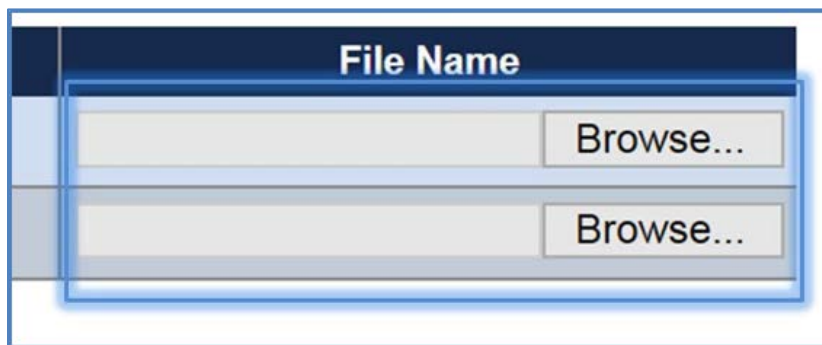


Figure 70: Click [Browse] Button to Locate a File on Your Computer



Do not upload password protected files.



Only the following file formats will be accepted for uploading to CSAT: .pdf, .txt, .doc, .wpd, .xls, .dwg, .rft, .bmp, .png, .gif, .jpg, .odt, .ods, .odp, .odg.

Clear

Click the **Clear** button if you wish to remove the browsed file prior to uploading.

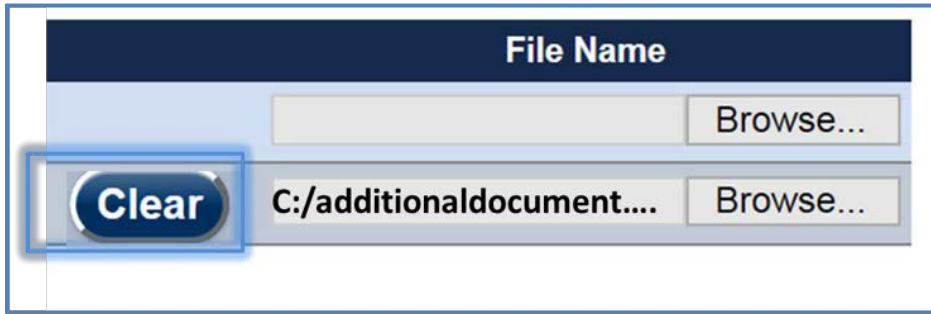


Figure 71: Click the [Clear] button to remove a file.



You can replace a browsed file by clicking the [Browse/Choose File] button.

**Upload**

Once you have browsed for all of your files, **select** the **Upload** button to upload all the files added to the table rows.



Successfully uploaded file names will appear in red text.

Click the  to remove an uploaded file.

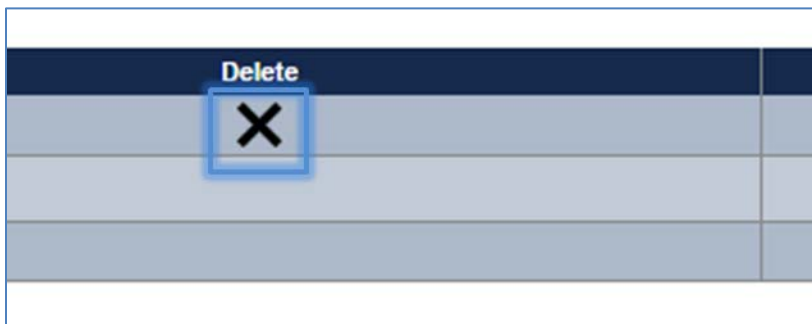


Figure 72: Click the [Delete] Button to Remove an Uploaded File.



You may not upload the same file multiple times.





## 7. Notify DHS of Expedited Approval Program (EAP) Intention

Click the [Notify DHS] button if you intend to file an Expedited Approval Program (EAP). For more instructions regarding the program see the [DHS Guidance for the Expedited Approval Program](#).

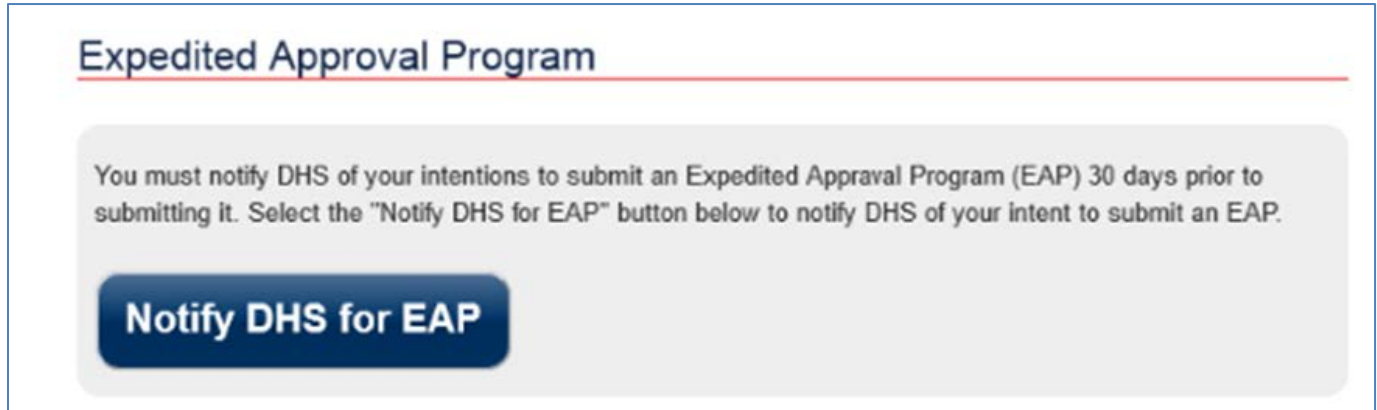


Figure 73: Click [Notify DHS for EAP] if Your Facility Intends to File an EAP

After 30 calendar days from the time of notification, the [Upload EAP] button appears to allow you to complete the EAP. See Section 6.1 for instructions on uploading files.

If you choose to submit another survey option for your facility after you notified DHS for submitting an EAP, click the [Retract EAP] button to return back to SSP Options (see [Section 3.4](#) for more details). You are able to choose another survey option to complete your SVA/SSP survey requirement.

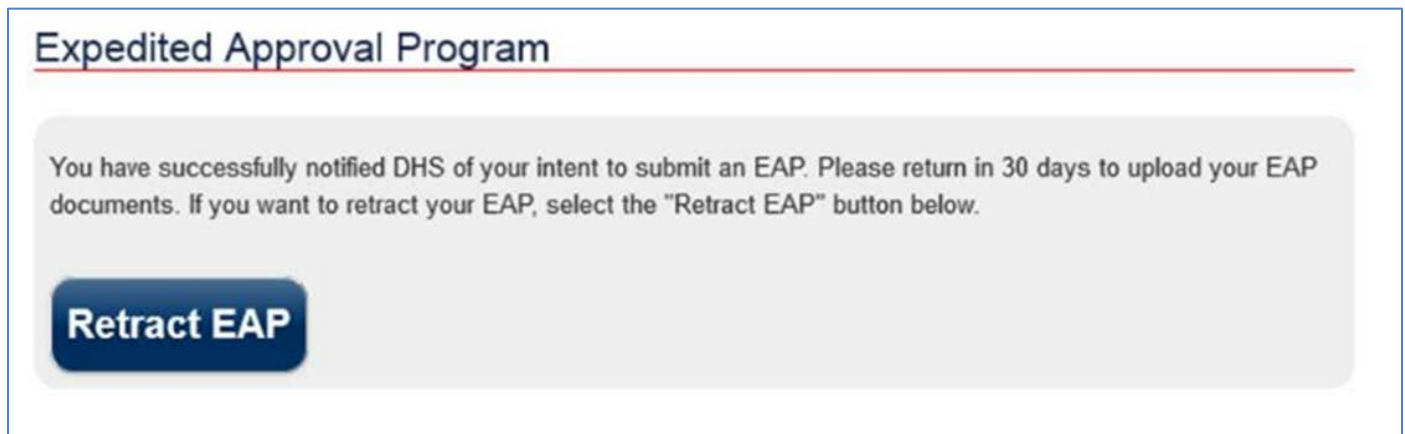


Figure 74: Click [Retract EAP] if Your Facility Does Not Want to Submit an EAP

If your facility is re-tiered or has an authorized EAP, click the  button to update the survey.



## 8. Survey Validation

For certain questions, the CSAT system performs data validation before allowing you to move to another screen. An error message is displayed on the screen when questions are not completed or appear incorrect. You are prompted to return and correct the error before moving to another set of questions. For example, an error message is displayed if a question response blank is left empty.

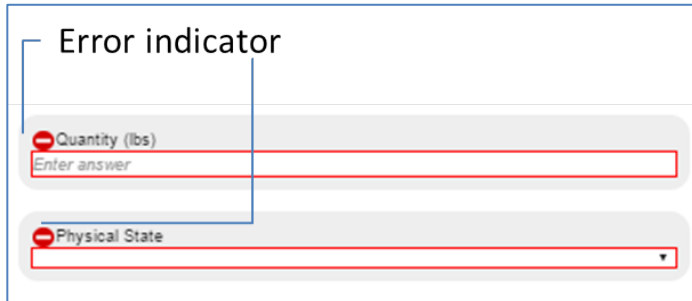



Figure 75: Example of Error Indicators During Validation of an Answer


At any time when completing your survey, you can select the **Validate and Submit** option on the navigation menu to perform a more thorough data validation. This section is also a required step prior to submitting a survey.



Figure 76: Validate and Submit Option Location in the Menu Bar

In the **“Validate and Submit”** page, each section of your survey is checked for completeness. The validation report (see Figure 77 below) provides a detailed review for all sections.

A checkmark  indicates the section is completed successfully.

An error indicator  shows that one or more incomplete questions have been found by the system in the section. Links for each section are provided in this report to return and correct the error. Click the name of the section or the number of questions without answers to return to the section for completion.



## Validate and Submit - **Survey is Incomplete**

Your survey contains one or more incomplete sections. Select the appropriate link(s) in the table to complete the required sections.

	Survey Section	# Questions without answers
✓	Exclusions	0
✓	Facility Attributes	0
✓	COI Selection	0
✓	Acetyl bromide	0
⊘	<a href="#">Allylamine</a>	1
⊘	<a href="#">Allyltrichlorosilane, stabilized</a>	1
⊘	<a href="#">Aluminum (powder)</a>	1

Key



Indicates that questions within this section are incomplete



Indicates this section is complete

[Go Back](#)

Figure 77: CSAT Survey Validation Sample Page with Errors Shown



Data validation is performed only for logic and basic errors. Your Submitter is responsible for submitting accurate and correct information to the best of their knowledge.



## 9. Submit a Survey to DHS

The [Submit to DHS] button is available when all the survey sections are complete and no errors are found. Only the Submitter role can submit the completed survey to DHS.

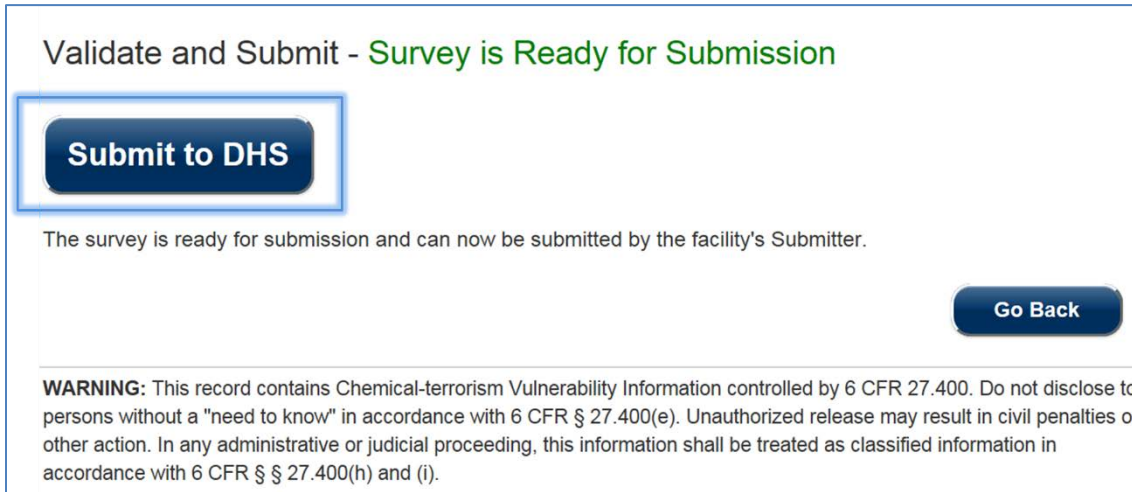


Figure 78: Survey Is Ready for Submitter to Submit to DHS

Click the [Go Back] button if you want to continue reviewing your survey.

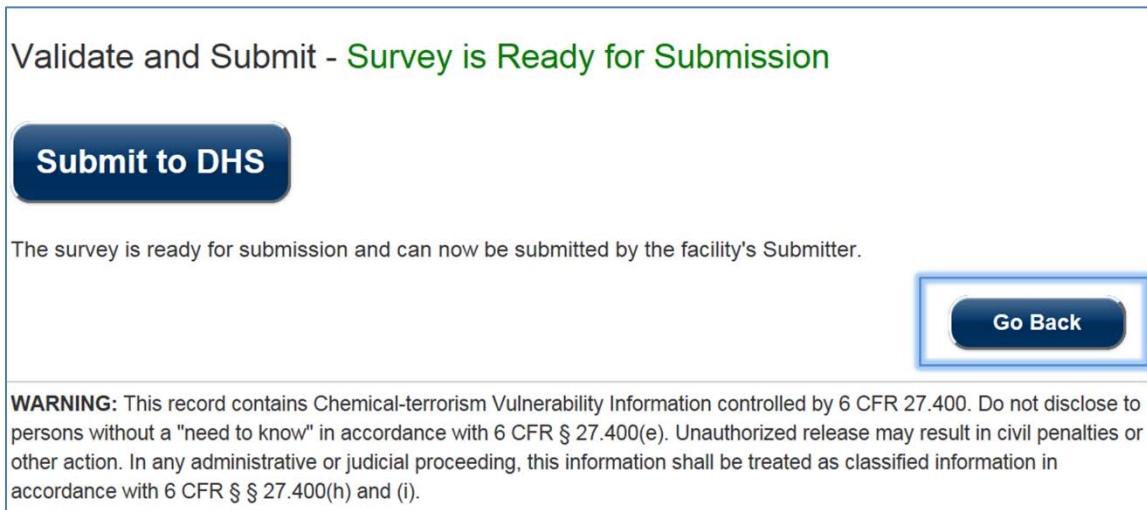


Figure 79: Click the [Go Back] Button to Return to the Survey



# 10. Generate a Survey PDF

Once you have submitted a survey, a pdf copy of the survey is generated.

Click the [Print] icon if you want to retain a copy for your records.

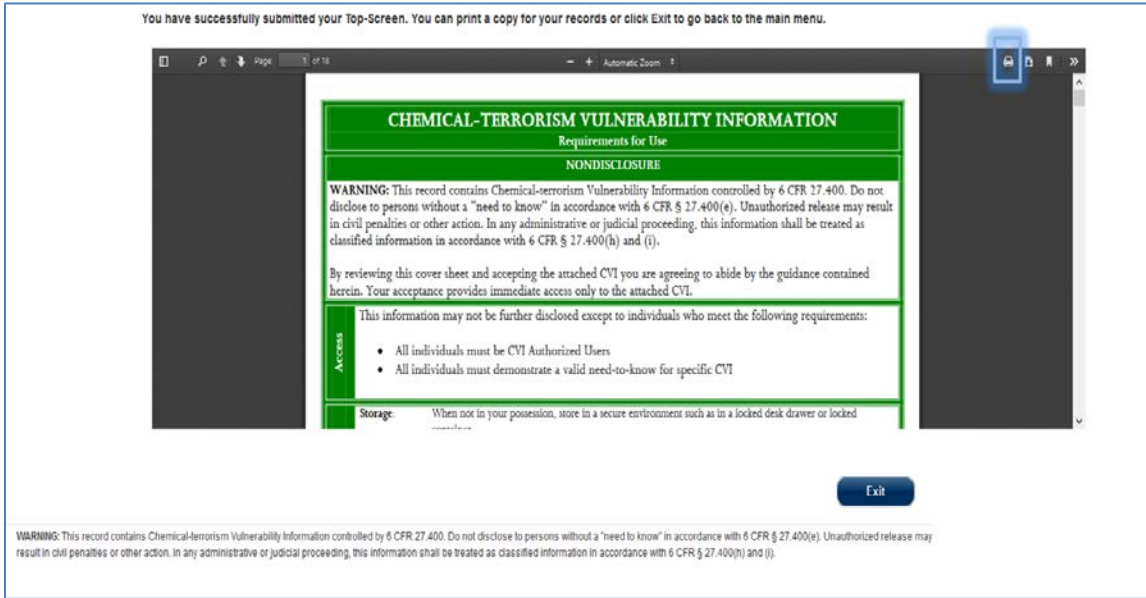



Figure 80: Click the Print Icon to Print and/or Save a PDF Copy of Your Submitted Survey

Click the  button to go back to the CSAT Application Tool main menu.

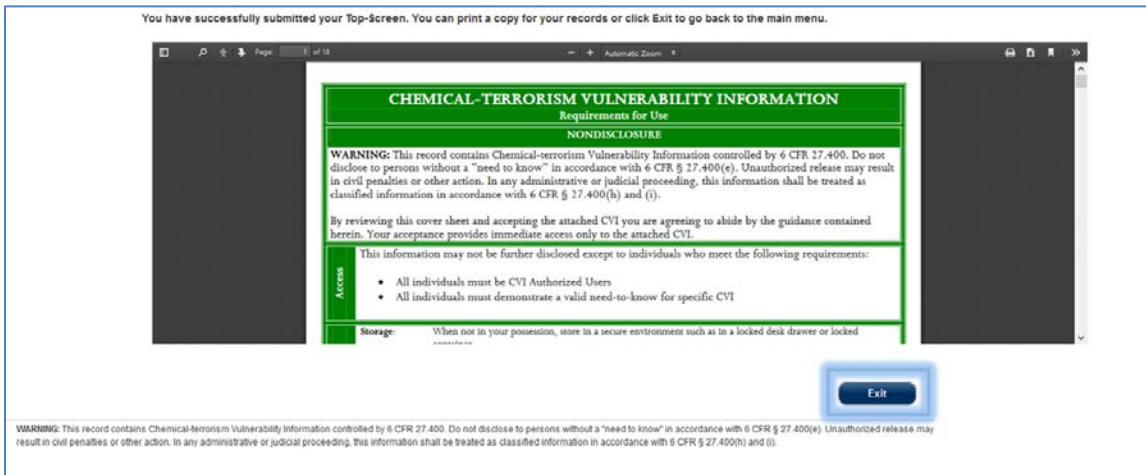


Figure 81: Click [Exit] to Return to the CSAT Main Menu



You may also access a PDF copy of the survey submitted in the Facility Details Page within the CSAT portal.



# 11. Contacting the CSAT Help Desk

CSAT users can call the CSAT Help Desk with questions regarding the CSAT survey applications and other elements of CSAT. The CSAT Help Desk can be reached at 866-323-2957 (toll free) between 7 a.m. and 7 p.m. (EST), Monday through Friday. The CSAT Help Desk is closed for Federal holidays.



**CSAT Help Desk Toll Free Number 866-323-2957 7am-7pm ET.**



**Use the Question number when calling the CSAT Help Desk for expedited assistance.**





## 12. Acronym List

<b>ASP</b>	Alternative Security Program
<b>CFATS</b>	Chemical Facility Anti-Terrorism Standards
<b>CFR</b>	Code of Federal Regulations
<b>COI</b>	Chemical(s) of Interest
<b>CSAT</b>	Chemical Security Assessment Tool
<b>CVI</b>	Chemical-terrorism Vulnerability Information
<b>DHS</b>	U.S. Department of Homeland Security
<b>EAP</b>	Expedited Approval Plan
<b>IFR</b>	Interim Final Rule
<b>SSP</b>	Site Security Plan
<b>SVA</b>	Security Vulnerability Assessment
<b>SSP</b>	Site Security Plan



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## 1. Overview

This document is the user manual for the Chemical Facility Anti-Terrorism Standards (CFATS) Chemical Security Assessment Tool (CSAT) Survey application, an information-gathering application developed by the U.S. Department of Homeland Security (DHS) to collect and analyze key data from chemical facilities pursuant to Title XXI of the Homeland Security Act of 2002 and to implement regulations, the Chemical Facility Anti-Terrorism Standards (6 CFR Part 27).

