

APPENDIX A

CENTRALIZED EXAMINATION STATION APPLICATION

PORT OF DALLAS/FORT WORTH

Applicants are advised that all materials submitted in the application process become the property of U.S. Customs and Border Protection (CBP). All information included in the Centralized Examination Station (CES) application can and/or will be subject to review, investigation, and verification. Any questions that are not applicable must be marked N/A. The number zero should be entered where appropriate. Application information will be utilized for the evaluation and selection process. Incomplete applications **will not** be considered.

A complete application consists of Appendices A, B and the following documentation:

- The name and address of the facility to be operated as the CES
 - Identification of the applicant and type of business;
 - Corporation - applicant must submit a corporate resolution authorizing the signatory to act on behalf of the corporation;
 - Partnership - applicant must submit a signed copy of the partnership agreement authorizing the signatory to act on behalf of the partnership;
 - Sole proprietors must identify themselves as such.
- The name and telephone numbers of an individual to be contacted for further information;
- A list of all officers and managing officials including all persons who have direct or indirect financial interest in the proposed CES and individuals with access to facility recordkeeping:
 - The list must provide the name, position, home address, date of birth, place of birth, and social security number for each individual. (Providing social security numbers is voluntary; however, failure to provide the number may hinder the investigation process.)
 - If additional information is needed, the port director may require an Alien Registration Number, fingerprints and/or completion of a CBP Form 3078 or like form.
- A list of all employees (who will work in the CES) including name, date of birth, and social security number. Providing social security numbers is voluntary; however, failure to provide the number may hinder the investigation process.
- A copy of the custodial bond, or a completed CBP Form 301; bond amount to be set by the port director.
- A description of the CES's accessibility to the port or other location; and
- A detailed floor plan of the facility dedicated to CES operations showing bay doors, refrigerated areas, secure storage areas, office space, workspace, interior/exterior features and security, permanent physical barriers and cargo staging/holding/examining space.
- Where a significant capital expenditure would be required in order for an existing facility to meet security or other physical or equipment requirements necessary for the CES operation, the applicant may request in the application time to conform the facility to such requirements. The agreement referred to in 19 C.F.R. § 118.3 shall not be executed, in any event, until the facility is conformed to meet the requirement.

- Applicants are encouraged to attach additional information for any requirement in which they exceed minimum standards.

Applications must be submitted to the port director within 60 calendar days from the date of the notice as set forth in 19 CFR § 118.2.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

CES APPLICANT:

ADDRESS:

PHONE:

FAX:

CONTACT

The facility to be operated as a CES must meet minimum security, physical and equipment requirements and local criteria (if any) identified on the solicitation notice. If significant capital expenditure is required to make an existing facility meet the minimum standards, an applicant may request time to meet such requirements on the last page of the application. If the applicant is tentatively selected to operate a CES, the operating agreement will not be executed until the requirements are met. If the requirements are not met, the tentative selection will be revoked and another applicant may be selected.

This application and the approval to operate a CES that may arise from this application are understood to apply specifically to the location identified above. Any change to the CES location as identified in the written agreement will VOID the CES agreement.

Questions that are not applicable must be marked N/A

Applicants should consider space/facilities devoted solely to the CES operation when answering the questions.

LOCATION

1. Distance from: miles
1550 Fulghum Rd, Hutchins, TX 75141
7501 Esters Blvd. Ste. 160, Irving TX 75063
2. Distance from nearest direct ocean/air/rail discharge: miles
3. Distance from major Interstates: miles

4. Please identify the types of cargo the facility is capable of servicing:
- a. Direct Air Cargo only
 - b. Indirect Cargo (truck, etc.) only
 - c. Both Direct and Indirect Cargo

APPLICANT

1. Describe the applicant's familiarity, knowledge and experience in international cargo operations. Indicate the number of years of experience in international cargo. Attach sheet(s) if necessary.

