APPENDIX D

Centralized Examination Station (CES)
Operational and Facility Characteristics and Minimum Requirements

U.S. Department of Labor Compliance
The Department of Labor has advised U.S. Customs and Border Protection (CBP) that CES facilities may be subject to the Service Contract Act (SCA) of 1965, as amended. If so, CES Operator (CESO) compliance is strictly enforced. For further information please contact the Department of Labor.

McNamara-O'Hara Service Contract Act (41 U.S.C.) and Federal Acquisition Regulations (FAR) Compliance

The CES operator is responsible for complying with the McNamara-O'Hara Service Contract Act, 41 U.S.C. § 351, et. seq., where applicable, and the Federal Acquisition Regulations (FAR) found at FAR 52.222-1 and 52.222-41 through 52.222-43. For further information please contact the General Services Agency.

The following criteria are the minimum standards for operational and facility characteristics that must be present to be considered for designation as a CESO. Failure to meet any of the minimum standards will preclude the applicant from further consideration. Additional consideration in the form of a standardized points system will be given to those applicants who exceed the minimum requirements, when added to evaluation criteria.

The CBP Office of Facilities and Asset Management (OFAM) Project Manager (PM) has final approval authority for meeting CBP facility design requirements as these relate to CBP Port operational requirements and will provide official CBP specifications to the CESO as needed.

General Requirements

1. Applicant(s) tentatively selected to operate a CES must sign a written agreement with CBP before commencing operations.

2. CBP will notify the CES Operator (CESO) of shipments designated for a CBP examination. The CESO must cooperate with shipment parties to coordinate movement of these shipments to the CES immediately or within one business day of the receipt of the transfer notification from CBP and release by the carrier/shipping line. These shipments may contain goods destined for importation or exportation.

3. The CESO must be capable of providing "direct release" from the CES to carriers selected by the importers of merchandise inspected and subsequently released by CBP. This capability will be exercised for merchandise present at the CES that is no longer on CBP hold, and for which CBP entry has been filed and released/cleared.

4. The same warehouse may be utilized for both CES examinations and Container Freight

Station (CFS) operations; however, the applicant must clearly detail on the application what doors, equipment, floor space, etc., will be dedicated to each of the CES and CFS operations. The same doors, equipment, floor space, etc., cannot be utilized for both operations.

5. An applicant should have an existing operation and a facility with the capability of handling cargo and holding cargo intact. If applicant does not have an existing operation, applicant must provide sufficient information that guarantees the facility will be operational and able to meet CBP and all contractual requirements by the time the contract is executed.

6. The CES must have a website that is accessible to the public and provides container status updates. The CESO will make container tracking inquiry information available to CBP upon request.

7. The CESO must be willing to exercise discretion when assisting with CBP operations that are sensitive in nature. For example, the CESO may be requested to delay invoicing an importer or exporter for billable services to avoid notification.

8. The CESO is responsible for funding all costs associated with operating a CES, including the acquisition and/or relocation of all inspections and operations support office equipment and furniture, either through direct payment to a CBP-approved vendor or by reimbursement to CBP.

9. The CESO must have on-hand an adequate amount of equipment to move, store, and unload containers and loose-loaded freight, as determined by CBP. This equipment may include chassis, trucks, yard trucks, and fork trucks.

10. The CESO must have adequate personnel – such as truckers, dispatchers, mechanics, administrative personnel, and warehouse labor – to unload, store, and move containers and loose freight, as determined by CBP. Personnel should have adequate experience and knowledge to coordinate the collection and payment of charges to carriers, marine terminals, and other interested parties, as well as familiarity with CBP procedures.

11. The CESO must provide adequate personnel and equipment to ensure reliable and expeditious service for the opening, presentation, and closing of all types of cargo and conveyances designated for examination by CBP. Such service must be provided on a "first come-first served" basis with Front of the Line (FOL) privileges provided to Customs-Trade Partnership Against Terrorism (C-TPAT) members and cargo designated for inspection.

12. The CESO shall maintain or, upon request by CBP, have the capability to expeditiously obtain the services of trained and knowledgeable hazardous material cargo handling personnel.

13. The CESO must ensure the CES facility complies with all applicable federal Occupational Safety and Health Act (OSHA) requirements.

14. Access Control must meet the requirements of Homeland Security Presidential Directive (HSPD) 12 and be a certified system as indicated in Federal Information Processing Standards (FIPS) 201. The provided Intrusion Detection System (IDS) must be capable of being monitored from all angles with networked CCTV system.

Areas of Consideration

1. The proposed facility must be within an approximate 30-mile radius of Union Pacific Dallas Intermodal Terminal,1550 Fulghum Rd, Hutchins, TX 75141 and Area Port Of Dallas, Port Office 7501 Esters Blvd Irving, TX 75063. Closer proximity to this location may receive a higher score towards the rating of their application based on the extent to which minimum requirements are exceeded.

