

CHEMICAL-TERRORISM VULNERABILITY INFORMATION

Requirements for Use

NONDISCLOSURE

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

By reviewing this cover sheet and accepting the attached CVI you are agreeing to abide by the guidance contained herein. Your acceptance provides immediate access only to the attached CVI.

This information may not be further disclosed except to individuals who meet the following requirements:

Access

- All individuals must be CVI Authorized Users
- All individuals must demonstrate a valid need-to-know for specific CVI

Handling

Storage: When not in your possession, store in a secure environment such as in a locked desk drawer or locked container.
Do not leave this document unattended.

Transmission: You may transmit CVI by the following means to a CVI Authorized User with a need to know.

Hand Delivery: CVI may be hand carried as long as access to the material is controlled while in transit.

Email: Encryption should be used. If encryption is not available, send CVI as an encrypted attachment or password protected attachment and provide the password under separate cover. Whenever the recipient forwards or disseminates CVI via email, place that information in an attachment. **Do not send CVI to personal, non-employment related email accounts.**

Mail: USPS First Class mail or commercial equivalent. Place in an opaque envelope or container, sufficiently sealed to prevent inadvertent opening and to show evidence of tampering, and then placed in a second envelope that has no marking on it to identify the contents as CVI. Envelope or container must bear the complete name and address of the sender and addressee. The envelope must bear the following statement below the return address: **“POSTMASTER: DO NOT FORWARD. RETURN TO SENDER.”**

Fax: Secure faxes are encouraged, but not required. When sending via non-secure fax, coordinate with the recipient to ensure that the faxed materials will not be left unattended or subjected to unauthorized disclosure on the receiving end.

Telephone: Secure Telephone Unit/Equipment are encouraged, but not required. Use cellular or cordless phones to discuss CVI only in exigent circumstances. Do not engage in a conversation in a public place or in environments that will allow anyone that does not have a need to know to overhear the conversation.

Reproduction: Ensure that a copy of this sheet is the first and last page of all reproductions containing CVI. Clear copy machine malfunctions and ensure all paper paths are checked for CVI. Destroy all unusable pages immediately.

Destruction: Destroy (i.e., shred or burn) this CVI document when no longer needed. For laptops or CPUs, delete file and empty recycle bin.

Sanitized Products

You may use a CVI document to create a product that is released to the public such as an advisory, alert or warning. In this case, the product must not reveal any information that:

- Exposes vulnerabilities of identifiable critical infrastructure or protected systems of a facility;
- Is proprietary, business-sensitive, or trade secret;
- Relates specifically to the submitting person or entity (explicitly or implicitly).

Derivative Products

Mark any newly created document containing CVI with “CHEMICAL-TERRORISM VULNERABILITY INFORMATION” on the top of each page that contains CVI and the distribution limitation statement at 6 CFR § 27.400(f)(3) on the bottom.

Place a copy of this cover page over all documents containing CVI.

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