[illegible]

2. Is the applicant fully aware of the requirements of Federal Acquisition Regulations (FAR) found in FAR 52.222-1 and 52.222-41 through 52.222-43? **YES NO**
3. Is the applicant fully aware of the requirements of Executive Order 12989, dated February 13, 1996, as amended by Executive Order 13465 dated June 6, 2008, particularly Sections l(a)-(c), pertaining to the unlawful employment of aliens and anti- discrimination requirements of the Immigration and Nationality Act and of any other applicable laws. 61 Fed. Reg. 6091; 73 Fed. Reg. 33285 **YES NO**

FACILITY

- | | | |
|---|------------|-----------|
| 1. Does applicant own the facility? | YES | NO |
| 2. Does the applicant lease the facility? | YES | NO |
| a. If facility is leased, when does the lease expire? | <hr/> | |
| b. Can the lease be renewed or extended? | YES | NO |
| c. What are the terms of the renewal? | | |

3. If the facility is not currently owned or leased, provide information on acquisition and date of occupancy.

4. Is there to be a permanent physical barrier between the CES and other cargo operations?
Permanent is to be interpreted as: a structure or barrier not capable of being physically scaled or moved without the use of heavy equipment. **YES NO**

5. Does the CES have an internal or company operated container tracking/availability system capable of providing information on current and past inspections conducted at the CES? **YES NO**

6. Does the facility have a back-up generator? **YES NO**

7. Is the facility's custodial service contracted?
a. Length of contract? _____
b. Frequency of scheduled service? _____
c. Does this include CBP/OGA proposed space? **YES NO**

8. Is a regular program of rodent and pest control maintained for all indoor CES designated areas? **YES NO**

SECURITY AND SAFETY

1. Does the facility meet the physical security standards outlined in Appendix C, "Physical Security Guidelines for CBP Bonded Facilities"; and **YES NO**
a. Physical security requirements for all proposed CBP areas? **YES NO**
2. Does the facility have a professionally installed intrusion detection system capable of monitoring all exterior doors and windows? **YES NO**
3. Does the facility have access control security protections on all doors and windows to the proposed CBP areas? **YES NO**
4. What is the square footage of the high value security storage area/cage? _____ Sq. Ft.
a. Is it permanent? **YES NO**
Permanent is to be interpreted as: A structure or barrier not capable of being physically scaled or moved without the use of heavy equipment.
b. Does it have adequate lighting and electrical outlets? **YES NO**
c. Does it have an intrusion detection system? **YES NO**
d. Can it store a 40ft container on its trailer? **YES NO**

5. Will there be access control security protection on all doors and windows to the CES area? **YES** **NO**
6. Will there be access control security protection on all doors and windows to the proposed CBP areas? **YES** **NO**
7. Can CBP personnel deactivate the intrusion detection system that monitors CBP designated office space and equipment storage areas? **YES** **NO**
8. Is the CES subject to security controls (i.e. viewed by CCTV, roving guard patrols, etc.) on a 7 day 24 hour basis? **YES** **NO**
 List additional security features: _____

9. Is there a manned gatehouse **during** business hours? **YES** **NO**
10. Is there a manned gatehouse **after** regular business hours? **YES** **NO**
11. Does the facility fully comply with the Occupational Safety and Health Act (OSHA) standards? **YES** **NO**
12. Are there eye wash stations and first-aid equipment available for CES personnel and CBP officer(s) use in the inspection area? **YES** **NO**
13. Is the CES staff trained and knowledgeable in the handling of hazardous material/cargo? **YES** **NO**
14. Does the CES provide staff security and threat awareness training? **YES** **NO**
15. Does the CES have?
- a. Hazmat coordinator **YES** **NO**
 - b. Hazmat plan (SOP) **YES** **NO**
 - c. Certified Hazmat handlers **YES** **NO**