2. The proposed facility must be within an approximate 30-mile radius of BNSF Railway, , 1111 Intermodal Pkwy, Haslet, TX 76052 and Area Port of Dallas Office 7501 Esters Blvd Irving
TX 75063. Closer proximity to this location may receive a higher score towards the rating of their application based on the extent to which minimum requirements are exceeded.

Hours of Operation

1. The CESO must be able to provide service and use of the warehouse facility based upon the needs of CBP. Normal operating hours for CES facilities will be between 7:00 AM – 5:00 PM, Monday through Friday, but hours of operation may be expanded to nights and/ or weekends depending upon workload. CBP must be able to access the facility at all times.

2. Based upon the operational needs of CBP, the facility must be available for use on a 7-day, 24-hour basis. CBP will be responsible for advising the CESO when after-hours services will need to be provided. After-hours availability may be required on a regular and recurring basis.

CES Facility Access

1. Access to all CBP-designated office space and equipment storage areas within the CES must be available on a 7-day, 24-hour basis. Specific procedures for this access will be determined on a case-by-case basis following the final determination of the designated CES location.

2. An elevator must be available in any multi-level building occupied by CBP.

Inventory Tracking System

1. The CESO must provide an internal or company operated container tracking/availability system. The tracking system must be capable of providing the ability to find information on current and past inspections conducted at the CES. At a minimum, the information should be capable of being organized by status, examination type, carrier, bill of lading number, and container number. The CESO will make container tracking inquiry information available to CBP upon request.

2. The CESO must provide monthly statistics on the number of examinations and examination types. The CESO must also provide to CBP monthly statistics of examination cycle times. Cycle time measurements will be based on the carrier-initiated actual vessel arrival date (not the estimated time of arrival) through the CBP examination release date, and on how long unloading and reloading operations took.

3. The CESO must provide a means of effective two-way digital communication between the CBP exam floor and the CBP office space.

Facility Security

1. The facility must have a permanent physical barrier between CES cargo and any other cargo and/or items not specifically under CBP control or assigned to the CBP area by the CESO. "Permanent" means not capable of being moved without the use of heavy equipment and cannot be physically scaled. A five-foot setback will be maintained around all points outside the permanent barrier. If a chain link fence is used, it must include mesh or other material that reduces visibility into the examination area.

2. All areas designated for CBP use must have a professionally installed and monitored intrusion detection system (IDS) separate from the CES's intrusion detection system. Generally, this will be for CBP office space, inspectional areas, designated high security storage, and restricted areas. The system must be capable of monitoring all entrances and potential access points (through hard point, motion detector, or any other means of effective coverage as approved by CBP) to include windows, bay doors, and roof access hatches. At a minimum, the system shall have passive infrared volumetric sensors (microwave sensors are not acceptable), door contact switches, and glass break sensors (where applicable). An Uninterruptible Power Supply (UPS) with emergency backup and an alternative method of communication with the monitoring station (wireless phone link or additional analog/digital telephone line) are required. The system shall be monitored on a 24-hour basis. A keypad disable control shall be located inside each partitioned zone adjacent to the entry door. Only CBP personnel will be able to directly deactivate the IDS for the CBP-designated spaces.

3. The CESO must provide CBP with a Closed-Circuit Television (CCTV) system, accessible only by CBP employees, for the purposes of surveillance and assessment. The CCTV system will utilize a combination of fixed and Pan/Tilt/Zoom cameras and connect to a color Digital Video Recording system with a minimum of 30-day continuous recording and retention period. The system shall permit remote viewing capability for accessing and monitoring all of the CBP areas 24 hours daily, 7 days weekly. A UPS and/or back-up generator will be provided to ensure power to the system in the event of a municipal power failure. The CCTV system must be accessible to CBP at all times.

4. The CESO must provide CBP with an Access Control System (ACS) that meets the requirements of Homeland Security Presidential Directive (HSPD)-12 and Federal Information Processing Standard (FIPS) 201. Only HSPD-12 and FIPS 201 compliant electronic monitoring and control systems, with card and numeric keypad or biometric identification technology/GSA Schedule 70 products and service components will be used to supervise the use of identifying badges. Remotely controlled electronic or

magnetic locking devices, door status sensors, or other electronic devices that allow access to authorized persons only shall be provided. Entry into a CBP designated secure area shall be controlled by card reader or numeric keypad/biometric reader. Entry shall require the presentation of valid identifying information authorized by CBP. Once the system has validated the identifying information, the door will unlock, and the alarm will be shunted for a predetermined, programmable period of time allowing access to the authorized person. In certain areas designated by CBP, presentation of a valid credential will allow access to the area without shunting the alarm. In those cases, a keypad shall be located on the secure side of the door, which will require the entrant to enter a valid code to turn off the alarm.

5. Duress alarms that generate a separate and distinct audible/visual alarm in the Command Center and/or other CBP designated location(s) will be provided by the CESO and monitored by CBP. Duress alarms shall be incorporated into designated areas including, but not limited to, the reception area, weapons storage rooms, and other sensitive and secure areas.

