

## **SDP<sub>2</sub>MA Propane Member Update**

### **December 18, 2007**

## **REGISTER NOW FOR HOMELAND SECURITY'S TOP SCREEN**

On November 20, the U.S. Department of Homeland Security (DHS) released the final requirements for its Chemical Facility Anti-Terrorism Standards. If your facility stores more than 60,000 pounds of propane (14,285 gallons), you must complete the "Top Screen" **by January 19, 2008**. However, propane in tanks less than 10,000 pounds (2,358 gallons) do not have to be counted toward the 60,000 pound threshold at a facility.

### **What is the Top Screen?**

The Top Screen is an online questionnaire that provides DHS with basic information that allows them to determine a facility's possible security threat. To read more about the Chemical Facility Anti-Terrorism Standards, visit <http://www.dhs.gov/chemicalsecurity>. It is recommended that you also download the CSAT User Registration Guide at [http://www.dhs.gov/xlibrary/assets/chemsec\\_csatuserregismanual.pdf](http://www.dhs.gov/xlibrary/assets/chemsec_csatuserregismanual.pdf), which will walk you through the steps in registering.

The initial Top Screen is two steps: first register for a username and password, then once you receive the username and password, you complete the actual security screening.

### **Where do I go to complete the Top Screen registration?**

The Top Screen can only be completed online at <https://csat-registration.dhs.gov>. DHS is not going to make any accommodations for companies that do not have computers, recommending that people use a friend's computer or visit a public library. Further, you will need an email address with a "secure" domain name. If you currently use Yahoo, Hotmail, AOL, or another free email, you will need to purchase a domain name. Domain names can be purchased by visiting sites such as [www.GoDaddy.com](http://www.GoDaddy.com), [www.NetworkSolutions.com](http://www.NetworkSolutions.com), or [www.Smallbusiness.Yahoo.com](http://www.Smallbusiness.Yahoo.com).

### **How do I register?**

Before beginning the registration process, make sure you the following information available for your facility:

- Name of facility.
- Street address.
- City, state, and Zip Code.
- Email address (Again, see the "Where do I go to complete the Top Screen registration?" above for more information about the email address.).
- County that facility is located in.
- Latitude and longitude of facility. Latitude and longitude can be found online at <http://terraserver.microsoft.com/> (Remember that latitude is a positive

number, and longitude is a negative number and must have a “-“sign before the number.)

To begin the Top Screen process, you must first register your facility. Here’s how.

1. Access the user registration application at <https://csat-registration.dhs.gov>
2. Identify your chemical facility, including facility identifier, parent company, facility address, and location information.
3. Designate the Preparer, Submitter, and Authorizer. The **Preparer** is authorized to enter data into the CSAT online screening tool but is not authorized to formally submit the data on the company’s behalf. This person is a qualified individual familiar with the facility in question. The **Submitter** is certified by the company or corporation to formally submit the regulatory data to DHS. This person must be an officer of the corporation (or equivalent) or be designated by an officer of the corporation. To gain access, each Preparer and the Submitter require the signature of an Authorizer. On behalf of the company that owns the facility, the **Authorizer** verifies that the user account request for the Preparer and Submitter is valid. Authorizers will not have edit privileges unless they are also designated as Preparers or Submitters.) NOTE: The Preparer, Submitter and Authorizer may all be the same person.
4. For companies with multiple facilities, the person creating the registration should complete the Submitter section once and then repeat the facility section for all facilities. NOTE: Before pressing the “Complete” button, verify all data has been entered correctly. **Editing information will not be allowed after submission.**
5. Submitters may be responsible for one or more facilities. If all of your facilities are entered on one registration form, you will be given one username and password. If information is entered for only one facility at a time and then the Submit button is pressed, you will receive one username and password for each separate registration form they submit. This is not the preferred method.
6. When you press the “Complete” button, your data will be transmitted via a secure internet connection to the Department of Homeland Security.
7. Print the completed user registration form. NOTE: completed forms may not be reviewed except as a printed document.
8. Collect the signatures of Preparer, Submitter, and Authorizer named on the user registration form. **Please retain a copy of this form for your records.**
9. Mail or fax the printed and signed user registration form(s) to  
Office of Infrastructure Protection  
Chemical Security Compliance Division  
Attention: CSAT User Registration  
Department of Homeland Security  
Building 5300, MS 6282  
P.O. Box 2008  
Oak Ridge, TN 37831-6282

or

FAX: 866-731-2728

Once the registration has been completed and mailed or faxed to DHS, it will take approximately one week to 10 days to receive your username and password. You will receive two separate emails from DHS – one with your username and one with your password. All Preparers and Submitters will receive usernames and passwords in separate emails. Please submit your registration as soon as possible so that you are able to meet the January 19th deadline.

