CSAT Agriculture Survey

User Guide

July 2010

Version 1.9

Homeland Security

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1. Introduction

Through Section 550 of the Homeland Security Appropriations Act of 2007 (P.L. 109-295), Congress gave the Department of Homeland Security (DHS) regulatory authority over security at high-risk chemical facilities. Pursuant to its congressional mandate, DHS promulgated the Chemical Facility Anti-Terrorism Standards (CFATS) regulations on April 9, 2007. Appendix A to CFATS was promulgated on November 20, 2007, which identified specific Chemicals of Interest (COI) and their applicable Screening Threshold Quantities (STQ) and minimum concentrations.

To help DHS identify high-risk chemical facilities, CFATS requires any facility that possesses any Appendix A COI in quantities at or above the corresponding STQ to complete and submit a Top-Screen using the Chemical Security Assessment Tool (CSAT) portal. On December 21, 2007, DHS issued a letter granting an indefinite extension of the Top-Screen deadline for farmers and other agricultural facilities that use COI for agricultural production purposes. That extension was intended to allow DHS to gather more information regarding the applicability of the Top-Screen requirement to agricultural facilities and to determine whether any modification to the Top-Screen requirements for such facilities might be warranted.

Through the CSAT Agriculture Survey, DHS is collecting information from CFATS covered facilities that sell, transfer or commercially apply COI and COI-containing products (e.g., pesticides and fertilizers) to agriculture production facilities subject to the extension of the Top-Screen due date.

The Agriculture Survey will collect information from the facilities being surveyed about COI and COI-containing products provided to their agricultural production customers as well as certain information, where available, about those customers' use and handling of COI-containing products.

1.1 Agriculture Survey Requirements

For the purposes of the Agriculture Survey, "COI-containing products" are commercial products that are either Appendix A COI or mixtures or blends containing one or more COI. For example, the U.S. Environmental Protection Agency (EPA) has approved a number of ethylene oxide (CAS 75-21-8) concentrations for use as registered pesticides, including 100% ethylene oxide and mixtures of 20% ethylene oxide and 80% carbon dioxide. In this Agriculture Survey, all of the EPA registered ethylene oxide products (with concentrations of ethylene oxide above the Appendix A minimum concentration) would be considered COI-containing products.

For the purposes of the Agriculture Survey:

- *Agricultural activities* means (1) preparation for the treatment of crops, feed, land, livestock (including poultry), or other areas of an agricultural production facility; or (2) application to or treatment of crops, feed, land, livestock (including poultry), or other areas of an agricultural production facility.

- *Agricultural facility* includes farms (e.g., crop, fruit, nut, and vegetable); ranches and rangeland; poultry, dairy, and equine facilities; turfgrass growers; golf courses; nurseries; floricultural operations; and public and private parks.

For the convenience of submitters, the Agriculture Survey will be pre-populated with the COI included in the facility's most recent CSAT Top-Screen. In completing the Agriculture Survey, however, submitters should provide information for ***all*** COI-containing products that meet or exceed the ***lowest*** applicable minimum concentration level established for that COI in Appendix A—***whether or not the amount(s) of the COI(s) possessed by the submitters exceed the applicable STQ(s)***—if they sell, transfer, or commercially apply the COI-containing product to agricultural facilities.

NOTE: Submitters should ***not*** include in their responses to the survey any COI-containing products used exclusively as fuels (e.g., propane, gasoline, kerosene, diesel, butane, or liquefied petroleum gas [LPG]).

1.2 Getting Additional Help

CSAT users may call the CSAT Help Desk with questions regarding the Agriculture Survey or other aspects of CFATS. The CSAT Help Desk can be reached at CSAT@dhs.gov or at 866-323-2957 (toll free) between 7 a.m. and 7 p.m. (Eastern Time), Monday through Friday. The CSAT Help Desk is closed for Federal holidays.

2. Getting Started

2.1 Chemical-terrorism Vulnerability Information

The Agriculture Survey is considered Chemical-terrorism Vulnerability Information (CVI) under § 27.400 of CFATS. The information maintained by DHS (on servers prior to, during, and after submission of the Agriculture Survey) and any copies—including partial copies—of the Agriculture Survey made by the submitter are CVI and must be marked accordingly.

Every CSAT user *must* be a CVI Authorized User prior to entering information into the Agriculture Survey. If the Authorizer, Submitter, Preparer, and/or Reviewers who will be involved in responding to this Survey have not yet completed the CVI training and certification program to become authorized users of CVI, they should complete the training and become certified by logging in to http://www.dhs.gov/ as soon as possible.

Only information developed, submitted or maintained pursuant to CFATS and Section 550 is considered CVI; thus, information previously developed under other statutory regimes or for a facility's own business purposes may not be considered CVI (see 72 FR 17715) even if that information is later used by a facility to complete the Agriculture Survey. For more details regarding what information is and is not CVI and the procedures for protecting CVI, please refer to the DHS CVI Procedures Manual, which is available at http://www.dhs.gov/chemicalsecurity, or contact the CSAT Helpdesk.

2.2 Accessing CSAT

After you have completed the CVI Authorization and have logged into CSAT, the following screen will appear:
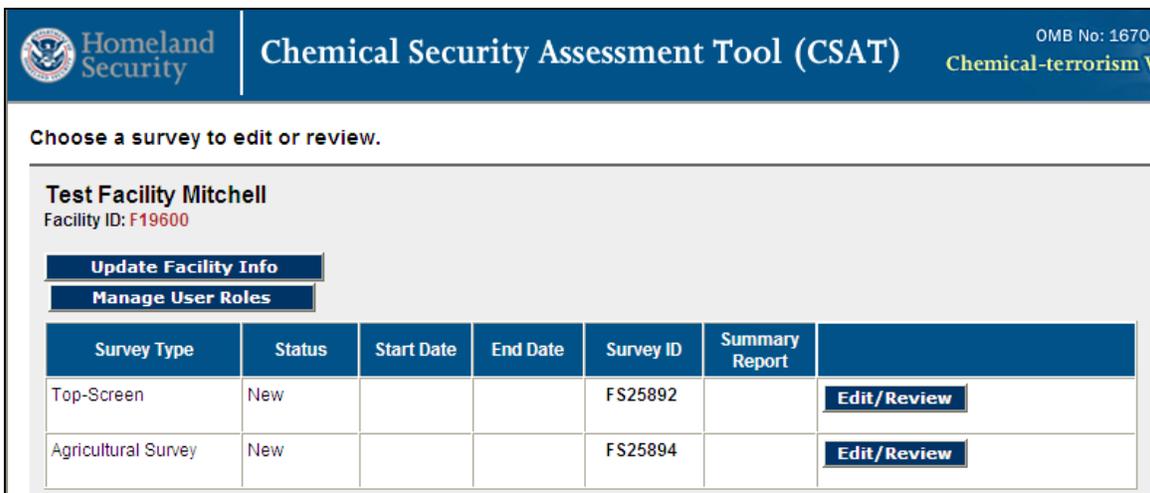
Picture 2.1: CSAT Survey List Screen

The **CSAT Survey List** screen lists each registered facility to which you are assigned and the associated documents to which you have access, including the Agriculture Survey.

NOTE: Your CSAT session will time out after 20 minutes if the system is not in use. If that happens, you will need to log back in to CSAT to restart your session. Data you have saved will not be lost, and your new session will open on the same screen where your previous session ended.

2.3   Updating Facility Information

To update information for a facility, including its name and/or address, click the [Update Facility Info] button on the **CSAT Survey List** screen. The following screen will appear:

Picture 2.2: Update Facility Information Screen

The address information displayed on the **Update Facility Information** screen is populated from the Top-Screen application. You can also access the **Update Facility Information** screen from the CSAT Agriculture Survey navigation menu (see Section 2.4.2).

- When you are finished updating your facility's information, click the [OK] button on the bottom of the screen to save your updates.

- To leave the screen *without* saving your updates, click the [Cancel] button on the bottom of the screen.

- *NOTE:* Do *not* use this screen to register a new facility. If a new facility needs to be registered, click the register a new facility link at the top of the screen.

- *NOTE:* A facility's coordinates (latitude and longitude) cannot be changed from within CSAT. Please contact the CSAT Help Desk to process coordinate changes.

2.4   Agriculture Survey Navigation

2.4.1 Navigation Buttons

You can navigate within the Agriculture Survey application by using the [Next] and [Back] buttons on the screen, as seen in Picture 2.3.

Picture 2.3: Navigation Buttons

- Using the [Next] and [Back] buttons will automatically save the information that you entered on any given page within the tool.

- If you have entered information on one screen of the Agriculture Survey but do not intend to go to another screen, click the [Save] button to retain the information.

- *NOTE:* Do *not* use the [Back] button (or arrows) in your Web browser to navigate through the Agriculture Survey. Using your browser's navigation buttons can result in lost data.

2.4.2 Navigation Menu

After you complete the first part of the Agriculture Survey, a navigation menu will appear on the left side of the screen, as seen in Picture 2.4.

Picture 2.4: Agriculture Survey Navigation Menu

You can navigate through the Agriculture Survey by selecting the desired topic in the **Agriculture Survey Navigation Menu**. *NOTE:* You can *only* select the menu commands which are displayed in **bold blue text**.

2.5   Saving Data

All of the information you enter into the Agriculture Survey is saved when you click the [Save] button, or when you click either the [Next] or [Back] button. You can exit and return to CSAT multiple times until your Agriculture Survey is complete; the information that has been saved during the previous session will be available to you upon re-entry into the Agriculture Survey.

2.6   Relevant Survey Information and Resources

Prior to beginning the Agriculture Survey, you may want to gather potentially relevant information, such as:

- A copy of your most current Top-Screen, *which is a CVI document.*

- Material Safety Data Sheets (MSDS), if applicable, for all products that you sell, transfer, or commercially apply to agricultural facilities.

