CSAT SSP Edit Process

User Guide

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Homeland
Security

Table of Contents

1. Overview

This document provides instructions to facilities for editing and resubmitting their submitted Site Security Plan (SSP) through the Chemical Security Assessment Tool (CSAT). The instructions explain how to edit an SSP, either through an administrative edit or a technical edit. ***NOTE:*** These instructions apply ***only*** to the CSAT SSP Edit process.

All examples provided in this document are illustrative and are merely intended to highlight specific points within the CSAT SSP. Each facility must carefully consider its own unique characteristics and circumstances to determine the relevance and appropriateness of each example.

1.1   Background

Section 550 of the Department of Homeland Security (DHS) Appropriations Act of 2007, Pub. L. 109-295, authorizes DHS to regulate the security of high-risk chemical facilities. The CFATS Interim Final Rule (IFR), 6 CFR Part 27, was published on April 9, 2007, to implement the Act. See 72 FR 17688. In addition, DHS published a final Appendix A to CFATS on November 20, 2007. See 72 FR 65396. As provided by 6 CFR § 27.225 of the CFATS rule, covered (i.e., high-risk) facilities are required to submit for DHS approval SSPs that address the facilities' vulnerabilities and satisfy the CFATS risk-based performance standards.

1.2   SSP Edit Process

The SSP Edit process allows a facility to retrieve its most recently submitted SSP so that it can be edited and resubmitted to DHS. The edit to the SSP can be an administrative edit or a technical edit.

- An administrative edit involves making changes to information pertaining to your facility's description, contact information, local police, fire and Emergency Management Team (EMT) jurisdiction information, and employee and workshift information. Please see Section 3 and Appendix B for more information. There is no limit to the number of times that the CSAT SSP Edit function can be used by a covered facility to make administrative edits to its SSP.

- A technical edit involves making changes to information pertaining to your facility's operations, security measures, and other areas which are not considered an administrative edit. Please see Section 4 for more information. ***NOTE:*** The CSAT SSP Edit function is only available for use by a covered facility to make technical edits once every 90 days after submission of the SSP.

A facility's Submitter can request an SSP Edit. Once it is retrieved by CSAT, the SSP can be opened and edited by either the Submitter or Preparer. All appropriate data fields in the SSP can be edited (depending on the edit type requested), except for geospatial information (latitude and longitude). Geospatial information can ***only*** be changed through the CSAT Help Desk.

NOTE: A facility's process of editing a previously submitted SSP will *not* affect any applicable deadlines under the CFATS regulations unless DHS notifies the facility to the contrary. In particular, for the purposes of Top-Screen resubmissions under 6 CFR § 27.210(b)(1) of CFATS, submission of such changes will *not* affect the original SSP approval date(s) and Top-Screen resubmission dates.

1.3 SSP Edit Roles

The table below describes one of three possible roles that users assume when utilizing the CSAT system for SSP Edits.

CSAT User Role	Description
Reviewer	A user who has read-only privileges to see a survey. This user will not have the ability to edit a survey, but will be able to see the existence of an edited survey and review all versions of the survey.
Preparer	A user who has the ability to provide input to a survey. This user will not have the ability to initiate the edit to a survey, but will be able to provide input to a survey once the survey is opened for modification.
Submitter	A user who reviews and submits the finalized survey. Once submitted, the document becomes available for government review and inspection. This user will have the ability to initiate an edit to an existing survey.

