

Southern Currents



Notice to the Area Port of New Orleans Trade Community

Date December 9, 2019

No.: 20-006

SUBJECT: Revised New Orleans, Baton Rouge and Gramercy Marine Division Operating Hours and After Hours Vessel Entrances and Clearances

MARINE DIVISION HOURS Effective January 6, 2020:

New Orleans:

Sunday – Saturday, and Federal Holidays: 0730 - 1600 hours.

Gramercy:

Monday – Friday: 0800 – 1600 hours.

Closed on Holidays and Weekends.

Baton Rouge:

Monday – Friday: 0800 – 1600 hours.

Holidays and Weekends are by Appointment.

Agents are required to enter and clear vessels during normal port operating hours.

TIMELINES

Vessel Formal Entry:

Reference: (19 CFR 4.3(a)).

Within **48 hours** after the arrival at any port or place in the New Orleans Tri-Port, vessels are required to make formal entry at the New Orleans, Gramercy, or Baton Rouge Marine Divisions

- *Saturdays, Sundays and holidays do not count when calculating the 48 hours for vessel entry.*

Vessel Departures from the Tri-Port / Delay in Departure:

Reference: (19 CFR 4.60d)

Vessels have 48 hours to depart the Tri-Port after clearance is granted at the New Orleans, Gramercy, or Baton Rouge Marine Divisions.

In the event that a vessel departure is delayed beyond 48 hours after clearance, the delay shall be reported (via telephone and fax) to the Marine Division which granted clearance. A **delay**

departure may be granted by annotating the CBP clearance. A delay in departure will allow an additional 24 hours for the vessel to depart the New Orleans Tri-Port.

There may be times when a **blanket delay in departure** would be granted to all vessels due to port issues (port closures, weather conditions, etc...)

In the event that a vessel departure is delayed beyond 72 hours the vessel should notify the Marine Division which granted clearance to cancel and surrender the original clearance.

- *Saturdays, Sundays and holidays **count** when calculating the 48 or 72 hours for vessel departures.*
- *If the Gramercy or Baton Rouge Marine Division is closed, coordinate the delay in departure with the New Orleans Marine Division.*

Filing Complete Outbound Manifests and Export Declarations:

Reference: (19 CFR 4.75b)

Vessel Masters/Agents shall file complete outbound manifests and export declarations either electronically or **to the Marine Division which granted clearance** not later than the fourth (4th) business day after clearance is granted.

The timeframe to calculate the four (4) business days to file complete outbound manifests and export declarations begins on the first day after clearance is granted.

- *Saturdays, Sundays and holidays **do not count** when calculating the four (4) business days to file complete outbound manifests and export declarations.*

AFTER HOURS VESSEL ENTRANCES AND CLEARANCES:

*In the event that a vessel is scheduled to arrive after 1600 hours, and will depart prior to 0730 hours the next morning, the vessel agent should notify the New Orleans Marine Division prior to 1500 hours on the date of arrival describing the specifics of the situation. A supervisor will review the scenario and if warranted, assign an officer to complete the vessel entrance and clearance outside of normal hours. If approved, the agent will be notified of the time and location of the vessel entrance and clearance. *These scenarios are the exception rather than the norm.**

CBP REIMBURSABLE SERVICES PROGRAM:

Vessel Carriers and Agencies that desire additional CBP services outside of normal port hours may consider the CBP Reimbursable Services Program [RSP] which is a public-private partnership between CBP and the private sector. Entities who apply, and are approved, for this program may receive additional services upon the request of stakeholders. For additional information on this program please contact Assistant Port Director Mark Choina at mark.s.choina@cbp.dhs.gov or at (504) 670-2287.

Questions regarding this Southern Currents may be directed to Assistant Port Director Mark Choina at mark.s.choina@cbp.dhs.gov or at (504) 670-2287.