This user manual shows you how to navigate the CSAT Survey applications: Top-Screen, Security Vulnerability Assessment (SVA), and Site Security Plan (SSP)/Alternative Security Program (ASP). For specific instructions on completing survey questions, please see the Survey Instructions for each survey. More detailed information about each CSAT application, as well as information on CFATS and Chemical-terrorism Vulnerability Information (CVI),<sup>1</sup> is available on [www.dhs.gov/chemicalsecurity](http://www.dhs.gov/chemicalsecurity).



CSAT Frequently Asked Questions (FAQs) [CSAT Knowledge Center](#).



For specific instructions on completing a survey, use the CSAT Survey Instructions available on the [DHS Chemical Security website](#).

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<sup>1</sup> Chemical-terrorism Vulnerability Information (CVI) is a Sensitive but Unclassified designation used to protect information developed under the CFATS regulation. Completion of CVI training is required for all CSAT users, and CVI should only be disclosed to CVI-trained individuals with a need to know. To access CSAT you must be CVI trained. To complete CVI training go to <https://cvi.dhs.gov/training>.



## 2. Access a Survey

After logging into CSAT with your username and password, the Home page and each Facility Details tab show a list of those surveys available to edit for each registered facility for which you have access. Click **[Return to Survey]** or **[Start Survey]** from the Home page to access the appropriate survey. See the CSAT Portal User Manual for more details on navigating the CSAT Portal.

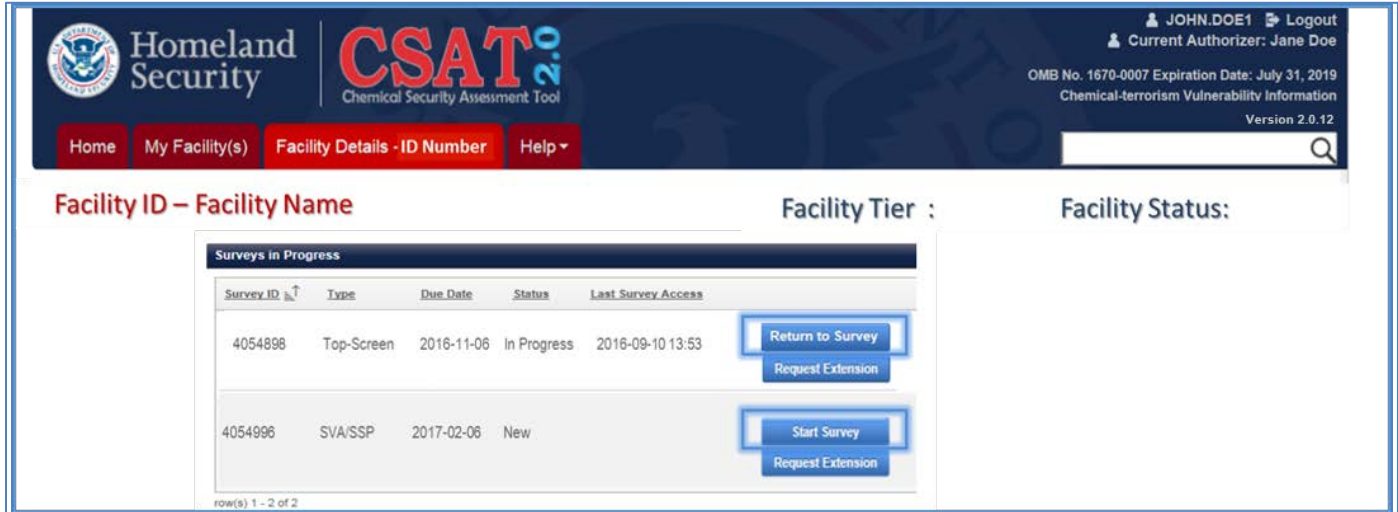


Figure 1: Click [Start Survey] or [Return to Survey] in the Facility Details tab



Your CSAT session will time out after 60 minutes (1 hour) if the system is not in use. If that happens, you will need to log back into CSAT to restart your session. Data you have saved will not be lost. However, be sure to save your data often.

### 2.1. Edit and Review a Survey

Four CSAT user roles can access the CSAT Surveys: Authorizer, Submitter, Preparer, and Reviewer. Table 1 describes what each user role can do in the survey application and how many users are allowed per role per facility.

CSAT User Role	Description
Authorizer	Can view all the facility’s surveys. Only one Authorizer is allowed per facility.
Submitter	Can fill out, edit, and submit all the facility’s surveys. Only one Submitter is allowed per facility. <i>Note: Only this role can submit a completed survey to DHS.</i>
Preparer	Can fill out or edit all the facility’s surveys. Multiple Preparers are allowed for each facility. <i>Note: This role cannot submit a completed survey to DHS.</i>
Reviewer	Can view all the facility’s surveys (read-only permission). Multiple Reviewers are allowed for each facility. <i>Note: This role cannot edit or submit the completed surveys to DHS.</i>

Table 1: CSAT Surveys User Role Descriptions



## 2.2. Multiple Users Accessing a survey

Multiple users may access the same survey concurrently; however, only the first user who logs into the survey with edit permissions will be able to edit the survey. As long as the first user is logged into the system, the other users may only view the survey. Once the first user logs out, the system will automatically pass the edit capability to the next logged in user with edit permissions.

If you are not the first user with edit permissions to log in, the system will give you this warning:

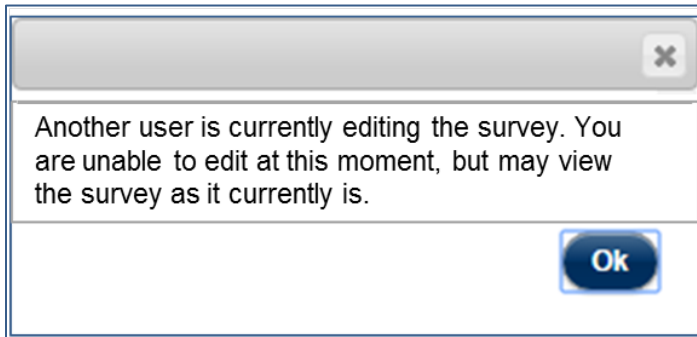


Figure 2: Edit Mode Locked message

When the first user logs out, if you are the next user with edit permissions, you will get this message and will be able to edit the survey after clicking [Ok]:

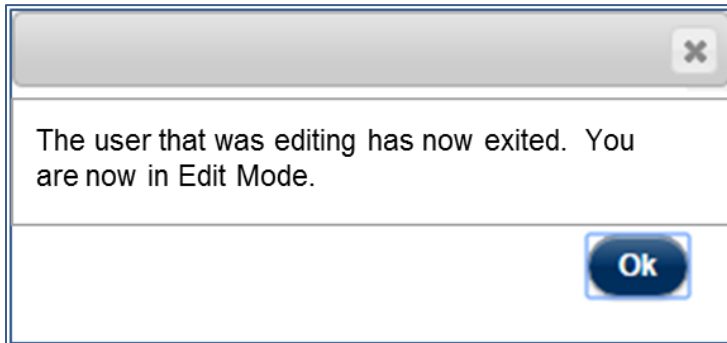


Figure 3: Edit Mode Unlock Message



### 3. Navigate a Survey

This section provides an overview of all the buttons and their available functions while navigating the CSAT Survey application tool.

Icon	Name	Location	Description
	Next	Bottom of page	Navigates to the next page and saves data in current page.
	Previous	Bottom of page	Goes back to the previous page to review or edit response. Data is saved in current page.
	Save	Bottom of page and pop-up window	Saves the data entered for that page. If a pop up window is opened it saves the data, closes the pop-up window and returns to the current page.
	Continue	Bottom of Paperwork Reduction Statement page	Continues to the next page of the survey.
	Cancel	Bottom of pop up window	Allows exiting the pop-up window without saving the responses entered and returns to the current page.
	Go Back	Bottom of Validate and Submit page	Goes back to the previous page to review or edit their response prior to submitting.
	Submit	End of each survey	Allows the submitter to submit survey to DHS.
	Leave Page	Bottom of exit survey pop up notification	Allows exiting the survey after you clicked the Logout button.
	Stay on Page	Bottom of exit survey pop up notification	Remains on the survey page after you clicked the Logout button.
	Exit	Bottom of PDF generated page	Exits the survey and returns to the main menu of the CSAT system after a PDF format of the submitted survey were generated.

Table 2: Navigation Buttons



**Do not use the [Back] button [or arrows] in your web browser to navigate through the CSAT Survey application. Using your browser’s navigation buttons can result in lost data.**





### 3.1. Navigation Menu

A navigation menu is available on the left side of the screen. The page you are on will be highlighted on the menu.

The navigation menu has sections specific to each survey. As the user answers questions, the navigation menu will expand or contract depending on your survey answers.

To navigate to a specific section of the survey, highlight and select the menu link of the section you want to navigate to.



Move the mouse over the link to select and navigate to a different survey section.

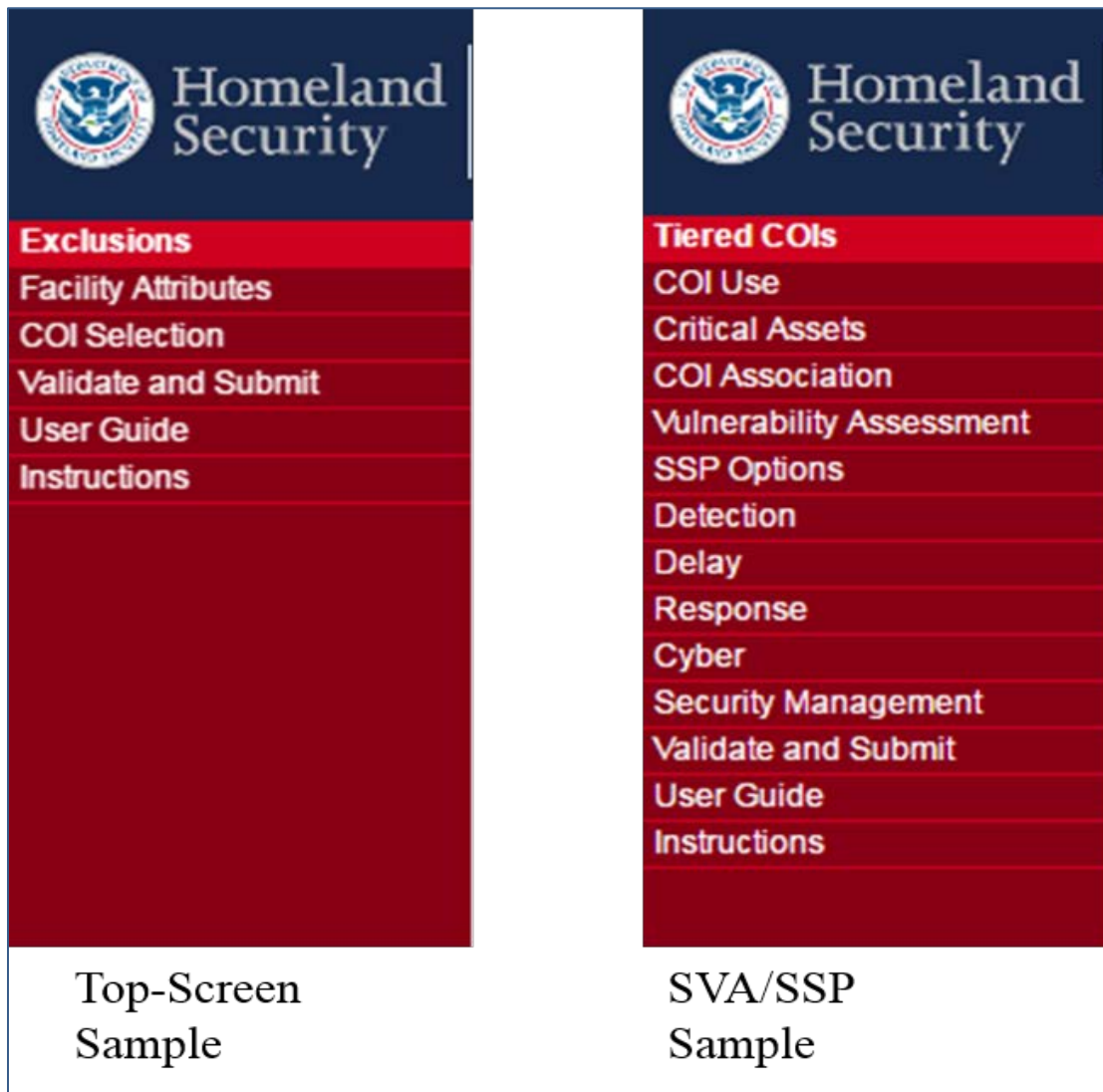


Figure 4: Navigation Menu



## 3.2. Banners

Each CSAT Survey has a page header with:

- The official DHS seal and signature
- Application Name
- Username: Select this link to go to “Manage My Account”
- Exit: Select Exit to return to the CSAT Portal Homepage
- Logout: Select Logout to exit CSAT completely
- Office of Management and Budget (OMB) Control Number with corresponding Expiration Date
- CSAT application current version number
- Facility registered name

Under the page header, each survey has a light blue banner displaying the survey name, the CVI marking, and a countdown timer indicating the number of days that remain to complete the current survey.

Each CSAT Survey also displays the CVI warning disclaimer at the bottom of each page.

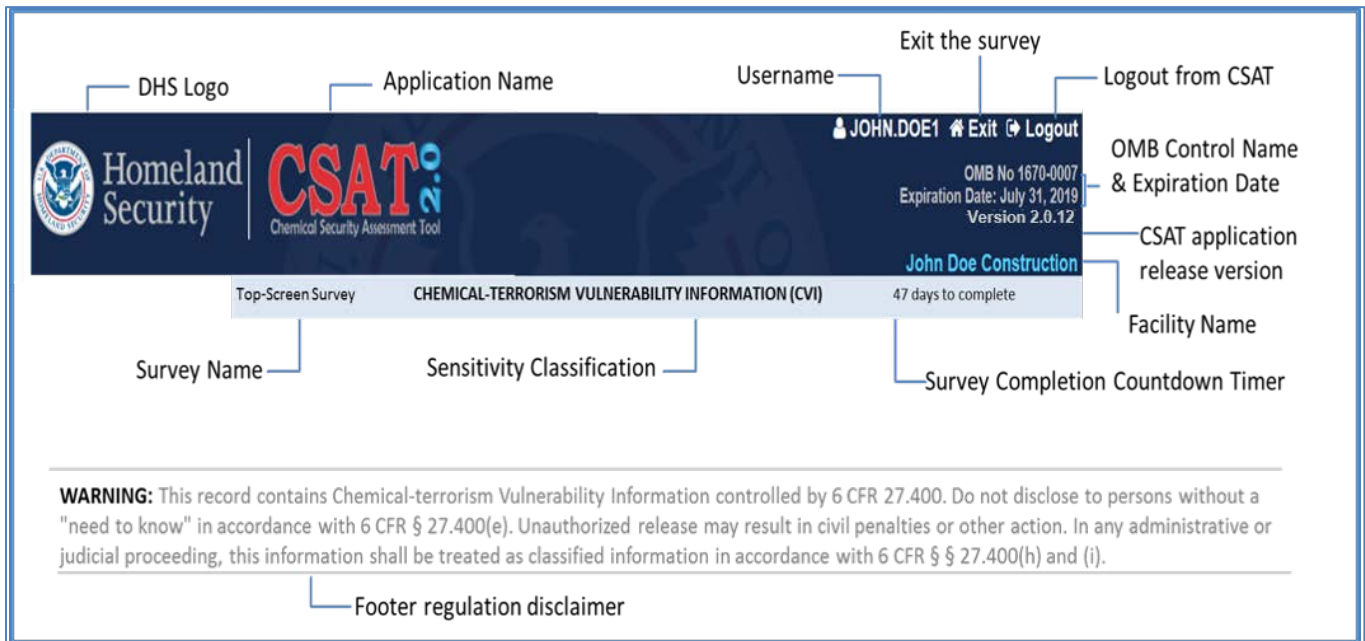


Figure 5: Overview of the CSAT Page Header, Footer Buttons and Features



### 3.3. Paperwork Reduction Act Statement

Every time you access a survey, you see the survey’s Paperwork Reduction Act Statement. This page displays the estimated time to complete the survey.

Click [Continue] to begin or proceed with a survey.

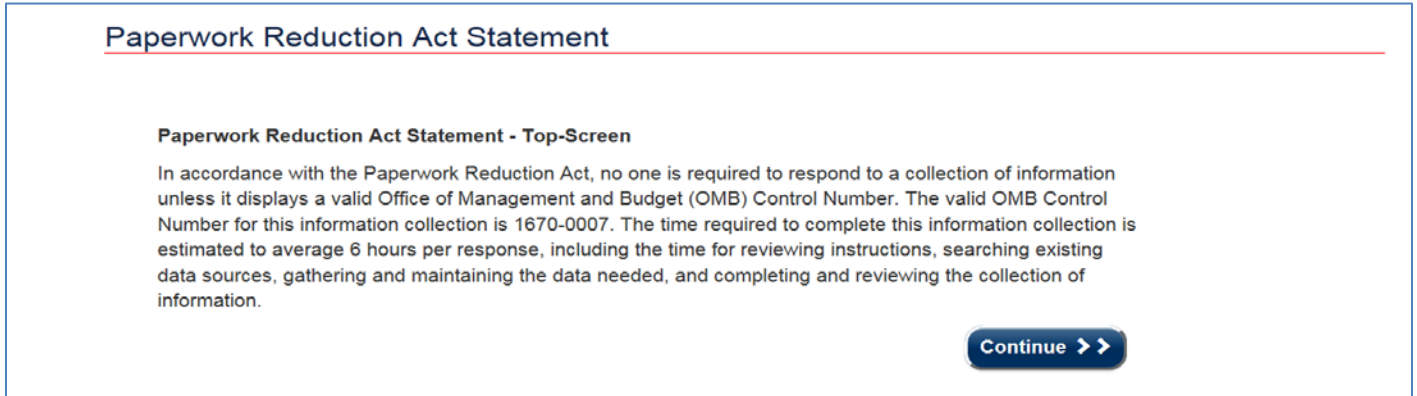


Figure 6: Paperwork Reduction Act Statement

Click [Continue] on the Top-Screen Paperwork Reduction Act Statement to proceed with the Top-Screen Survey.

In addition to the Paperwork Reduction Statement, the SVA/SSP Survey provides an Employee Involvement Statement (see Figure 8).

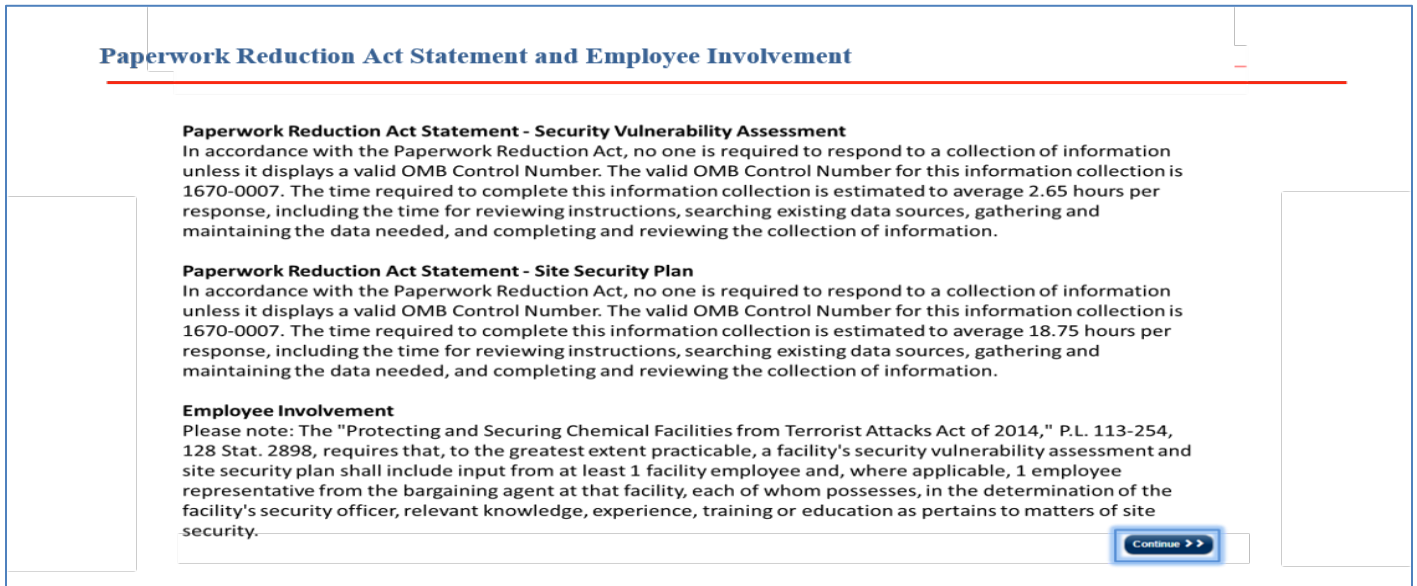


Figure 7: Paperwork Reduction Act and Employee Involvement Statement.

