

How do I report to DHS?

- 1) **Complete Chemical-terrorism Vulnerability Information (CVI) Training:** In order to begin the process of reporting your chemical holdings to DHS, you need to complete CVI Authorized User Training and submit a CVI Authorized User application.
 - Visit <https://cvi.dhs.gov> and complete the training and application.
 - DHS will notify you with an email providing you a unique CVI Authorized User number and certificate to confirm your status.

- 2) **Register with the Chemical Security Assessment Tool (CSAT):** This tool is a secure, web-based system accessible to CVI-certified individuals where you can access the Top-Screen survey. If you are required to complete a Top-Screen, you must first register to access CSAT. Review the CSAT User Guide, available at www.dhs.gov/chemical-security-assessment-tool.
 - Register for a user identification and password.
 - DHS will validate the registration and notify you on how to access CSAT.

- 3) **Submit a Top-Screen:** After receiving access to CSAT, you will have access to the Top-Screen survey. DHS uses the information submitted in the Top-Screen to determine if the individual or facility is considered high-risk and must develop a security plan. CSAT Top-Screen instructions can be found at www.dhs.gov/publication/csat-ts-instructions.