- Chemical inventory information that you may have collected to complete your Top-Screen(s), including information on products that contained COI *below* the STQ.

- Labels for all COI-containing products that you sell, transfer, or commercially apply to agricultural facilities.

- Information on commercial transactions involving COI-products within the past year, especially information on customers and transaction quantities.

- A copy of the downloadable portable document format (PDF) file with the Agriculture Survey questions that may be used as a worksheet.

- A copy of Chemicals of Interest list with Screening Threshold Quantities in Appendix A to 6 CFR Part 27 (see 72 *Fed. Reg.* 65396), available at http://www.dhs.gov/chemicalsecurity.

- A copy of the CVI Procedural Manual regarding protection of information, available at http://www.dhs.gov/chemicalsecurity.

3. Facility Information

3.1 Facility Screening Information

All facilities that receive the Agriculture Survey must answer the following basic questions on the initial survey screen about COI-containing products:

- Does your facility sell, transfer, or commercially apply COI-containing products directly for use by an agricultural facility in the *preparation for the treatment* of crops, feed, land, livestock (including poultry), or other areas of an agricultural facility?

- Does your facility sell, transfer, or commercially apply COI-containing products directly for use by an agricultural facility *during application to or treatment* of crops, feed, land, livestock (including poultry), or other areas of an agricultural facility?

Provide a *Yes* or *No* answer to each question. Depending on your facility's responses to these basic facility questions, you may or may not be required to complete the rest of the survey.

- If your facility answers *No* to both questions, you are not required to complete the remainder of this survey and will be directed to stop and submit the survey.

- If your facility answers *Yes* to one or both of these questions, you are required under 6 CFR § 27.200 to complete of the remainder of this survey (see Section 4).

Click the [Next] button on the bottom of the screen to continue.

4. Agricultural Facility Customers

4.1 NAICS Codes

Using the U.S. Census Bureau's North American Industry Classification System (NAICS) codes, identify all of your agricultural facility customers—specifically, your agricultural facility customers (other than chemical distribution facilities or commercial chemical application services) to whom you sell, transfer, or commercially apply COI for use in agricultural activities, specifically:

- *In preparation for the treatment* of crops, feed, land, livestock (including poultry), or other areas of an agricultural production facility; or

- *During application to or treatment* of crops, feed, land, livestock (including poultry), or other areas of an agricultural production facility.

Customers which fit these descriptions may include:

- Farms (e.g., crop, fruit, nut, and vegetable)

- Ranches and rangeland

- Poultry, dairy, and equine facilities

- Turfgrass growers

- Golf courses

- Nurseries

- Floricultural operations

- Public and private parks.

NAICS Code	Customer Type	Does this NAICS code describe your agricultural facility customers?
		[Q:2.0-23861]
1111	Oilseed and Grain Farming	○ Yes ⊙ No
1112	Vegetable and Melon Farming	○ Yes ⊙ No
1113	Fruit and Tree Nut Farming	○ Yes ⊙ No
1114	Greenhouse, Nursery, and Floriculture Production	○ Yes ⊙ No
1119	Other Crop Farming	○ Yes ⊙ No
112111	Beef Cattle Ranching and Farming	○ Yes ⊙ No
112112	Cattle Feedlots	○ Yes ⊙ No
112120	Dairy Cattle and Milk Production	○ Yes ⊙ No
112130	Dual-Purpose Cattle Ranching and Farming	○ Yes ⊙ No
112210	Hog and Pig Farming	○ Yes ⊙ No

Picture 4.1: NAICS Code Screen

Table 4.1 lists certain NAICS codes that may relate to agricultural activities. Those codes will be available in the Agriculture Survey on the **NAICS Codes** screen. In the Agriculture Survey, each NAICS code number links to the definition of the specific code at the NAICS Web site.

NAICS Code	NAICS Category
1111	Oilseed and Grain Farming
1112	Vegetable and Melon Farming
1113	Fruit and Tree Nut Farming
1114	Greenhouse, Nursery, and Floriculture Production
1119	Other Crop Farming
112111	Beef Cattle Ranching and Farming
112112	Cattle Feedlots
112120	Dairy Cattle and Milk Production
112130	Dual-Purpose Cattle Ranching and Farming
112210	Hog and Pig Farming
1123	Poultry and Egg Production
1124	Sheep and Goat Farming
11251	Aquaculture
1129	Other Animal Production
113110	Timber Tract Operations
113210	Forest Nurseries and Gathering of Forest Products
11511	Support Activities for Crop Production (includes Soil Preparation, Planting, & Cultivation)
115210	Support Activities for Animal Production
115310	Support Activities for Forestry
53131	Real Estate Property Managers
54171	Research and Development in the Physical, Engineering, and Life Sciences
611	Educational Services
711310	Promoters of Performing Arts, Sports, and Similar Events with Facilities
712130	Zoos and Botanical Gardens
712190	Nature Parks and Other Similar Institutions
712120	Historical Sites
713110	Amusement and Theme Parks
713910	Golf Courses and Country Clubs

Table 4.1: Agricultural Production Related NAICS

4.1.1 Other NAICS Codes

If you have agricultural facility customers that do not fit one of the displayed NAICS code definitions, go to the bottom of the screen to add applicable NAICS codes (see Picture 4.2).

Picture 4.2: Adding NAICS Codes Text Boxes

- Use the here link in the instructions paragraph to go to the NAICS Web site, where you can identify the appropriate NAICS code(s) and description(s) to list in the text fields provided.

- After you enter the NAICS code and description in the text boxes, click the [Add] button to add it to the list of additional NAICS codes which describe your customers. After you click the [Add] button, additional text boxes will appear, which will allow you to add more NAICS codes and descriptions; add as many NAICS codes and descriptions as necessary.

- When you are finished, answer *Yes* to the question at the bottom of the screen: Have you listed all NAICS codes that describe your agricultural facility customers?

Click the [Next] button to continue.

4.2 Facility/Customer Relations

You will be asked to provide *Yes* or *No* answers to each of the following questions about your interactions with your agricultural facility customers:

- Does your facility *transfer possession* of any COI-containing product(s) to any of your agricultural facility customers (e.g., the COI-containing product leaves your facility with a customer and there is no delivery or commercial application by your facility)?

- Does your facility *commercially apply* any COI-containing product(s) to any of your agricultural facility customers?

  - If you answer *Yes* to this question, you will then be asked a question on the next screen: Are any of the COI-containing product(s) that you commercially apply *stored* at your agricultural facility customers' sites

before, during, or after commercial application?
Provide a *Yes* or *No* answer.

- Does your facility *deliver* any COI-containing product(s) to any of your agricultural facility customers?

- Does your facility place *security-related conditions or restrictions* (e.g., voluntary company, association, or industry customer and/or purchaser verification programs) on the sale of any of the COI-containing product(s) to any of your agricultural facility customers?

Click the [Next] button on the bottom of the screen to continue.

4.3 Customer Activities

You will be asked to provide *Yes*, *No,* or *Don't Know* answers to each of the following questions about your customers' activities:

- To the best of your knowledge, do any of your agricultural facility customers *ship* any COI-containing product(s)?

- To the best of your knowledge, do any of your agricultural facility customers *resell* any COI-containing product(s)?

- To the best of your knowledge, do any of your agricultural facility customers implement *security measures* for any COI-containing product(s)?

- To the best of your knowledge, do any of your agricultural facility customers participate in any mandatory or voluntary *security program(s)* (e.g., voluntary company, association, or industry programs or state or territorial programs) for any COI-containing product(s)?

Click the [Next] button on the bottom of the screen to continue.

5. COI Identification

5.1 Chemicals of Interest

The list which appears on the **Chemicals of Interest** screen lists the COI that your facility identified in its Top-Screen survey(s) (see Picture 5.1). The minimum concentrations provided on the list are the lowest from Appendix A and may be lower than those applicable to your facility's Top-Screen.

Chemical Name	CAS#	Min. Conc.	Pesticide [Q:2.1-24039]		Fertilizer [Q:2.1-24033]		Other [Q:2.1-24034]	
Arsenic trichloride [Arsenous trichloride]	7784-34-1	1.00%	● Yes	○ No	○ Yes	● No	○ Yes	● No
Epichlorohydrin [Oxirane, (chloromethyl)-]	106-89-8	1.00%	● Yes	○ No	○ Yes	● No	○ Yes	● No
Methyl mercaptan [Methanethiol]	74-93-1	1.00%	○ Yes	● No	● Yes	○ No	● Yes	○ No

Picture 5.1: Chemicals of Interest List

For each COI listed in the **Chemical Name** column that you sell, transfer, or commercially apply to agricultural facilities, use the *Yes* and *No* answers in the columns on the right to indicate whether the COI functions as:

- A **Pesticide**, including *active* ingredients, fumigants, sterilants, and COI used in food preparation/preservation;

- A **Fertilizer**, including as a fertilizer ingredient; or

- Any **Other** agriculture-related purpose.

When you are finished, provide a *Yes* or *No* answer to this question at the bottom of the screen: Do you posses any other COI-containing products at or above the *lowest* Appendix A minimum concentration – regardless of the Appendix A screening threshold quantity – that you sell, transfer, or commercially apply to agricultural facilities?

NOTE: Since the Agriculture Survey seeks information about COI-containing products at or above the *lowest* Appendix A minimum concentration and is not limited to information about COI that equal or exceed the applicable Appendix A STQ, your facility may need to provide information about COI-containing products that was not required to be reported by your facility on the Top-Screen survey. This would include:

- COI present at your facility in quantities below the applicable Appendix A STQs; and

- COI present at your facility which have minimum concentrations that are applicable to the Top-Screen but are higher than minimum concentrations used in this Agriculture Survey.

Click the [Next] button to continue.

5.1.1   Other Chemicals of Interest

If you answered *Yes* to the question at the bottom of the **Chemicals of Interest** screen, you will be taken to another screen which lists the Appendix A COI not listed in your facility's Top-Screen(s) (see Picture 5.2).