FLOOR SPACE, STAGING / EXAMINATION AREA

1. What is the square footage of the CES staging/examination area? _____ Sq. Ft.
2. What is the square footage of the open floor space? _____ Sq. Ft.
For this question open floor space is the area adjacent to the cargo door extending to the area where the cargo is staged for inspection.
3. If a Non-Intrusive Inspection (NII) pallet x-ray is necessary to provide the trade community more effective and efficient service is the applicant willing to pay the cost associated with its relocation? **YES** **NO**
 - a. If needed, what is the square footage of the space that would be dedicated for the NII pallet x-ray? _____ Sq. Ft.
 - b. Are 110 and 220-volt outlets on a dedicated circuit available within this immediate area? **YES** **NO**
4. Is there an access ramp to the examination area large enough to accommodate a full-size van? **YES** **NO**
 - a. Is there a dedicated 220-volt, 30 Amp circuit provided for indoor use by the X-ray van? **YES** **NO**
5. Can the facility accommodate the following types of cargo:
 - a. FCL and LCL freight? **YES** **NO**
 - b. Perishable cargo? **YES** **NO**
 - c. Hanging garment containers? **YES** **NO**
 - d. Scrap metal (including loose loads)? **YES** **NO**
 - e. Containerized vehicle shipments? **YES** **NO**

CARGO DOORS

1. The number of cargo doors/bays is interpreted as the number of containers that can be worked simultaneously at each entrance and dedicated full time for CES operations. For example, if a facility has four large entrances and three containers can be worked at each entrance, the total cargo doors would be 12 (4 entrances x 3 containers).

What is the total number of cargo bay doors dedicated to the CES? _____

2. If necessary, can this number be increased? **YES** **NO**
3. How many of the CES cargo doors have refrigerated container hookups? _____

4. Are electrical outlets available at a minimum of every third cargo door or container?

YES **NO**

a. If more than minimum, please note if outlets are located at every, or every other door.

5. Is there lighting suitable for illuminating the interior of a container at each cargo door?

YES **NO**

LABOR

1. What system of identification is used for CES employees? (e.g. CES facility-controlled ID card, picture ID, plastic badge, etc.)

Please describe: _____

2. Is the labor force comprised of permanent employees?

YES **NO**

3. Is the labor force comprised of part-time employees?

YES **NO**

4. Will any portion of the labor force be comprised of day laborers?

YES **NO**

5. During what hours will labor be available Monday through Friday? _____

6. Will labor be available outside of the hours listed above if notice is given? **YES** **NO**

a. How much notice is needed? _____

7. Can applicant accommodate fluctuations in the CES workload?

YES **NO**

If "yes" please describe how this will be accomplished.

CBP Office Space and Parking

Ft.

1. What is the square footage of the proposed CBP office space? _____Sq.

2. What is the square footage of the proposed CBP supervisor(s) office space?
_____Sq. Ft.

3. Are CBP designated areas controlled/restricted from the public or other personnel?

YES **NO**

4. When can CBP access the office space/equipment storage areas within the CES?

5. Does the CBP office space have phone lines?

YES **NO**

- | | | |
|---|------------|-----------|
| 6. Is the CBP office space adjacent to the CES staff/office clerks? | YES | NO |
| | YES | NO |
| 7. Is the CBP office space adjacent to the CES inspection area? | | |
| a. Does the office space allow for an unobstructed view into the CES inspection area? | YES | NO |
| b. Are the windows shatter resistant glass? | YES | NO |
| 8. Is there a reception area with floor secured seating and a counter area? | YES | NO |
| 9. Is there a potable water supply with hot and cold water at all sinks? | YES | NO |
| 10. Are there separate male and female restroom facilities exclusively for CBP use? | YES | NO |
| a. At least one shower stall in each exclusively for CBP use? | YES | NO |
| b. Are lockers available? | YES | NO |
| 11. Indicate if any of the following will be provided: | YES | NO |
| a. break/lunchroom | YES | NO |
| b. furniture, desks, computers (Windows 11 compatible), phones, etc. | YES | NO |
| c. separate, secure communications room for CBP LAN | YES | NO |
| d. CBP controlled computer support room's heat/air condition | YES | NO |
| e. copy machine | YES | NO |
| f. facsimile machine | YES | NO |
| g. CBP LAN equipment | YES | NO |
| 12. How many GOV/POV parking spaces are proposed? _____ | | |
| a. What type and how much lighting is provided for the proposed parking area(s)?
_____ | Yes | No |
| b. Is there separate access to the proposed parking area? | Yes | No |
| c. Is the parking area adjacent to CBP office space? | Yes | No |
| d. Is it included in the security controls (i.e. CCTV, roving guard patrols, etc.)? | | |

AGRICULTURE AREA

1. Is there a space dedicated to isolate and securely store merchandise infested with actionable pests? This space must be of airtight construction (for example a functional empty container). **YES** **NO**

What is the square footage of the storage area for actionable pests? _____ Sq. Ft.