6. Fencing: Fencing fabric or other privacy measures, including gates intended to prevent trespassing, shall be no less than 12 feet in height with barbed wire and provision to block the observation of activities within the yard from adjacent property. If the level on which the fence is constructed is lower, the CESO must provide an effective 12-foot fence at all points. The barbed top guard wire shall be 2-foot extension tightly stretched and shall be firmly affixed to posts not more than six feet apart and the distances between strands shall not exceed six inches. The bottom of fence fabric must be within 2 inches from the ground. Standard barbed wire is twisted, double strand, number 12-gauge wire, with four-point barbs spaced four inches apart.

7. Doors/Locks: Perimeter doors must be 1 ¾ inches thick and constructed of solid wood or 12-gauge steel clad, hollow core metal door. Doorframes shall be of a minimum 10-gauge steel clad. The perimeter doors should be equipped with a deadbolt lock with manipulation resistant cylinders. All CBP lock cylinders must be of a high security, pick resistant design with angled key cuts, rotating tumblers, keyway side biting, and a slider mechanism. The cylinders must be Underwriters Laboratories (UL) listed under UL437 and certified under American National Standards Institute (ANSI)/Builder's Hardware Manufacturer's Association (BHMA) certification A156.30, Levels MIAM and ANSI/BHMA A156.5, Grade 1. Keys must be "off master" in buildings shared with other entities. The deadbolt should have a minimum one-inch throw. Lock hardware placed on wood doorframes must be secured with stainless steel screws that are at least three (3) inches long. Double doors should have at least one door secured from the inside with sliding deadbolts (e.g. Sargent and Greenleaf model SM181) at the bottom and top. Astragals (overlapping molding, preferably metal) should be used to inhibit access to lock bolts. Door hinge pins must be non-removable (peened, pinned, or spot-welded) or installed inside the room. All perimeter doors must have door closers. To facilitate daily operations, an access control device will be utilized. Examples such as mechanical push-button locks, electronic push button locks, digital touch pads with key override and proximity card readers may be utilized to augment the deadbolt lock. Access Control Systems must be HSPD-12 compliant. The CESO must coordinate with the local fire marshal to determine compliance with building codes associated with National Fire and

Safety Association 101 (NFPA 101).

Note: Applicants should also refer to Attachment F, Physical Security Standards for CBP Bonded Facilities, for additional general security requirements.

Yard Area

1. The CES facility must have a dedicated, lighted, paved, fenced container storage area. The yard facility must consist of secured fencing that encloses the areas around cargo storage structures, support buildings and exterior stored cargo. The area must be subject to security controls (i.e., viewed by CCTV and/or roving guard patrols) on a 7-day, 24-hour basis.

2. Bi-annual checks for fencing repair must be conducted and reported to CBP by the CESO. If repair is needed due to inclement weather, accidents, etc. repairs must be conducted immediately by the CESO.

3. The fenced container yard must be able to accommodate at least 40 containers with the ability to expand to 60. The yard area must have the capability to plug in and store reefer containers.

4. The CESO must maintain the capability to move a requested container to/from the CESO's container yard to/from a cargo door within an hour of CBP request.

5. A dedicated minimum yard area of 140 feet by 300 feet with a maximum 5% grade to be used for mobile Non-Intrusive Inspection (NII) vehicles must be made available. The scanning location must be free of overhead obstacles such as tree branches, power lines, and light poles. Use of the area by NII vehicles cannot be subject to disruption by normal yard operations. The scan area must be paved with a permanent surface impermeable to rain and with drainage sufficient to prevent the occurrence of standing water. The yard must be sufficiently well-lit to operate NII vehicles and conduct examinations in the yard safely. See "Non-Intrusive Inspection (NII) Equipment below.

Warehouse Facilities

1. The facility must fully comply with the Occupational Safety and Health Act (OSHA) standards.

2. Electrical outlets must be available at a minimum of every other space between doors.

3. In the examination area, lighting must provide sufficient illumination to meet safety considerations and examination requirements. Minimum lighting intensity shall be 300 LUX at floor level.

4. Each cargo door must be served by suitably elevated lighting sufficient to provide a safe, dependable, fully adjustable, and continuous means of illuminating the interior of containers being unloaded to a minimum level of 600 LUX.

5. A ventilation and cooling system is required for the warehouse facility area, e.g., heating, ventilation, and air conditioning system (HVAC).

6. The CESO must provide two (2) 12 ft. X 6 ft. canine holding areas (day kennels) for CBP canine enforcement teams. This area should be constructed and furnished consistent with CBP Cargo Facility Design Standards. These kennels will provide adequate temperature-controlled space for working dogs. The holding area may not be situated in an area that would be accessible to unauthorized access by the public or non-CBP personnel. The holding area must be adjacent to or within a reasonable visual vicinity of the CBP Office space. The CESO will not be responsible for costs or staffing associated with providing food or care for the working dogs.

Cargo Doors

1. A minimum requirement of the CES is 20 cargo bay doors, with the capability to expand to 30 doors. The number of cargo doors is interpreted as the number of containers that can be worked simultaneously at each entrance and dedicated full time for CES operations, regardless of workload.