Chemical Name	CAS#	Min. Conc.	Pesticide		Fertilizer		Other	
			[Q:2.2-24053]		[Q:2.2-24054]		[Q:2.2-24055]	
Acrolein [2-Propenal or Acrylaldehyde]	107-02-8	1.00%	⦿ Yes	○ No	○ Yes	⦿ No	○ Yes	⦿ No
Allyl alcohol [2-Propen-1-ol]	107-18-6	1.00%	○ Yes	⦿ No	⦿ Yes	○ No	○ Yes	⦿ No
Ammonia (anhydrous)	7664-41-7	1.00%	○ Yes	⦿ No	○ Yes	⦿ No	○ Yes	⦿ No
Ammonia (conc. 20% or greater)	7664-41-7	20.00%	○ Yes	⦿ No	○ Yes	⦿ No	○ Yes	⦿ No
Arsine	7784-42-1	1.00%	○ Yes	⦿ No	○ Yes	⦿ No	○ Yes	⦿ No
Boron trichloride [Borane, trichloro]	10294-34-5	1.00%	○ Yes	⦿ No	○ Yes	⦿ No	○ Yes	⦿ No
Boron trifluoride [Borane, trifluoro]	7637-07-2	1.00%	○ Yes	⦿ No	○ Yes	⦿ No	○ Yes	⦿ No
Boron trifluoride compound with methyl ether (1:1) [Boron, trifluoro [oxybis (methane)]-,T-4-]	353-42-4	1.00%	○ Yes	⦿ No	○ Yes	⦿ No	○ Yes	⦿ No
Bromine	7726-95-6	1.00%	○ Yes	⦿ No	○ Yes	⦿ No	○ Yes	⦿ No
Carbon disulfide	75-15-0	1.00%	○ Yes	⦿ No	○ Yes	⦿ No	○ Yes	⦿ No

Picture 5.2: Additional Chemicals of Interest List

For each COI listed in the **Chemical Name** column that is present in COI-containing products—at or above the lowest Appendix A minimum concentration, regardless of the STQ—that you sell, transfer, or commercially apply to agricultural facilities, use the *Yes* and *No* answers in the columns on the right to indicate whether the COI functions as one of the following:

- **Pesticide**, including *active* ingredients, fumigants, sterilants, and COI used in food preparation/preservation;
- **Fertilizer**, including as a fertilizer ingredient; or
- **Other**, for any other agriculture-related purpose.

NOTE: Even if you do not identify particular COI as pesticides, fertilizers or "other" products, the survey application will direct you to complete the pesticide, fertilizer, and other sections of the Agriculture Survey to verify that you do not sell, transfer, or commercially apply pesticides, fertilizers, or "other" products to agricultural facilities.

When you are finished, click the [Next] button at the bottom of the screen to continue.

6. COI-Containing Pesticide Products

6.1 Identify Pesticide Products

For each COI that you identified previously as a pesticide in Section 5, you will use the **Identify Pesticide Products** screen to identify each pesticide product that you sell, transfer or commercially apply to agricultural facilities (see Picture 6.1).

EPA Registration Number - Pesticide Product	Do you sell, transfer, or commercially apply this product?
[Q:3.0-24437]	[Q:3.0-24071]
10551-1 - The Giant Destroyer	● Yes ○ No
19713-569 - DREX-PH3 Aluminum Phosphide Fumigant Pellets	○ Yes ● No
19713-570 - DREX-PH3 Aluminum Phosphide Fumigant Bags	○ Yes ● No
19713-571 - DREX-PH3 Aluminum Phosphide Fumigant Tablets	○ Yes ● No
4-463 - Smoke'em	○ Yes ● No
43743-1 - Gastonix Fumigation Tablets	○ Yes ● No
43743-2 - Gastonix Fumigation Pellets	○ Yes ● No
43743-3 - Gastonix Fumigation Sachets	○ Yes ● No
56228-2 - Gas Cartridge	○ Yes ● No
56228-21 - Large Gas Cartridge	○ Yes ● No

Picture 6.1: Identify Pesticide Products Screen

EPA registered pesticides associated with each COI that you identified previously as a pesticide will appear in the **EPA Registration Number – Pesticide Product** list in numerical order by EPA Registration Number.

- Use the *Yes* and *No* answers in the column on the right to indicate whether you sell, transfer, or commercially apply the product. In providing answers to this list, include all COI-containing pesticides that:
    - o Your facility has sold, transferred and/or applied in the past year; and
    - o Your facility anticipates selling, transferring or commercially applying in the coming year.

NOTE: Do *not* include pesticides which are no longer available in commerce (e.g., pesticides without an active registration).

6.1.1 EPA Registration Numbers on Labels

The EPA Registration Number is printed on the pesticide product label as **EPA Reg. No. xxxxx-xxxxx** (see Picture 6.2).
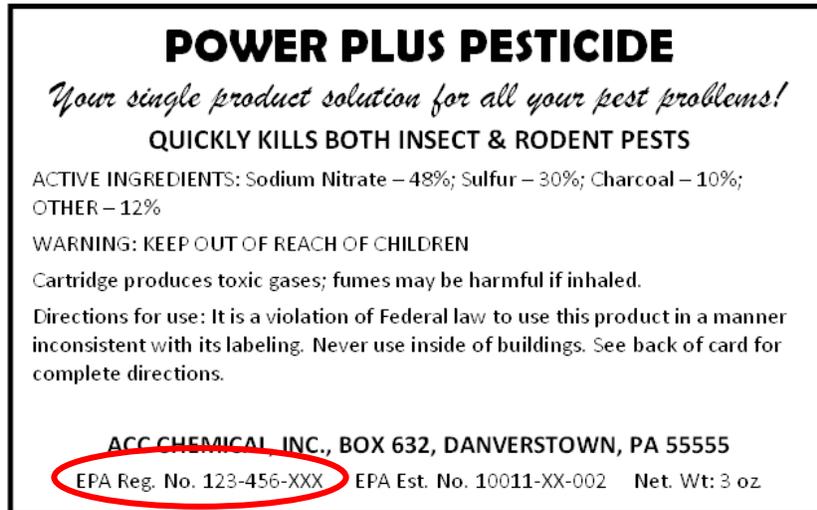
Picture 6.2: Example of EPA Pesticide Registration Number on Pesticide Label

The EPA Registration Number will be expressed as two numbers separated by a hyphen (e.g., EPA Reg. No. 10551-1). **NOTE:** The number on a specific product may be longer than two numbers, followed by additional number, letters, or number/letter combinations following a second hyphen (e.g., 10551-1-xxx). Only the numbers on either side of the *first* hyphen will be listed in the survey.

6.1.2 Pesticide Products and EPA Registration Numbers

If your product's number is shown in the **EPA Registration Number – Pesticide Product** list but the product's name is not correct—or if neither the number nor the pesticide name is shown—add the EPA Registration Number and product name in the text boxes provided (see Picture 6.3). If the name is not correct, select No to the product on the **EPA Registration Number – Pesticide Product** list and add the proper name in the text boxes provided. **NOTE:** Provide *only* the portion of the EPA Registration Number that appears on either side of the *first* hyphen (e.g., **123-456**-789).

Picture 6.3: EPA Registration Number and Pesticide Product Text Boxes

- After you add the EPA registration number in the **EPA Registration Number** text box and the product name in the **Pesticide Product** text box, click the [Add] button. Another row of text boxes will appear that will allow you to add more pesticide products. Add as many as necessary.

- To remove an EPA registration number/pesticide product from the list, click the [Delete] button.

- When you are finished, answer *Yes* to the question at the bottom of the screen: Have you listed all COI-containing pesticide products that you sell, transfer or commercially apply to agricultural facilities?

Click the [Next] button to continue.

6.2   Describe Pesticide Products

Use the **All Pesticide Products** screen to answer a series of questions for each of the pesticide products you identified as a product that your facility sells, transfers, or commercially applies to agricultural facilities (see Picture 6.4).

Picture 6.4: All Pesticide Products Screen

- For each product listed in the **EPA Registration Number – Product Name** list, click the [Describe Product] button located to the right. You will provide information regarding the product on the screens described in the following sections (Sections 6.2.1, 6.2.2, 6.2.3 and 6.3). After you complete the submission of information for one product, you will be returned to the **EPA Registration Number – Product Name** list to complete the submission of information for another product. *NOTE:* You *must* describe each pesticide product that your facility sells, transfers, or commercially applies to agricultural facilities.

- When you are finished providing descriptions for all of the listed pesticide products, answer *Yes* to the question at the bottom of the screen: Have you described all pesticide products listed above?
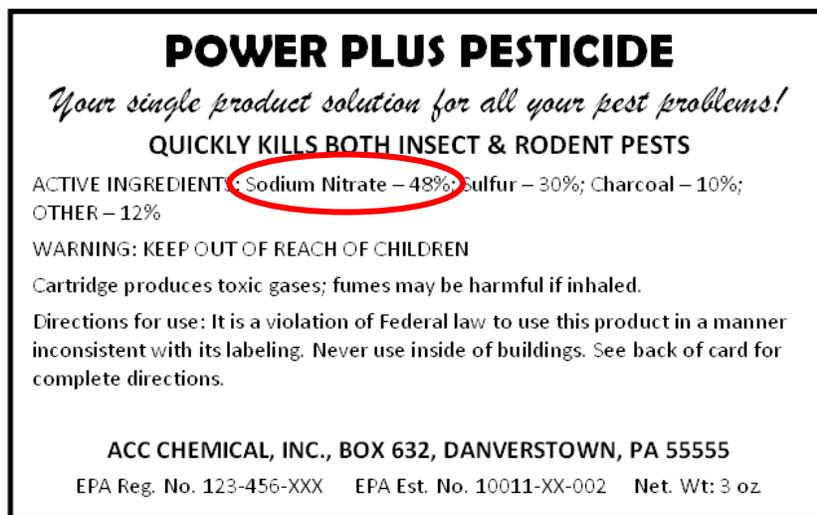
Click the [Next] button to continue.