2. Are inspection tables provided in the work area? **YES** **NO**

How many tables? _____

3. Do inspection tables have a stainless-steel top with light fixtures and electrical outlets? **YES** **NO**

4. Is there a refrigerator outlet in the Ag Area located adjacent to the stainless-steel counter space? **YES** **NO**

YARD AREA

1. Is there secure fencing that encloses the areas around cargo storage structures, support buildings and exterior stored cargo? **YES** **NO**

2. Are access control devices used on buildings, gates and equipment storage areas to protect against unauthorized entry? **YES** **NO**

3. What type and how much lighting are provided for:

a. Entrances, exits and around gatehouses? _____

b. Outside cargo and holding areas? _____

c. Fence perimeter? _____

4. Is the yard subject to security controls (e.g., viewed by CCTV, roving guard patrols, etc.) on a 7-day 24-hour basis? **YES** **NO**

List additional security features _____

5. Is the yard area paved with a permanent surface impermeable to rain and with drainage sufficient to prevent the occurrence of standing water? **YES** **NO**

6. How many egress/ingress gates? _____

Are the egress/ingress gates enhanced with the installation of any traffic safety signs and/or devices? **YES** **NO**

7. Do trucks waiting to stage at the CES interfere with internal traffic flow, e.g., block parking spaces? **YES** **NO**

8. How many containers can be held at any time? _____ # of containers

9. How many reefer containers can be plugged in and stored in the yard? _____ # of reefers

10. How many tractors does the CES have for the movement of containers within the yard?

11. Is there a designated holding area for trucks awaiting service? **YES** **NO**

12. Is there space within the yard that can be used for CBP Non-Intrusive imaging vehicles?

- | | | |
|---|------------|-----------|
| a. Is this area free of overhead obstacles such as tree branches, power lines, and light poles? | YES | NO |
| b. Is this area free from disruption of normal yard operations? | YES | NO |
| c. Is this area covered? | YES | NO |

EQUIPMENT

- | | | |
|--|-----|----|
| 1. Indicate the number of forklifts available: | | |
| a. Number of forklifts (<5000 lbs) | YES | NO |
| b. Number of forklifts (5001-10,000 lbs) | YES | NO |
| c. Number of forklifts (>10,001 lbs) | YES | NO |
| 2. Do all forklifts have audible alarms? | | |
| a. Do all forklifts have visual alerts/lights? | YES | NO |
| b. Do all forklifts have operable horns? | YES | NO |
| 3. Indicate available equipment: | | |
| a. Rug poles | YES | NO |
| b. Barrel clamps | YES | NO |
| c. Forklift scale | YES | NO |
| d. Floor scale | | |
| Maximum Capacity _____ lbs. | | |
| e. Equipment to handle vehicles/boats | YES | NO |
| f. Squeeze clamps | YES | NO |
| g. Skid/Pallet pullers | YES | NO |
| h. Additional pallets for stacking | YES | NO |
| i. Pallet jacks | YES | NO |
| j. Banding equipment | YES | NO |
| k. Garment hangers | YES | NO |

4. Other Bulk Loading or Specialized Equipment

Provide details:

Where a significant capital expenditure would be required in order for an existing facility to meet security or other physical or equipment requirements necessary for the CES operation, 19 C.F.R. 118.11(b) allows for an applicant to request additional time to conform the facility to CBP requirements.

Provide any additional information related to the facility or logistics, including but not limited to, a request for time to conform the facility to CBP requirements.
Attach additional sheets if necessary.

Reminder - The operating agreement shall not be executed, until the facility is conformed to meet the requirements.

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

Name (Print or Type)

Signature

Date