

APPENDIX A

CES Application

Port of New Orleans, Louisiana

Please refer to the cover Information Notice and Appendixes attached there to.

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. The number zero should be entered into all appropriate blanks. Applicants may provide additional information and/or attachment(s). Applicants are advised that all materials submitted in the application process become the property of the U.S. Customs and Border Protection (CBP). All information included in the CES application can and/or will be subject to review, investigation, and verification. Application information will be utilized as a decision support mechanism for the evaluation and selection process. Incomplete applications may not be considered.

As indicated in the cover Information Bulletin, applicants are required to submit the following documentation, and applicants who fail to meet minimum requirements and who fail to submit the complete information requested below will not be considered:

- A copy of their custodial bond, or a completed CBP Form 301, bond amount \$250,000.00;
- A complete fee schedule (Appendix C);
- A list of all CES principles and/or corporate officers. The list must provide the following information: names, position, home address, date of birth, social security number, place of birth, and/or Alien registration number or place and date of naturalization;
- A list of all CES employees including names, dates of birth and optionally, social security numbers;
- Each applicant is requested to provide an “Authorization for Release of Information” (See Appendix B) for each employee involved in the CES operation. The submission of this release is voluntary; however, failure to provide the “Authorization” may hinder the investigation process; and,
- 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 COMPANY NAME: _____

ADDRESS OF PROPOSED CES (Street Address, City, State, Zip Code):

CONTACT PERSON: _____

OFFICE PHONE: _____

CELL: _____

FAX: _____

EMAIL (if any): _____

Applicants should consider only the space / facilities to be 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 §1001.

I Facility Location

A. Proximity to the Port of New Orleans Mississippi River Facilities. Use the Nashville Ave., Wharf Complex as a fixed location to measure distance to your facility. Please circle one.

- 1. 0 – 1 mile
- 2. 1 - 2 miles
- 3. 2 - 3 miles

B. Provide a detailed explanation of the means and methods by which the regular and recurring transportation of various and all types of cargoes under CBP control will be delivered to the CES and presented for timely examination.

II Ability to Devan, Stage and Reload Cargo

A. Can you demonstrate the ability to safely maneuver and position containers straight back into the dock?

YES _____ NO _____

A. Is there a designated area for trucks awaiting service so that they do not impede street, internal traffic, and parking spaces?

YES _____ NO _____

A. How high are your cargo bay entrances? Circle one.

- 1. 12 ft
- 2. 10 –11 ft.
- 3. 8 - 9 ft

III Cargo Handling - Does your existing operation have the ability to accommodate the following types of cargoes:

- A. Full container load (FCL) and less than a container load (LCL) freight?
YES _____ NO _____
- B. Perishable cargo?
YES _____ NO _____
- C. Hanging garment containers?
YES _____ NO _____
- D. Scrap Metal (including loose-load)?
YES _____ NO _____
- E. Reefer container storage capacity for five (5) container positions?
YES _____ NO _____
- F. Permanent cold storage capability for staging perishable cargo for inspection?
YES _____ NO _____
- G. Containerized vehicles (unload and reload)?**
YES _____ NO _____
- H. Are you able to obtain (purchase/rent/contract) the necessary equipment to unload and reload all types of cargo designated for CBP inspection?**
YES _____ NO _____

IV Cargo Entrances and Container Service Areas

A. Cargo entrances. Circle one.

1. 6-7 entrances
2. 8-9 entrances
3. 10-11 entrances
4. 12-13 entrances
5. Greater than 13 entrances

- 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).

6. Can you provide a minimum of two (2) outlets for refrigerated containers?

YES _____ NO _____

B. Based on port needs, is yard space available to perform non-intrusive scanning?
Non-Intrusive scanning area space requirements are:

- 120 feet Long X 65 feet Wide
- Ideally with a flat grade, but no more than a 4% grade

YES _____ NO _____

C. Floor Space

A. Cargo staging area dedicated to CBP for examination. Circle one.

7. 10,000 – 15,000 sq ft
8. 15,001 – 17,500 sq ft
9. 17,501 – 20,000 sq ft

- This question is to be interpreted as how much area will be **dedicated full time** to CBP CES operations regardless of workloads.
- When determining your local requirements consider workspace for aisles. There should be at least four feet around each pallet to allow an employee to walk around during the inspection, breaking them [pallets] down when necessary.
- **Having 500 sq ft between the cargo entrances and where the freight is to be staged for examination is extremely important.**

B. Does the facility have the ability to:

1. Stack cargo from each container in one un-interrupted straight line?

YES _____ NO _____

2. Unload cargo in the same manner in which it came out of the container?

YES _____ NO _____

3. Stage cargo no higher than 4 ½ feet high (depending on characteristics of the cargo, for example large crates, machinery, etc.)?