2. One door should allow access for motorized vehicles.

3. A minimum of six (6) cargo doors must have refrigerated container hookups.

4. The cargo door entrances must be the same height as the dock. If not, specialized equipment, such as dock levelers, must be present to ensure that devanning/re-vanning of cargo is completed in an efficient manner. Lanes should be clearly marked to facilitate spotting containers at cargo doors.

5. A minimum of one (1) bay door 18 ft. W x 20 ft. H for large-scale non-intrusive inspection (NII) equipment to enter and exit the examination floor is required.

Examination Floor Space

1. The CESO must have the ability to ensure that devanned cargo is repacked in the same manner in which it was originally packed.

2. Minimum standard is the ability to unload a 40-foot container and stack cargo in one straight line at each cargo door dedicated for CBP use.

3. In most cases, cargo must be stacked no higher than four (4) feet high (depending on characteristics of the cargo. For example, exceptions would be very large crates, machinery, etc.).

4. A minimum of five (5) feet of open floor space (on each side) is required for each shipment staged for inspection.

5. A minimum of 1,000 square feet of open floor space adjacent to the door and between the door and the area where cargo is to be staged for inspection is required.

6. A minimum cargo staging area of 50,000 useable square feet must be dedicated full-time for CES operations regardless of workload.

7. The CBP exam floor must be immediately adjacent to the CBP office space, offering direct access to the exam floor and secure storage area. If warehouse-facing windows are provided in the CBP office space, they will be large, lightly tinted or transparent mirror-safety-glass with blinds facing the inspection area. The glass type should be pre-approved by CBP.

8. Should CBP determine the need, the CES facility must be able to facilitate the ability to inspect refrigerated and frozen cargo, up to and including providing a cold inspection facility/component with a minimum of 4,000 square feet, with capability to expand to 8,000 square feet, as needed. The facility/component must have a minimum of two (2) adjustable temperature zones, at least one of which is capable of consistently maintaining a temperature below freezing (32 degrees Fahrenheit). These temperature-controlled zones should permit the simultaneous inspection of multiple shipments containing commodities requiring inspection at different temperatures.

9. The CESO must provide a four-post vehicle lift, a tire changer machine, and an air compressor. This equipment should enable CBP to remove a vehicle's gas tank and facilitate the search for narcotics. The CESO is responsible for the costs associated with setting up and maintaining this equipment. Depending on volume, CBP may request the CESO to develop a fee schedule and personnel to disassemble and reassemble various parts of vehicles for inspection purposes.

10. The CESO must provide a locking, portable, triple bay tool cabinet complete with tool set to include cordless drills, impact drivers, grinders, hand saws, reciprocating saws, circular saws, wire cutters, bolt cutters, socket sets (Standard & Metric), drill bits, hole saws, saw blades, hammers, mallets, chisels, etc.

Warehouse Secure Storage

1. High Security Storage Area: 5,000 square feet
    a. Must be a permanent, fully enclosed, locking, high security storage area. WireCrafters Style 840 Woven Wire Partition system or its equivalent should be used.
    b. Must be capable of being locked to hold temporary seizures/detentions and CBP equipment.
    c. Must be dedicated full-time for CES operations regardless of workload.
    d. Must be controlled by CBP exclusively with a high security lock and an Intrusion

Detection System (IDS) and monitored from all angles with networked CCTV. Must have lighting that is at least 50 foot-candles (FC).
   e. Must have pallet rack shelving to optimize space utilization.

2. Sterile Storage Area for Phytosanitary Cargo: 320 square feet
   a. Must be fully enclosed, locking, secure, and airtight.
   b. A functional empty container meets this requirement.

3. Secured Storage: 200 square feet
   a. Must be fully enclosed and locking. Wire Crafters 840, or equivalent, with a visual barrier should be used.
   b. Must be directly adjacent to inspection area.
   c. Must have lighting that is at least 50 FC.
   d. CESO must provide heavy-duty shelving for tools with electrical outlets and power strips at each shelf.
   e. CESO must ensure appropriate circuits to support the charging of tools (minimum 110V).

Agriculture Inspection Area

CBP requires a designated agricultural inspection area where agricultural shipments are examined regularly. The designated area should be as follows:

1. Enclosed room measuring 20 feet X 30 feet with an ambient air temperature of 60 degrees F during the winter months, 70 degrees F during the summer months. The room should have adjustable temperature that can be adjusted to as low as 40 degrees F, upon CBP request. The heat supply must not be of kerosene source and must not pose a hazardous safety risk. This room should be adjacent to the Agriculture Laboratory (See "Agriculture Lab and Disposal Room" section below) and the cold inspection facility/component (See "Examination Floor Space" section above.)

2. Inspection area table and stainless-steel sink must be located in a safe, uncluttered area away from outside the flow of warehouse traffic, i.e., pedestrians, forklifts, pallet jacks, etc.

3. Inspection table must not be used for cargo storage or any purpose other than agricultural inspection and must be kept clean and dry.

4. The inspection area is adequately ventilated with fans; wherever possible, the fans are permanently mounted either on the floor or wall.

