

**System manager(s) and address:**

Office of Communications, 4330 East West Highway, Bethesda, MD 20814.

**Notification procedure:**

Freedom of Information/Privacy Act Officer, Office of the Secretariat, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

**Record access procedures:**

Same as notification.

**Contesting record procedures:**

Same as notification.

**Record source categories:**

The information is provided by the contest, challenge or award program participant, the participant's parent or the participant's company.

**SYSTEM NAME****CPSC-32 Correspondence Tracking System (CTS)****System location:**

Offices of the Secretariat and Small Business Ombudsman, Consumer Product Safety Commission, 430 East West Highway, Bethesda, MD 20814.

**Categories of individuals covered by the system:**

The categories of individuals in the CTS include members of Congress, the President of the United States, the Vice President of the United States, members of the public at large, the business community subject to Commission regulations and standards, and CPSC employees.

**Categories of records in the system:**

1. Members of the public at large: Individual's name, home address, home telephone number(s),

personal cell phone number(s), and other miscellaneous information that an individual may include in his/her complaint, comments, or questions to the CPSC.

2. Members of the business community: Individual's name, home address, home telephone number(s), personal cell phone number(s), and other miscellaneous information that an individual may include in his/her complaint, comment, or question to the CPSC.

3. CPSC employees: Individual's name, work telephone number, and other miscellaneous information that a Commission employee may include in a response to members of Congress, the President and/or Vice President, members of the public at large, and/or the business community.

## **Authority for maintenance of the system:**

5 U.S.C. 301 and 44 U.S.C. 3101.

## **Purpose(s):**

The CPSC uses the Correspondence Tracking system (CTS) to store, track, and manage correspondence to and from members of Congress, the President of the United States, the Vice President of the United States, members of the public at large, the business community, and CPSC employees. This correspondence may include attachments that could contain PII from individuals (members of the public and business community at large) who contacted the Commission concerning various product safety issues affecting them, e.g., telephone number and address, etc.

## **Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

1. To the U.S. Department of Justice when related to litigation or anticipated litigation.
2. To the appropriate Federal, State, or local investigation or enforcement agency when there is an indication of a violation or potential violation of a statute or regulation in connection with procurement.

## **Contesting record procedures:**

Same as notification

## **Record source categories:**

The information is provided by the contest, challenge or award program participant, the participant's parent or the participant's company.

# SYSTEM NAME

## CPSC-32, Correspondence Tracking System (CTS)

### System location:

Offices of the Secretariat and Small Business Ombudsman, Consumer Product Safety Commission, 430 East West Highway, Bethesda, MD 20814.

### Categories of individuals covered by the system:

The categories of individuals in the CTS include members of Congress, the President of the United States, the Vice President of the United States, members of the public at large, the business community subject to Commission regulations and standards, and CPSC employees.

### Categories of records in the system:

1. Members of the public at large: individual's name, home address, home telephone number(s), personal cell phone number(s), and other miscellaneous information that an individual may include in his/her complaint, comments, or questions to the CPSC.
2. Members of the business community: individual's name, home address, home telephone number(s), personal cell phone number(s), and other miscellaneous information that an individual may include in his/her complaint, comment, or question to the CPSC.
3. CPSC employees: individual's name, work telephone number, and other miscellaneous information that a Commission employee may include in a response to members of Congress, the President and/or Vice President, members of the public at large, and/or the business community.

### Authority for maintenance of the system:

5 U.S.C. 301 and 44 U.S.C. 3101.

### Purpose(s):

The CPSC uses the Correspondence Tracking System (CTS) to store, track, and manage correspondence to and from members of Congress, the President of the United States, the Vice President of the United States, members of the public at large, the business community, and CPSC employees. This correspondence may include attachments that could contain PII from individuals (members of the public and business community at large) who contacted the Commission concerning various product safety issues affecting them, e.g., telephone number and address, etc.