2. Getting Started

2.1 Requesting SSP Edits

When you first log in to the CSAT portal, you will see the **CSAT Survey List** screen (see Picture 2.1).
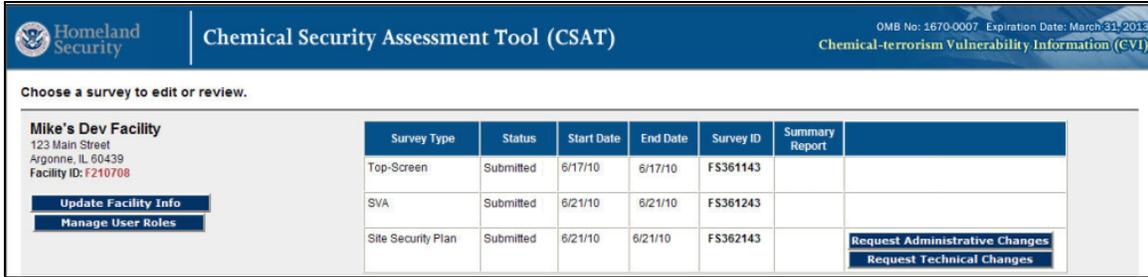
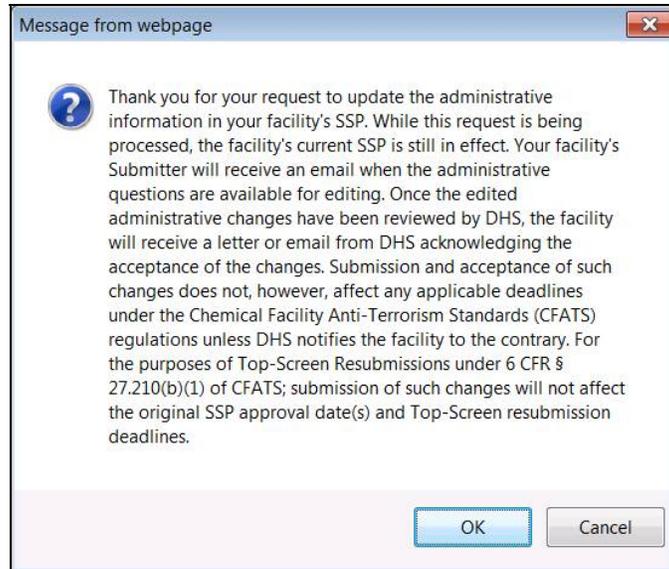**Picture 2.1: CSAT Survey List Screen**

On your facility's list of completed surveys, you will see two buttons on the row which lists your facility's most recently submitted SSP: the [Request Administrative Changes] button and the [Request Technical Changes] button. *NOTE:* If you have more than one SSP on your list of completed surveys, you can *only* edit the latest submission.

- If you want to perform an administrative edit, click the [Request Administrative Changes] button and refer to Section 3 of this document for more instructions.

- If you want to perform a technical edit, click the [Request Technical Changes] button and refer to Section 4 of this document for more instructions.

- *NOTE:* If your facility only needs to update its facility data (e.g., facility name or address, owner, operator), you may use the [Update Facility Info] button on the **CSAT Survey List** screen instead of using the CSAT SSP Edit process.

3. Administrative Edits

3.1 Administrative Edit Disclaimer

After you select the [Request Administrative Changes] button on the **CSAT Survey List** screen, the disclaimer as seen in Picture 3.1 will appear. Please carefully review the disclaimer before proceeding.

Picture 3.1: Administrative Edit Disclaimer Message

- If you choose to continue the administrative edit process, click [OK].
- If you decide to discontinue the administrative edit process, click [Cancel]. You will be returned to the CSAT Survey List screen.

3.2 Reviewing Editable Questions

After you select the [OK] button, the screen will display the list of questions that you will be permitted to edit as part of the administrative edit (see Picture 3.2). See Appendix B for the complete list of administrative edit questions.

Picture 3.2: SSP Editable List Screen

- After you review the list, click the [Continue] button at the bottom of the screen to submit your administrative edit request for processing.

- If you decide to discontinue the administrative edit process upon review of the question list, click [Cancel]. You will be returned to the **CSAT Survey List** screen.

After you click the [OK] button, you will be returned to the **CSAT Survey List** screen. You will notice on the survey list that your SSP will have the "Pending Data Retrieval" message in the far right column (see Picture 3.3). This status will remain on the list until the SSP is loaded for administrative edit.