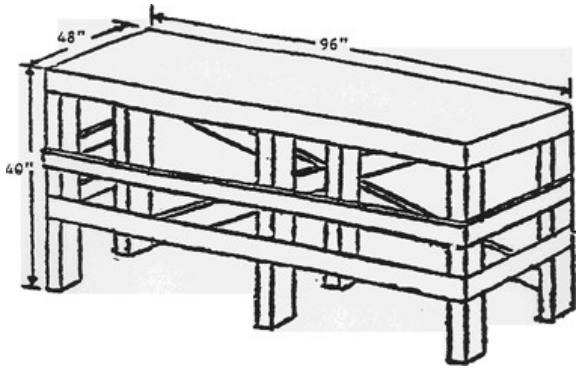
5. The inspection area is easily accessible for specialists and officers, i.e., not blocked by cargo or equipment.

6. The inspection area contains a secure area capable of being locked with a USDA-APHIS seal for storing quarantined products; it is located within the warehouse or cooler. See "Sterile Storage Area for Phytosanitary Cargo" under Warehouse Secure Storage section.

7. The inspection table used to inspect agricultural commodities should be smooth and cleanable. The surface should be painted white or covered with white laminate to provide the greatest visibility.

8. A sturdy, large table that is 36 to 40 inches high is ideal. The minimum width and length of the table should be 48 x 96 inches. The table may be greater than the minimum standards, if a company or warehouse desires. In addition, the table surface should not have any raised edges. See Figure 2-1 for a diagram of a general inspection table.

Figure 2-1



9. Good, strong lighting is necessary to inspect agricultural products. Fluorescent lighting is the best. Where possible, supplement the overhead fluorescent lighting with a table lamp with magnifier.

10. Two 96-inch fluorescent bulbs centered directly over each 48 x 96-inch section of the inspection table is needed minimum.

11. The light fixtures must be installed 44 to 56 inches above the inspection surface; do not install light fixtures more than 8 feet above the floor surface.

12. One table to inspect and cut fruits and vegetables and agricultural commodities should be available. A rubber floor mat should be supplied for the inspection table.

13. The interior inspection location should be protected from inclement weather, away from open doorways and drafts so pests do not blow away or escape.

14. Inspection area and tables will be located away from any stacked cargo.

Agricultural Lab and Disposal Room

(7 CFR 35210 Agriculture: Inspection; Safeguards: Disposal)

Pursuant to 7 CFR 35210, Agriculture: Inspection; Safeguards: Disposal, all new and modified existing CBP operational facilities require inclusion of a CBP Agricultural Laboratory and Disposal Room. The CBP Agriculture Laboratory and Disposal Room is the receiving point for the testing and disposal of illegal agricultural items detected in the CES.

Agriculture Lab Specifications

1. Installation provisions for telephones, data, and power connectivity in the CBP Agriculture Laboratory are required to support the laboratory and to transfer and receive data to assist in proper examination and reporting.

2. Laboratory flooring shall be of a washable non-slip material.

3. Walls and ceilings shall be washable, and floor drains provided.

4. 100% fresh air shall be provided to the laboratory via air ducting from HVAC units. The system should include 100% exhaust to the outside to create negative pressure in the laboratory room.

5. Two desks, complete with telephones and chairs, must be provided. Each must have lockable drawers and a large enough top surface to hold one microscope, yet still provide writing workspace.

6. All activities conducted in the Laboratory are visual inspections oriented toward finding insects or diseases, soil and seeds/seed pods that may be associated with the agricultural product. The inspection techniques may include shaking or lightly beating/banging the plant or plant product to shake loose the soil or insects. This process may cause dust and debris to be released into the air and requires that such activity to be conducted under a vented hood to reduce the likelihood of inhaling dust materials.

- **Dust /Fume Hood Vent**: The primary purpose of the dust hood is to exhaust dust associated with dried material during inspection.

Hood Size

OSHA 29 CFR-1910 recommends laboratories provide an average of 2.5 linear feet of hood space per person. Laboratory hood size is commonly expressed by the outside width; typical agriculture labs have fume hood with 4 ft. hood width. The actual working space is approximately 5" to 12" less than the expressed exterior width of the hood.

Liner Material
The liner material selected should be durable and resist chemicals, heat, and open flame. Typical agriculture fume hood has molded fiberglass reinforced polyester or fiberglass reinforced composite panel liner.

Sashes
Sashes provide some physical protection from splashes and reactions and are transparent to allow viewing. Typical agriculture fume hood has vertical rising sashes to allow large apparatus or chemical bottles to be loaded in the hood.

Lighting
Light fixtures in agriculture fume hood typically comes in vapor-proof style. Vapor-proof light fixtures are usually fluorescent, installed outside the hood liner and protected from the hood interior by a transparent, impact-resistant glass shield.

Service Fixtures
Utility services may include connections to gases, air, water, and vacuum. If service fixtures are required, they should be installed to allow the connection of service supply lines either on the hood itself or the work surface supporting the hood. The plumbing tubing and valves should be corrosion resistant, if located inside the hood, and should be of the proper material to satisfy local code requirements.