6.2.1 Pesticide Product Ingredients

For pesticide products you added, use the screen seen in Picture 6.5 to indicate the percent by weight of all Appendix A COI that are present in the pesticide product at or above the *lowest* Appendix A minimum concentration.

Chemical of Interest	CAS#	Min. Conc.	COI present in Pesticide?	Percent by Weight
			[Q:3.2-24041]	[Q:3.2-24042]
Acetone cyanohydrin, stabilized	75-86-5	ACG	○ Yes ◉ No	
Acetyl bromide	506-96-7	ACG	○ Yes ◉ No	
Aluminum bromide, anhydrous	7727-15-3	ACG	○ Yes ◉ No	

Picture 6.5: Pesticide Product Ingredients Screen

- The percent by weight for the active ingredient will pre-populate for each pesticide product you identified earlier.

- Confirm that the percent by weight is correct by clicking **Yes** in the **COI present in Pesticide** column. Active ingredients and their percent by weight are listed on the pesticide label (see Picture 6.6).

POWER PLUS PESTICIDE

Your single product solution for all your pest problems!

QUICKLY KILLS BOTH INSECT & RODENT PESTS

ACTIVE INGREDIENTS: Sodium Nitrate – 48%; Sulfur – 30%; Charcoal – 10%; OTHER – 12%

WARNING: KEEP OUT OF REACH OF CHILDREN

Cartridge produces toxic gases; fumes may be harmful if inhaled.

Directions for use: It is a violation of Federal law to use this product in a manner inconsistent with its labeling. Never use inside of buildings. See back of card for complete directions.

ACC CHEMICAL, INC., BOX 632, DANVERSTOWN, PA 55555

EPA Reg. No. 123-456-XXX   EPA Est. No. 10011-XX-002   Net. Wt: 3 oz

Picture 6.6: Example of Percent by Weight of Active Ingredient on Pesticide Label

- If the percent by weight is incorrect, provide the correct percent by weight in the field and then click **Yes**. Provide the percent by weight for any other COI listed on the label.

Click the [Next] button on the bottom of the screen to continue.

6.2.2 Pesticide Product Containers

Use the screen seen in Picture 6.7 to identify each type of container used to contain the pesticide that you sell, transfer, or commercially apply.

Picture 6.7: Containers for COI-Containing Pesticides Screen

- Use the drop-down list box located in the **Container** column to select a container type that best describes your facility's pesticide container. The container type may be identified on the label; if it is not, select the container type which best describes your facility's pesticide container.

- In the **Amount** column, express the net weight or the net content of each COI in the pesticide listed on the pesticide label (see Picture 6.8) as the largest applicable unit, rounding if necessary to two decimal places (i.e., express 5 pounds, 4 ounces as 5.25 pounds).
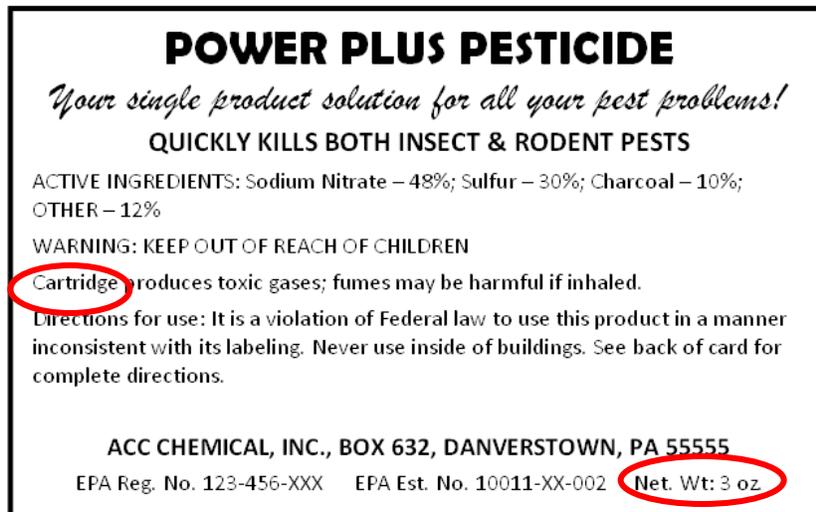
Picture 6.8: Example of Container and Net Weight on Pesticide Label

- Select a unit type from the drop-down list box located in the **Unit** column. Unit options are U.S. units (pounds, ounces, gallons, fluid ounces).

- After you complete a row of boxes for a pesticide container type, click the [Add] button. Another row of boxes will appear that will allow you to add more pesticide container type information. Add as many rows as necessary.

- To remove a pesticide container type from the list, click the [Delete] button.

Click the [Next] button on the bottom of the screen to continue.

6.2.3 Customer Types for COI-Containing Pesticide Products

Use the screen seen in Picture 6.9 to identify the customer type(s) to which your facility sells, transfers, or commercially applies the pesticide product.

Picture 6.9: Customer Types for COI-Containing Pesticides Screen

- The list of customer types that you identified previously will appear in the **Customer Types** list. Use the *Yes* and *No* answers in the column on the right to indicate whether your facility sells, transfers, or commercially applies this pesticide product to this customer type.

Click the [Next] button on the bottom of the screen to continue.

6.3 Describing Pesticide Product Customers

You will use the **Customers for COI-Containing Pesticide Products** screen to provide additional information for each customer type (see Picture 6.10) that you identified as a customer to which your facility sells, transfers, or commercially applies the pesticide product (see Section 6.2.3).

Picture 6.10: Customers for COI-Containing Pesticides Screen

- For each customer listed in the **Customer Type** list, click the [Provide Customer Detail Information] button located to the right. You will provide information regarding the customer on the screens described in the following sections (Sections 6.3.1 to 6.3.9). After you complete the submission of information for one customer type, you will be returned to the **Customer Types** list to complete

the submission of information for another customer type. **NOTE:** You **must** provide information for each customer type to which your facility sells, transfers, or commercially applies the pesticide product.

- When you are finished providing descriptions for customers listed in the **Customer Type** list, provide a *Yes* answer to the question at the bottom of the screen: Have you answered the questions for all customer types associated with this pesticide?

Click the [Next] button to continue.

6.3.1 Pesticide Use by Customers

If you answered *Yes* to the questions in Section 4.2, use the **Pesticide Use by Customers** screen to provide *Yes* or *No* answers to the following questions about the pesticide product and your customers:

- Do you *transfer possession* of this product to customers (e.g., the COI-containing product leaves your facility with a customer and there is no delivery or commercial application by your facility)?

- Do you *commercially apply* the product to customers' facilities and the product is *stored* at the customers' facilities before, during, or after commercial application?
    - o **NOTE:** If you commercially apply the pesticide product to customers' facilities but the product is **not** stored at the customers' facilities, answer **No** to this question.

- Do you *deliver* the product to customers?

NOTE: Depending on how you answer these questions, you may or may not have to provide answers to the questions described in Sections 6.3.2, 6.3.3, and 6.3.4.

Click the [Next] button on the bottom of the screen to continue.

6.3.2 Pesticide Products Transferred to Agricultural Facility Customers

Use the screen seen in Picture 6.11 to provide information regarding the pesticide product which is transferred to your facility's customers. **NOTE:** In this context, the term 'transfer' means that the pesticide product **leaves your facility with a customer** and there is no delivery or commercial application by your facility.

Picture 6.11: Pesticide Products Transferred to Agricultural Facility Customers Screen

This screen is divided into two sections:

- If your facility transfers possession of the pesticide product consistently throughout the year, enter the number of containers it typically transfers each month for each container type in the text box(es) provided under the **Year Round** column. Enter a value that has been rounded to the closest whole number.

- If the number of containers of the pesticide product it transfers is **not** consistent throughout the year, enter the number of containers the facility typically transfers each month for each container type in the text box(es) provided under the corresponding month columns. Enter values that have been rounded to the closest whole number.

- **NOTE:** If your facility does **not** typically transfer possession of the pesticide product during a particular month or for a particular container type, leave that text box blank. For example, if your facility does not transfer possession of the pesticide product in boxes during the month of January, leave the text box which is in the **January** column and the **Box** row blank.

- ***NOTE:*** If your facility transfers possession of the pesticide product on an as needed basis throughout the year, leave both the yearly text box and the monthly text boxes blank.

Click the [Next] button on the bottom of the screen to continue.

6.3.3 Pesticide Products Commercially Applied and Stored for Agricultural Facility Customers

Use the screen seen in Picture 6.12 to provide information regarding pesticide products which are stored at your facility's customer site before, during, or after application.

Picture 6.12: Pesticide Products Commercially Applied and Stored for Agricultural Facility Customers Screen

This screen is divided into two sections:

- If your facility commercially applies the pesticide product consistently throughout the year, enter the number of containers it typically ***stores at the customer's site*** each month for each container type in the text box(es) provided under the **Year Round** column. Enter a value that has been rounded to the closest whole number.

- If the number of containers it stores at the customer's site is not consistent throughout the year, enter the number of containers it typically ***stores*** each month for each container type in the text box(es) provided under the corresponding month columns. Enter values that have been rounded to the closest whole number.

- *NOTE:* If your facility does *not* typically store the pesticide product during a particular month or for a particular container type, leave that text box blank. For example, if it does not store the pesticide product in boxes during the month of January, leave the text box which is in the **January** column and the **Box** row blank.

- *NOTE:* If your facility commercially applies and stores the pesticide product on an as needed basis throughout the year, leave both the yearly text box and the monthly text boxes blank.

Click the [Next] button on the bottom of the screen to continue.

6.3.4 Pesticide Products Delivered to Agricultural Facility Customers

Use the screen seen in Picture 6.13 to provide information regarding your facility's delivery of the pesticide product to your customers.