Picture 3.3: CSAT Survey List Screen with Pending SSP Status

3.3   Making Administrative Edits

You will receive a notification from CSAT via e-mail when your SSP is ready for administrative editing. When you next log in to CSAT, your editable SSP will appear on the **CSAT Survey List** screen with an [Input Administrative Changes] button on the far right column (see Picture 3.4). To continue with the administrative edit, click the [Input Administrative Changes] button.

Survey Type	Status	Start Date	End Date	Survey ID	Summary Report	
Top-Screen	Submitted	4/27/10	4/27/10	FS332243		
SVA	Submitted	5/3/10	5/20/10	FS332343		
Site Security Plan	Submitted	5/20/10	6/21/10	FS334143		
SSP Administrative Changes	InProgress	6/21/10		FS363143		**Input Administrative Changes**

Picture 3.4: CSAT Survey List Screen with Input Administrative Changes Button

After you click the [Input Administrative Changes] button, you will begin the administrative edit of your SSP, beginning with the opening **General** screen (see Picture 3.5).
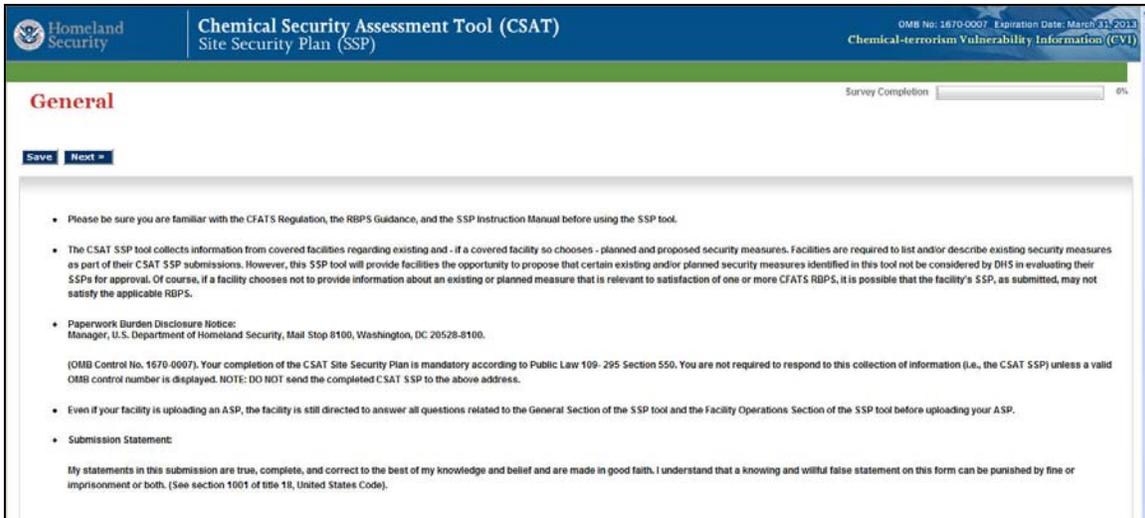
Picture 3.5: SSP General Screen

When making the administrative edit, you will answer questions within the **General** and **Facility Operation** sections of the SSP. See the CSAT SSP User Guide for more information.

- Use the [Back], [Save] and [Next] buttons on each screen to move through the SSP and to save your work as you make your edits.

- You can also use the navigation menu on the left side of the screen to move through the SSP (see Picture 3.6).