Electrical Receptacles
If electrical receptacles are required, they should be located on the hood exterior, away from the corrosive effects of the fumes inside the hood structure. Provisions should be made so that all electrical wiring is isolated and physically separated from vapors handled within the hood.

Americans with Disabilities Act (ADA) Requirements
Fume hoods and accessories must be available with features that meet the requirements of the ADA. Switches, controls, and written instructions should be located where they can be seen and reached by a seated person. ADA Standards for Accessible Design specifies that forward reach should be a maximum of 48 inches high and side reach a maximum of 54 inches high. To allow a person in a wheelchair to work comfortably, ADA also specifies that work surface height should be from 28 to 34 inches above the floor and knee clearance underneath should be at least 27" high, 30" wide, and 24" deep. Audible alarms must have an intensity and frequency that can attract the attention of individuals who have partial hearing loss. The ADA Standard states that audible emergency alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 dB or exceeds any maximum sound level with a duration of 60 seconds by 5 dB, whichever is louder.

Ventilation System Components and Accessories
The laboratory hood is just one component of a complete fume ventilation system. At the same time a hood is selected, a blower, ductwork, base cabinet, and work surface must also be selected. Air supply must be determined as well.

Remote Blowers
Of all the additional components needed, the blower is the most crucial to the performance of the hood. By creating suction within the ductwork, blowers draw air from the laboratory room, through the hood and out the duct system. Fume hood installations utilizing remote blowers are the most common type. Centrifugal type blowers are popular because they are more efficient and less noisy than others. The exhaust blower is often positioned in a penthouse or on the building's exterior, usually on the roof, where noise is less noticeable.

Blower Sizing
To provide the optimum face velocity and air volume for the laboratory hood, the blower must be sized properly. Although horsepower and revolutions per minute (RPM) are important blower specifications, blower selection should be based on the air volume the hood will exhaust and the total static pressure loss of the entire system.

Air Volume

The air volume (or volumetric rate) passing through the hood is generally equal to the area of the sash opening multiplied by the average velocity desired. For example, if 100 feet per minute (fpm) is required and the hood has a sash opening of 7.5 square feet, then the hood's air volume is 750 (7.5 x 100) cubic feet per minute (CFM).

Ductwork
Ductwork includes fume pipe, male and female couplings, elbows, reducers, and exhaust discharge stacks (weather caps). Round diameter duct made of rigid materials offers the least static resistance. Like the liner material of a laboratory hood, duct material must be resistant to the fumes exhausted through it. Ductwork made of unplasticized polyvinyl chloride (PVC) is a popular choice because it is rigid, highly resistant to both acid and solvent vapors, and, because it is extruded, comes in round diameters.

Base Cabinets
Laboratory hoods are designed to rest on a bench-high base stand or cabinet with a work surface. Base cabinet is used to store alcohol, bleach, and other solvents.

- **Security Access Control:** Access control requirements will be determined by CBP. Access control must meet the requirements of Homeland Security Presidential Directive (HSPD) 12 and be a certified system as indicated in Federal Information Processing Standards (FIPS) 201.

- **Communications:** Two phone and data outlets.

- **Fixed Equipment:** Built-in Stainless Steel work counters with backsplash and knee space, wall cabinets, lockable drawers, low storage cabinets, and two (2) drawer files.

- **Autoclave/Steam Sterilizer:** Installation of an Autoclave and Sterilizer. CBP, in coordination with APHIS Plant Protection and Quarantine, requires the destruction of agricultural products not cleared for entrance. A unit must be provided at the facility unless there is a proven alternative solution that is acceptable to the CBP Director, Field Operations. The steam sterilizer unit must be capable of sterilizing wet materials, such as fruits, meats,

soil, and vegetables. One of three methods is used for the destruction of agricultural products: Steam Sterilizers, Dumpster/Cookers, and Incinerators. CBP recommends the use of Steam Sterilizers, when possible.

CBP does not endorse any vendor. A CESO may directly procure from a vendor of choice at minimum: an Autoclave Sterilizer equivalent to or better than the Tuttnauer Model 2540E with Four Stainless Steel Trays, 23L Capacity, 10" Diameter Chamber, 220V, which is acceptable for CBP CES examination purposes.

• **Mechanical Equipment - HVAC:** Normal ASHRAE HVAC standards apply. The system should provide individual room control, dust fume hood vented to the outside, 100% exhaust, and negative air pressure to the outside of the lab.

• **Plumbing:** Minimum 5hp grinder Stainless Steel (S/S) sink, Double S/S sink, floor drains, 6" waste line. Wall behind Stainless Steel sink should have 24-inch-high Stainless-Steel washboard extending 36 inches at both ends of sink.

- **USDA Requirement:** If a commercial grinder will be used as the primary disposal method, must be connected to an EPA/APHIS approved sewage system (septic tanks and similar systems are not authorized). It must chop the regulated garbage into pieces sufficiently small enough so that flow is maintained into the sewage system.

- **Wash-down Hose:** Required installation on wall opposite the sink.