Click [Continue] on the SVA/SSP Paperwork Reduction Act Statement to proceed with the SVA/SSP survey.



### 3.4. Survey Options

#### 3.4.1. Site Security Plan (SSP) Options (T1 and T2 Facilities)

Select the most applicable survey format for your facility. See the DHS CSAT SVA/SSP Instructions document for more details regarding the Alternative Security Program (ASP).

Figure 8: Site Security Plan (SSP) Options (Tier 1 and Tier 2 Facilities)

Select [Next] to continue with the survey option you selected for your Tier 1 or Tier 2 Facility.

#### 3.4.2. Site Security Plan (SSP) Options (T3 and T4 Facilities)

Select the most applicable survey format for your facility. See the DHS CSAT SVA/SSP Instructions document for more details regarding the ASP or the Expedited Approval Plan (EAP).

Figure 9: Site Security Plan (SSP) Options (Tier 3 and Tier 4 Facilities)

Select [Next] to continue with the survey option you selected for your Tier 3 or Tier 4 Facility



### 3.5. Answer Survey Questions

Each survey question is numbered for reference. Some questions will only be displayed based on your responses to previous questions.

The screenshot shows a survey question interface. At the top, a label 'Question Number & Title' points to a blue-bordered box containing the text 'Q1.10.010 MTSA Exclusion'. Below this, the question text reads: 'Is the facility regulated under the Maritime Transportation Security Act (MTSA) of 2002 (Public Law 107-295; 116Stat.2064)? If the facility possesses a chemical of interest (COI) in an amount at or above the applicable screening threshold quantity (STQ) in a portion of the facility that is not regulated by MTSA, that portion of the facility is not excluded and the facility must select "No". When answering the questions in this Top-Screen, the facility should only report a COI that is in portions of the facility not regulated by MTSA.' At the bottom, there are two radio button options: 'Yes' (unselected) and 'No' (selected).

Figure 10: Formatting sample of a Survey question



Survey questions may seem out of sequence. This is because a certain question (also known as a gateway question) may have follow-up questions that only appear based on your answer. If you change your answer to a gateway question, any answers to the follow-up questions will be lost.

### 3.6. Survey Question Formats

When you navigate through a CSAT survey you may find different question formats. Read this section to learn how they work.



It is possible that some of the questions are already answered based on your responses from your latest survey submitted. In that case, review your answers and edit them as needed.





### 3.6.1. Radio Buttons

*You can select only one answer.*

**Click** on the radio button to select your answer (a dot appears in the circle and any previously selected radio button in the same group becomes deselected, so that only one can be selected).

- Facility screens all personnel and vehicles entering facility.
- Facility screens 75% of personnel and 75% of vehicles entering facility.
- Facility screens 50% of personnel and 50% of vehicles entering facility.
- Facility screens 25% of personnel and 25% of vehicles entering facility.
- Facility screens < 25% of personnel and < 25% of vehicles entering facility.
- Facility does not screen personnel or vehicles entering facility.
- Other

Figure 11: Sample Question Format - Radio Button

### 3.6.2. Checkboxes

*You can select one or more answers.*

**Click** the box to select your answer; a check mark will appear. Click again to unselect; the checkmark will disappear.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 12: Sample Question Format - Checkboxes



### 3.6.3. Dropdown Menus

*You can select only ONE answer from the list.*

Click on the arrow on the right of the box to display all the possible answers; click on the one you want to select. The answer box is blank when no value has been selected. You can always change your answer by clicking on a different value on the list.

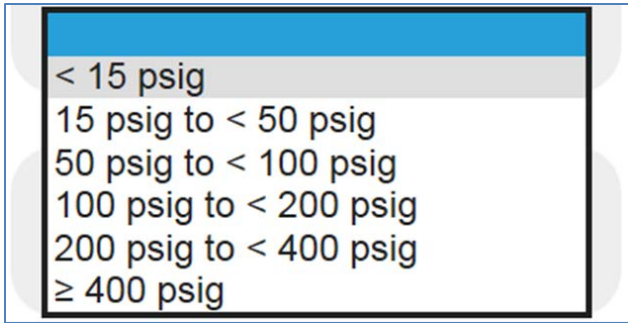


Figure 13: Sample Question Format – Dropdown Menu List

### 3.6.4. Open Text Box

*You must TYPE your answer in the box*

Click within the text box area to enter your answer. Text boxes allow you to input variable information such as quantity, name, phone number, or additional comments. Open text boxes may be optional or required depending on the specific question. (Please note, those text boxes that require a response are indicated with a red asterisk \*. This means you must input text into the box before you can advance to the next question.)

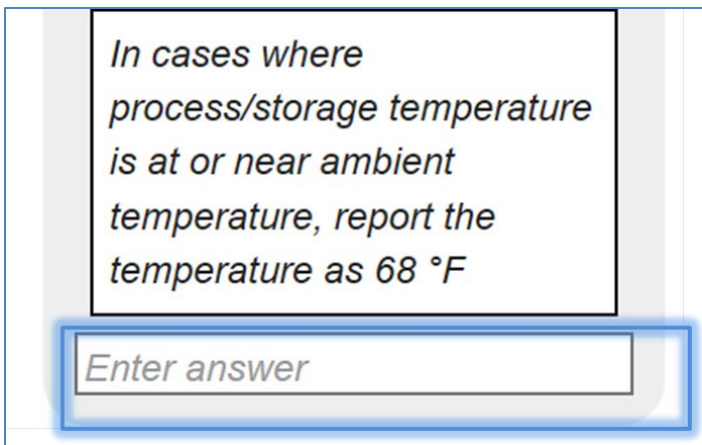


Figure 14: Sample Question Format – Open Text Box



### 3.6.5. Table

You must **ADD ROWS** to the tables to enter your information.

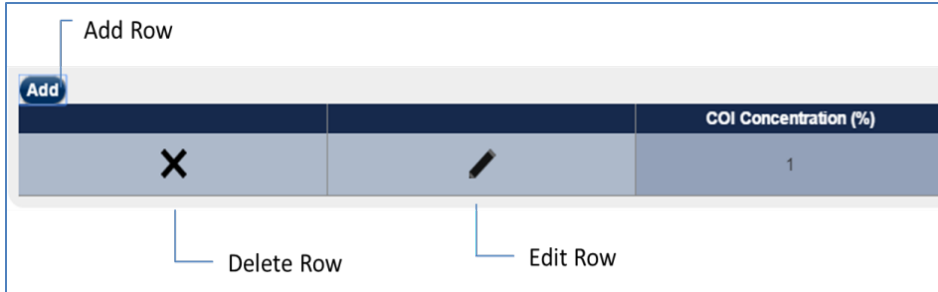


Figure 15: Overview of features for question table format

### 3.6.6. Adding a Row

Click the **Add** button.

A pop-up window question form will appear automatically that you must answer.

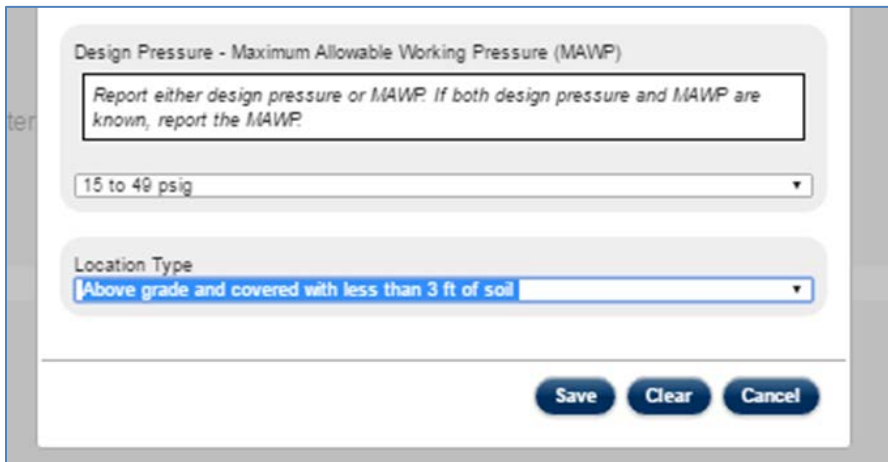


Figure 16: Pop-up window form with questions for table row

Click **[Clear]** to clear all the data from the form.

Click **[Cancel]** to close the form and return to the survey question. Any data you answered will be lost.

Click **[Save]** to save all your answers. The pop-up window form closes automatically when all the questions are completed. All the answers appear in a row within the table format.



**Add** **I'm Done** Select the "I'm Done" button when you are finished entering quantities for COI contained within the circle.

		Name and Description	Quantity (lbs)	Concentration (%)	Physical State	Temp (°F)	Pressure (psig)	Design Pressure / MAWP (psig)	Location Type	Secondary Containment (ft <sup>2</sup> /ft <sup>3</sup> )
		test	0	50% to < 60%	Gas (vapor phase)	68	0	15 psig to < 50 psig	Below grade and covered with less	N/A

Figure 17: Sample of a completed row of data in a table format question.



Some questions may require you to provide multiple sets of answers. Click the [Add] button to add another row to input answers to that question. When finished click the [I'm Done] button.

### 3.6.7. Edit a Table Row



Select the icon to change or update your answers within a row of answers. A pop-window will appear automatically repopulated with data from that row. Once you have updated your answers, click [Save].

Click to erase data from a row. The entire row will be deleted.

The table below provides an overview of all the buttons and features for a table format question in the survey tool.

Icon	Name	Description
	Add	Allows you to add information to a table, one row at a time.
	I'm Done	Allows you to indicate that you have completed a set of questions and are ready to continue to continue the survey.
	Edit Row	Allows you to edit information within a row. A pop-up window form will automatically appear to edit the information.
	Delete Row	Allows you to delete all the information associated within a table row.



Icon	Name	Description
	Save	Saves the data on the form, closes the pop-up window and returns to the current page.
	Clear	Clears the data on the form.
	Cancel	Closes the pop-up window without saving the responses entered in the form and returns to the current page.

Table 3: Question in a Table Format and Pop-up Form Buttons and Features Overview



The browser page will appear greyed out until the pop-up window is closed.

## 3.7. Select a Chemical of Interest COI

In some parts of the surveys you will be asked to indicate the Chemicals of Interest (COIs) that are present or will be present at your facility. You will be presented with a screen similar to the figure 19.

**Question Name & Number**  
Q1.30.010 COIs at the Facility

Select all of the CFATS Appendix A chemicals at or above the Screening Threshold Quantity the facility possesses or plans to possess.

Facility has no Chemicals of Interest (COIs) to report.

Chemicals of Interest

**Searches COI by typing part of the name**

**Reset search results**

**Selected COI List**

**Alphabetical list of COIs**

- Acetaldehyde (75-07-0)
- Acetone cyanohydrin, stabilized (75-86-5)
- Acetyl bromide (506-96-7)
- Acetyl chloride (75-36-5)
- Acetyl iodide (507-02-8)
- Acetylene ([Ethyne]) (74-86-2)
- Acrolein ([2-Propenal or Acrylaldehyde]) (107-02-8)
- Acrylonitrile ([2-Propenenitrile]) (107-13-1)
- Acrylyl chloride ([2-Propenoyl chloride]) (814-68-6)
- Allyl alcohol ([2-Propen-1-ol]) (107-18-6)
- Allylamine ([2-Propen-1-amine]) (107-11-9)
- Allyltrichlorosilane, stabilized (107-37-9)
- Aluminum (powder) (7429-90-5)
- Aluminum bromide, anhydrous (7727-15-3)
- Aluminum chloride, anhydrous (7446-70-0)

**Add Button** (>)

**Remove Button** (<)

**Remove ALL Button** (<<)

**Scroll Bar**

Figure 18: Selecting COI





Table 4 below describes the buttons and features available in the Selecting COI question format.






Icon	Name	Description
	Scroll Bar	Click on the <b>up arrow</b> to navigate up the list of COIs from Appendix A. Click on the <b>down arrow</b> to navigate downwards.
	Clear	Clears the search criteria and the results list
	Add	Adds the COI selected to the Facility Chemicals list
	Remove	Removes selected (highlighted) COI from the Facility Chemicals list.
	Remove All	Removes all COIs from the Facility Chemicals list

Table 4: COI Buttons and Features Descriptions



### 3.7.1. Searching for a COI

There are three ways you can search for a COI: using the chemical name, the chemical synonym, or the Chemical Abstract Service (CAS) number.

**COI Search Box:** Type the name of the chemical, chemical synonym, or the CAS number to search for the COI. All available results appear below the search box.

Use the [Clear] button to restart your COI search.

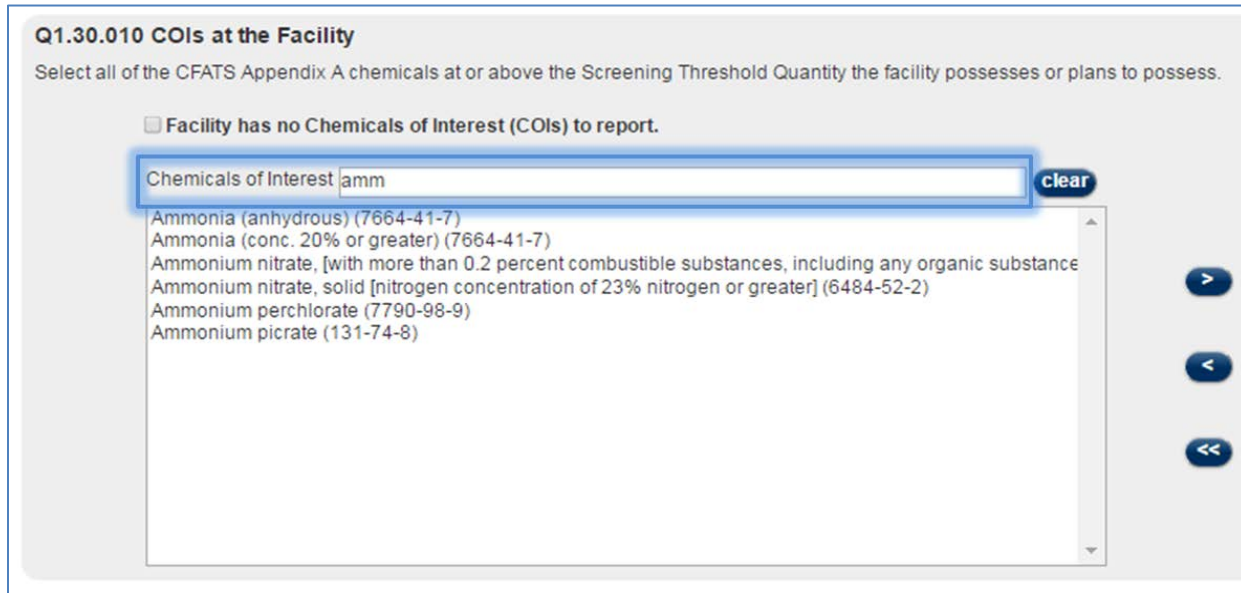


Figure 19: Search Box to Find a COI

**COI List:** Use the Scroll Bar to navigate the alphabetical listing of Appendix A COI list.

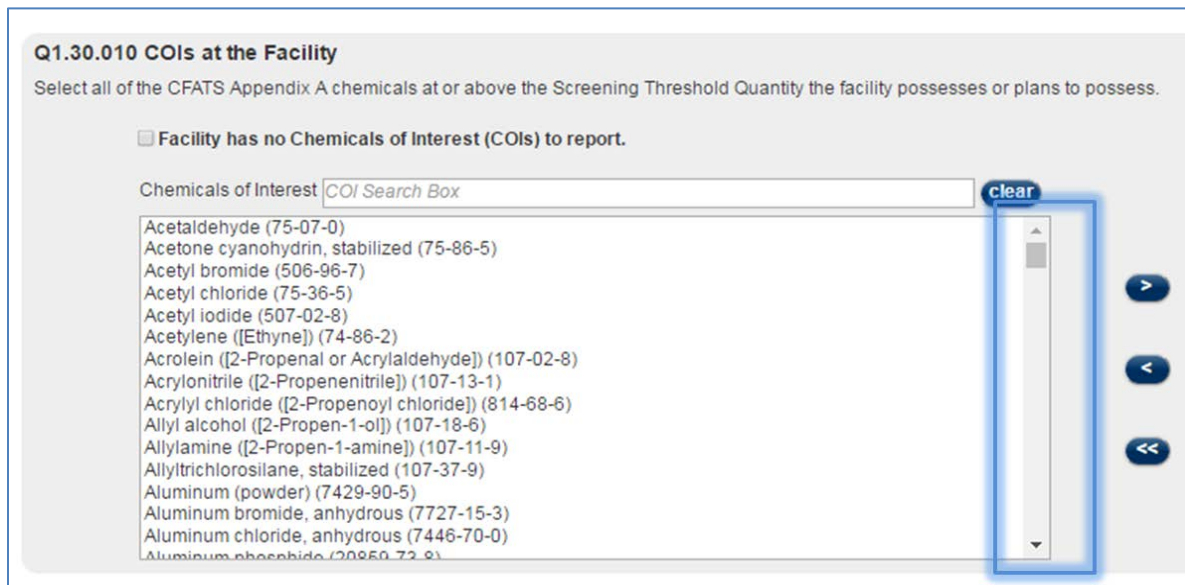



Figure 20 Select a COI by scrolling down the list or searching in the search box



### 3.7.2. Select a COI

Click on a COI name from the List of COIs and then click the  button to add that particular COI to your Facility Chemicals List.

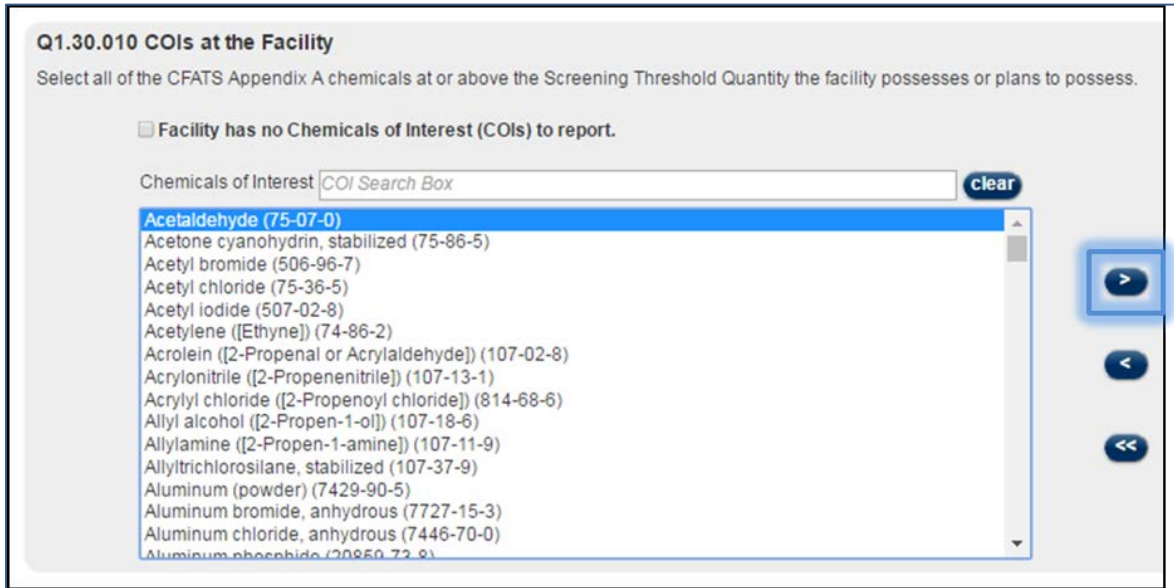


Figure 21: Selecting a COI on the Listing

The chemical is then added to the Facility Chemicals List. You can select as many chemicals as applicable to your facility.