Picture 6.13: Pesticide Products Delivered to Agricultural Facility Customers Screen

This screen is divided into two sections:

- If your facility delivers the pesticide product consistently throughout the year, enter the number of containers it typically delivers each month for each container type in the text box(es) provided under the **Year Round** column. Enter a value that has been rounded to the closest whole number.

- If the number of containers of the pesticide product it delivers is not consistent throughout the year, enter the number of containers it typically delivers each month for each container type in the text box(es) provided under the

corresponding month columns. Enter values that have been rounded to the closest whole number.

- *NOTE:* If your facility does *not* typically deliver the pesticide product during a particular month or for a particular container type, leave that text box blank. For example, if it does not deliver the pesticide product in boxes during the month of January, leave the box which is in the **January** column and the **Box** row blank.

- *NOTE:* If your facility delivers the pesticide product on an as needed basis throughout the year, leave both the yearly text box and the monthly text boxes blank.

Click the [Next] button on the bottom of the screen to continue.

6.3.5 Describing Pesticide Use by Customer

Use this screen to provide a *Yes* or *No* answer to the following question about the pesticide product and your customers:

- Do you place any *security-related conditions or restrictions* on the sale of this product to these customers?

    o *NOTE:* If you answer *Yes* to this question, you must provide answers to the questions in Section 6.3.6.

Click the [Next] button on the bottom of the screen to continue.

6.3.6 Security Restrictions Placed on Sale of Pesticide Products

Use this screen to provide *Yes* or *No* answers to the following questions about the security restrictions on the sale of the pesticide product and your customers:

- Do you follow a *company or facility policy/program*?

- Do you follow an *industry/association program*?

    o If *Yes*, enter the association and program name in the text box provided.

- Do you follow a *state security regulatory program*?

    o If *Yes*, select the state from the drop-down list box provided. Click the [Add] button to add states; click the [Delete] button to remove states.

- If you place any *other* condition or restriction on the sale of the product, describe the security-related condition or restriction in the text box provided.

Click the [Next] button on the bottom of the screen to continue.

6.3.7 Pesticide Customer Activities

Use this screen to provide *Yes*, *No*, or *Don't Know* answers to the following questions about the pesticide product and your customers:

- To the best of your knowledge, do any of these customers *ship* this product?

- To the best of your knowledge, do any of these customers *resell* this product?

- To the best of your knowledge, do any of these customers *implement security measures* for this product?

    o **NOTE:** If you answer **Yes** to this question, you must provide answers to the questions in Section 6.3.8.

- To the best of your knowledge, do any of these customers *participate in any mandatory or voluntary security programs* for this product?

    o **NOTE:** If you answer **Yes** to this question, you must provide answers to the questions in Section 6.3.9.

Click the [Next] button on the bottom of the screen to continue.

6.3.8 Customer Security Measures

Use this screen to provide **Yes**, **No**, or **Don't Know** answers to the following questions about the pesticide product and your customers:

- Do you believe that any of these customers have *access control* measures in place?

- Do you believe that any of these customers have *physical security* measures in place (e.g., locked or fenced storage enclosures, lighted storage areas, valve locks, motion detector lights, or alarms)?

- Do you believe that any of these customers have *inventory control* measures in place?

- Do you believe that any of these customers have *security procedures* in place (e.g., regular security inspection of storage area and security measures, transaction records/logs, procedures for reporting tampering or loss)?

- Do you believe that any of these customers have *security awareness* measures in place (e.g., procedures for identifying and reporting suspicious behavior)?

- Do you believe these customers have other security measures in place? If so, describe the customer's security measures in the text box provided.

Click the [Next] button on the bottom of the screen to continue.

6.3.9 Customer Security Programs

Use this screen to provide **Yes**, **No**, or **Don't Know** answers to the following questions about the pesticide product and your customers:

- Do you believe that any of these customers have a *company or facility policy/program* in place?

- Do you believe that any of these customers follow an *industry/association program*?

    o If **Yes**, enter the association and program name in the text box provided.

- Do you believe that any of these customers follow a *state security regulatory program*?

- o If **Yes**, select the state from the drop-down list box provided. Click the [Add] button to add states; click the [Delete] button to remove states.

- If you believe an agricultural facility customer follows some *other* security program that is not listed above, describe the customer's security programs in the text box provided.

Click the [Next] button on the bottom of the screen to continue.

7. COI-Containing Fertilizer Products

7.1 Identifying Fertilizer Products

For each COI that you identified previously as a fertilizer in Section 5, you will use the **Identify Fertilizer Products** screen to identify each fertilizer product that you sell, transfer, or commercially apply to agricultural facilities (see Picture 7.1). The COI that you identified previously as a fertilizer will appear in the **Chemical of Interest** list.

Picture 7.1: Identify Fertilizer Products Screen

7.1.1 Fertilizer Product Names

In the text boxes listed under the **Fertilizer Name** heading, enter a unique product name for each fertilizer product that you sell, transfer, or commercially apply to agricultural facilities (see Picture 7.2).

Picture 7.2: Fertilizer Name Text Boxes

- After you add the product name in the **Fertilizer Name** text box, click the [Add] button. Another text box will appear underneath the first text box, which will allow you to add more fertilizer products. Add as many as necessary.

- For each product listed in the **Fertilizer Name** list, click the [Describe Product] button located to the right and the **Fertilizer Product Ingredients** screen will

appear. You will provide information regarding the product on the screens described in the following sections (Sections 7.2 and 7.3). After you complete the submission of information for one product, you will be returned to the **Fertilizer Name** list to complete the submission of information for another product. ***NOTE:*** You ***must*** describe each fertilizer product that you sell, transfer, or commercially apply to agricultural facilities.

- To remove a fertilizer product from the list, click the [Delete] button.

- When you are finished describing each of the fertilizer products, answer ***Yes*** to the question at the bottom of the screen: Have you described all COI-containing fertilizers that you sell, transfer, or commercially apply to agricultural facilities?

Click the [Next] button to continue.

7.2   Describing Fertilizer Products

7.2.1   Fertilizer Product Ingredients

On the screen seen in Picture 7.3, identify all Appendix A COI that are present in the fertilizer product in an amount at or above the *lowest* Appendix A minimum concentration. The percent by weight of active ingredients may be available from the product label or MSDS. Enter values that are rounded to two decimal places.

Chemical Name	CAS#	Min. Conc.	COI present in Fertilizer?	Percent by Weight
		[Q:4.2-24493]	[Q:4.2-24494]	
Allyl alcohol [2-Propen-1-ol]	107-18-6	1.00%	○ Yes ○ No	
Methyl mercaptan [Methanethiol]	74-93-1	1.00%	○ Yes ○ No	

Picture 7.3: Fertilizer Product Ingredients Screen

- In the **COI Present in Fertilizer** column, provide a ***Yes*** or ***No*** answer for each chemical listed in the **Chemical of Interest Name** column on the left.

- In the **Percent by Weight** column, provide the chemical's percent by weight in an amount at or above the *lowest* Appendix A minimum concentration for each chemical that is present within the fertilizer product. Enter values that are rounded to two decimal places in the text boxes provided.

- The percent by weight of active ingredients is available from the product label or MSDS.

Click the [Next] button on the bottom of the screen to continue.

7.2.2 Fertilizer Product Containers

On the screen seen in Picture 7.4, add an entry for each size of the containers that are used to contain the fertilizer product that you sell, transfer, or commercially apply.

Picture 7.4: Fertilizer Product Containers Screen

- Use the drop-down list box located in the **Container Size** column to select a container size.

  o If you select "Flexible Intermediate Bulk Container (pounds)" or "Other Bulk Container (pounds)", enter the number of pounds in the **Additional Information** column.

  o If you select ">55 gallons," "Tank Truck (gallons)," or "Rail Car (gallons)" enter the number of gallons in the **Additional Information** column.

  o Otherwise, leave the **Additional Information** column blank.

- After you complete a row of boxes for a fertilizer container size, click the [Add] button. Another row of boxes will appear beneath the first row, which will allow you to add more fertilizer container size information. Add as many rows as necessary for each size of the containers that are used to contain the fertilizer product that you sell, transfer, or commercially apply.

- To remove a fertilizer container size from the list, click the [Delete] button.

When you are finished, click the [Next] button on the bottom of the screen to continue.

7.2.3 Customer Types for COI-Containing Fertilizer Products

On the screen seen in Picture 7.5, indentify the customer type(s) to which your facility sells, transfers, or commercially applies the fertilizer product.

Picture 7.5: Customer Types for COI-Containing Fertilizers Screen

- The NAICS categories that you identified previously will appear in the **Customer Types** list. Use the *Yes* and *No* answers in the column on the right to indicate whether you sell, transfer or commercially apply the fertilizer product to the customer type(s) listed.

Click the [Next] button on the bottom of the screen to continue.

7.3 Describing Fertilizer Product Customers

You will use the **Customers for COI-Containing Fertilizer Products** screen to provide additional information for each customer type (see Picture 7.6) that you identified as a customer to which your facility sells, transfers or commercially applies the fertilizer product you are describing (see Section 7.2.3).

Picture 7.6: Customers for COI-Containing Fertilizer Products Screen

- For each customer listed in the **Customer Types** list, click the [Provide Customer Detail Information] button located to the right. You will provide information regarding the customer on the screens described in the following sections (Sections 7.3.1 to 7.3.9). After you complete the submission of information for one customer type, you will be returned to the **Customer Types** list to complete the submission of information for another customer type. *NOTE:* You must provide information for each customer type to which your facility sells, transfers, or commercially applies the fertilizer product.

- When you are finished providing descriptions for each customer listed in the **Customer Types** list, answer *Yes* to the question at the bottom of the screen: Have you answered the questions for all customer types associated with this fertilizer?

Click the [Next] button to continue.

7.3.1 Facility/Customer Relations

If you answered *Yes* to the questions in Section 4.2, use this screen to provide *Yes* or *No* answers to the following questions about the fertilizer product and your customers:

- Do you *transfer possession* of this product to customers (e.g., the COI-containing product leaves your facility with a customer and there is no delivery or commercial application by your facility)?

