

Appendix A

CENTRALIZED EXAMINATION STATION APPLICATION

Port of Atlanta, Georgia

Applicants for CES consideration are required to complete the following application IN FULL. Any questions that are not applicable must be marked N/A. Incomplete applications will not be considered.

As indicated in the attached Informational Notice, all applicants are also required to submit the following documentation:

- A copy of their custodial bond, or a completed CF301, bond amount \$100,000
- A complete fee schedule
- A list of all CES principles and/or corporate officers
- A list of all CES employees, including names, dates of birth and, optionally, social security numbers
- A detailed floor plan of the facility actually dedicated to the CES operation showing bay doors, office space, exterior features, security features and staging and work space

CES APPLICANT:

CONTACT PERSON:

PHONE:

ADDRESS:

Applicants should consider only the space/facilities solely devoted to the CES operation when answering the questions below. Any applicant who makes false statements may be subject to immediate disqualification and possible prosecution under 18 USC 100.

I. Facility location

Proximity to the CBP Office. Distance must be within range, or greatest distance is to be used

1. 8 - 9 miles
2. 6 - 7 miles
3. 4 - 5 miles
4. 2 - 3 miles
5. 0 - 1 mile

II. Ability to devan, stage and reload

- A. Can you demonstrate the ability to safely maneuver and position containers straight back into the dock? Y N
- B. Is there a designated area for trucks awaiting service so that they do not impede street, internal traffic, and parking spaces? Y N
- C. Are the cargo bay entrances dock 12 ft high? If not, do you have any specialized equipment that demonstrates this will not delay the devanning/revanning of cargo? Y N

III. Cargo Entrances and container service areas

1. 2-3 doors
2. 4-5 doors
3. 6-7 doors

(This question should be interpreted as how many containers can be worked on simultaneously at each entrance. For example, if a facility has only four large doors, and five containers can be worked on at each door, your total cargo entrances would be 20 (4 doors x 5 containers)).

IV. Floor Space

- A. Cargo staging area dedicated to Customs and Border Protection
 - 1. 1,000 – 1,200 sf
 - 2. 1,201 – 1,400 sf
 - 3. 1,401 – 1,600 sf

(This question is to be interpreted as how much area will be **dedicated full time** for CES operations, regardless of workload. Also, when determining your local requirements, consider workspace for aisles. There should be at least four feet around each pallet to allow an inspector to walk around during the inspection, breaking them down when necessary. Also, having 1000 sf between the cargo entrances and where the freight is to be laid out is also extremely important).

V. Storage

- A. Is there an enclosed high security storage area, capable of being locked for CBP property?
 - 1. 700 – 1,200 sf
 - 2. 1,201 – 1,400 sf
 - 3. 1,400 – 1,600 sf
 - 4. 1,601 – 1,800 sf
 - 5. 1,801 – 2,000 sf
 - 6. None
 - A. Can a 40-ft container on its trailer and/or it's contents fit?
Yes No
 - B. Is it permanent? Yes No

(Permanent is to be interpreted as a barrier not capable of being moved without the use of heavy equipment **and** unable to be physically scaled over (as a minimum). "Jersey" K-rails barriers alone would not meet these requirements, unless it had fencing that could not readily be moved, running completely to the ceiling and/or had barbed wire attached to it to prevent people from going over it, with a controlled locking gate attached).

- B. Dedicated Fenced Container Storage Area
 - 1. 2 - 3 containers
 - 2. 4 - 5 containers
 - 3. 6 - 7 containers

VI. Security and Safety

- A. Does the facility meet or exceed the following security requirements?
1. Are there locking devices on all exterior doors, windows, and openings, or are they permanently sealed from entry?
Y N
 2. Do the locks used on buildings and gates meet specifications of TD 72-56 (i.e., deadbolts, multiple pin tumblers, interchangeable cores, serial numbers?)
Y N
 3. Are employee records kept for key issuance?
Y N
 4. Is there secured fencing to enclose the areas around cargo storage structures, support buildings and exterior stored cargo?
Y N
 5. Is the fence line under your complete control (not shared)?
Y N
 6. Is the number of entrance/exit gates kept to a minimum of two or less for access?
Y N
 7. Is there a gatehouse(s) and is/are it/they properly staffed during business hours?
Y N
 8. Does your gatehouse/guard perform regular, random spot/trunk checks?
Y N
 9. Is access to CES employee parking lot subject to security controls (i.e., within sight of the gatehouse, viewed by Closed Circuit TV, in view of CES office windows, Inspector's office, etc)?
Y N
 10. Is the fenced container yard adjacent to the CES?
Y N
 11. Is there a working alarm system?
Y N
 12. Is it monitored 24 hours a day?
Y N
 13. Is there a full time security guard on site after the CES closes?
Y N
 14. Is there a roving (mobile) security guard (separate from the gatehouse guard) during operating hours?
Y N
 15. Is there a permanent physical barrier between the CES and other cargo operations?
Y N

(Permanent is to be interpreted as a barrier not capable of being moved without the use of heavy equipment and unable to be physically scaled over (as a minimum). "Jersey" K-rails barriers alone would not meet this requirement, unless it had specific fencing that could not readily be moved, running completely to the ceiling and/or had barbed wire attached to it to prevent people from going over it, with a controlled locking gate attached).