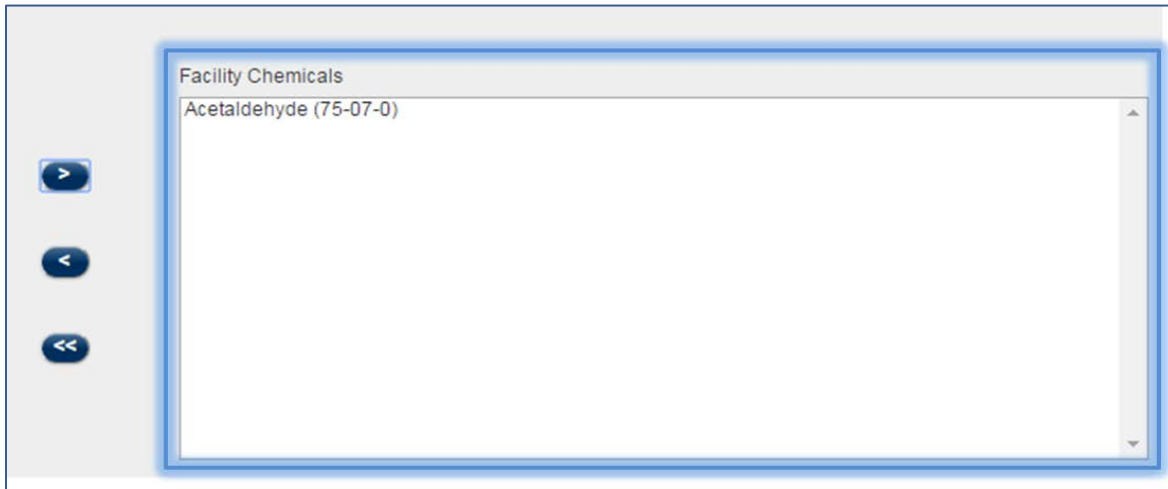


Figure 22: COI Added to Facility Chemicals List



Use **Shift+Click** to select more than one consecutive COI. Use **Ctrl+Click** to select more than one nonconsecutive COIs.



### 3.7.3. Remove a COI

Click on the **COI name** in the Facility Chemicals List to select it and then click the  button to remove a chemical from the Facility Chemicals List.

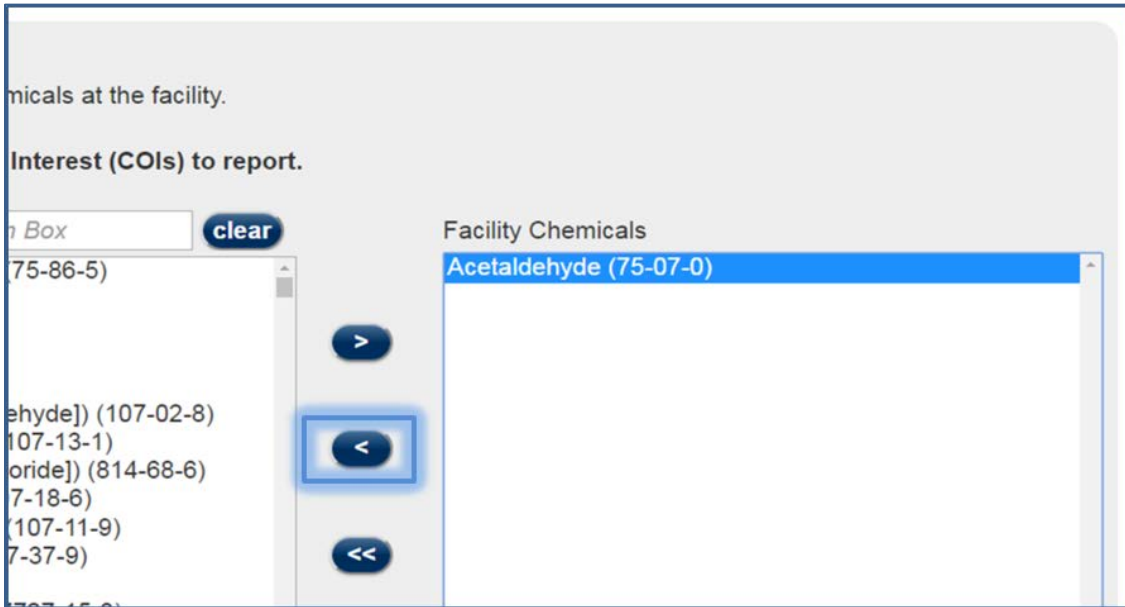


Figure 23: Removing a COI from the Facility Chemicals List

The chemical will appear back to the COI list on the left.

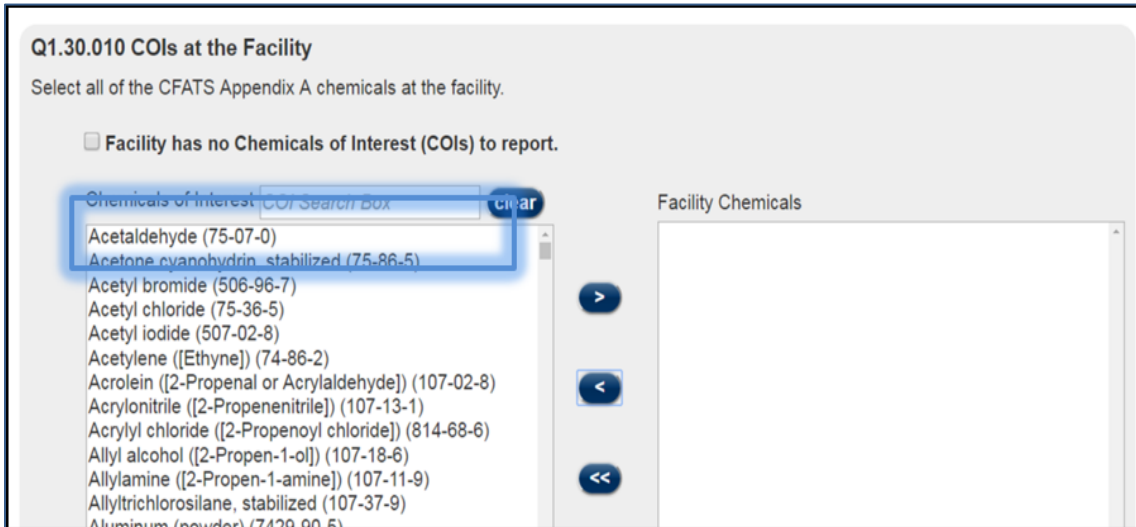


Figure 24: Removed COI Back in the COI List



### 3.7.4. No COIs to report

In the Top-Screen survey, you may check the box **[Facility has no Chemicals of Interest (COIs) to report.]** if your facility does not store or use COI at or above the Screening Threshold Quantity (STQ). The remainder of the Top-Screen is skipped and the “Validate and Submit” page is displayed.

**Q1.30.010 COIs at the Facility**

Select all of the CFATS Appendix A chemicals at or above the Screening Threshold Quantity the facility possesses or plans to possess.

**Facility has no Chemicals of Interest (COIs) to report.**

Chemicals of Interest

- Acetaldehyde (75-07-0)
- Acetone cyanohydrin, stabilized (75-86-5)
- Acetyl bromide (506-96-7)
- Acetyl chloride (75-36-5)
- Acetyl iodide (507-02-8)
- Acetylene ([Ethyne]) (74-86-2)
- Acrolein ([2-Propenal or Acrylaldehyde]) (107-02-8)
- Acrylonitrile ([2-Propenenitrile]) (107-13-1)
- Acrylyl chloride ([2-Propenoyl chloride]) (814-68-6)
- Allyl alcohol ([2-Propen-1-ol]) (107-18-6)
- Allylamine ([2-Propen-1-amine]) (107-11-9)
- Allyltrichlorosilane, stabilized (107-37-9)
- Aluminum (powder) (7429-90-5)
- Aluminum bromide, anhydrous (7727-15-3)
- Aluminum chloride, anhydrous (7446-70-0)
- Aluminum phosphide (20850-72-8)

Figure 25: Check Box for No COI to Report

### 3.7.5. Add a Non-Tiered COI (Specific to the SVA/SSP)

In the SVA/SSP survey, you are prompted to add a non-tiered COI.

If this applies to your facility, click the  button to search and select a COI.

**Q2.10.010 Add non-tiered COIs**

Select the "Add" button to add non-tiered Chemicals of Interest. This option is for a facility to voluntarily provide any information about other security/vulnerability issues related to non-tiered COI.

Figure 26: Add COI Button to Add Non-Tiered COIs in the SVA/SSP Survey





### 3.7.6. Add a Security Issue to a Non-Tiered COI

In the SVA/SSP survey, you must associate a security issue to a non-tiered COI. You can either search or scroll for the COI (see Sections 3.7.2 – 3.7.3 for more details).

Click on a **COI name** from the List of COIs, and then click the  button.

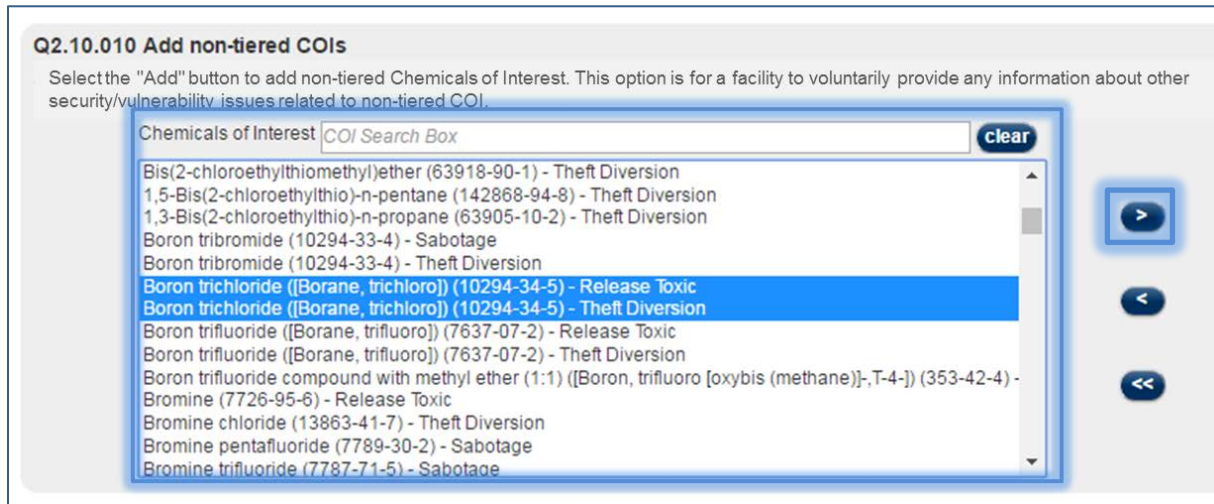
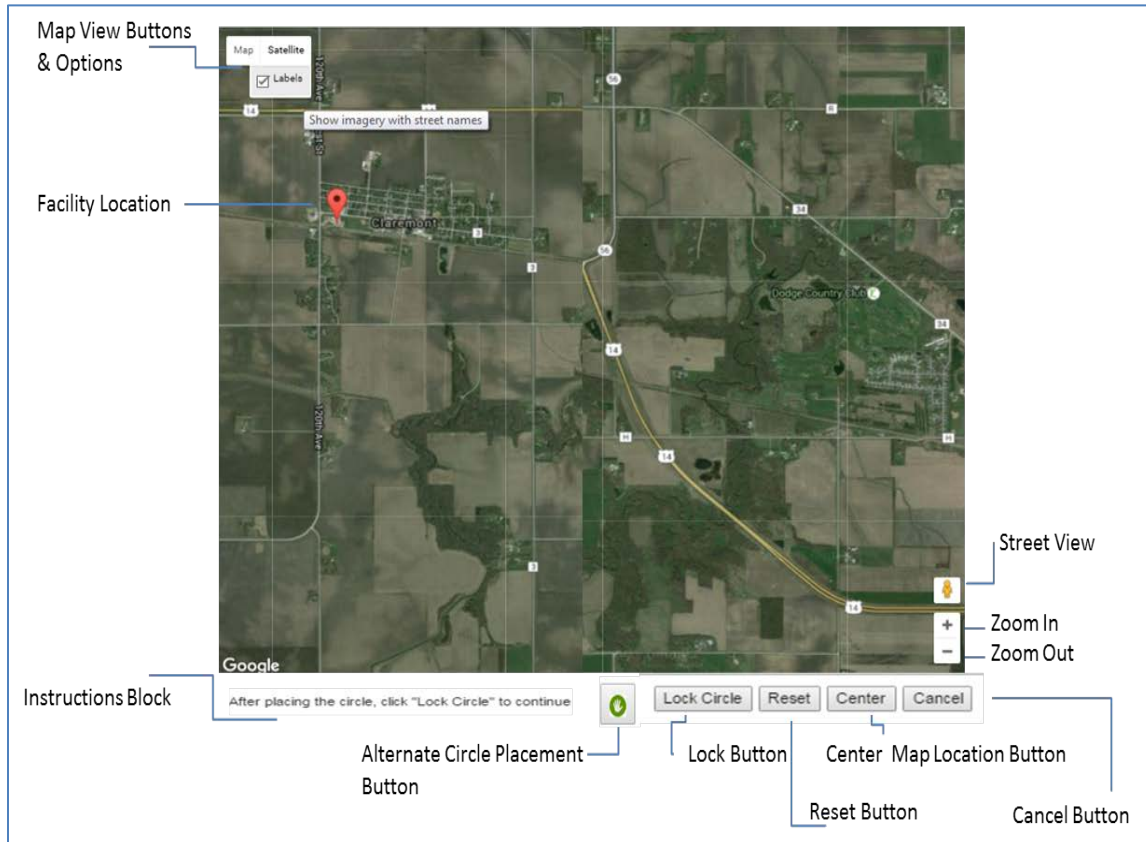


Figure 27: Adding COI with its Security Issue to the Facility Chemicals List

## 4. Top-Screen Geospatial Tool and Features

Figure 28 shows an overview of the geospatial tool in the Top-Screen Survey.



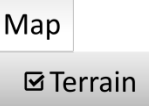





**Figure 28: Geospatial Tool in Top-Screen Survey**







The table below describes the buttons and features found in the Top-Screen Survey geospatial tool.

Icon	Name	Function
No Image	Instruction block	Provides information for completing the question.
	Facility Location Marker	Marks the location of the facility provided to DHS during the registration process. <i>Note: To change this information, go to the Facility Details tab in the CSAT Portal and click the [View More/Edit] button.</i>



Icon	Name	Function
	Satellite	Displays a satellite image of the facility location without city names and major highways. This is the default view.
	Labels	Option in the Satellite map view that adds labels of major highways, streets, and buildings to the map.
	Map	This view is similar to a street map. The background is gray, small roads are white, larger roads are yellow, and major highways and interstates are orange.
	Terrain	Option in the Map view. This button highlights differences in terrain and can be used to determine whether an area is flat or rocky.
	Pointing Hand Vector	Appears after you click anywhere on a placed circle. Click and hold down the mouse button in the circle to move to a different location on the map.
	Open Hand Vector	This icon is displayed when no action is performed on the map.
	Closed Hand Vector	Appears after you click anywhere on the map. Left click and hold the mouse to move the map in any direction desired (pan movement). <i>Note: When you let go of your mouse button the hand vector returns to the pointing vector. See above.</i>
	Lock Circle	Locks the Circle in the position you placed it and closes the map.



Icon	Name	Function
	Lock X	Locks the X in the position you placed it and closes the map.
	Reset	Deletes any circle placed on the map and re-centers the map on the facility marker.
	Center	Centers the map view around the circle you have drawn or around the facility location marker if you have not drawn a circle yet.
	Cancel	Cancel any actions and closes the map tool.
	Zoom In and Out	Allows you to zoom in by clicking on the plus sign and zoom out by clicking on the minus sign.
	Accessibility Button	Shows the latitude and longitude information when viewing circle information. Allows you to enter the coordinates for manually adding or moving the circle.

**Table 5: Geospatial Tool in Top-Screen Survey- Buttons and Features**

## 4.1. Map Features

### 4.1.1. Satellite View-

When you select the [Satellite] button, the geospatial tool shows Google Maps in satellite view, which is also the default view for the Top-Screen geospatial tool.

You may also select the [Labels] option in this view to add labels of major highways, streets, and buildings to the map.

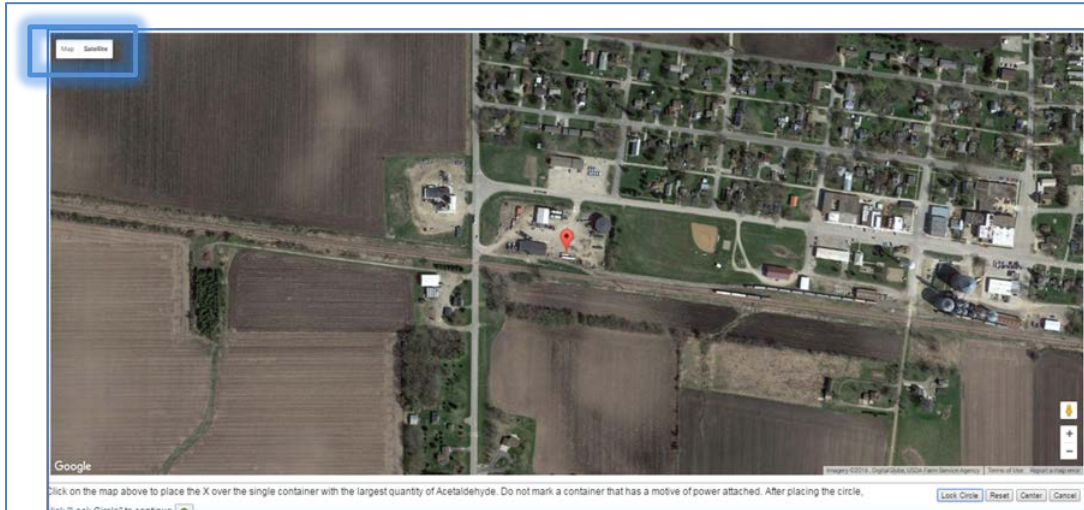


Figure 29: Geospatial Tool – Satellite View

### 4.1.2. Map View (Terrain)

This option highlights differences in terrain.



Figure 30: Geospatial Tool – Map View



Hover the pointer over the [Map] or [Satellite] button to add or remove details to the geospatial imagery.





## 4.2. Place Circle

You will be prompted to place a circle on your facility or to describe the structures or containers of COI within the boundaries of your facility to answer the applicable COI security issue questions.

### 4.2.1. Circle 1

**Place Circle**

Click the **Place Circle** button to draw a circle around an area or place an X to mark a container encompassing the largest quantity for a specified COI as Circle 1.

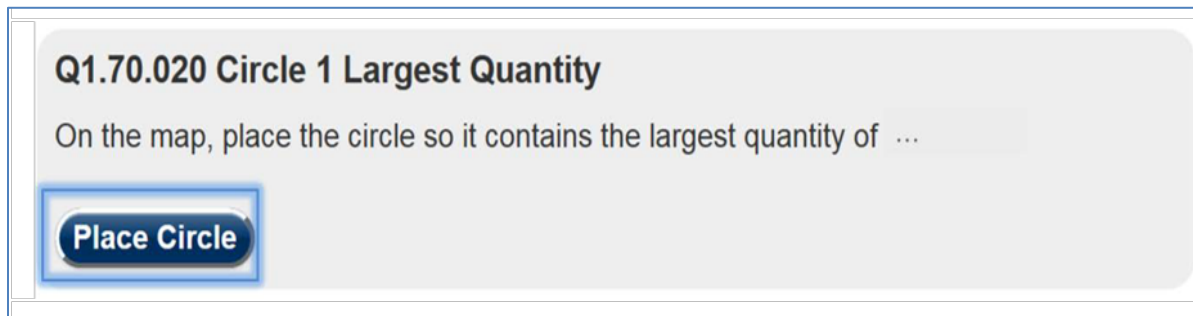


Figure 31: Place Circle Example Button for Circle 1

A map in the satellite view centered on the location of your facility will appear. See Section 4 for more details on the Top-Screen geospatial tool features.