## **Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

1. To the U.S. Department of Justice when related to litigation or anticipated litigation.
2. To the appropriate Federal, State, or local investigation or enforcement agency when there is an indication of a violation or potential violation of a statute or regulation in connection with procurement.
3. To a Congressional office in response to an inquiry made at the request of the individual who is the subject of the record.
4. To the U.S. Government Accountability Office in the event of a procurement protest involving the individual.
5. To the Office of Financial Management in an effort to properly process payment of invoices.
6. To the Office of the Secretariat, Freedom of Information Officer, to properly process incoming FOIA requests in accordance with the Freedom of Information Act.
7. Disclosure may be made to appropriate agencies, entities, and persons when (a) the CPSC suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) CPSC has determined that as a result of suspected or confirmed compromise there is a risk of harm to the security or integrity of this system or other systems or programs (whether maintained by CPSC or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the CPSC's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

## **Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

### **Storage:**

The information in the CTS includes paper documents, records, and files that are stored in file cabinets, and electronic records, files, and data that are stored in the Commission's computer network databases.

### **Retrievability:**

Paper records may be filed by and retrievable by name of the document's author or addressee or by other indicia. Computer records are indexed by, and retrievable by the names and other indicia of

authors and addressees, and may permit retrieval by names elsewhere in documents.

## **Safeguards:**

Access to the electronic files, which are housed in the Commission's computer network databases, is restricted to authorized supervisors and staff and to the Information Technology (IT) staff who maintain the Commission's computer network. Other CPSC employees and contractors may be granted access on a "need-to-know" basis. The CPSC computer network databases are protected by security protocols, which include controlled access, passwords, and other security features. Information resident on the database servers are backed-up routinely onto a hard disk array and computer based media. Back-up tapes are stored on-site and at a secured, off-site location. Hard copy records are maintained in secured file cabinets.

## **Retention and disposal:**

There is no established record retention schedule for this system. Records will be kept indefinitely until a records schedule is established.

## **System manager(s) and address:**

Director, Office of the Secretariat, and Small Business Ombudsman, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

## **Notification procedure:**

Freedom of Information/Privacy Act Officer, Office of the Secretariat, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

## **Record access procedures:**

Freedom of Information/Privacy Act Officer, Office of the Secretariat, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

## **Contesting record procedures:**

Freedom of Information/Privacy Act Officer, Office of the Secretariat, Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814.

## **Record source categories:**

The sources for the information in the CTS are submitted by members of Congress, the President of

the United States, the Vice President of the United States, members of the public at large, the business community subject to Commission regulations and standards, and CPSC employees. This information may include complaints, comments, or questions related to product safety issues under CPSC jurisdiction.

## **SYSTEM NAME**

### **CPSC-33, International Trade Data System Risk Assessment Methodology System (ITDS/RAM)**

#### **System location:**

Consumer Product Safety Commission, 4330 East West Highway, Bethesda, MD 20814

#### **Categories of individuals covered by the system:**

The system contains names, social security numbers, and addresses associated with individuals and businesses importing materials into the United States. Information on individuals is stored only when they register as the entity in the transaction; usually, this is a business entity with an associated Importer Number and business addresses.

#### **Categories of records in the system:**

1. Members of the Consumer Products Trading Community: Usually business name and address. For individuals and small businesses where an individual provides personal information, their name and address is maintained.
2. Importation transactions as reported by U.S. Customs and Border Protection (U.S. CBP) for all product areas under jurisdiction at entry summary filing and for product areas of specific concern for hazard monitoring and enforcement programs at entry filing (Cargo).

#### **Authority for maintenance of the system:**

Sec. 222 P.L. 110-314, 15 U.S.C. 2066(a).

#### **Purpose(s):**

The U.S. CPSC uses the ITDS/RAM to monitor and request examination for shipments that are potentially in violation of safety standards enforced by the Commission or potentially defective as a part of a product group that has been designated by the Commission as having properties that are