- Do you *commercially apply* the product to customers' facilities and the product is stored at the customers' facilities before, during or after commercial application?

o **NOTE:** If you commercially apply the fertilizer product to customers' facilities but the product is **not** stored at the customers' facilities, answer **No** to this question.

- Do you *deliver* the product to customers?

NOTE: Depending on how you answer these questions, you may or may not have to provide answers to the questions described in Sections 7.3.2, 7.3.3, and 7.3.4.

Click the [Next] button on the bottom of the screen to continue.

7.3.2 Fertilizer Products Transferred to Agricultural Facility Customers

Use the screen seen in Picture 7.7 to provide information regarding the fertilizer product which is transferred to your facility's customers. **NOTE:** In this context, the term 'transfer' means that the fertilizer product **leaves your facility with a customer** and there is no delivery or commercial application by your facility.

Picture 7.7: Fertilizer Products Transferred to Agricultural Facility Customers Screen

This screen is divided into two sections:

- If your facility transfers possession of the fertilizer product consistently throughout the year, enter the number of containers it typically transfers each month for each container size in the text box(es) provided under the **Year Round** column. Enter a value that has been rounded to the closest whole number.

- If the number of containers of the fertilizer product it transfers is **not** consistent throughout the year, enter the number of containers it typically transfers each month for each container size in the text box(es) provided under the corresponding month columns. Enter values that have been rounded to the closest whole number.

- **NOTE:** If your facility does **not** typically transfer possession of the fertilizer product during a particular month or for a particular container size, leave that text box blank. For example, if it does not transfer possession of the fertilizer product

in 10-25 pound containers during the month of January, leave the text box which is in the **January** column and the **10-25 Pounds** row blank.

- *NOTE:* If your facility transfers possession of the fertilizer product on an as-needed basis throughout the year, leave the yearly text box and the monthly text boxes blank.

Click the [Next] button on the bottom of the screen to continue.

7.3.3 Fertilizer Products Commercially Applied and Stored for Agricultural Facility Customers

Use the screen seen in Picture 7.8 to provide information regarding fertilizer products stored at your facility's customer site before, during or after application.

Picture 7.8: Fertilizer Products Commercially Applied and Stored for Agricultural Facility Customers Screen

This screen is divided into two sections:

- If your facility commercially applies the fertilizer product consistently throughout the year, enter the number of containers it typically ***stores at the customer's site*** each month for each container size in the text box(es) provided under the **Year Round** column. Enter a value that has been rounded to the closest whole number.

- If the number of containers it stores at the customer's site is not consistent throughout the year, enter the number of containers it typically ***stores*** each month for each container size in the text box(es) provided under the corresponding month columns. Enter values that have been rounded to the closest whole number.

- *NOTE:* If your facility does ***not*** typically store the fertilizer product during a particular month or for a particular container size, leave that text box blank. For example, if it does not store the fertilizer product in 10-25 pound containers

during the month of January, leave the text box which is in the **January** column and the **10-25 Pounds** row blank.

- *NOTE:* If your facility commercially applies and stores the fertilizer product on an as-needed basis throughout the year, leave the yearly text box and the monthly text boxes blank.

Click the [Next] button on the bottom of the screen to continue.

7.3.4   Fertilizer Products Delivered to Agricultural Facility Customers

Use the screen seen in Picture 7.9 to provide information regarding how your facility delivers a fertilizer product to your customers.

Picture 7.9: Fertilizer Delivered to Customers Screen

This screen is divided into two sections:

- If your facility delivers the fertilizer product consistently throughout the year, enter the number of containers it typically delivers each month for each container size in the text box(es) provided under the **Year Round** column. Enter a value that has been rounded to the closest whole number.

- If the number of containers of the fertilizer product it delivers is not consistent throughout the year, enter the number of containers it typically delivers each month for each container size in the text box(es) provided under the corresponding month columns. Enter values that have been rounded to the closest whole number.

- *NOTE:* If your facility does *not* typically deliver the fertilizer product during a particular month or for a particular container type, leave that text box blank. For example, if it does not deliver the fertilizer product in 10-25 pound containers during the month of January, leave the text box which is in the **January** column and the **10-25 Pounds** row blank.

- *NOTE:* If your facility delivers the fertilizer product on an as-needed basis throughout the year, leave the yearly text box and the monthly text boxes blank.

Click the [Next] button on the bottom of the screen to continue.

7.3.5 Security Restrictions Placed on Sale of Fertilizer Products

Use this screen to provide a *Yes* or *No* answer to the following question about the fertilizer product and your customers:

- Do you place any *security-related conditions or restrictions* on the sale of this product to these customers?

  o *NOTE:* If you answer *Yes* to this question, you must provide answers to the questions in Section 7.3.6.

Click the [Next] button on the bottom of the screen to continue.

7.3.6 Describing Security Restrictions Placed On Sale of Fertilizer Products

Use this screen to provide *Yes* or *No* answers to the following questions about the security restrictions on the sale of the fertilizer product and your customers:

- Do you follow a *company or facility policy/program*?

- Do you follow an *industry/association program*?

  o If *Yes*, enter the association and program name in the text box provided.

- Do you follow a *state security regulatory program*?

  o If *Yes*, select the state from the drop-down list box provided. Click the [Add] button to add states; click the [Delete] button to remove states.

- If you place any *other* condition or restriction that is not listed above, describe the security-related condition or restriction in the text box provided.

Click the [Next] button on the bottom of the screen to continue.

7.3.7 Fertilizer Customer Activities

Use this screen to provide *Yes*, *No*, or *Don't Know* answers to the following questions about the fertilizer product and your customers:

- To the best of your knowledge, do any of these customers *ship* this product?

- To the best of your knowledge, do any of these customers *resell* this product?

- To the best of your knowledge, do any of these customers *implement security measures* for this product?

  o *NOTE:* If you answer *Yes* to this question, you must provide answers to the questions in Section 7.3.8.

- To the best of your knowledge, do any of these customers *participate in any mandatory or voluntary security programs* for this product?

o **NOTE:** If you answer **Yes** to this question, you must provide answers to the questions in Section 7.3.9.

Click the [Next] button on the bottom of the screen to continue.

7.3.8 Customer Security Measures

Use this screen to provide **Yes**, **No**, or **Don't Know** answers to the following questions about the fertilizer product and your customers:

- Do you believe that any of these customers have *access control* measures in place?

- Do you believe that any of these customers have *physical security* measures in place (e.g., locked or fenced storage enclosures, lighted storage areas, valve locks, motion detector lights, or alarms)?

- Do you believe that any of these customers have *inventory control* measures in place?

- Do you believe that any of these customers have *security procedures* in place (e.g., regular security inspection of storage area and security measures, transaction records/logs, procedures for reporting tampering or loss)?

- Do you believe that any of these customers have *security awareness* measures in place (e.g., procedures for identifying and reporting suspicious behavior)?

- Do you believe these customers have *other* security measures in place? If so, describe the customer's security measures in the text box provided.

Click the [Next] button on the bottom of the screen to continue.

7.3.9 Customer Security Programs

Use this screen to provide **Yes** or **No** answers to the following questions about the fertilizer product and your customers:

- Do you believe that any of these customers have a *company or facility policy/program* in place?

- Do you believe that any of these customers follow an *industry/association program?*

  o If **Yes**, enter the association and program name in the text box provided.

- Do you believe that any of these customers follow a *state security regulatory program?*

  o If **Yes**, select the state from the drop-down list box provided. Click the [Add] button to add states; click the [Delete] button to remove states.

- If you believe an agricultural facility customer follows some *other* security program not listed above, describe the customer's security programs in the text box provided.

Click the [Next] button on the bottom of the screen to continue.

8. Other COI-Containing Products

8.1 Identifying Other Products

For each COI that you identified previously as *Other* in Section 5, you will use the **Identify Other Products** screen to identify each "other" product that you sell, transfer or commercially apply to agricultural facilities (see Picture 8.1). The COI that you identified previously as *Other* will appear in the **Chemical of Interest** list.

Picture 8.1: Identify Other Products Screen

8.1.1 Other Product Names

In the text boxes listed under the **Product Name** heading, enter a unique product name for each "other" product that you sell, transfer, or commercially apply to agricultural facilities (see Picture 8.2).


Picture 8.2: Product Name Text Boxes

- After you add the product name in the **Product Name** text box, click the [Add] button. Another text box will appear under the first text box, which will allow you to add more "other" products. Add as many as necessary.

- For each product listed in the **Product Name** list, click the [Describe Product] button located to the right and the **Other Product Ingredients** screen will appear. You will provide information regarding the product on the screens described in the following sections (Sections 8.2 and 8.3). After you complete the submission of information for one product, you will be returned to the **Product Name** list to complete the submission of information for another product. *NOTE:* You must describe each "other" product that you sell, transfer, or commercially apply to agricultural facilities.

- To remove a product from the list, click the [Delete] button.

- When you are finished describing each of the "other" products, answer *Yes* to the question at the bottom of the screen: Have you described all COI-containing products (other than pesticides or fertilizers) that you sell, transfer, or commercially apply to agricultural facilities?

Click the [Next] button to continue.