• **Fire Protection:** Pop-down sprinkler heads.

• **Electrical:** Normal convenience power standards. Multiple dedicated computer circuits. Emergency power backup. GFI/Power receptacle above work counters.

• **Lighting:** Recessed incandescent lighting with dimmer control. Under-cabinet task lighting.

• **Door Material:** 1.75-inch solid core wood or 12-gauge steel clad hollow door and frame (no window).

• **Window Material:** Tempered transparent mirror glass. No window treatment. Maximize glass area.

• Construction and Finishes
– **Floor:** Non-Slip tile
– **Walls:** 5/8" gypsum board over metal studs. STC rating 50-55. Washable.
– **Ceiling:** 5/8" gypsum board (acoustical tile not permitted). STC rating 50-55.

- **Emergency Eye Wash Station**

- **Paper Towel Dispenser and Hand Soap Dispenser**

- **Full-Size Refrigerator with Freezer**

Office Space

1. Dedicated CBP office spaces must be secure and subject to security controls (i.e., intrusion alarms, access control at all entrances that default to coded cipher locks in event of an emergency, coded cipher locks on all doors with warehouse access, etc.).

2. Minimum numbers of workstations required: 20 with capability to expand to 30 (64 sq. ft. x 20 = 1,300 sq. ft.)

3. Workstations should be at least 6 ft. apart (chair to chair) or separated by cubicle walls.

4. Dedicated CBP administrative office suite containing the following:
    a. Open office space: Minimum 1300sq. ft. (assuming 20 workstations). Must have the capability to expand to 2,000 sq. ft. for 30 workstations.
        i. 20 low-profile workstations/cubicles with desks (minimum 64 sq. ft. each) with the capability to expand to 30
    b. Private offices: 750 sq. ft.
        i. Five (5) private offices with furniture (minimum 150 sq. ft. each)
    c. Weapons storage room engineered to CBP specifications, including furnishings (metal shelving, Class V safe, gun rack, handgun lockers): 300 sq. ft
    d. One copy room with equipment: 150 sq. ft.
        i. One copier
        ii. One shredder
    e. One conference/training room with audio and video equipment that can comfortably accommodate at least 20 people, including no fewer than 16 seated at a configurable conference table: 800 sq. ft.
    f. Kitchen/break room with table and chairs, counter top, sink, two (2) refrigerators, oven, stove, icemaker, filtered water dispenser, and two (2) microwaves: 500 sq. ft.
    g. One locking, wellness room with no windows, a sink and countertop, and a small refrigerator: 64 sq. ft.
    h. Male Restrooms with showers and lockers: 850 sq. ft.
    i. Female Restrooms with showers and lockers: 850 sq. ft.
    j. Janitor's closet: 50 sq. ft.
    k. Data processing and telecommunications room: 300 sq. ft.
    l. Public reception/counter area: 300 sq. ft.
    m. Two (2) Supply/File rooms: 200 sq. ft. each; 400 sq. ft. total
    n. Training storage room with temporary firearms storage lockers and weapon clearing barrel: 300 sq. ft.
    o. Fitness room, with equipment: 600 sq. ft.

5. General Notes:
    a. Office space to be directly adjacent to examination cage/inspection area.
    b. Filtered water supply should be available in the breakroom.
    c. Potable water supply with hot and cold running water at all sinks.
    d. All rooms are to be climate controlled within normal American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) HVAC standards.
    e. CBP office spaces will require analog lines for locations not utilizing Voice over Internet Protocol (VoIP).
    f. Electrical outlets are required throughout the facility for standard operation and

specialty equipment.

g. Door Material: 1.75-inch solid core wood or 12-gauge steel clad hollow door and frame (no window). Equipped with an automatic door closer (commercial grade) that controls the closing or position of the door.
h. Large, lightly tinted or transparent mirror-safety-glass with blinds facing inspection area. The glass type should be pre-approved by CBP.
i. Outer perimeter walls to be constructed slab to slab with a minimum ceiling height of 9 feet. Walls of all "hardened" rooms (LAN Room, Weapons Storage Room) must consist of a layer of 9-gauge diamond metal (1.5 inches X 2 inches maximum diamond) on the inside of the area securely fastened to metal studs at 150 mm (6 inch) intervals. The metal barrier may be combined with gypsum wall board on metal stud or other partition types (such as brick or concrete masonry units).
j. Interior wall and flooring tile color will be selected by CBP. Generally, walls will be painted white with accent walls painted in CBP Blue. A paint swatch or color code will be provided for color matching.

6. The Conference/Training Room will contain a minimum of 14 duplex outlets, with at least two (2) on each wall and duplex outlets embedded within the floor to accommodate a minimum of six (6) built-in power bars within the CESO-provided configurable conference table. The conference room should comfortably seat a minimum of 20 people and be capable of expanding to seat up to 40 people. Conference room furniture should be customizable to permit multiple configurations, including classroom-style and tabletop meetings that seat no fewer than 16 people around a table. The CESO must provide sufficient audio-visual capabilities to accommodate digital presentations and video/phone conferencing. The conference room will require a small storage area, approximately 150 sq. ft, for storage of chairs and furniture depending on desired conference room configuration.