YES _____ NO _____

4. Stage cargo with a minimum of 6 feet of open floor space on either side?

YES _____ NO _____

5. Provide a minimum of 500 square feet of open floor space adjacent to the warehouse entrance / door and between the area where cargo is to be staged for examination?

YES _____ NO _____

6. If your CES location also functions as a container freight station (CFS), the operator must provide a minimum of 1,000 square feet dedicated full time to CFS cargo, regardless of workload. Can you provide this?

YES _____ NO _____

7. Provide a minimum of 2,500 square feet, dedicated full-time regardless of workload on the cargo floor, for the Pallet VACIS (X-ray machine)?

YES _____ NO _____

D. Storage

A. Size of an enclosed high security storage area, capable of being locked for CBP property and exclusively for CBP use:

1. 500 – 1,000 sq ft
2. 1,000 – 1,500 sq ft
3. 1,500 – 2,000 sq ft
4. Greater than 2,000 sq ft

B. Can a 40-ft container on its trailer or its contents fit inside this storage area?

YES _____ NO _____

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-rail 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.

C. Dedicated fenced container storage area that can accommodate. Circle one.

1. 16 containers
2. 17 - 18 containers
3. 19 - 20 containers
4. 21 - 23 containers
5. 24 – 25 containers

VII 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?
YES _____ NO _____
2. Do the locks used on buildings and gates meet specifications of TD 72-56, Appendix E, attached (e.g., deadbolts, multiple pin tumblers, interchangeable cores, serial numbers)?
YES _____ NO _____
3. Does facility maintain records for keys issued?
YES _____ NO _____
4. Is there secured fencing to enclose the areas around cargo storage structures, support buildings, and exterior stored cargo?
YES _____ NO _____
5. Is the fence line / perimeter under your complete control (not shared)?
YES _____ NO _____
6. Is the number of entrance / exit gates kept to a minimum of two or less for access?
YES _____ NO _____
7. Is there a gatehouse(s) and is it properly staffed during business hours
YES _____ NO _____

8. Does your gatehouse guard perform regular, random spot/trunk/checks?
YES _____ NO _____
9. Is access to the 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 and/or the CBP Employee's office, etc)?
YES _____ NO _____
10. Is the fenced container yard adjacent to the CES?
YES _____ NO _____
11. Is there a working alarm system?
YES _____ NO _____
12. Is the alarm system monitored 24 hours a day?
YES _____ NO _____
13. Is there a separate alarm for CBP offices?
YES _____ NO _____
14. Does the CBP alarm allow for a CBP only access code?
YES _____ NO _____
15. Is there a full time security guard on site after the CES closes?
YES _____ NO _____
16. Is there a roving (mobile) security guard (separate from the gatehouse guard) during operating hours?
YES _____ NO _____
17. Is there a permanent physical barrier between the CES and other cargo operations?
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-rail 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.

18. Can you provide proof that the facility fully complies with the Occupational Safety and Health Act (OSHA)?

Documentation Provided _____

B. Lighting

1. Is lighting provided in the examination area as well as in the interior of the containers being stripped?
YES _____ NO _____

2. Is lighting provided at every entrance, exit, and gate area?
YES _____ NO _____

3. Is lighting provided in container holding areas?
YES _____ NO _____

4. Is specific security lighting provided to illuminate the perimeter fence line?
YES _____ NO _____

5. Is the lighting under the control of the CES Operator?
YES _____ NO _____

C. HAZMAT safety features

1. Is there an onsite Standard Operating Procedure (SOP) for detection, decontamination and removal of hazardous materials; including instructions in the event of an accident involving HAZMAT?
YES _____ NO _____