8.2 Describing Other Products

For each "other" product that you identified as a product that your sell, transfer or commercially apply to agricultural facilities, you will use the text box provided on the **Other Product Ingredients** screen to provide additional information (see Picture 8.3).
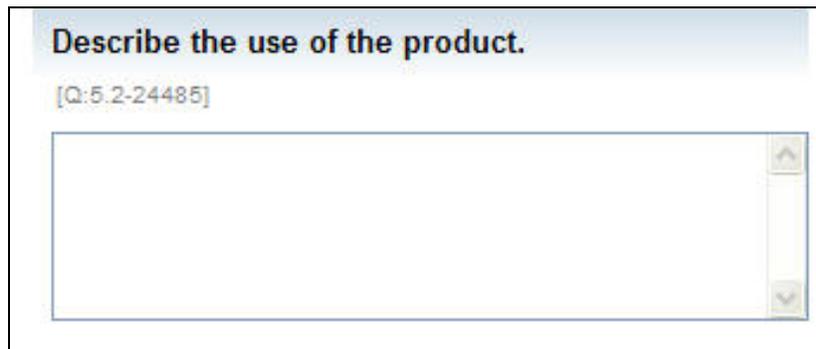
Picture 8.3: Other Product Description Text Box

8.2.1 Other Product Ingredients

Use the lower half of the **Other Product Ingredients** screen (see Picture 8.4) to indentify all Appendix A COI that are present in the "other" product in an amount at or above the *lowest* Appendix A minimum concentration. The percent by weight of active ingredients is available from the product label or MSDS. Enter values that are rounded to two decimal places at or above the Appendix A minimum concentration.

Chemical of Interest	CAS#	Min. Conc.	COI present in Product?	Percent by Weight
			[Q:5.2-24468]	[Q:5.2-24469]
Acetone cyanohydrin, stabilized	75-86-5	ACG	⊙ Yes ○ No	2
Acetyl bromide	506-96-7	ACG	⊙ Yes ○ No	2

Picture 8.4: Other Product Ingredients Screen

- In the **COI Present in Product** column, provide a *Yes* or *No* answer for each chemical listed in the **Chemical of Interest** column on the left.

- In the **Percent by Weight** column, provide the chemical's percent by weight in an amount at or above the *lowest* Appendix A minimum concentration for each chemical that is present within the "other" product. Enter values that are rounded to two decimal places in the text boxes provided.

Click the [Next] button on the bottom of the screen to continue.

8.2.2 Other Product Containers

On the screen seen in Picture 8.5, add an entry for each size of the containers that are used to contain the "other" product that your facility sells, transfers, or commercially applies.

Container Size	Additional Information	
[Q:5.25-24452]	[Q:5.25-24453]	
10 - 25 pounds ▼		**Delete**
▼		**Add**

Picture 8.5: Other Product Containers Screen

- Use the drop-down list box located in the **Container Size** column to select a container size.
    - If you select "Flexible Intermediate Bulk Container (pounds)" or "Other Bulk Container (pounds)," enter the number of pounds in the **Additional Information** column.

- o If you select ">55 gallons," "Tank Truck (gallons)," or "Rail Car (gallons)" enter the number of gallons in the **Additional Information** column.

- o Otherwise, leave the **Additional Information** column blank.

- After you complete a row of boxes for each "other" product container size, click the [Add] button. Another row of boxes will appear beneath the first row, which will allow you to add more "other" product container size information. Add as many rows as necessary for each size of the containers that is used to contain the "other" product that you sell, transfer, or commercially apply.

- To remove an "other" container size from the list, click the [Delete] button.

When you are finished, click the [Next] button on the bottom of the screen to continue.

8.2.3 Customer Types for Other Products

On the screen seen in Picture 8.6, identify the customer type(s) to which your facility sells, transfers, or commercially applies the "other" product.

Customer Types	Do you sell, transfer, or commercially apply the product to this customer type?
[Q:5.3-24456]	[Q:5.3-24457]
Dairy Cattle and Milk Production	⦿ Yes ◯ No
Cattle Feedlots	◯ Yes ⦿ No
Vegetable and Melon Farming	◯ Yes ⦿ No

Picture 8.6: Customers Types for Other COI-Containing Products Screen

- The NAICS categories that you identified previously will appear in the **Customer Types** list. Use the *Yes* and *No* answers in the column on the right to indicate whether you sell, transfer, or commercially apply the "other" product to the customer type(s) listed.

Click the [Next] button on the bottom of the screen to continue.

8.3   Describing Other Product Customers

You will use the **Customers for Other Products** screen to provide additional information for each customer type (see Picture 8.7) that you identified as a customer to which your facility sells, transfers, or commercially applies the "other" product you are describing (see Section 8.2.3).

Picture 8.7: Customers for Other COI-Containing Products Screen

- For each customer listed in the **Customer Types** list, click the [Provide Customer Detail Information] button located to the right. You will provide information regarding the customer on the screens described in the following sections (Sections 8.3.1 to 8.3.9). After you complete the submission of information for one customer type, you will be returned to the **Customer Types** list to complete the submission of information for another customer type. ***NOTE:*** You must provide information for each customer type to which your facility sells, transfers, or commercially applies your "other" product.

- When you are finished providing descriptions for each customer type listed in the **Customer Types** list, answer ***Yes*** to the question at the bottom of the screen: Have you answered the questions for all customer types associated with this product?

Click the [Next] button to continue.

8.3.1   Other Product Use by Customers

If you answered ***Yes*** to the questions in Section 4.2, use this screen to provide ***Yes*** or ***No*** answers to the following questions about the "other" product and your customers:

- Do you *transfer possession* of this product to customers (e.g., the COI-containing product leaves your facility with a customer and there is no delivery or commercial application by your facility)?

- Do you *commercially apply* the product to customers and the product is stored at the customer facilities before, during, or after commercial application?

    o ***NOTE:*** If you commercially apply the "other" product to customers but the product is ***not*** stored at the customer facilities, answer ***No*** to this question.

- Do you *deliver* the product to customers?

NOTE: Depending on how you answer these questions, you may or may not have to provide answers to the questions described in Sections 8.3.2, 8.3.3, and 8.3.4. Click the [Next] button on the bottom of the screen to continue.

8.3.2 Other Products Transferred to Agricultural Facility Customers

Use the screen seen in Picture 8.8 to provide information regarding the "other" product transferred to your facility's customers. **NOTE:** In this context, the term 'transfer' means that the "other" product **leaves your facility with a customer** and there is no delivery or commercial application by your facility.

Picture 8.8: Other Products Transferred to Agricultural Facility Customers Screen

This screen is divided into two sections:

- If your facility transfers possession of the "other" product consistently throughout the year, enter the number of containers it typically transfers each month for each container size in the text box(es) provided under the **Year Round** column. Enter a value that has been rounded to the closest whole number.

- If the number of containers of the "other" product it transfers is **not** consistent throughout the year, enter the number of containers it typically transfers each month for each container size in the text box(es) provided under the corresponding month columns. Enter values that have been rounded to the closest whole number.

- **NOTE:** If your facility does **not** typically transfer possession of the "other" product during a particular month or for a particular container size, leave that text box blank. For example, if it does not transfer possession of the "other" product in 10-25 pound containers during the month of January, leave the text box which is in the **January** column and the **10-25 Pounds** row blank.

- **NOTE:** If your facility transfers possession of the "other" product on an as needed basis throughout the year, leave both the yearly text box and the monthly text boxes blank.

Click the [Next] button on the bottom of the screen to continue.

8.3.3 Other Products Commercially Applied and Stored for Agricultural Facility Customers

Use the screen seen in Picture 8.9 to provide information regarding "other" products stored at your facility's customer site before, during, or after application.

Picture 8.9: Other Products Commercially Applied and Stored for Agricultural Facility Customer Screen

This screen is divided into two sections:

- If your facility commercially applies the "other" product consistently throughout the year, enter the number of containers it typically ***stores at the customer's site*** each month for each container size in the text box(es) provided under the **Year Round** column. Enter a value that has been rounded to the closest whole number.

- If the number of containers it stores at the customer's site is not consistent throughout the year, enter the number of containers it typically ***stores*** each month for each container size in the text box(es) provided under the corresponding month columns. Enter values that have been rounded to the closest whole number.

- ***NOTE:*** If your facility does ***not*** typically store the "other" product during a particular month or for a particular container size, leave that text box blank. For example, if it does not store the "other" product in 10-25 pound containers during the month of January, leave the text box which is in the **January** column and the **10-25 Pounds** row blank.

- ***NOTE:*** If your facility commercially applies and stores the "other" product on an as needed basis throughout the year, leave both the yearly text box and the monthly text boxes blank.

Click the [Next] button on the bottom of the screen to continue.

8.3.4 Other Products Delivered to Agricultural Facility Customers

Use the screen seen in Picture 8.10 to provide information regarding how your facility delivers an "other" product to your customers.

Picture 8.10: Other Products Delivered to Agricultural Facility Customers Screen

This screen is divided into two sections:

- If your facility delivers the "other" product consistently throughout the year, enter the number of containers it typically delivers each month for each container size in the text box(es) provided under the **Year Round** column. Enter a value that has been rounded to the closest whole number.

- If the number of containers of the "other" product it delivers is not consistent throughout the year, enter the number of containers it typically delivers each month for each container size in the text box(es) provided under the corresponding month columns. Enter values that have been rounded to the closest whole number.

- *NOTE:* If your facility does *not* typically deliver the "other" product during a particular month or for a particular container size, leave that text box blank. For example, if it does not deliver the "other" product in 10-25 pound containers during the month of January, leave the text box which is in the **January** column and the **10-25 Pounds** row blank.

- *NOTE:* If your facility delivers the "other" product on an as needed basis throughout the year, leave both the yearly text box and the monthly text boxes blank.

Click the [Next] button on the bottom of the screen to continue.

8.3.5 Security Restrictions Placed on Sale of Other Products

Use this screen to provide a *Yes* or *No* answer to the following question about the "other" product and your customers:

- Do you place any *security-related conditions or restrictions* on the sale of this product to these customers?

    o *NOTE:* If you answer *Yes* to this question, you must provide answers to the questions in Section 8.3.6.

Click the [Next] button on the bottom of the screen to continue.

8.3.6 Describing Security Restrictions Placed on Sale of Other COI-Containing Products

Use this screen to provide *Yes* or *No* answers to the following questions about the security restrictions on the sale of the "other" product and your customers:

- Do you follow a *company or facility policy/program*?