Click on the map where the largest quantity is located.

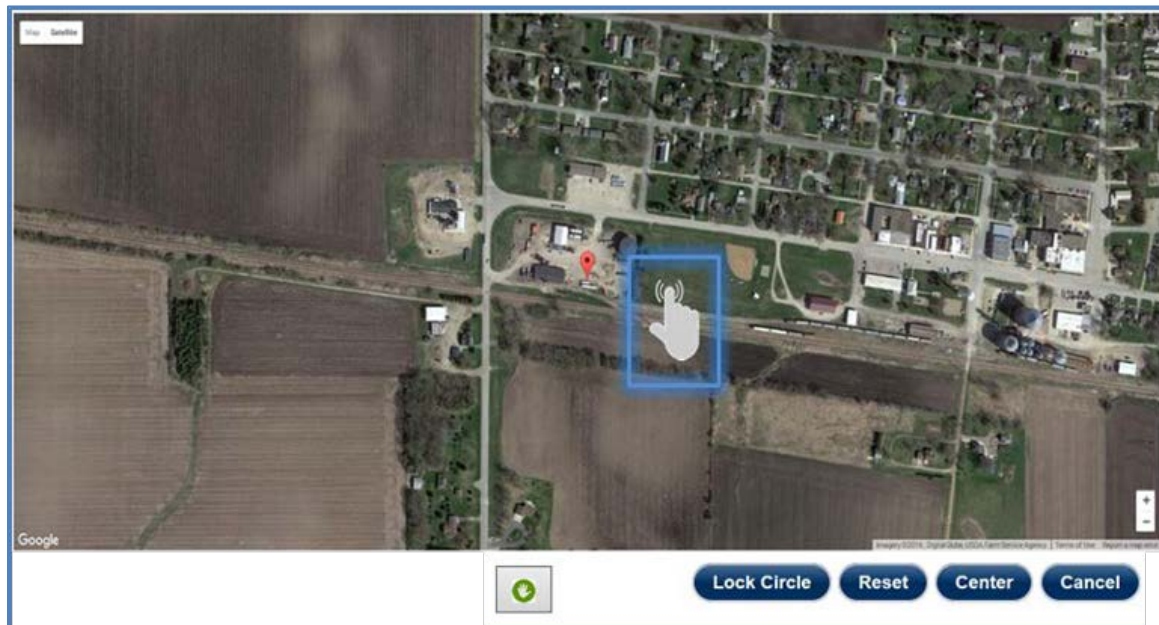



Figure 32: Click the Map to Add Circle Location



A red circle with the number one (1) appears. You may use the  hand vector to move the circle to another location on the map by clicking and dragging with your mouse. **The circle radius is predetermined at 170 feet and cannot be modified.**



**Figure 33: Use the Hand Vector to Move the Circle Location on the Map.**

Click [**Lock Circle**] to save the circle and complete the information necessary for the applicable question.



**Figure 34: Click the [Lock Circle] button to Lock the Circle in Place**



Based on the Circle 1 details you may be prompted to add a second Circle (Circle 2) following the same steps.



## 4.2.2. Circle 2

Click the **Place Circle** button to draw a circle as Circle 2 around an area or place an X to mark a container encompassing the second largest quantity for a specified COI.

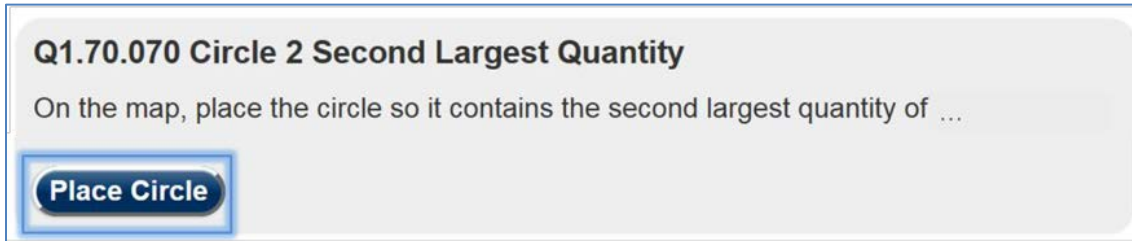


Figure 35: Place Circle Example Button for Circle 2

A map in the satellite view centered on the location of your facility will appear with Circle 1 showing and your facility locator displayed.

Click on the map where the second to largest quantity container would be located.

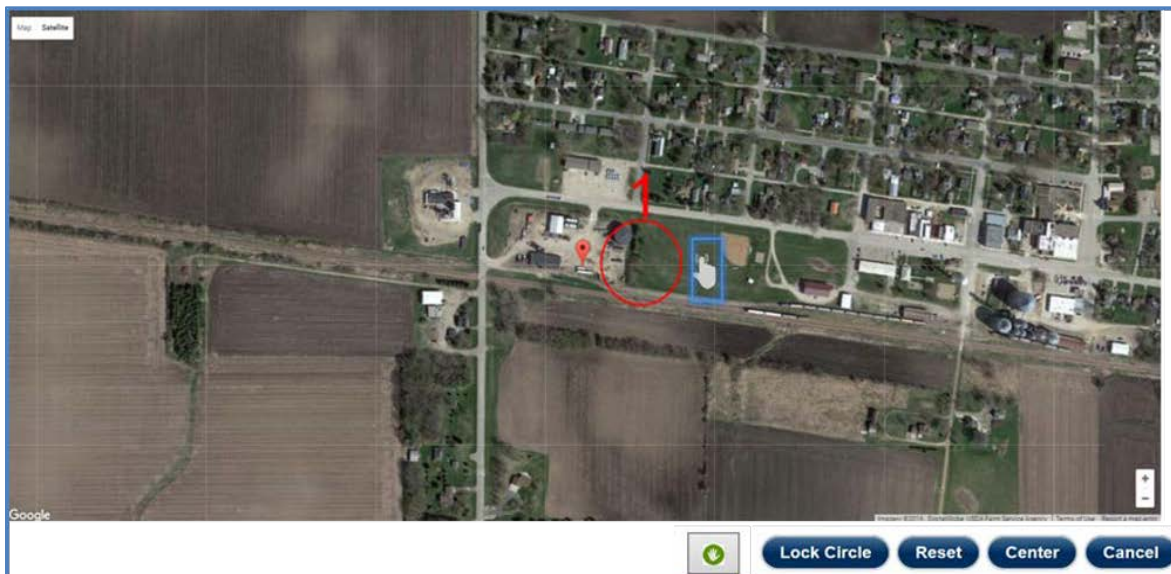



Figure 36: Click on the Map to Add a Second Circle Location



The quantity defined for Circle 1 must always be greater than or equal to Circle 2. If Circle 2 quantity is greater, you will receive an error message to revise your answers.





A yellow circle with the number two (2) appears. You may use the  hand vector to move the circle to another location on the map, by clicking and dragging with your mouse.

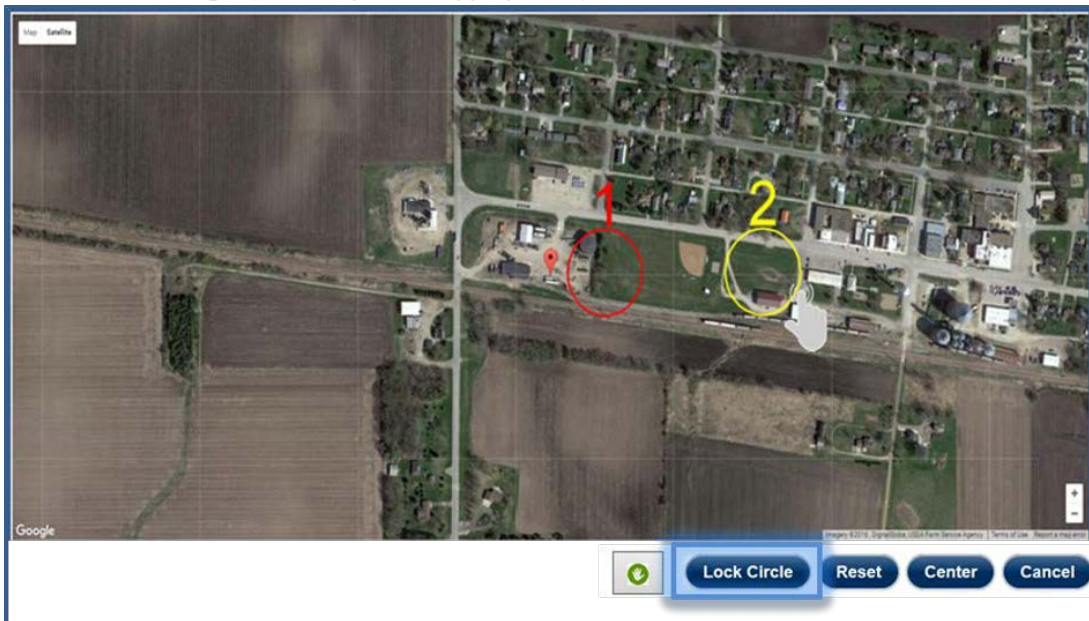



Figure 37: Click Lock Circle to save the circle location

Click  to save the circle and complete the information necessary for the applicable question.



If you have two circles associated with a COI and choose to change details in Circle 1, Circle 2 data will be lost.



### 4.2.3. Accessibility Option for Placing a Circle

This option is designed for individuals who are not able to place the circle using the mapping feature. If you can use the mapping feature, it is recommended that you use that feature instead.

Click the  Accessibility Button.

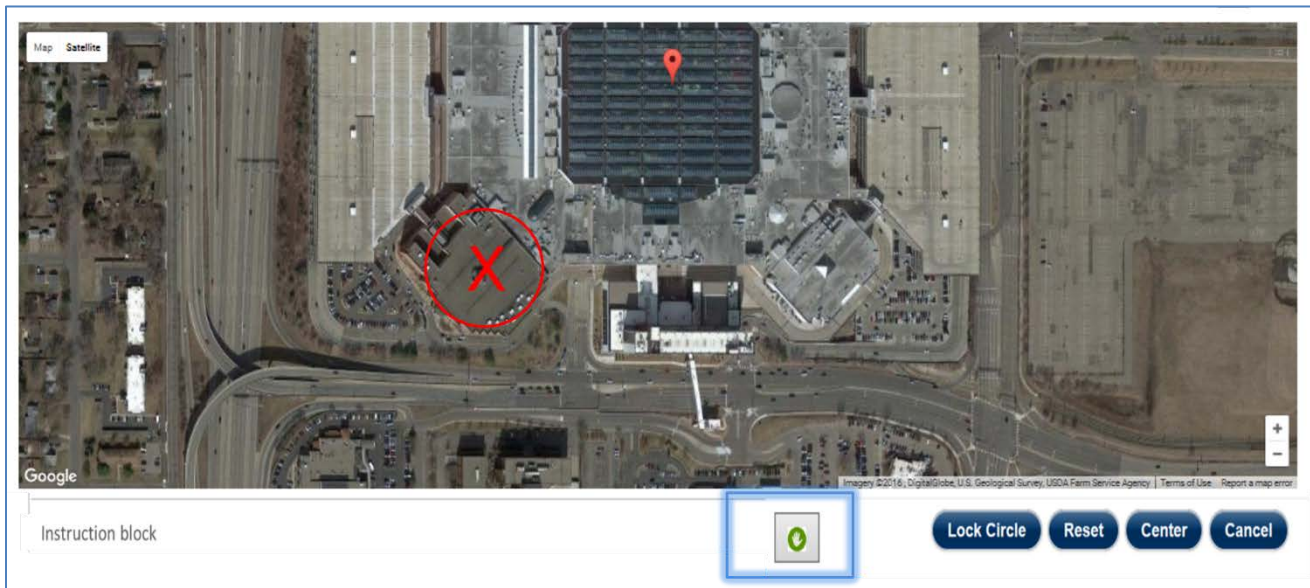


Figure 38: Click the Accessibility Button to Manually Enter Circle Coordinates

Click on the text box area to enter manually the latitude and longitude coordinates of the center point of a circle.

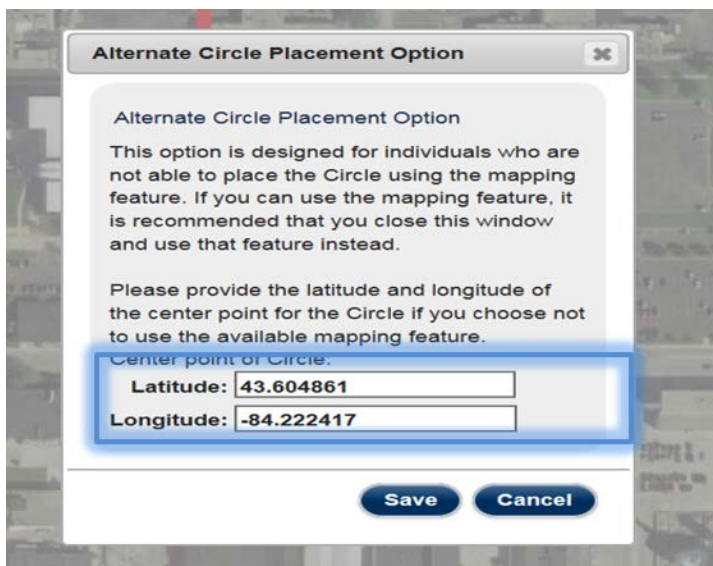


Figure 39: Click on the Text Box Area to Manually Enter Circle Coordinates

Click [Save] to save the circle location. Click [Cancel] to return to the geospatial map.





When the accessibility feature is used for the first time or you reset the values, the prepopulated coordinates will correlate to those of your facility's address.

## 4.2.4. View the Circle Location

Click the [Map] tab to review the circle(s) for a COI. Click the  Accessibility button if you want to review the coordinates.

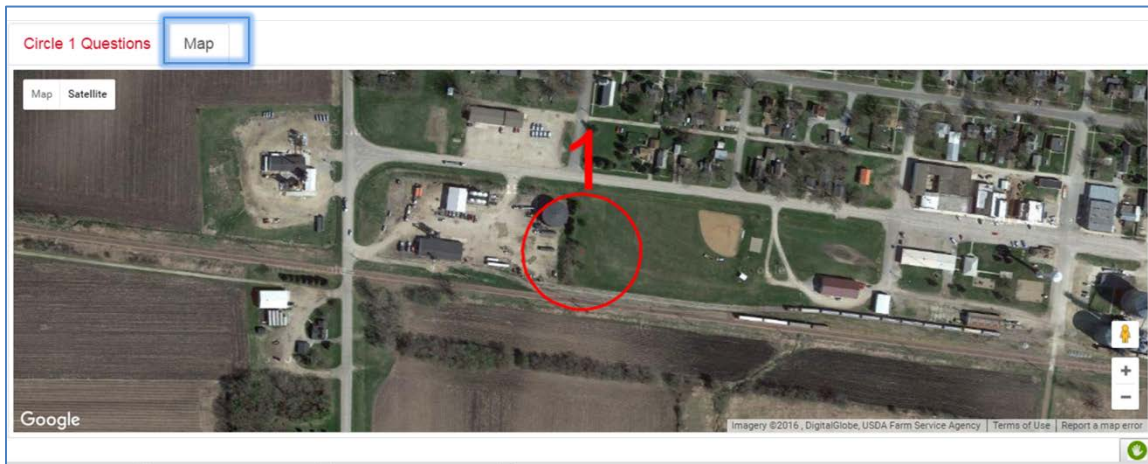



Figure 40: Map View of Locked Circle

## 4.2.5. Edit Circle Location

Click  button to change the location of a circle at any time prior to submitting the survey.

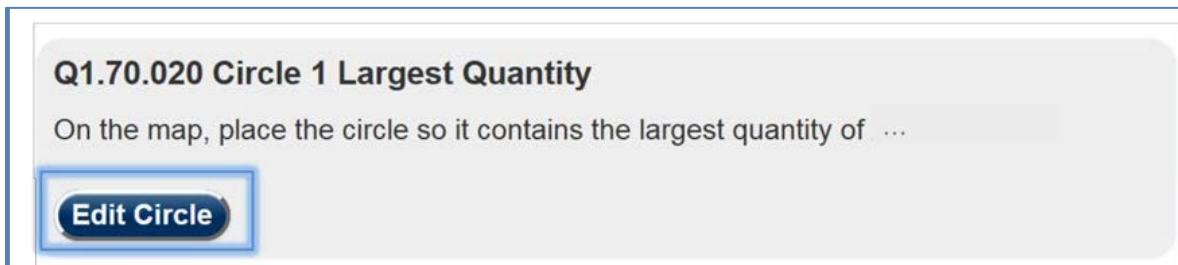


Figure 41: Edit Circle Button



If you choose to change the position of your circle, you will lose all data you entered for this circle and of the second circle if you have drawn one.



## 4.3. Place X

You will be prompted to place an X on your facility or to describe the containers of COI within the boundaries of your facility to answer the applicable COI security issue questions.

### 4.3.1. Container 1

**Place X**

Click the **Place X** button to place an X over the single container or a location with the largest quantity for a specified COI. The X marks the Container 1 or Circle 1 location of the COI as applicable to the security issue.

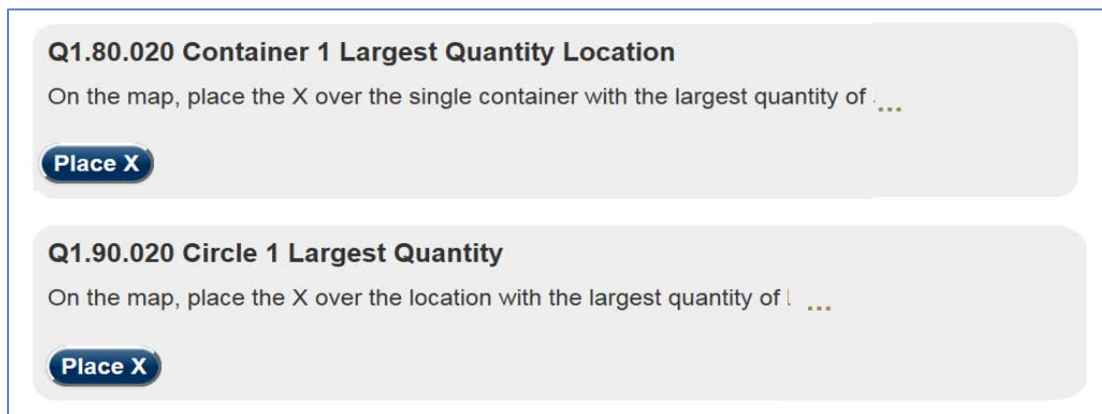


Figure 42: Place X Example Button for Container 1 / Circle 1

A map in the satellite view centered on the location of your facility will appear. See Section 4 for more details on the Top-Screen geospatial tool features.

Click on the map where the container or location largest quantity is found within your facility.

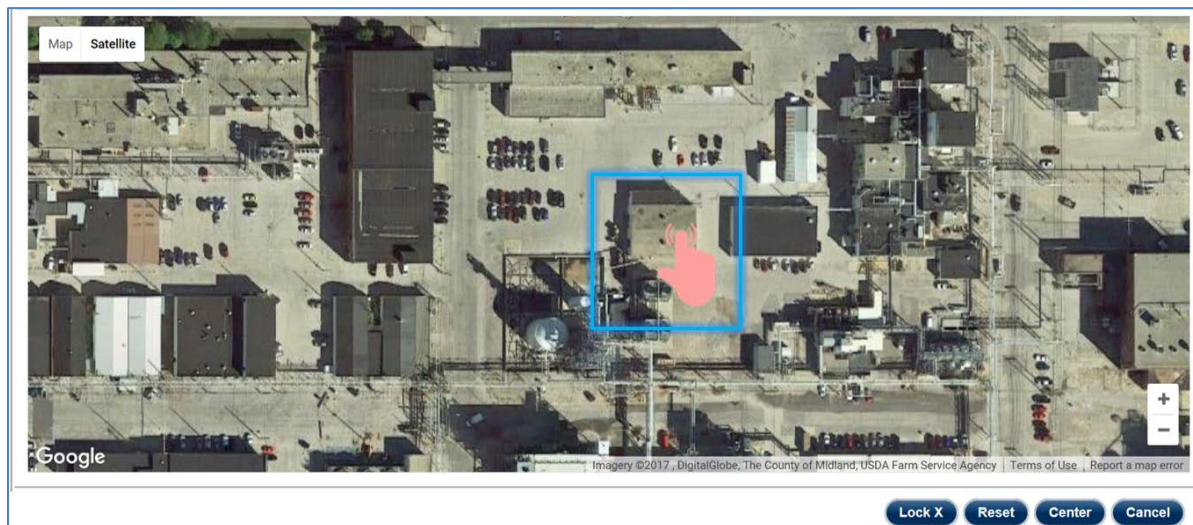


Figure 43: Click the Map to Place X





If placing an X, zoom in to see the X in the center of the circle.


