

DATE: January 24, 2008

TO: Deans, Directors and Department Heads

FROM: Leslie Tolbert, Vice President for Research, Graduate Studies and Economic Development

Steve Holland, Director of Risk Management and Safety

SUBJECT: New Department of Homeland Security Requirement

This letter is to announce a new regulation from the Department of Homeland Security (DHS), and to request assistance from each Department Head in collecting the data that will be needed to achieve compliance for the university.

The new regulation is titled “[Chemical Facility Anti-Terrorism Standards](#)” (CFATS), and is applicable to all facilities, including universities, that manufacture, use, store, or distribute [certain chemicals](#) in quantities that exceed particular thresholds. DHS’s intent is to collect inventory information about certain chemicals to prevent their misuse through theft, diversion, attack, or malicious release. Subject facilities must inventory and report quantities of these Chemicals of Interest (COI) and report them to the DHS.

The Department of Risk Management and Safety (RM&S) is managing and coordinating the institutional submission of collected data to DHS. To facilitate and, we hope, simplify the inventory process, an online data collection tool has been developed that will allow each laboratory group or other chemical user to submit their response to RM&S electronically. RM&S will aggregate all of the submitted inventory data into a summary report that must be submitted to DHS. To provide adequate time for completion of the final submission, all laboratories and other chemical users are asked to **complete the online survey no later than February 22, 2008**. RM&S will ask each Department Head to verify that all laboratories or chemical use areas under his or her control have been surveyed and reported.

The online survey tool is located at <http://risk.arizona.edu/dhs/index.shtml>. A survey must be completed for each separate laboratory or location where chemicals are used or stored. The COI list includes approximately 200 chemical compounds. Only those COIs listed in the survey must be reported, but all laboratories and chemical users must submit a response. If none of the listed COIs are present in the surveyed location, a single check box in the online tool can be used to complete the submission.

Questions about the DHS regulation and survey project may be directed to Herb Wagner, Associate Director of RM&S at 621-7691 or hwagner@email.arizona.edu. Thank you for your assistance with this important effort.

