



CHEMICAL-TERRORISM VULNERABILITY INFORMATION (CVI) SECURITY GUIDE™

KCI Protection Technologies offers Regulated Facility users of Chemical-terrorism Vulnerability Information an easy to use guide to follow DHS procedures to safeguard this information.

Our CVI Security Guide™ is intended as an implementation guide to describe and explain in practical terms, the procedures necessary for Regulated Facilities to comply with the Chemical-terrorism Vulnerability Information (CVI) requirements. The guide is applicable to staff, employees, service providers, contractors and consultants working for and under the direction of the Regulated Facility. It is the personal responsibility of every individual who handles, or otherwise comes in contact with CVI material, to observe at all times written company security procedures and any other instructions that may be issued.

CVI SECURITY GUIDE™ EXCERPTS...

CVI Security Guide

What Material is CVI?

DHS has generated a list of information categorized as CVI. Any information appearing in this list is considered CVI and must be provided the appropriate protection. In many cases, the regulated facility will be the point of origin, requiring the regulated facility to adhere to the CEATS requirements even before the material is submitted to DHS.

Only information that is specifically categorized as CVI under 6 CFR 27.400(h) ¹¹ may be marked as CVI by regulated facilities or other covered persons. The following table defines CVI materials.

CVI material can only be designated by DHS. State and local government agencies do not have this authority.

CEATS provisions also cover any material derived from CVI.

A Regulated Facility generating material referenced in the following table must apply appropriate CVI safeguards from the point of origin.

Obtaining CVI Designation for material not listed on the CVI MATERIAL TABLE:

- ¹¹ If information exists that is not included in the following table but whose public release might be considered a risk to chemical facility security, it is possible for that material to receive CVI designation. A request for designation as CVI should be sent to the DHS CSCD. The regulated facility should keep a record of each CVI designation obtained including the date, subject or title, and a detailed synopsis of the material. Pending a DHS decision, the information should be marked and protected as CVI on an interim basis. If CVI designation is obtained, the designation must be communicated to Authorized Users.

NOTE:

When CVI material is used to develop work products, either sanitized or verbatim, special marking and handling processes may apply. See the "Guide for the Preparation of Sanitized and Derivative Work Products Using Chemical-terrorism Vulnerability Information (CVI)" on the enclosed CD.

¹¹ See supra note 1.
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Verbal/Telephone:

Telephone Communications ²⁰

When discussing CVI material over the phone, the following requirements apply: ²¹

- the use of a secure phone line is preferred, but not required
- the risk of interception and monitoring of the conversation is greater when using a cell phone and/or a cordless phone
- the caller has the responsibility to ensure the individual on the receiving end is an Authorized User
- the caller is not to discuss CVI material when unauthorized personnel are present
- always follow CVI security guidelines and procedures

A regulated facility may need to contact DHS pertaining to a particular submission. If a conversation occurs that the regulated facility believes is CVI, it is the regulated facility's responsibility to inform the DHS Authorized User that the information warrants CVI protection. Any resulting record of the telephone communication must be marked according to the requirements of the *DHS CVI Manual*, as described in this guide.

If an Authorized User receives a record of a verbal transmission containing CVI that is not marked as described below, the recipient must:

- Mark the record as CVI material
- Inform the sender that the material was not properly marked



Use a secure phone line if possible. If using Voice over Internet Protocol (VoIP) in lieu of a dedicated land line, measures should be taken to protect CVI material.



Risk of interception or monitoring is greater when using a cell phone or cordless phone

²⁰ *DHS CVI Manual*, § 3.5.
²¹ *DHS CVI Manual*, § 3.5.
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