Picture 3.6: SSP Navigation Menu

3.4   Submitting Administrative Edits

When you finish making your administrative edits, you will see the **SSP Completion** screen (see Picture 3.7).
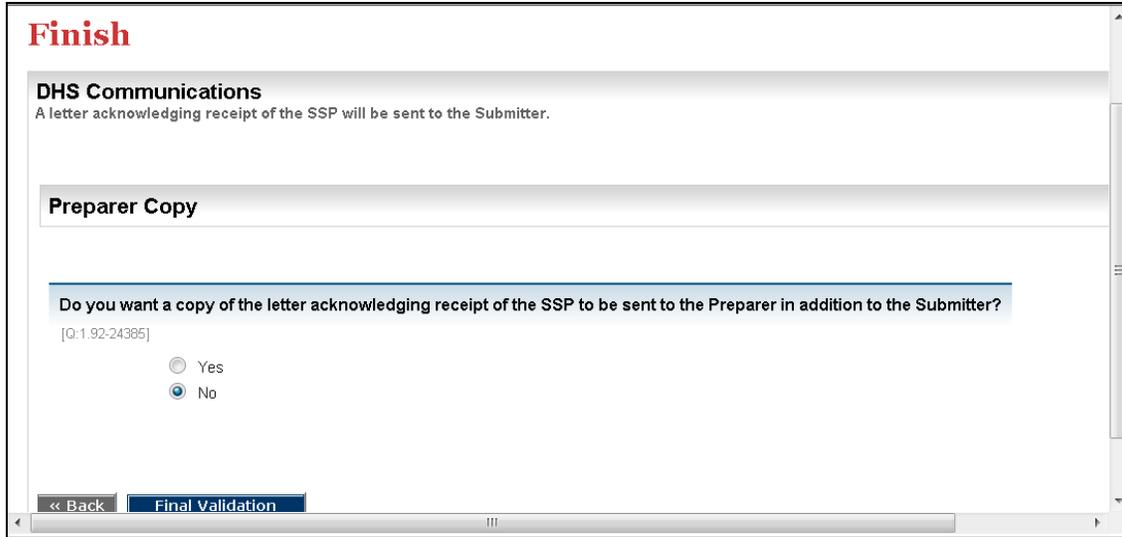

Picture 3.7: SSP Completion Screen

After you click the [Next] button on the **SSP Completion** screen, you will see the **SSP Finish** screen (see Picture 3.8). This screen will prompt you to both validate the
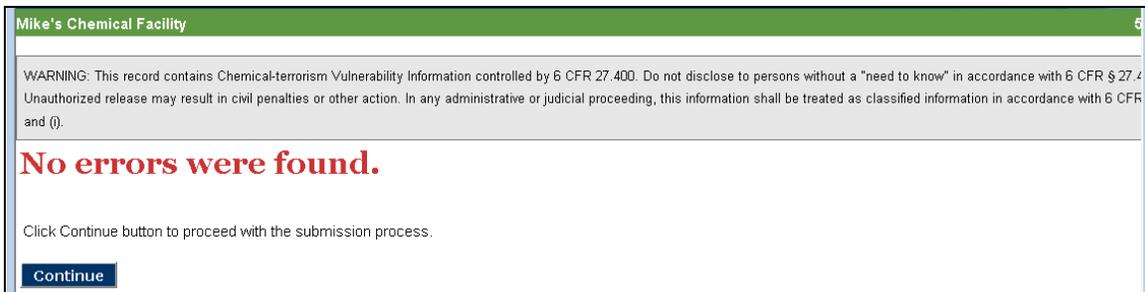
information you entered and review it for completeness and accuracy before final submission. Click the [Final Validation] button to begin the validation process for your edited SSP.

Finish

DHS Communications
A letter acknowledging receipt of the SSP will be sent to the Submitter.

Preparer Copy

Do you want a copy of the letter acknowledging receipt of the SSP to be sent to the Preparer in addition to the Submitter?
[Q:1.92-24385]

○ Yes
◉ No

« Back   Final Validation

Picture 3.8: SSP Finish Screen

The **SSP Finish** screen also requires you to provide a *Yes* or *No* answer to the question, "Do you want a copy of the letter acknowledging receipt of the SSP to be sent to the Preparer in addition to the Submitter?" If you choose *Yes*, the Preparer will be notified via e-mail that the edited SSP has been transmitted to the Submitter for review.