B. Lighting

- | | | | |
|----|--|---|---|
| 1. | Is there lighting provided in the examination area, as well as in the interior of the containers being stripped? | Y | N |
| 2. | Is there lighting at every entrance, exit, and gate area? | Y | N |
| 3. | Is there lighting in container holding areas? | Y | N |
| 4. | Is there specific security lighting for the perimeter fence line? | Y | N |
| 5. | Is it under the control of the CES Operator? | Y | N |

C. HAZMAT Safety Features

- | | | | |
|----|--|---|---|
| 1. | Is there an onsite SOP for detection, decontamination and removal of hazardous materials, including instructions in the event of an accident involving HAZMAT? | Y | N |
| 2. | Is HAZMAT awareness training given to employees and recorded in their files? | Y | N |
| 3. | Do you have a certified HAZMAT Coordinator? | Y | N |
| 4. | Are certified HAZMAT handlers available on a daily basis? | Y | N |

D. Other safety features

- | | | | |
|----|--|---|---|
| 1. | Are there any onsite eyewash stations? | Y | N |
| 2. | Are they located in each exam area? | Y | N |
| 3. | Are there any onsite emergency showers? | Y | N |
| 4. | Are they located in each exam area? | Y | N |
| 5. | Do you have any on site certified first aid employees? | Y | N |
| 6. | Do you have any full time custodial personnel? | Y | N |

VII. Equipment

- A. Forklifts (up to 5,000 lb.)
1. 1
 2. 2
 3. 3
- B. Forklifts (5,001-10,000 lb.)
1. 1
 2. 2
 3. 3
- C. Forklifts (10,001 lb. +)
1. 1
 2. 2
 3. 3
- D. Yard goats/tractors _____ (Amount)
- E. Electricity for reefer containers
1. 1 outlet
 2. 2 outlets
 3. 3 outlets
- F. Additional equipment
- | | | |
|--|---|---|
| Specific equipment to handle vehicles? | Y | N |
| Specific equipment to handle boats? | Y | N |
| Specific equipment for liquids and dry bulk? | Y | N |
| Rug poles? | Y | N |
| Barrel clamps? | Y | N |
| Squeezes? | Y | N |
| Skid/Pallet pullers? | Y | N |
| Pallet jack? | Y | N |
| Banding equipment? | Y | N |
| Floor scale? | Y | N |
| Forklift scale? | Y | N |
| Garment Hangers? | Y | N |
- G. Are there electrical outlets for each container being serviced within the facility?
1. For each container
 2. For every other container
 3. For every third container

VIII. Fee Schedule (See attached Appendix C)

IX. Miscellaneous Criteria

- A. Staffing

1. Can you accommodate fluctuations in CES workload, which may require more workers than you employ?
Y N

How are you going to do this?

Where do you get your labor?

2. Is there labor available M-F (0800-1700)?
Y N

3. Is there labor available weekends (0800-1700)?
Y N

- B. Can CBP have ready access to the facility at any time?
Y N

C. CBP Space

1. Is there dedicated office space for CBP personnel consisting of at least one desk, two chairs, a telephone and one extra, dedicated phone line, two duplex electrical outlets and a computer line?

Y N

How much office space is available for CBP? _____

Is it an enclosed private office with a lock?

Y N

Is it an enclosed private office with an alarm?

Y N

Is it within direct view of the examination area, or are officers able to be view CCTV of the facility?

Y N

How much open space adjacent to the CBP office door and between the area where cargo is staged for examination is available? _____

Is there secure tool storage and a work area equipped with workbench, electrical outlets and lighting?

Y N

Is there a computer room equipped with all minimum requirement requests?

Y N

2. Dedicated Parking Spaces for CBP personnel (GOV and POV)?

- a. 1
- b. 2
- c. 3

D. Is there potable water in the examination area and/or the CBP office? Y N

E. Are separate male and female bathrooms available in the examination area and/or the CBP office? Y N

- 1. 0 stall each
- 2. 1 stall each
- 3. 2 stalls within examination area

F. Do you have at least one fax line at the facility?

Y N

G. Are you completely familiar in your knowledge and ability to handle international cargo? Y N

H. How many years of experience do you have in dealing with CBP and the handling/release of International cargo?

- I. Do you own this facility? Y N
If no, is your lease extendable? Y N
- J. Number of permanent drivers you employ available to pick up containers.
1. 2
 2. 3
 3. 4

I certify that the information provided in this Application and Fee Schedule is true and accurate.

Signature

Name (Print or Type)

Date