Depending on the COI security issue a red X or a Circle with an X in the middle marked with number one (1) appears. You may use the  hand vector to move the X to another location on the map by clicking and dragging with your mouse. See Section 4.2.1 for more details for moving a circle on the map.



Figure 44: Use the Hand Vector to Move the X on the Map.

Click  to save the container location and complete the information necessary for the applicable question.



Figure 45: Click the [Lock X] button to Lock the Circle in Place



Based on the Container 1 / Circle 1 details you may be prompted to place a second X Container 2 / Circle 2 following the same steps.

### 4.3.2. Container 2

**Place X**

Click the **Place X** button to place an X marking a container encompassing the second largest quantity for a specified COI.

**Q1.80.070 Container 2 Second Largest Quantity Location**  
On the map, place the X over the single container with the second largest quantity of ...

**Place X**

**Q1.90.070 Circle 2 Largest Quantity**  
On the map, place the X over the location with the second largest quantity of ...

**Place X**

Figure 46: Place X Example Button for Container 2 / Circle 2

A map in the satellite view centered on the location of your facility appears with Container 1 / Circle 1 showing and your facility locator displayed.

Click on the map where the second to largest quantity container would be located.




Figure 47: Click on the Map to Add a Second Container Location



The quantity defined for Container 1 must always be greater than or equal to Container 2. If Container 2 quantity is greater, you will receive an error message to revise your answers.






Dependent on the COI security issue question, a yellow X or a circle with the number two (2) appears. You may use the  hand vector to move the X to another location on the map, by clicking and dragging with your mouse.



**Figure 48: Click Lock Circle to Save the Second Container Location**

Click  to save the X container location and complete the information necessary for the applicable question.



**If you have two containers associated with a COI and choose to change details in Container 1, Container 2 data will be lost.**





### 4.3.3. Accessibility Option for Placing an X

This option is designed for individuals who are not able to place the X using the mapping feature. If you can use the mapping feature, it is recommended that you use that feature instead.

Click the  Accessibility Button.

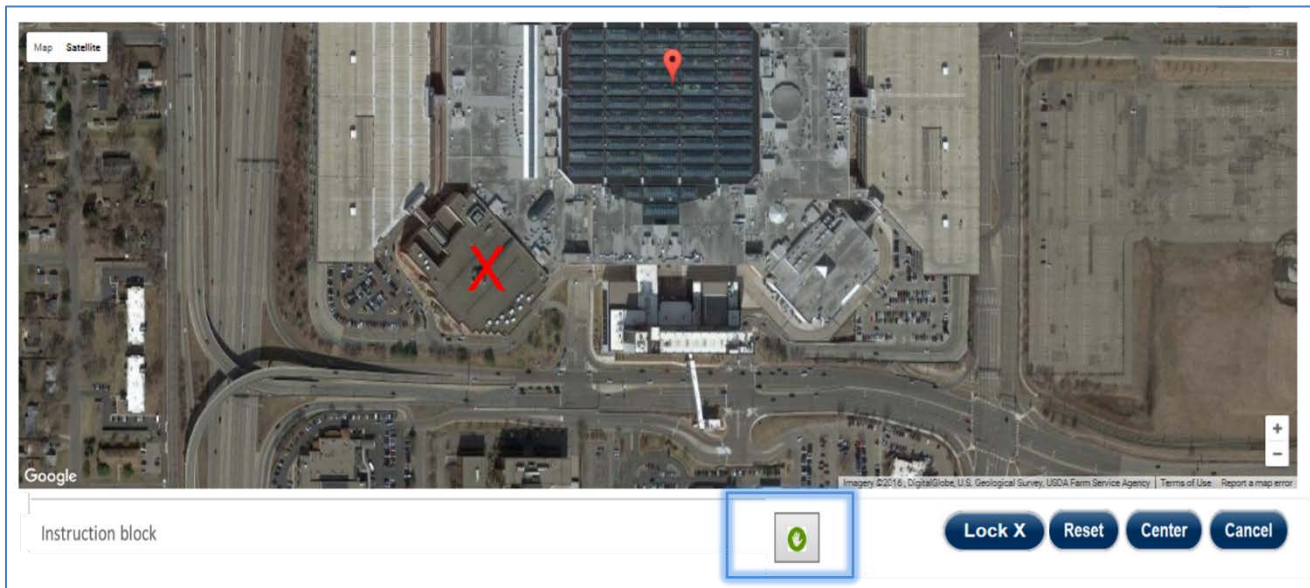


Figure 49: Click the Accessibility Button to Manually Enter Center Point of X

Click on the text box area to enter manually the latitude and longitude coordinates of the center point of an X.

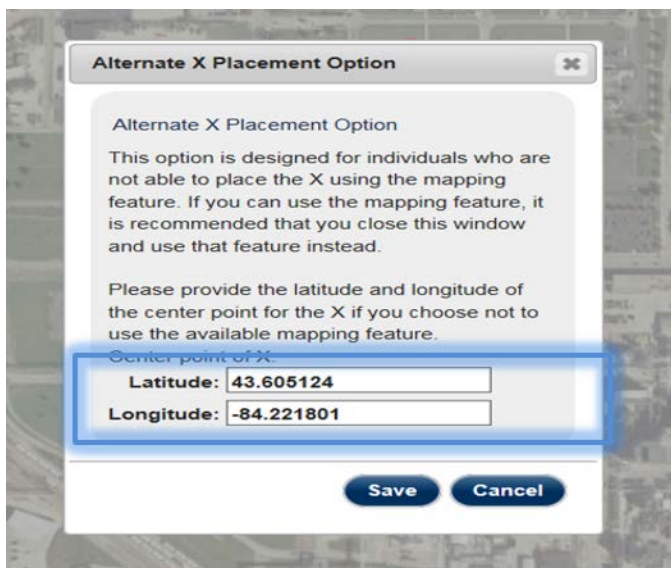


Figure 50: Click on the Text Box Area to Manually Enter X Coordinates

Click [Save] to save the X location. Click [Cancel] to return to the geospatial map.



### 4.3.4. View the Circle Location

Click the [Map] tab to review the circle(s) for a COI. Click the  Accessibility button if you want to review the coordinates.

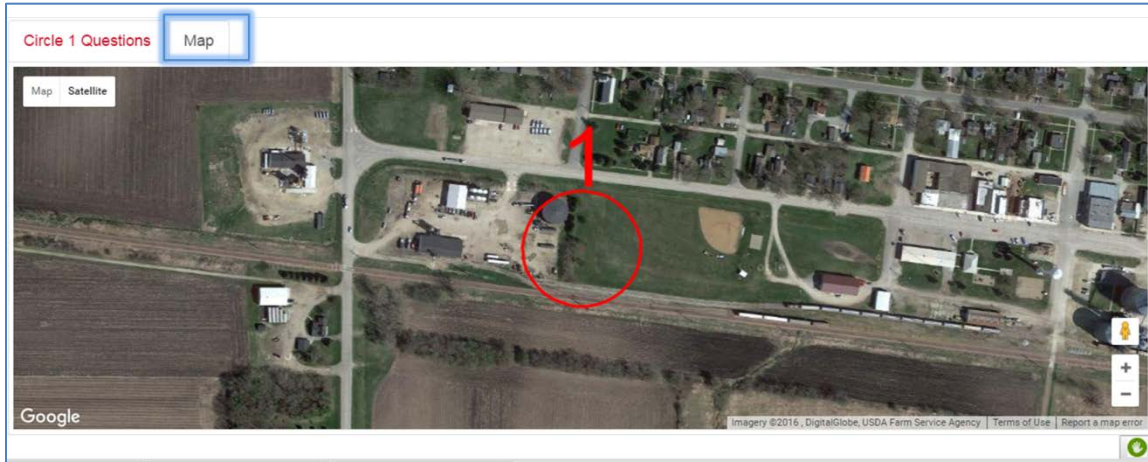



Figure 51: Map View of Locked Circle

### 4.3.5. Edit Circle Location

Click  button to change the location of a circle at any time prior to submitting the survey.

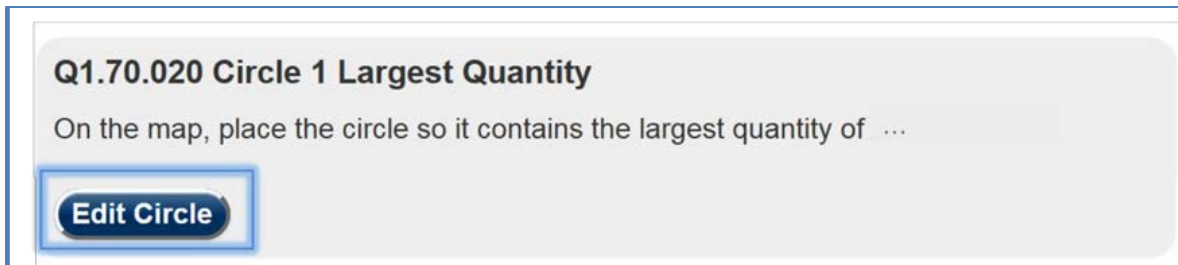


Figure 52: Edit Circle Button



If you choose to change the position of your circle or the quantity, you will lose all data you entered for this circle and of the second circle if you have drawn one.

## 5. SVA Geospatial Tool and Features

As part of the SVA survey, you are prompted to define critical assets within your facility’s geospatial location. Figure 53 depicts an overview of the geospatial map and drawing tool in the SVA survey.











**Figure 53: Drawing Tool in SVA Survey**

Table 6 below describes the buttons and features for the SVA geospatial tool

Icon	Name	Function
	Facility Location Marker	Marks the location of the facility provided to DHS during the registration process. <i>Note: To change this information, go to the Facility Details tab in the CSAT Portal and click the [View More/Edit] button.</i>
	Satellite	Displays a satellite image of the facility location without city names and major highways. This is the default view.
	Labels	Option in the Satellite map view that adds labels of major highways, streets, and buildings to the map.



Icon	Name	Function
	Map	This view is similar to a street map. The background is gray, small roads are white, larger roads are yellow, and major highways and interstates are orange.
	Terrain	Option in the Map view. This button highlights differences in terrain and can be used to determine whether an area is flat or rocky.
	Open Hand Vector	This icon is displayed when no action is performed on the map.
	Closed Hand Vector	Appears after you click anywhere on the map. Left click and hold the mouse to move the map in any direction desired (pan movement). <i>Note: When you let go of your mouse button the hand vector returns to the pointing vector. See above.</i>
	Draw	Shows the shape buttons that allow you to define critical assets in your facility's geospatial map.
	Draw Rectangle	Draws a rectangle on the map.
	Draw Shape	Draws a polygon on the map.
	Clear	Restarts the drawing process and clears any unfinished shapes.





Icon	Name	Function
	Zoom In and Out	Allows you to zoom in by clicking on the plus sign and zoom out by clicking on the minus sign.
	Accessibility Button	Shows the latitude and longitude information when viewing circle information. Allows you to enter the coordinates for manually adding or moving the circle.

Table 6: SVA buttons and features description

## 5.1. Define a Critical Asset



Click the  button to start defining an area on the map that contains a critical asset.

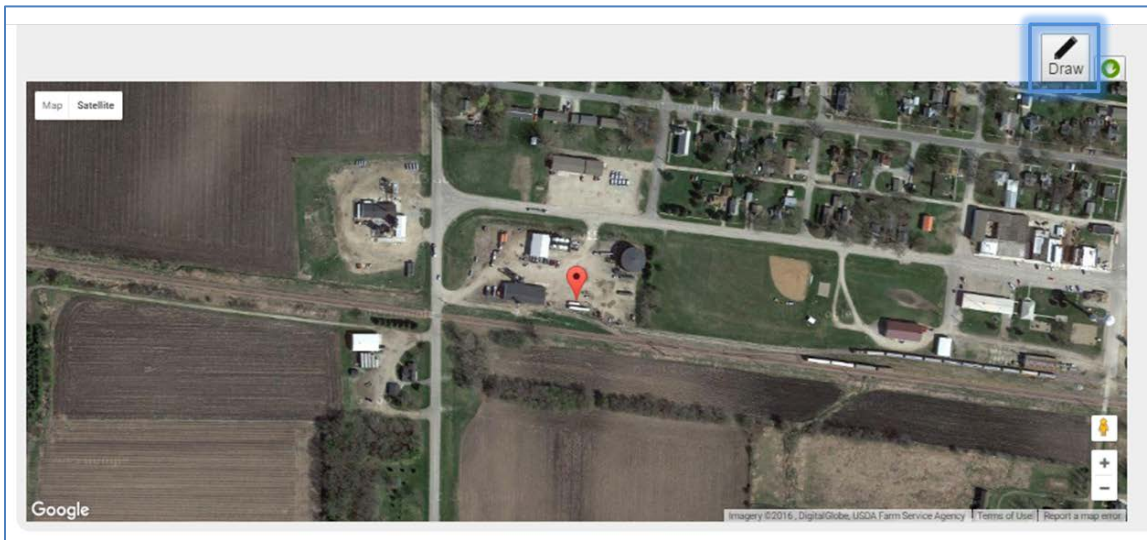




Figure 54: Select the [Draw Tool] Icon to Start Defining Critical Assets

Two shape buttons will appear on the top center of the map. Draw the shape that best fits your facility. Click either the  button or the  button to continue with drawing the most appropriate shape for a critical asset in your facility.



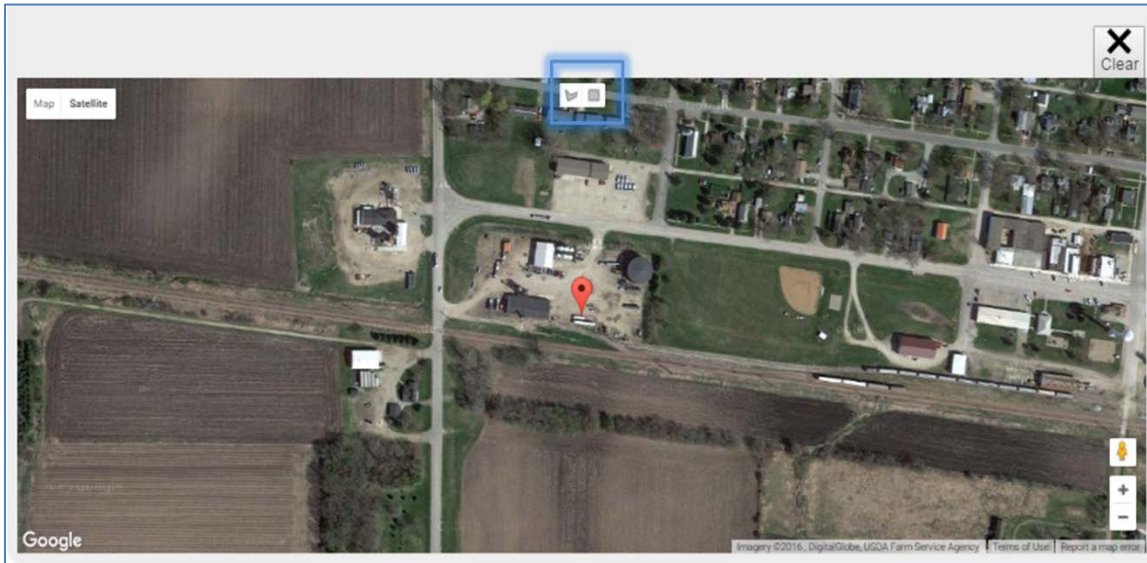



Figure 55: Select Either the [Draw a Shape] or [Draw a Rectangle] Button



Prior to drawing, zoom in the appropriate percentage on the map to help you locate the critical asset and make the drawing of the shape easier.

### 5.1.1. Draw a Shape (Polygon)

Select the  button to begin drawing a polygon shape on the map. The cursor changes to a cross-hair pointer  $\oplus$  (a plus sign). **Click** on the area where you want to begin drawing the shape.

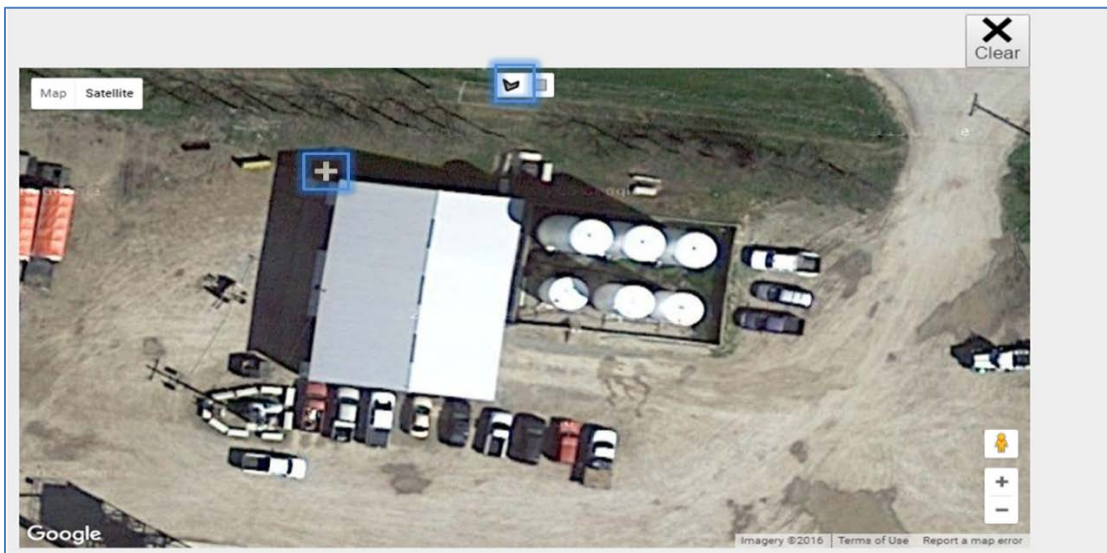


Figure 56: Select the [Draw a Shape] Button and Click on the Map to Begin



Use your mouse scroll wheel to zoom in and out of the map while using the SVA drawing tool.

To create the sides of the shape (polygon), **click** around the area you want to define.

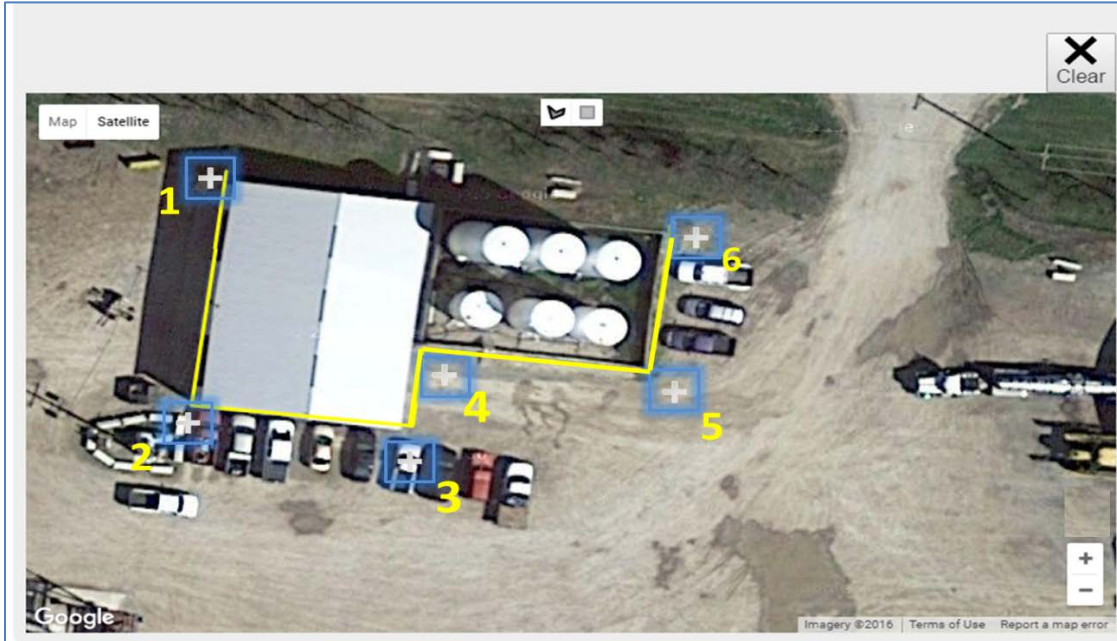


Figure 57: Click the Area to Define and Create the Sides of the Polygon

To close the shape, click near its starting point.