When the validation process is finished and no errors are found, a screen similar to the one shown in Picture 3.9 will appear. Click the [Continue] button to complete the submission of your edited SSP. *NOTE:* If you leave your SSP administrative edit process *without* submitting a complete edit, CSAT will *not* accept your changes as a new SSP submission.

Mike's Chemical Facility

WARNING: This record contains Chemical-terrorism Vulnerability Information controlled by 6 CFR 27.400. Do not disclose to persons without a "need to know" in accordance with 6 CFR § 27.4 Unauthorized release may result in civil penalties or other action. In any administrative or judicial proceeding, this information shall be treated as classified information in accordance with 6 CFR and (i).

No errors were found.

Click Continue button to proceed with the submission process.

Continue

Picture 3.9: SSP Validation Results Screen

After you submit your SSP administrative edit, you will see a disclaimer which reminds you that your current SSP is still in effect while your edits are being reviewed. After your

edits are reviewed, you will receive a letter or e-mail that acknowledges the acceptance of the changes to your SSP. ***NOTE:*** Even after your changes are accepted, your original SSP approval dates and resubmission deadlines will ***not*** change.

4. Technical Edits

4.1 Technical Edit Disclaimer

Afer you select the [Request Technical Changes] button, the following disclaimer will appear:
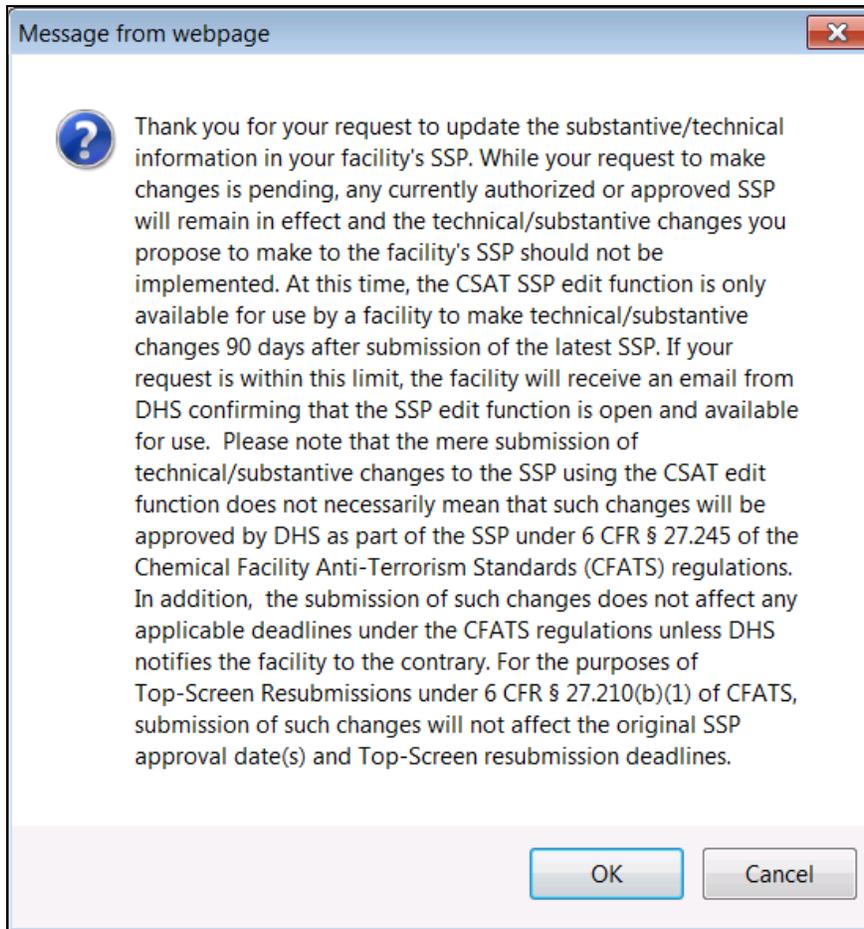
Picture 4.1: Technical Edit Disclaimer Message

Please carefully review the disclaimer before proceeding.

