

U.S. CUSTOMS AND BORDER PROTECTION
Department of Homeland Security

CENTRALIZED EXAMINATION STATION EVALUATION

Appendix D
PORT OF Atlanta, Georgia

DATE :

APPLICANT :

CONTACT PERSON :

ADDRESS :

CBP PERSONNEL :

***Important Notes -This evaluation sheet is to be used for the facilities that have already met National and Local minimum requirements. It will be used to rate each remaining facility for its superiority. and to physically verify that the correct information has been provided. When checking CES Operator Questionnaire information, ensure that the other facilities also produce verification for the SAME Questions.**

If a CES Operator claims to have an item. or will be installing a requested item if awarded the agreement, please note it on the score sheet. This information will be useful when drawing the tentative selection letter. If a CES Operator makes a claim and receives points for it, it must be completed in a timely manner. If they fail to complete it, they will be denied the points and re-scored.

Each question is worth 1 point for a "Yes" answer (on YIN Questions) throughout the evaluation. unless another point count is indicated.

A sample of the criteria along with examples of potentially superior, good, adequate, and inadequate factors are provided below. A point rating scale will be established for example, 0-5 with 5 being superior, 3-4 being good, 1-2 being adequate, and 0 being inadequate. The number of factors multiplied by a potential score of 5, will give you the maximum possible score for each category. For example, in rating equipment, if there are 6 factors to be rated in this category, times a potential score of 5 points each, the best possible score for any applicant would be 6 X 5 or 30. All categories will be calculated to determine the best overall score possible.

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
- (scale 0-5)_____

II. Ability to devan, stage and reload

- A. Can you demonstrate the ability to safely maneuver and position containers straight back into the dock? (scale 0-5)_____

- B. Is there a designated area for trucks awaiting service so that they do not impede street, internal traffic, and parking spaces? (scale 0-5)_____

- C. Are the cargo bay entrance docks 12 ft high? If not, do you have any specialized equipment that demonstrates this will not delay the devanning/revanning of cargo? (scale 0-5)_____

III. Cargo Entrances (Bay doors) and container service areas

- 1. 2-3 doors (1 pts)
 - 2. 4-5 doors (3 pts)
 - 3. 6-7 doors (5 pts)
- (scale 0-5)_____

(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 (1 pt)
2. 1,201 - 1,400 sf (3 pts)
3. 1,401 - 1,600 sf (5 pts) (scale 0-5)_____

(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 1,000 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. 1,401 - 1,600 sf
4. 1,601 - 1,800 sf
5. 1,801 - 2,000 sf
6. None = 0 (scale 0-5)_____

A. Can a 40-ft container on its trailer and/or it's contents fit?
(scale 0-5)_____

B. Is it permanent? (scale 0-5)_____

(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 (1 pt)
2. 4 - 5 containers (3 pts)
3. 6 - 7 containers (5 pts) (scale 0-5)_____

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? (scale 0-5)_____
 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?) (scale 0-5)_____
 3. Are employee records kept for key issuance? (scale 0-5)_____
 4. Is there secured fencing to enclose the areas around cargo storage structures, support buildings and exterior stored cargo? (scale 0-5)_____
 5. Is the fence line under your complete control (not shared)? (scale 0-5)_____
 6. Is the number of entrance/exit gates kept to a minimum of two or less for access? (scale 0-5)_____
 7. Is there a gatehouse(s) and is/are it/they properly staffed during business hours? (scale 0-5)_____
 8. Does your gatehouse/guard perform regular, random spot/trunk checks? (scale 0-5)_____
 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)? (scale 0-5)_____
 10. Is the fenced container yard adjacent to the CES? (scale 0-5)_____
 11. Is there a working alarm system? (scale 0-5)_____
 12. Is it monitored 24 hours a day? (scale 0-5)_____
 13. Is there a full time security guard on site after the CES closes? (scale 0-5)_____
 14. Is there a roving (mobile) security guard (separate from the gatehouse guard) during operating hours? (scale 0-5)_____

15. Is there a permanent physical barrier between the CES and other cargo operations? (scale 0-5)_____

(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? (scale 0-5)_____
2. Is there lighting at every entrance, exit, and gate area? (scale 0-5)_____
3. Is there lighting in container holding areas? (scale 0-5)_____
4. Is there specific security lighting for the perimeter fence line? (scale 0-5)_____
5. Is it under the control of the CES Operator? (scale 0-5)_____

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?** (scale 0-5)_____
2. **Is HAZMAT awareness training given to employees and recorded in their files?** (scale 0-5)_____
3. **Do you have a certified HAZMAT Coordinator?** (scale 0-5)_____
4. **Are certified HAZMAT handlers available on a daily basis?** (scale 0-5)_____

D. Other safety features

1. Are there any onsite eyewash stations? (scale 0-5)_____
2. Are they located in each exam area? (scale 0-5)_____
3. Are there onsite emergency showers? (scale 0-5)_____
4. Are they located in each exam area? (scale 0-5)_____
5. Do you have any on site certified first aid employees? (scale 0-5)_____
6. Do you have any full time custodial personnel? (scale 0-5)_____

VII. Equipment

- A. Forklifts (up to 5,000 lb.)