2. Is HAZMAT awareness training given to employees and recorded in their files?
YES _____ NO _____

3. Do you have a certified HAZMAT Coordinator?
YES _____ NO _____

4. Are certified HAZMAT handlers available on a daily basis?

YES _____ NO _____

D. Other safety features

1. Are there onsite eyewash stations?

YES _____ NO _____

2. Are there eyewash stations located in each exam area?

YES _____ NO _____

3. Are there any onsite emergency showers?

YES _____ NO _____

4. Are there emergency showers located in each exam area?

YES _____ NO _____

5. Do you have any onsite certified first aid employees?

YES _____ NO _____

6. Do you have any full time custodial personnel?

YES _____ NO _____

7. Are exit signs posted throughout the facility?

YES _____ NO _____

8. Are exit signs illuminated?

YES _____ NO _____

9. Are fire escape plans posted conspicuously?

YES _____ NO _____

10. Are operational fire extinguishers (to OSHA standards) available throughout the warehouse?

YES _____ NO _____

11. Are first aid kits installed on the warehouse floor?

YES _____ NO _____

12. Is there an established lane system for forklift and pedestrian traffic?

YES _____ NO _____

13. Are the lanes clearly marked?

YES _____ NO _____

14. Are the lanes permanently painted?
YES _____ NO _____
15. Are mirrors installed at / around “blind” corners throughout the warehouse?
YES _____ NO _____
16. Are speed limits (for forklifts) posted?
YES _____ NO _____
17. Is there a designated area adjacent to the CES facility for trucks awaiting service?
YES _____ NO _____
18. Are truck lanes clearly marked to facilitate spotting containers at cargo doors?
YES _____ NO _____
19. Is there a CES facility traffic control plan?
YES _____ NO _____
20. Does the traffic control plan provide a means to ensure that trucks waiting to enter the facility do not interfere with street traffic?
YES _____ NO _____
21. Is occupational safety training provided to the employees of the CES?
YES _____ NO _____
22. Does the facility have its own emergency evacuation plan?
YES _____ NO _____
23. Is all training recorded in the employee’s personnel file?
YES _____ NO _____
24. Would these records be available for review / verification?
YES _____ NO _____
25. Is there a closed circuit TV system to monitor the inside of the warehouse and the outside perimeter of the warehouse?
YES _____ NO _____

26. Is there sufficient ventilation of the warehouse to control dust and fumes to prevent irritation of eyes or skin?

YES _____ NO _____

VIII Equipment

A. Number of available forklifts (up to 5,000 lbs.)? Circle one.

- 1
- 2
- 3

B. Number of available forklifts (5,001-10,000 lbs.)? Circle one.

- 1
- 2
- 3

C. Number of available yard goats/tractors? Circle one.

- 1
- 2
- 3

D. Electricity for reefer containers

Are there electrical outlets for each container serviced within the facility? Circle one?

- For each container
- For every other container
- For every third container

E. Additional equipment

1. Specific equipment to handle vehicles?

YES _____ NO _____

2. Specific equipment to handle boats?

YES _____ NO _____

3. Specific equipment for liquids and dry bulk?

YES _____ NO _____

4. Rug poles?

YES _____ NO _____

- 5. Barrel clamps? YES _____ NO _____
- 6. Squeezes? YES _____ NO _____
- 7. Skid / Pallet pullers? YES _____ NO _____
- 8. Pallet jack? YES _____ NO _____
- 9. Banding equipment? YES _____ NO _____
- 10. Floor scale? YES _____ NO _____
- 11. Garment hangers? YES _____ NO _____
- 12. Shrink Wrapping / Banding Equipment (used to re-seal cargo after exam)? YES _____ NO _____

IX Fee Schedule (See Appendix C)

X Miscellaneous Criteria

A. Staffing

- 1. Can you accommodate an increase in CES workload, which may require more workers than you normally and regularly employ? YES _____ NO _____
- 2. Is labor force comprised of permanent employees? YES _____ NO _____
- 3. Is labor force comprised of part-time employees? YES _____ NO _____
- 4. Will any portion of the labor force be comprised of day laborers (casual / temporary)? YES _____ NO _____
- 5. Is there labor available Monday-Friday (0800-1700)? YES _____ NO _____

6. Is the workforce/labor subject to random drug screening?
 YES _____ NO _____
7. Can you provide one yard tractor and driver for the movement of containers within the CES complex?
 YES _____ NO _____
8. Is labor available after normal hours and on weekends on an as needed basis?
 YES _____ NO _____
9. Will CBP have ready access to the facility at any time?
 YES _____ NO _____
10. Will there be methods utilized that will readily identify the CES employees (i. e., CES facility controlled identification card, picture ID, plastic badge)?
 YES _____ NO _____