Figure 58: Click Near the Starting Point to Close the Polygon Shape





- 1) Double click near the starting point will automatically close the polygon shape.
- 2) You can use the mouse scroll wheel to zoom in while drawing in the tool.

## 5.1.2. Draw a Rectangle

Select the  button to begin drawing a rectangular shape on the map. The cursor changes to a cross-hair pointer  $\oplus$  (a plus sign). **Click** on the area where you want to begin drawing the shape.



**Figure 59: Select the [Draw a Rectangle] Button and Click on the Map to Begin**

To create the sides of the rectangle, **click** and **drag** the pointer until the rectangular shape appears.



Figure 60: Drag the Pointer on the Map to Create the Rectangular Shape

### 5.1.3. Clear an Unfinished Shape



Click the  button to delete an unfinished shape.



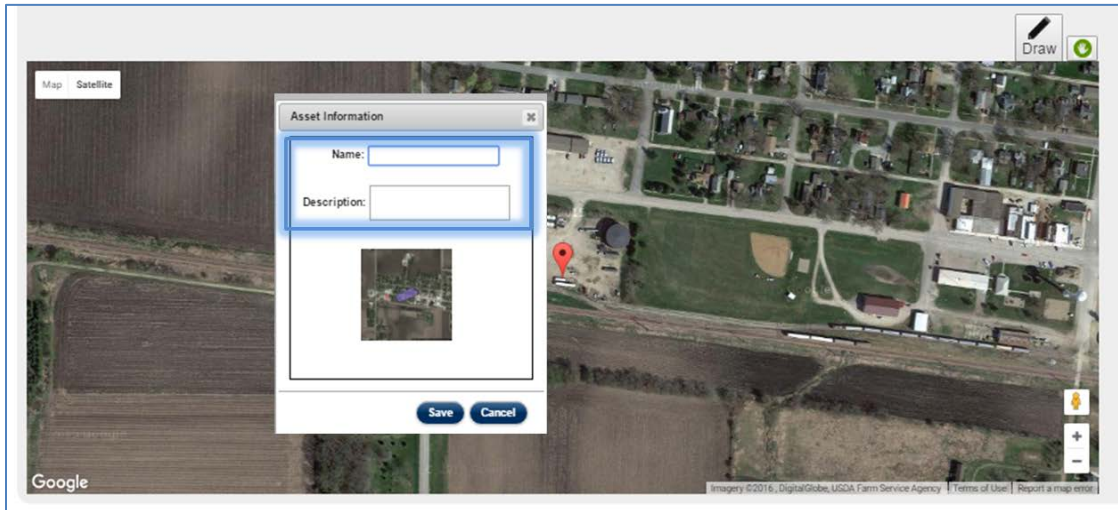
Figure 61: Click the [Clear] Button to Restart Drawing a Shape



To change the location of a drawn shape, you must first delete it. See Section 5.1.6 for more details.

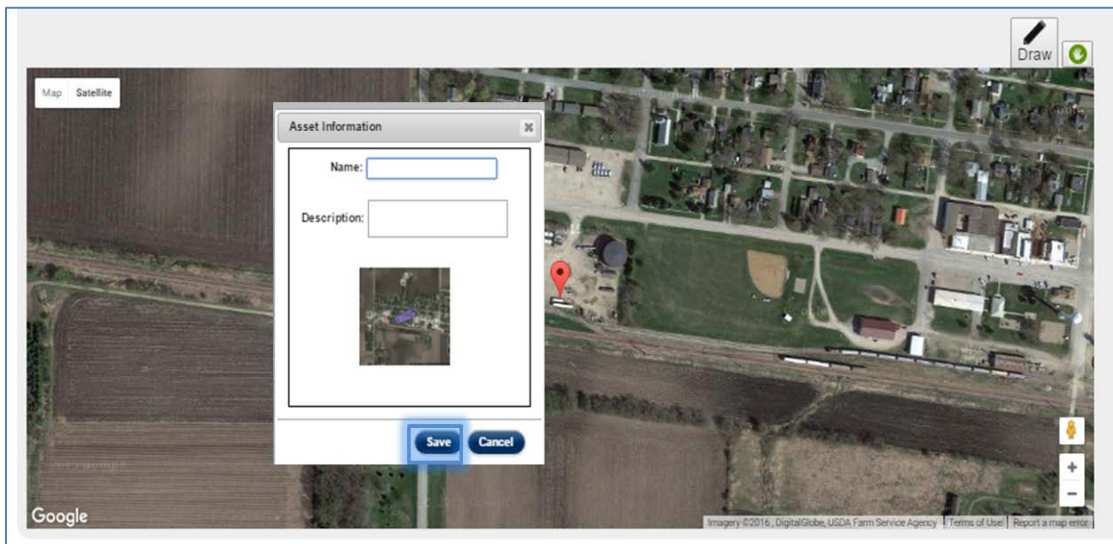
#### 5.1.4. Add a Critical Asset Name and Description

Once you are finished drawing a shape with the SVA drawing tool, a pop-up window appears requesting the name and description of the critical asset. **Click** on each of the open text boxes to enter your answer.



**Figure 62: Add Name and Description to a Shape**

Click the **Save** button to complete defining the critical asset.



**Figure 63: Click the Save button to store the shape information**

The critical asset appears to the right of the map, showing its name, description, and a small picture with a shaded area to indicate shape you defined on the map.



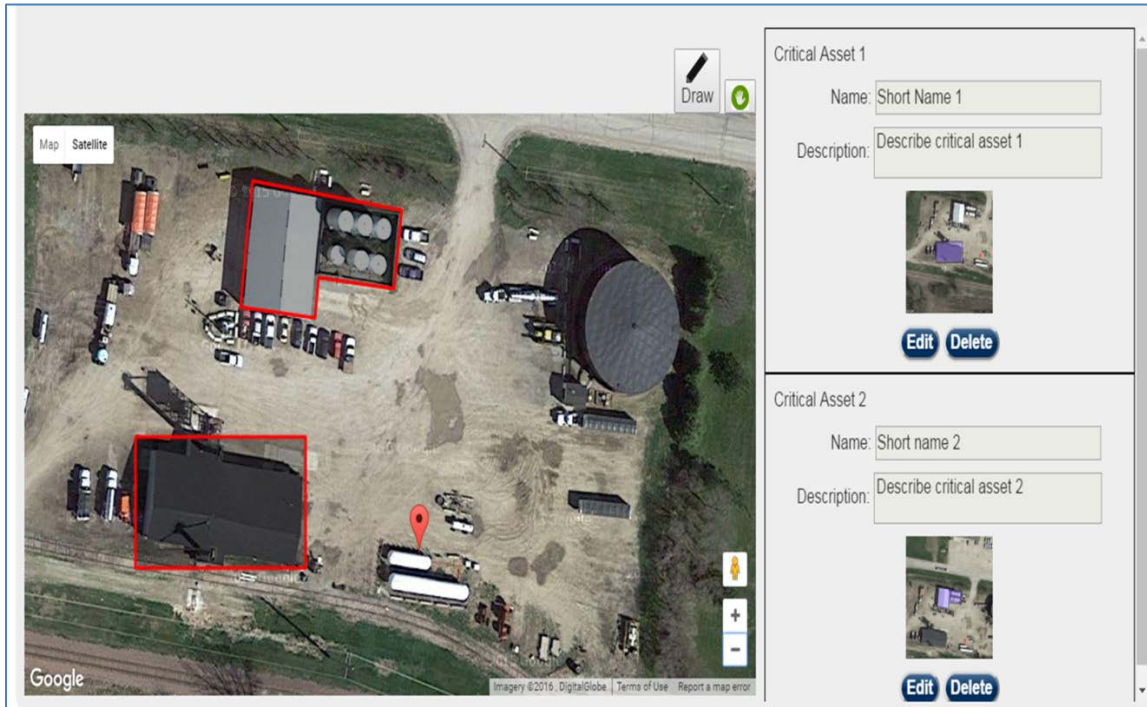


Figure 64: Two Defined Critical Assets Shown on the SVA Geospatial Tool



Use the Scroll Bar to review all the defined critical assets

### 5.1.5. Edit Critical Asset Information

Click the **Edit** button to change the name or description of the critical asset.

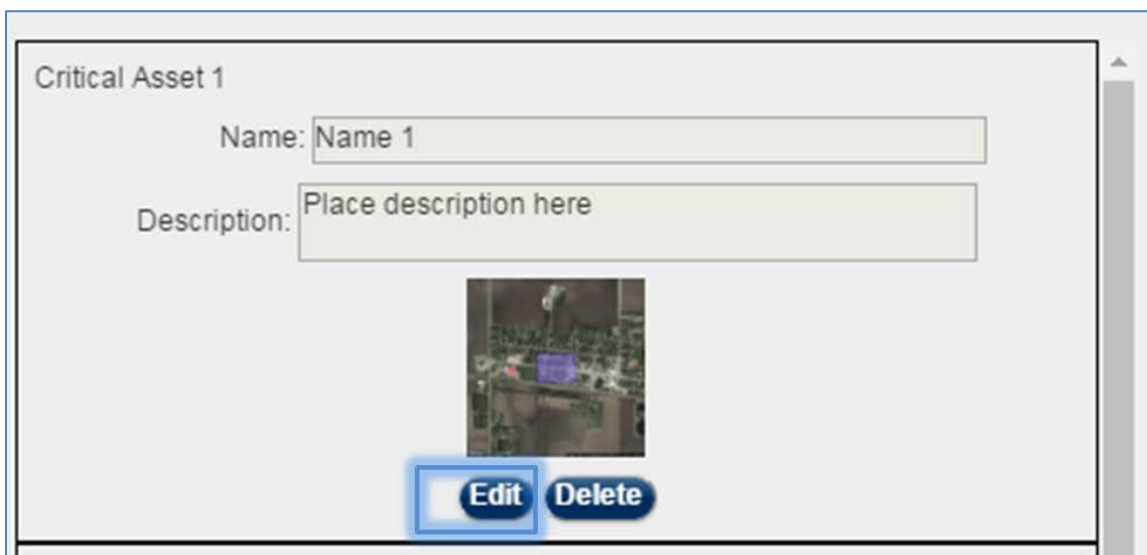


Figure 65: Click the [Edit] Button to Change Information for a Critical Asset Name or Description



You may edit the name and description of the shape information at any time. To change the shape's location on the map, you must first delete the shape and redraw it.

### 5.1.6. Delete a Critical Asset Shape

**Delete**

Click the **Delete** button to remove all data for a critical asset.

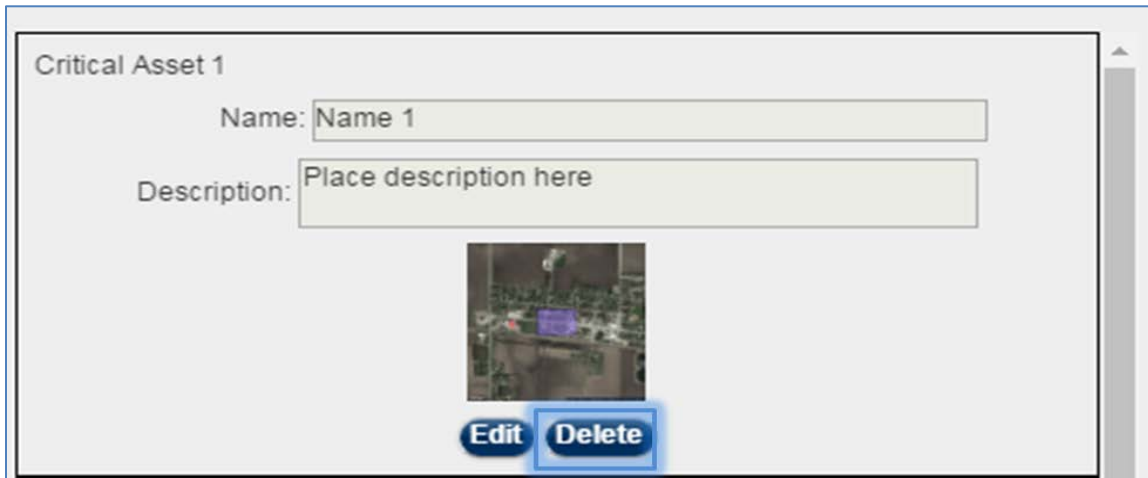



Figure 66: Click the Delete Button to Delete All Data for a Critical Asset.

### 5.1.7. Accessibility Option for Drawing a Shape

This option is designed for individuals who are not able to use the SVA mapping tool. If you can use the mapping feature, it is recommended that you use that feature instead.



Click the  button found on the top right corner of the SVA geospatial tool.

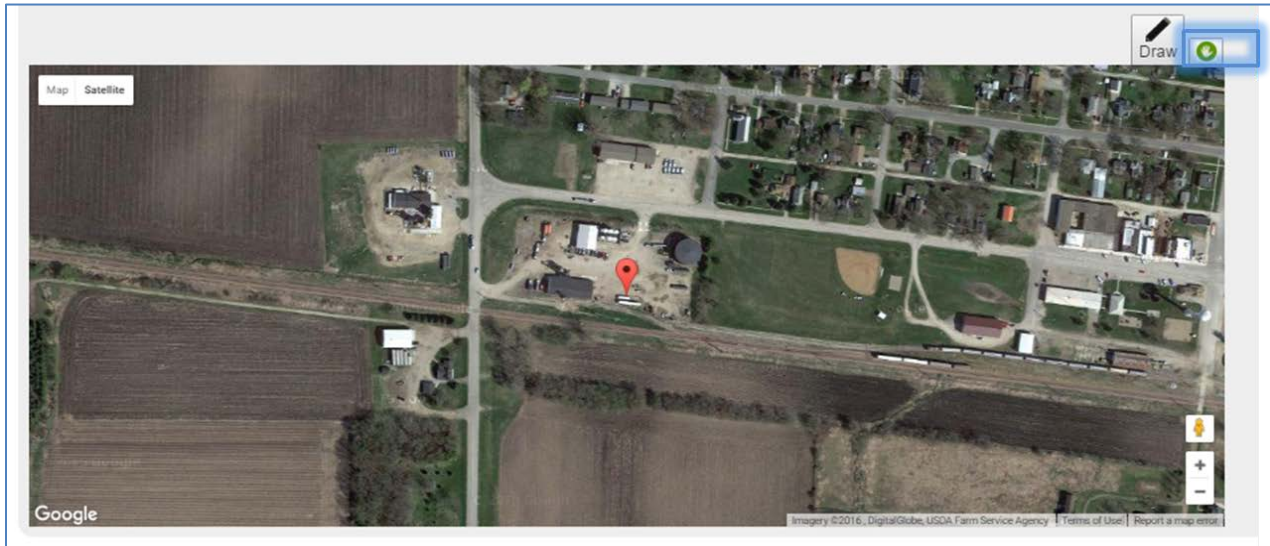


Figure 67: Click the Accessibility Button to Manually Enter Coordinates for a Critical Asset.

Click on the open text box area to enter the latitude and longitude coordinates of a rectangle. Click [Save] to complete the action and create the rectangular critical asset. The prepopulated coordinates are the center of your facility's information that were provided during registration.

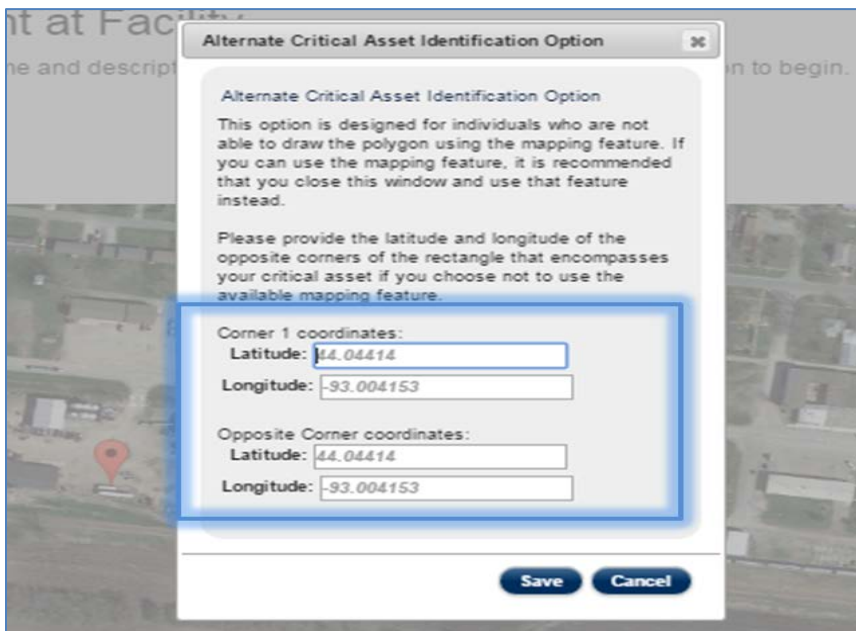


Figure 68: Click on the Open Text Box to Enter Latitude and Longitude for two Opposite Corners of a Rectangle



# 6. Upload Files

For the Expedited Approval Program (EAP) and Alternative Security Program (ASP), uploading files is a requirement to complete the surveys. Also, you may upload supplementary material to complete the SVA/SSP Surveys.

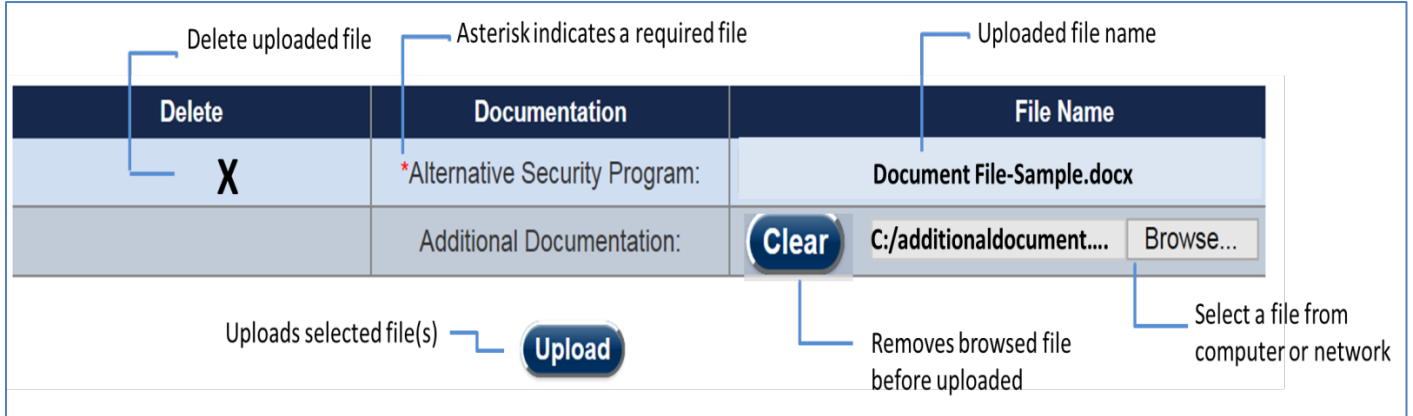


Figure 69: Uploading Files – Features and Buttons



The asterisk (\*) next to a documentation name indicates that a file must be uploaded to complete the survey option selected. Additional files are only optional.

## 6.1. Upload a File

To upload your file, select the  button to locate the file(s) on your computer or network. You may browse and select a file one at a time. A separate row for an additional file appears once the first file has been added to the table.