- Do you follow an *industry/association program*?

    o If *Yes*, enter the association and program name in the text box provided.

- Do you follow a *state security regulatory program*?

    o If *Yes*, select the state from the drop-down list box provided. Click the [Add] button to add more states; click the [Delete] button to remove states.

- If you place any *other* condition or restriction that is not listed above, describe the security-related condition or restriction in the text box provided.

Click the [Next] button on the bottom of the screen to continue.

8.3.7 Describing Customer Use

Use this screen to provide *Yes*, *No*, or *Don't Know* answers to the following questions about the "other" product and your customers:

- To the best of your knowledge, do any of these customers *ship* this product?

- To the best of your knowledge, do any of these customers *resell* this product?

- To the best of your knowledge, do any of these customers *implement security measures* for this product?

    o *NOTE:* If you answer *Yes* to this question, you must provide answers to the questions in Section 8.3.8.

- To the best of your knowledge, do any of these customers *participate in any mandatory or voluntary security programs* for this product?

    o *NOTE:* If you answer *Yes* to this question, you must provide answers to the questions in Section 8.3.9.

Click the [Next] button on the bottom of the screen to continue.

8.3.8 Customer Security Measures

Use this screen to provide *Yes*, *No*, or ***Don't Know*** answers to the following questions about the "other" product and your customers:

- Do you believe that any of these customers have *access control* measures in place?

- Do you believe that any of these customers have *physical security* measures in place (e.g., locked or fenced storage enclosures, lighted storage areas, valve locks, motion detector lights, or alarms)?

- Do you believe that any of these customers have *inventory control* measures in place?

- Do you believe that any of these customers have *security procedures* in place (e.g., regular security inspection of storage area and security measures, transaction records/logs, procedures for reporting tampering or loss)?

- Do you believe that any of these customers have *security awareness* measures in place (e.g., procedures for identifying and reporting suspicious behavior)?

- Do you believe these customers have *other* security measures in place? If so, describe the customer's security measures in the text box provided.

Click the [Next] button on the bottom of the screen to continue.

8.3.9 Customer Security Programs

Use this screen to provide *Yes* or *No* answers to the following questions about the "other" product and your customers:

- Do you believe that any of these customers have a *company or facility policy/program* in place?

- Do you believe that any of these customers follow an *industry/association program?*
    - If *Yes*, enter the association and program name in the text box provided.

- Do you believe that any of these customers follow a *state security regulatory program?*
    - If *Yes*, select the state from the drop-down list box provided. Click the [Add] button to add more states; click the [Delete] button to remove states.

- If you believe an agricultural facility customer follows some *other* security program not listed above, describe the customer's security programs in the text box provided.

Click the [Next] button on the bottom of the screen to continue.

9. Survey Completion

9.1 Transfer to Submitter

When the Preparer is finished, he/she will click the [Transfer to Submitter for Review] button at the bottom of the **Agriculture Survey Finish** screen (see Picture 9.1) to transmit the survey to the Submitter for review. **NOTE:** Once the Agriculture Survey is sent to the Submitter, the Preparer has read-only access to the data unless the Submitter sends the Agriculture Survey back for revisions, including the entry of additional data.

Picture 9.1: Agriculture Survey Finish Screen (Preparer View)

The Preparer can also choose to have a copy of e-mail communications from DHS sent to him/her as well by answering **Yes** to the question at the bottom of the screen: Do you want a copy of the letter acknowledging receipt of the Agriculture Survey to be sent to the Preparer in addition to the Submitter? This will notify the Preparer via e-mail that the Agriculture Survey has been transmitted to the Submitter for review.

NOTE: If the Preparer of the Agriculture Survey is also the Submitter and has only one user name, the screen displays at the end of the survey will be similar to the Submitter screens in the next few sections. The Preparer will **not** have the option to transfer the account to the Submitter, but will be directed to submit the completed Agriculture Survey directly to DHS.

9.2 Survey Validation

After the Preparer has submitted the completed Agriculture Survey, the Submitter will receive an e-mail notifying him/her that the Agriculture Survey is ready for review. On the **CSAT Survey List** screen (see Picture 2.1), the Submitter will see the facility (or list of facilities) he/she is authorized to review and the facility's status in the review process. Surveys that are awaiting final review and submission will have the status of **In Review**.

The Submitter will select the name of the facility to review, and look through the Agriculture Survey to review and edit the answers supplied by the Preparer. After reviewing all of the information, the **Agriculture Survey Finish** screen will be displayed and the Submitter can either:

- Return the survey to the Preparer for edits and/or additions by clicking the [Transfer to Preparer for Modifications] button; or
- Proceed to the **Final Validation** screen by clicking the [Final Validation] button.

NOTE: If the Agriculture Survey is returned to the Preparer, its status will return to **In Progress** on the **CSAT Survey List** screen and the Preparer and Submitter will receive e-mail messages with additional instructions.

Picture 9.2: Submitter Review Buttons

- After clicking the [Final Validation] button, information that is missing or incorrectly formatted will be highlighted in red and a link will be provided to take you to the affected area to fix the error or add the missing information (see Picture 9.3). *NOTE:* The Agriculture Survey will *not* find and display errors other than missing required data or logical errors (e.g., unrecognized characters such as commas or percent signs).
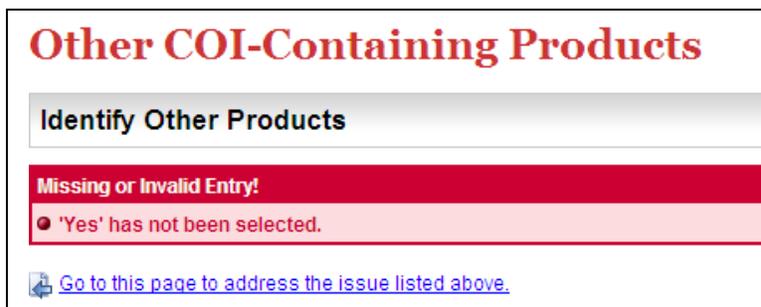
Picture 9.3: Agriculture Survey Validation Error Message

- Once the information has been corrected, click the [Final Validation] button again on the **Agriculture Survey Finish** screen to check for any additional errors.

- If there are no errors or all errors have been corrected, the screen will indicate that no errors were found (see Picture 9.4) after you click the [Final Validation] button. Click the [Continue] to proceed with the survey submission process.


Picture 9.4: Agriculture Survey Validation Completion Message

NOTE: Even if no validation errors appear when you click the [Final Validation] button, you are encouraged to print a copy of the Agriculture Survey Summary Report and review it for accuracy.

9.3 Survey Submission

When the Submitter is finished validating the survey, a different **Agriculture Survey Finish** screen will appear (see Picture 9.5).
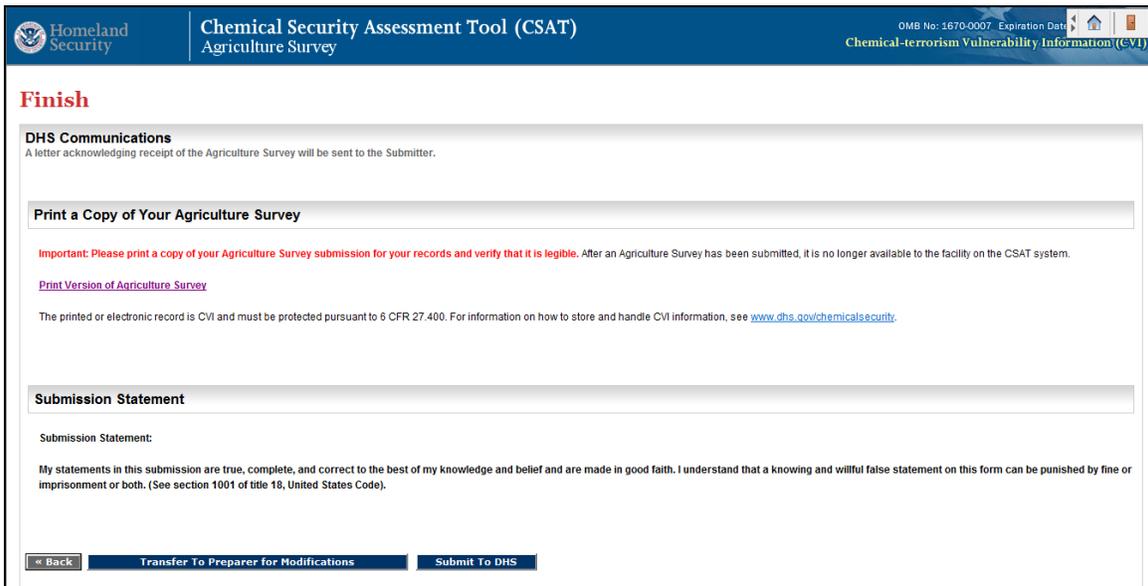
Picture 9.5: Agriculture Survey Finish Screen (Final)

- The Submitter can create a PDF copy of the completed survey by selecting the **Print Version of Agriculture Survey** command.

- After saving and printing copies of the Agriculture Survey file and verifying that the copies are legible, the Submitter will click the [Submit to DHS] button on the **Agriculture Survey Finish** screen to officially submit the completed survey.

- The Submitter should be sure to read carefully and understand the **Submission Statement** on **Agriculture Survey Finish** screen before submitting the survey.

Your facility's Agriculture Survey submission is complete.

Acronym Reference List

CAS	Chemical Abstract Service
CFATS	Chemical Facility Anti-Terrorism Standards
CFR	Code of Federal Regulations
COI	Chemical(s) of Interest
CSAT	Chemical Security Assessment Tool
CVI	Chemical-terrorism Vulnerability Information
DHS	U.S. Department of Homeland Security
EPA	U.S. Environmental Protection Agency
IFR	Interim Final Rule
NAICS	North American Industrial Classification System
MSDS	Material Safety Data Sheet
PDF	Portable Document Format
STQ	Screening Threshold Quantity