XI CBP Space

- A. Is there dedicated office space for CBP personnel consisting of at least one desk, one chair, one telephone, two duplex electrical outlets and a computer line for each employee **twelve (12)** plus one additional dedicated phone line and a fax line for general office use for all employees?
 YES _____ NO _____
1. How much employee work office space is available for CBP? Circle one.
- 2,359 – 2,300 sq ft
 - 2,301 – 2,500 sq ft
 - 2,501 – 3,000 sq ft
2. Does the CBP office space have a conference/training room?
 YES _____ NO _____
3. In addition to the employee work space above, is there an additional 100 sq ft of space in the CBP office for file storage and to place a fax machine and photo-copy machine?
 YES _____ NO _____
4. Is there an additional 100 sq ft of space in the CBP office to serve as a

- break room for the exclusive use of CBP?
YES _____ NO _____
5. Is there 100 sq ft for a secure CBP computer/phone support room (Refer to the attachment to this application)?
YES _____ NO _____
6. Is the CBP Office an enclosed private office with a lock?
YES _____ NO _____
7. Is the CBP Office an enclosed private office with an alarm?
YES _____ NO _____
8. Is the CBP Office within direct view of the examination area, or are CBP employees able to view the examination area through the use of closed circuit TV?
YES _____ NO _____
- B. Is there secure tool storage and a work area for the exclusive use of CBP equipped with workbench, 5-hp commercial garbage disposal, deep industrial sink, electrical outlets and lighting?
YES _____ NO _____
- C. For CBP agriculture examinations, are you able to provide three tables with dimensions 30" X 72" X 42" (W X L X LL) with a white top and illuminated with extra fluorescent lighting?
YES _____ NO _____
- D. Do you provide a regular exterminator / pest control program?
YES _____ NO _____
- E. Can you provide vehicle parking spaces for personally owned vehicles (POVs) and government owned vehicles (GOVs)?
YES _____ NO _____

1. POVs – 12 minimum (1,020) sq. ft.)?

YES _____ NO _____

2. **GOVs – 4 regular** (1,024 sq. ft.) adjacent to the warehouse?

YES _____ NO _____

3. **GOV – 3 oversized parking spaces** (1,080 sq. ft.)? YES _____ NO _____

F. Is the CBP office space directly adjacent to the CES warehouse?

YES _____ NO _____

G. Will there be a changing / dressing area separate / divided from the main bathroom area?

YES _____ NO _____

H. Is potable water provided in the examination area and / or the CBP office?

YES _____ NO _____

I. Are there separate male and female bathrooms available for the exclusive use of CBP employees in the examination area and/or the CBP office?

YES _____ NO _____

1. The anticipated number of CBP employees assigned is approximately **twelve (12)**

This figure may be used to calculate the number of facilities required. The number of facilities required should be evenly divided between male and female.

How many stalls are available? Circle one.

- 1 stall each?
- 2 stalls each?
- 3 stalls each?

2. Will you provide the CES facility with separate, CBP only male and female shower stalls?

YES _____ NO _____

J. Trash pick-up / Cleaning Services

1. Kitchen/Break room area cleaning services
 - Minimum once a day

YES _____ NO _____

2. Bathroom cleaning services
 - Minimum once a day

YES _____ NO _____

3. Office cleaning services
 - Minimum once a day

YES _____ NO _____

XII Facility

- A. Do you have at least one fax line at the facility?
- YES _____ NO _____

- B. How many years of experience do you and your local company/facility operations have in dealing with CBP and the handling/release of international cargo?
- Number of Years: _____
- Please provide brief description of your experience: _____
- _____
- _____
- _____
- _____

- C. Do you own this facility?
- YES _____ NO _____

- D. If leased, is your lease extendable?
- YES _____ NO _____

- E. Does your facility manager or main office have AMS/ACE 2nd party notify access?
- YES _____ NO _____

F. Number of onsite permanent drivers available to reposition containers?
Please circle one.

- 2
- 3
- 4

G. Are you able to provide the minimum, mandatory 100 mbps bandwidth requirement?

YES _____ NO _____

I certify that the information provided in this application and fee schedule is true and accurate.

Signature of Applicant Name (Print or Type) Date

NOTE: Please include, as indicated in the cover Information Bulletin, the following:

- 1) Completed attached Fee Schedule (Appendix C);
- 2) In a separate document with your local letterhead, the address of your proposed CES, the number of personnel that will be regularly employed at your proposed CES facility and a detailed list of readily available equipment at your proposed CES facility; and,
- 3) On a separate document with your local letterhead, any information showing the applicant's experience in international cargo operations and knowledge of CBP procedures and regulations.