- 1. 1 (1 pt.)
 - 2. 2 (3 pts.)
 - 3. 3 (5 pts.)
- (scale 0-5)_____

B. Forklifts (5,001-10,000 lb.)

- 1. 1 (1 pt.)
 - 2. 2 (3 pts.)
 - 3. 3 (5 pts.)
- (scale 0-5)_____

C. Forklifts (10,001 lb. +)

- 1. 1 (1 pt.)
 - 2. 2 (3 pts.)
 - 3. 3 (5 pts.)
- (scale 0-5)_____

D. Yard goats/tractors

- 1. 1 (1 pt.)
 - 2. 2 (3 pts.)
 - 3. 3 (5 pts.)
- (scale 0-5)_____

E. Electricity for reefer containers

- 1. 1 outlet (1 pt.)
 - 2. 2 outlets (3 pts.)
 - 3. 3 outlets (5 pts.)
- (scale 0-5)_____

F. Additional equipment

- Specific equipment to handle vehicles? (scale 0-5)_____
- Specific equipment to handle boats? (scale 0-5)_____
- Specific equipment for liquids and dry bulk?(scale 0-5)_____
- Rug poles? (scale 0-5)_____
- Barrel clamps? (scale 0-5)_____
- Squeezes? (scale 0-5)_____
- Skid/Pallet pullers? (scale 0-5)_____
- Pallet jack? (scale 0-5)_____
- Banding equipment? (scale 0-5)_____
- Floor scale? (scale 0-5)_____
- Forklift scale? (scale 0-5)_____
- Garment Hangers? (scale 0-5)_____

G. Are there electrical outlets for each container being serviced within the facility?

- 1. For each container (5 pts.)
 - 2. For every other container (3 pts.)
 - 3. For every third container (1 pt.)
- (scale 0-5)_____

VIII. Fee Schedule (See attached Appendix C)

The selected CES applicant will be subject to any special costs incurred for facility modifications to meet specific cargo handling, storage requirements, or security standards. The principle of fee comparability will be applied and will be obtained by measuring fees outlined in the application, with those currently charged for similar services in the area to be served by the CES.

The rating will be based upon these figures with superior being comparable or more reasonable than the comparable average, good being truly comparable, acceptable being slightly over the comparables and unacceptable being significantly higher than the comparables. It should be noted that the lowest fee schedule may not always be the most reasonable if it is too low to maintain a profit or hire enough labor. This is one reason fee comparability is so important.

- A. Special handling charges for CET exams. (scale 0-5)_____
- B. Labor charges for CET exams. (scale 0-5)_____
- C. LCL examinations charges. (scale 0-5)_____
- D. Overweight drayage rates. (scale 0-5)_____
- E. Deposit fee if alternate carrier moves steamship line equipment/chassis on the CES operator's EIA (Equipment Interchange Agreement) Y N (Y=0, N=5) (scale 0-5)_____
- F. Commercial compliance full/partial devanning, (trade & fraud) minimum/maximum charge for container examination. (scale 0-5)_____
- G. Additional charges listed under (Activity) (scale 0-5)_____
- H. Charges for garments on hangers. (scale 0-5)_____
- I. Unloading and reloading charges (weight per piece). (scale 0-5)_____
- J. Sorting charges (weight per piece). (scale 0-5)_____
- K. Reefer cargo storage charge (scale 0-5)_____
- L. Opening and closing charges for examinations (scale 0-5)_____
- M. Sorting/Segregation charge per hour (scale 0-5)_____
- N. Free time after initial CBP exam (scale 0-5)_____
- 7
- O. Container storage charges per day after free time. (scale 0-5)_____
- P. Storage fees for shipments on government hold.

(scale 0-5)_____

Q. Additional charges including overtime (scale 0-5)_____

IX. Miscellaneous Criteria

A. Staffing

1. Can you accommodate fluctuations in CES workload, which may require more workers than you employ?
(scale 0-5)_____

How are you going to do this?

Where do you get your labor?

2. Is there labor available Monday-Friday (0800-1700)?
(scale 0-5)_____

3. Is there labor available weekends (0800-1700)?
(scale 0-5)_____

B. Can CBP have ready access to the facility at any time?
(scale 0-5)_____

C. CBP Space

1. Is there dedicated office space for CBP personnel consisting of at least one desk, data line two chairs, a telephone and one extra, dedicated phone line, two duplex electrical outlets, and computer line?
(scale 0-5)_____

Is it an enclosed private office with a lock?
(scale 0-5)_____

Is it an enclosed private office with an alarm?
(scale 0-5)_____

Is it within direct view of the examination area, or are officers able to view CCTV of the facility?
(scale 0-5)_____

Is there adequate open space available adjacent to door and between area where cargo is staged for examination?
(scale 0-5)_____

Is there a secure tool storage and work area equipped with workbench, electrical outlets and lighting?
(scale 0-5)_____

Is there a computer room equipped with everything listed in the minimum requirements.
(scale 0-5)_____

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

- a. 1 (1pt)
 - b. 2 (3 pts.)
 - c. 3 (5 pts.)
- (scale 0-5)_____

D. Is there potable water in the examination area and/or the CBP office?
(scale 0-5)_____

E. Are separate male and female bathrooms available in the examination area and/or the CBP office? (scale 0-5)_____

- 1. 0 stall each (0 pt.)
 - 2. 1 stalls each (3 pts.)
 - 2. 2 stalls within examination area (5 pts.)
- (scale 0-5)_____

F. Do you have at least one fax line at the facility? Y N
(scale 0-5)_____

G. Are you completely familiar in your knowledge and ability to

handle international cargo? (scale 0-5)_____

H. How many years of experience do you have in dealing with CBP and the handling/release of International cargo?
(scale 0-5)_____

I. Do you own this facility? (scale 0-5)_____

If no, is your lease extendable?

J. Number of permanent drivers you employ available to pick up containers.

1. 2 1 pt.)

2. 3 (3 pts.)

3. 4+ (5 pts.)

(scale 0-5)_____

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

Signature

Name (Print or Type)

Date