- If you choose to continue the technical edit process, click [OK].

- If you decide to discontinue the technical edit process, click [Cancel]. You will be returned to the **CSAT Survey List** screen.

4.2   Technical Edit Details

After you click [OK], the screen will display another disclaimer which provides additional details about the technical edit process (see Picture 4.2).

This form allows you to retrieve a previously submitted survey for this facility (**Mike's Dev Facility 7**). Please note that the retrieved survey will be issued a new tracking number. When the data retrieval process has been completed, an e-mail will be sent to you. You and any other Preparer associated with this facility should then complete this replacement survey. After this SSP survey is submitted to DHS, it will replace existing SSP surveys that have been submitted for this facility.

NOTE: This form may only be used to create a replacement SSP survey to replace existing SSP surveys that have already been submitted for this facility (**Mike's Dev Facility 7**). To create a Top-Screen survey for a **new facility**, use the **User Registration** application.

Picture 4.2: Technical Edit Details Screen

- If you decide to continue the technical edit process after reviewing the details provided, click the [Request SSP Edit] button.

- If you decide to discontinue the technical edit process after reviewing the details provided, click [Cancel]. You will be returned to the **CSAT Survey List** screen.

- *NOTE:* If you click the [Request SSP Edit] button and your facility is *not* within the time period for making technical edits (as described in Section 1.2), an error message will appear (see Picture 4.3). It will inform you as to when your SSP will be available in CSAT so your facility can request a technical edit at that time. Click the [Continue] button to return to the **CSAT Survey List** screen.

At this time, the CSAT SSP edit function is only available for use by a facility to make technical/substantive edits:

- 90 days after submission of the SSP

Your facility is eligible for next revision request after 12/13/10.

If you have any questions, please contact the CSAT Helpdesk at 866-323-2957.

Continue

Picture 4.3: Technical Edit Request Error Screen

After you click the [Request SSP Edit] button—and if you do not receive an error message—you will be returned to the **CSAT Survey List** screen. You will notice on the survey list that your SSP will have the "Pending Data Retrieval" message in the far right column (see Picture 4.4). This status will remain on the list until the SSP is loaded for technical edit.

Survey Type	Status	Start Date	End Date	Survey ID	Summary Report	
Top-Screen	Submitted	7/13/10	7/13/10	FS372143		
SVA	Submitted	8/19/10	8/19/10	FS372243		
Site Security Plan	Pending Data Retrieval	8/25/10	8/25/10	FS387943		Pending Data Retrieval

Picture 4.4: CSAT Survey List Screen with Pending SSP Status

You will receive an e-mail that notifies you that your SSP is available for technical editing. When you next log in to CSAT, your **CSAT Survey List** screen will change so that a new row is added to the survey list with an SSP that has the word *New* listed in the **Status** column and an [Input Technical Changes] button in the far right column (see Picture 4.5).

SSP
Ready for
Technical
Edit

Survey Type	Status	Start Date	End Date	Survey ID	Summary Report	
Top-Screen	Submitted	7/13/10	7/13/10	FS372143		
SVA	Submitted	8/19/10	8/19/10	FS372243		
Site Security Plan	Submitted	8/25/10	8/25/10	FS387943		
Site Security Plan	New			FS387943		Input Technical Changes

Picture 4.5: CSAT Survey List Screen with SSP Ready for Technical Edit

4.3   Making Technical Edits

When you click the SSP [Edit/Review] button on the **CSAT Survey List** screen (see Picture 4.5), you will see your editable SSP populated with values from your previously submitted SSP. You will be able to complete the survey by editing the answers you would like to change and resubmitting the SSP when you are finished. Please see the CSAT SSP User Guide for more details on completing your SSP survey. *NOTE:* Existing authorized or approved SSPs will remain in effect as authorized or accepted by DHS until the resubmitted SSP is authorized or accepted.