**What happens when I receive my username and password?**

After you receive your username and password, access the Chemical Security Assessment Tool at [www.dhs.gov/chemicalsecurity](http://www.dhs.gov/chemicalsecurity) to submit your chemical facility data.

Here are the Top Screen questions and responses for most propane companies:

1. Facility name
2. Description. Choose “Chemical Manufacturer Usage Storage and Distribution” and most retail propane marketers will enter 454312 for the Facility North American Industrial Classification System Code (NAICS). For other NAICS codes, including ones for agriculture or bulk terminal facilities, visit <http://www.census.gov/epcd/www/naics.html>.
3. Facility Data Universal Numbering System (DUNS) number, if available. Most propane companies will not have one of these numbers, so leave the field blank.
4. Facility address
5. Latitude and longitude
6. Facility owner and operator name
7. Facility regulatory mandates (choose “No” when it asks if you are part of the Maritime Transportation Security Act)
8. Choose “No” when it asks if you are regulated as a water treatment works
9. Choose “No” when it asks if you are owned or operated by the Department of Defense
10. Choose “No” when it asks if you are owned or operated by the Department of Energy
11. Choose “No” when it asks if you are owned or regulated by the Nuclear Regulatory Commission
12. If you are currently filing an EPA Risk Management Plan (RMP), then supply the federal RMP identification number (listed on your RMP).
13. If you share your facility with another chemical manufacturer, you would check “is a host” or “is a collaborated facility,” but most will check “not applicable.”
14. Number of full-time employees
15. Parent company name
16. It will ask you if your company has done a security vulnerability assessment. Most will check “No.”
17. Release Toxics question. At the very bottom of the page, click “Yes” if you

- do not have any of the toxic chemicals.
18. Release Flammables question. Check “Yes” next to Propane, then click “Yes” at the very bottom of the page.
  19. Release Explosives question. At the very bottom of the page, click “Yes” if you do not have any of the explosives.
  20. Theft/diversion, explosive IEDs question. At the end of the section, click “Yes” if you do not have anything listed.
  21. Theft/diversion of WMEs question. At the end of the section, click “Yes” if you do not have anything listed.
  22. Theft/diversion chemical weapons. At the end of the section, click “Yes” if you do not have anything listed.
  23. Sabotage or contamination chemicals. At the end of the section, click “Yes” if you do not have anything listed.
  24. Mission critical chemicals. It will ask you if your company contributes 20 percent or more of the domestic production of a chemical to a number of different industries. Almost all will check “No.”
  25. Economical critical chemicals. Enter dollar value of what was sold from your facility. It will also ask if your facility accounts for 35 percent or more of the production of domestic chemical included in the regulation, so click “No.”

At the end of the survey, it will tell you that your facility may be regulated. You will be mailed a letter that tells you your facility’s status. If you are regulated, it will indicate your initial tier and security issues that need to be addressed in the next assessment required. **Print a copy of the completed survey for your files.**

**I need help. Who can I call for more information?**

If you have questions regarding registration or completing the Top Screen, you can call the DHS Help Desk at (866) 323-2957 from 7 a.m. – 7 p.m. Eastern Time, Monday-Friday. The DHS Help Desk can also be reached by emailing [csat@dhs.gov](mailto:csat@dhs.gov).

*Please note: This document is designed to provide assistance but should not be considered definitive regulatory or legal guidance. Many of the responses provided apply to the average propane marketer, but in many circumstances, different responses will be needed.*

**If you have questions, please phone Dawna Leitzke at (605) 224-8606 or email questions to [info@sdp2ma-sdacs.com](mailto:info@sdp2ma-sdacs.com).**

**This document is guidance only.**