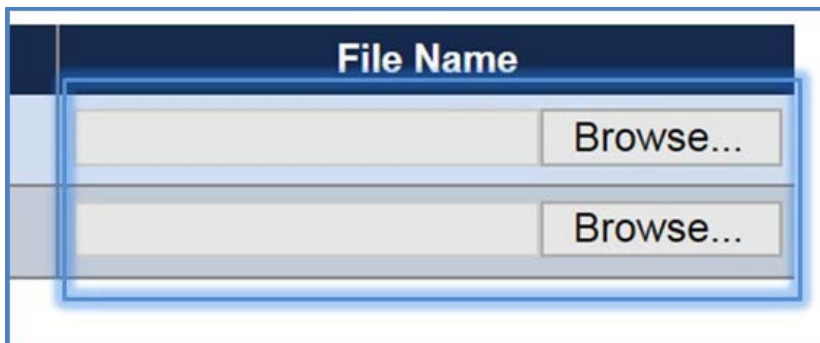


Figure 70: Click [Browse] Button to Locate a File on Your Computer



Do not upload password protected files.



Only the following file formats will be accepted for uploading to CSAT: .pdf, .txt, .doc, .wpd, .xls, .dwg, .rft, .bmp, .png, .gif, .jpg, .odt, .ods, .odp, .odg.

**Clear**

Click the **Clear** button if you wish to remove the browsed file prior to uploading.

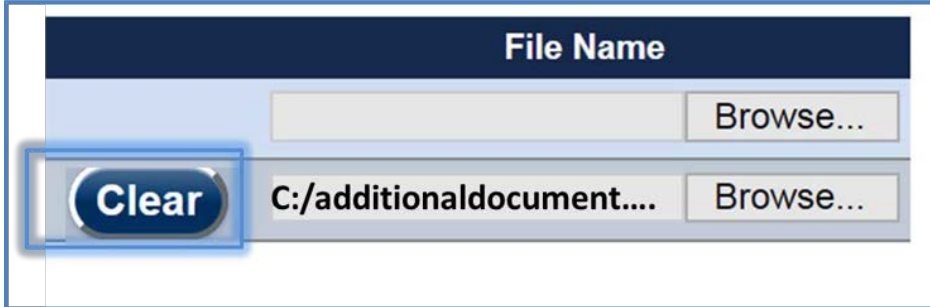


Figure 71: Click the [Clear] button to remove a file.



You can replace a browsed file by clicking the [Browse/Choose File] button.

**Upload**

Once you have browsed for all of your files, select the **Upload** button to upload all the files added to the table rows.



Successfully uploaded file names will appear in red text.

Click the **X** to remove an uploaded file.

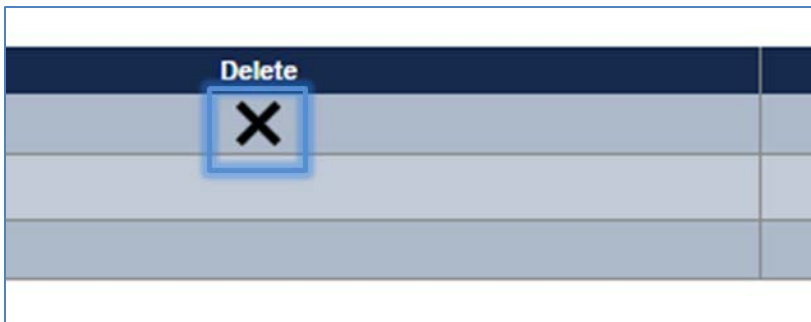


Figure 72: Click the [Delete] Button to Remove an Uploaded File.



You may not upload the same file multiple times.





## 7. Notify DHS of Expedited Approval Program (EAP) Intention

Click the [Notify DHS] button if you intend to file an Expedited Approval Program (EAP). For more instructions regarding the program see the [DHS Guidance for the Expedited Approval Program](#).

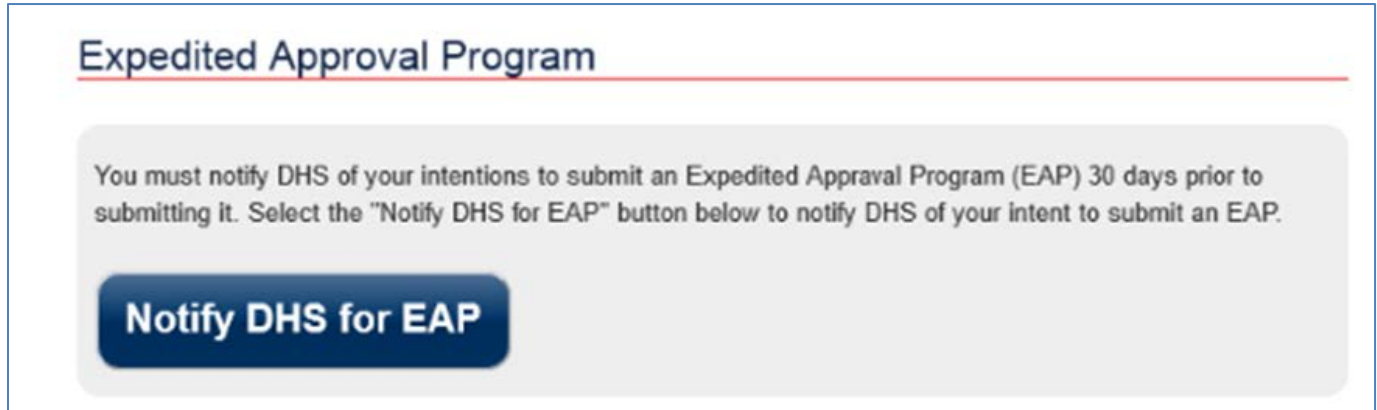


Figure 73: Click [Notify DHS for EAP] if Your Facility Intends to File an EAP

After 30 calendar days from the time of notification, the [Upload EAP] button appears to allow you to complete the EAP. See Section 6.1 for instructions on uploading files.

If you choose to submit another survey option for your facility after you notified DHS for submitting an EAP, click the [Retract EAP] button to return back to SSP Options (see [Section 3.4](#) for more details). You are able to choose another survey option to complete your SVA/SSP survey requirement.

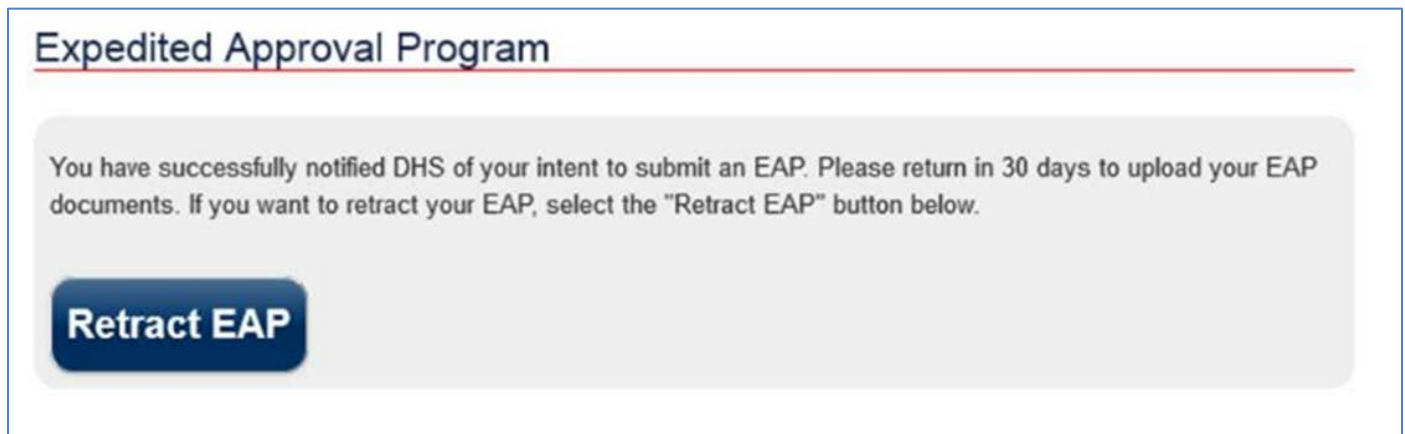


Figure 74: Click [Retract EAP] if Your Facility Does Not Want to Submit an EAP

If your facility is re-tiered or has an authorized EAP, click the  button to update the survey.



## 8. Survey Validation

For certain questions, the CSAT system performs data validation before allowing you to move to another screen. An error message is displayed on the screen when questions are not completed or appear incorrect. You are prompted to return and correct the error before moving to another set of questions. For example, an error message is displayed if a question response blank is left empty.

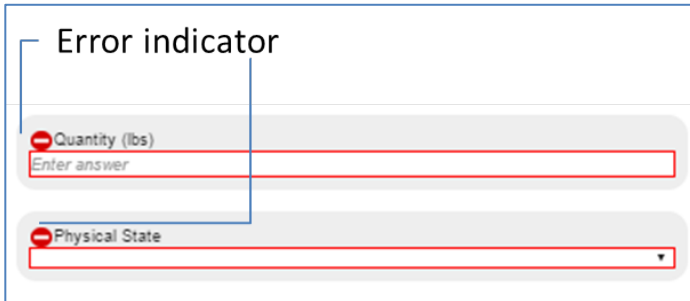



Figure 75: Example of Error Indicators During Validation of an Answer


At any time when completing your survey, you can select the **Validate and Submit** option on the navigation menu to perform a more thorough data validation. This section is also a required step prior to submitting a survey.



Figure 76: Validate and Submit Option Location in the Menu Bar

In the “**Validate and Submit**” page, each section of your survey is checked for completeness. The validation report (see Figure 77 below) provides a detailed review for all sections.

A checkmark  indicates the section is completed successfully.

An error indicator  shows that one or more incomplete questions have been found by the system in the section. Links for each section are provided in this report to return and correct the error. Click the name of the section or the number of questions without answers to return to the section for completion.



## Validate and Submit - **Survey is Incomplete**

Your survey contains one or more incomplete sections. Select the appropriate link(s) in the table to complete the required sections.

	Survey Section	# Questions without answers
✓	Exclusions	0
✓	Facility Attributes	0
✓	COI Selection	0
✓	Acetyl bromide	0
⊖	<a href="#">Allylamine</a>	1
⊖	<a href="#">Allyltrichlorosilane, stabilized</a>	1
⊖	<a href="#">Aluminum (powder)</a>	1

Key



Indicates that questions within this section are incomplete



Indicates this section is complete

[Go Back](#)

Figure 77: CSAT Survey Validation Sample Page with Errors Shown



Data validation is performed only for logic and basic errors. Your Submitter is responsible for submitting accurate and correct information to the best of their knowledge.



## 9. Submit a Survey to DHS

The [Submit to DHS] button is available when all the survey sections are complete and no errors are found. Only the Submitter role can submit the completed survey to DHS.

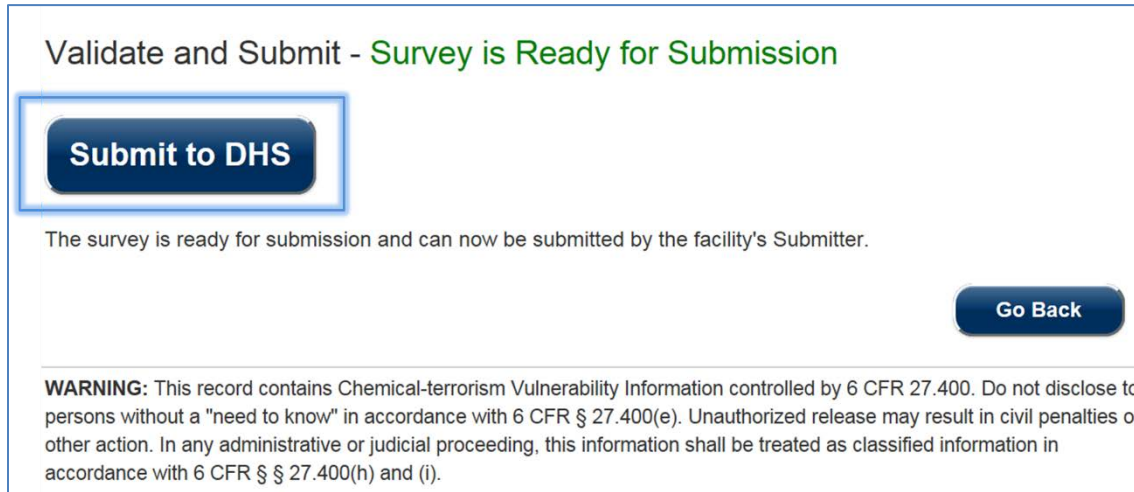


Figure 78: Survey Is Ready for Submitter to Submit to DHS

Click the [Go Back] button if you want to continue reviewing your survey.

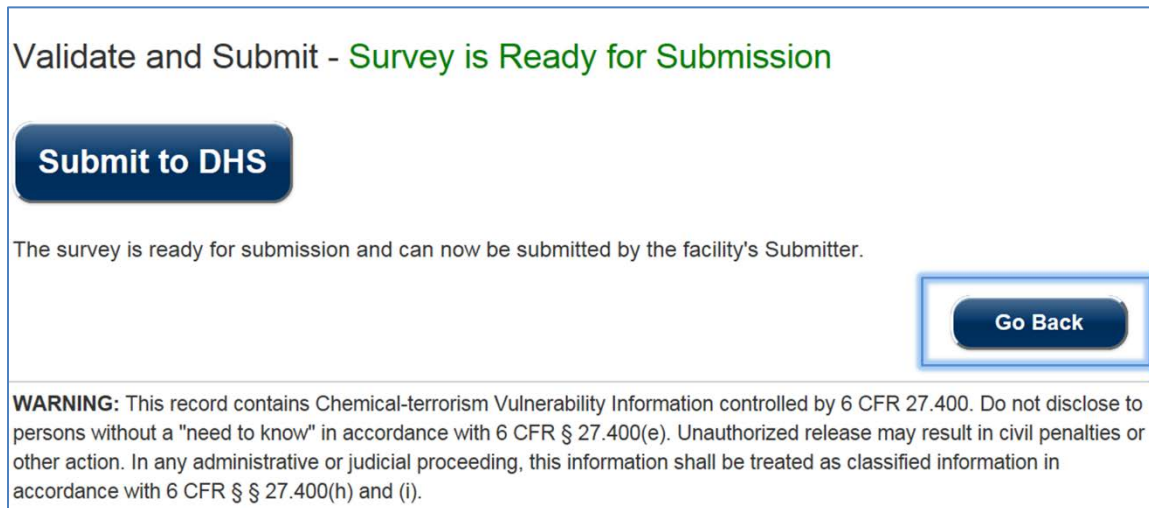


Figure 79: Click the [Go Back] Button to Return to the Survey



# 10. Generate a Survey PDF

Once you have submitted a survey, a pdf copy of the survey is generated.

Click the [Print] icon if you want to retain a copy for your records.

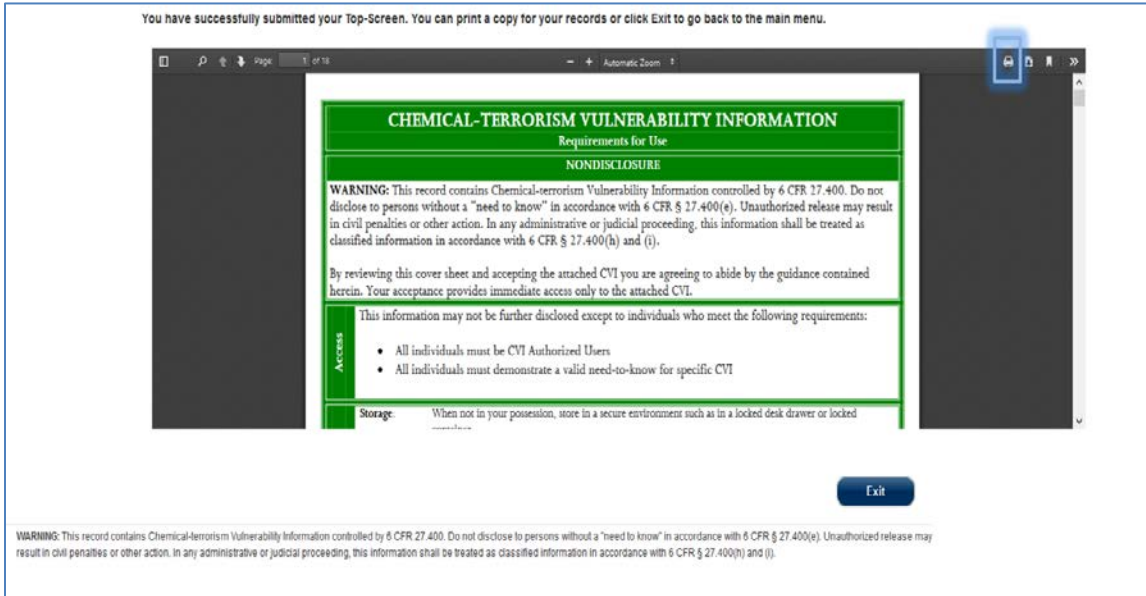



Figure 80: Click the Print Icon to Print and/or Save a PDF Copy of Your Submitted Survey

Click the  button to go back to the CSAT Application Tool main menu.

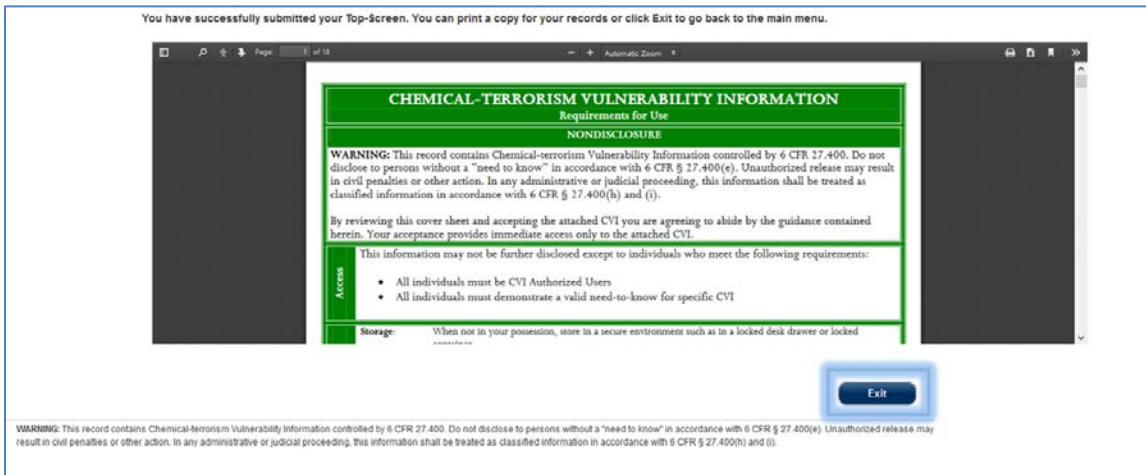


Figure 81: Click [Exit] to Return to the CSAT Main Menu



You may also access a PDF copy of the survey submitted in the Facility Details Page within the CSAT portal.





# 11. Contacting the CSAT Help Desk

CSAT users can call the CSAT Help Desk with questions regarding the CSAT survey applications and other elements of CSAT. The CSAT Help Desk can be reached at 866-323-2957 (toll free) between 7 a.m. and 7 p.m. (EST), Monday through Friday. The CSAT Help Desk is closed for Federal holidays.



**CSAT Help Desk Toll Free Number 866-323-2957 7am-7pm ET.**



**Use the Question number when calling the CSAT Help Desk for expedited assistance.**



## 12. Acronym List

<b>ASP</b>	Alternative Security Program
<b>CFATS</b>	Chemical Facility Anti-Terrorism Standards
<b>CFR</b>	Code of Federal Regulations
<b>COI</b>	Chemical(s) of Interest
<b>CSAT</b>	Chemical Security Assessment Tool
<b>CVI</b>	Chemical-terrorism Vulnerability Information
<b>DHS</b>	U.S. Department of Homeland Security
<b>EAP</b>	Expedited Approval Plan
<b>IFR</b>	Interim Final Rule
<b>SSP</b>	Site Security Plan
<b>SVA</b>	Security Vulnerability Assessment
<b>SSP</b>	Site Security Plan