After you submit your SSP technical edit, you will see a disclaimer which reminds you that your current SSP is still in effect while your edits are being reviewed. After your edits are reviewed, you will receive a letter or e-mail that acknowledges the acceptance of the changes to your SSP. *NOTE:* Changes made to the SSP may *not* be implemented or

considered authorized or approved by DHS unless DHS sends notice of authorization or approval of those changes via a letter. Even after your changes are accepted, your original SSP approval date (if applicable) and Top Screen resubmission deadlines will ***not*** change.

Appendix A: Acronym Reference List

Acronym	Definition
CFATS	Chemical Facility Anti-Terrorism Standards
CHEMS	Chemical Security Management System
CSAT	Chemical Security Assessment Tool
DHS	U.S. Department of Homeland Security
EMT	Emergency Management Team
IFR	Interim Final Rule
MAG	Mutual Assistance Group
SSP	Site Security Plan

Appendix B: Limited Fields for Administrative SSP Edits

- Facility Description:
    - What is the facility type? [Q:3.0-13871]
    - If "Other" selected, enter a description. [Q:3.0-14051]
- OEM Authority:
    - What is the Office of Emergency Management (OEM) authority? [Q3.0-13934]
    - If "Other" selected, enter a description. [Q3.0-14052]
    - Enter the name of the local jurisdiction. [Q3.0-13935]
    - What is the locale setting of the facility? [Q3.0-13936]
    - If "Other" selected, enter a description. [Q3.0-13937]
- Facility Contact Information:
    - Name of the facility security officer. [Q3.1-13939]
    - Phone number of the security officer. [Q3.1-13940]
    - Name of the assistant facility security officer. [Q3.1-13941]
    - Phone number of the assistant security officer. [Q3.1-13942]
    - Name of the corporate security officer. [Q3.1-13943]
    - Phone number of the corporate security officer. [Q3.1-13944]
    - Name of the cyber security officer. [Q3.1-13945]
    - Phone number of the cyber security officer. [Q3.1-13946]
- Name of Local Police Jurisdiction. [Q4.0-13949]
- Phone Number of Local Police Jurisdiction. [Q4.0-13950]
- Date of Tactical Response Test. [Q4.0-13961]
- Name of local fire jurisdiction. [Q4.1-13968]
- Phone number of local fire department. [Q4.1-13969]
- Date of Fire Response Test. [Q4.1-13978]
- Name of EMT jurisdiction. [Q4.2-13979]
- Phone number of local EMT [Q4.2-13980]
- Date of Fire Response Test. [Q4.2-13989]
- List of all MAGs. [Q4.3-17712]
    - Short description of the local mutual assistance group. [Q4.31-13990]
    - Phone number of local MAG. [Q4.31-13991]

- o   How many groups/facilities are included in the MAG? [Q4.31-18839]
- o   Number of MAG member companies. [Q4.31-13994]
- o   Time for capsule response to reach facility (average). [Q4.31-13999]
- o   Does the facility conduct drills or exercises to include the MAG? [Q4.31-18840]
- o   Minimum time needed for MAG to begin on-scene response. [Q4.31-14000]
- o   Was the response time tested? [Q4.31-14001]
- o   Date of response test. [Q4.31-14002]
- Number of employees:
  - o   What number are full-time? [Q4.6-14076]
  - o   What number are part-time? [Q4.6-14077]
  - o   What number typically are contractors? [Q4.6-14078]
  - o   What number are other types? [Q4.6-14079]
- Workshift name [Q4.8-18510] and for each day of the week:
  - o   Starting time. [Q4.81-18512, Q4.81-18513]
  - o   Ending time. [Q4.81-18514, Q4.81-18515]
  - o   Number of employees. [Q4.81-18516]