7. The CESO must provide a 600 sq. ft. fitness room. This room will be outfitted with exercise equipment for fitness training. A 150 sq. ft. training storage room will be located adjacent to this "fitness room." The training storage room must contain adequate shelving for training equipment.

8. Additional consideration, in the form of a standardized points system, will be given to those applicants who exceed the minimum required standards as well as the evaluation criteria.

Minimum Office Space Requirements	Minimum Square Feet
Private Offices	750
Workstations (cubicles)	1,300 / 2,000
Public counter area	300
Kitchen/break room	500
Data processing and telecommunications room	180
Agriculture laboratory w/ disposal	300
Wellness room with refrigerator	64
Emergency Eye Wash Station	25
Male restroom with showers and lockers	850
Female restroom with showers and lockers	850
Janitor's closet	50

Storage room	200
Storage room (2)	200
Fitness Room	600
Training Storage Room	150
Secure Weapon Storage Room	300
Conference/Training Room	800
Conference Room Storage	150

Total minimum office space square footage, not including circulation space: 8300 sq. ft. Data Processing and Telecommunications Room

Each CES location must provide dedicated space within the CBP CES space to house automated systems/support equipment and internal phone systems. The minimum space and other requirements for the Data Processing and Telecommunications support room are:

1. A minimum of 300 square feet support room must be constructed with 9-gauge diamond mesh expanded metal wall/ceiling reinforcement or 8" CMU. The room must be inspected by CBP prior to covering. Support room requires an intrusion detection system that provides perimeter and volumetric protection/detection of unauthorized access.
2. Support room must have a separate HVAC unit and be climate controlled with an "in-room" thermostat.
3. Climate control must be operational on a 24-hr, 7-day basis.
4. Support room must have a dedicated 30-amp quad outlet.
5. Support room must have three standard phone line jacks.
6. Support room must have access control with an electric strike or electric lockset.
7. Support room should be lit with incandescent lighting, if possible.
8. Support room must NOT have sprinklers, but a type of dry fire suppression system.
9. Support room must be highly resistant and/or impenetrable to vermin and/or pest infestation/access from the walls, ceilings, and doors.
10. Support room wall racks must be ¾" thick 4'x4' (minimum) fire rated backboard.
11. Support room must have anti-static tile flooring.
12. Support room must have telecommunication grounding busbar installed and connected to the building grounding system with dedicated copper ground cable.
13. For additional data processing and telecommunications requirements, please refer to Attachment 2.

Additional Operations Support Equipment Required

1. Each desk/workstation must have at least two data jacks.
2. Each desk/workstation must have at least one phone jack.
3. Each desk/workstation must have at least two duplex electrical outlets (preferably on opposing sides of the workstation).
4. CAT8 cable is required.
5. No more than four (4) workstations may be placed on any one dedicated circuit.
6. At minimum, 10 additional data jacks for network printers and 17 dedicated circuits (for workstations, each location).
7. Wireless Fidelity (WI-FI) must be present and available throughout the CES facility, including on the warehouse floor.

8. Audio-visual equipment with the capability to connect to a computer and cable television must be present in the conference room.
9. A telephone audio conferencing system is required. An intercom system to provide announcements to all workstations, break room, warehouse inspection area, agriculture laboratory, and meeting rooms is required.
10. Minimum 100-megabyte ICP circuit is required. Size will be determined by CBP OIT upon completion of a bandwidth study.
11. 2 color copy machines are required.
12. A minimum of two (2) 55-inch or larger TV monitors will be required to monitor security access cameras and open-source media.

Wellness Room:

1. The CESO is responsible for creating a permanent room/office for a wellness room. This room will be utilized by CBP employees only.
2. The room/office should have a lock on the door.
3. The room must be always kept clean.
4. The wellness room should have a countertop, sink, refrigerator, and chair available. A hand soap dispenser and paper towel dispenser should also be provided.

Sanitary Facilities

CBP office space must have separate sanitary facilities for CBP use only. Separate sanitary facilities must be provided for male and female employees. There must be a sufficient number of facilities to accommodate all CBP employees assigned to the CES. The number of facilities must be sufficient to comply with the Texas plumbing code, and any other applicable codes, based on the number of CBP employees assigned. Anticipated CBP staffing for the CES location is up to thirty-five **(35)** persons. Facilities must have potable running hot and cold water available.

Sufficient locker space must be provided in male and female employees' locker rooms with a minimum of one shower stall each in the male and female employees' locker rooms. The facility must be cleaned and stocked by the CESO with normally expected sanitary amenities (i.e., soap, toilet paper, paper hand towels, mirrors, etc.).

Maintenance services

1. Regular maintenance services must be provided. Custodial staff may not be issued any keys to CBP designated/controlled areas. Cleaning services are to be provided during CBP's hours of operation. Custodial services will not be required outside of normal operating hours. The CESO shall supply paper towels, toilet paper, and liquid soap together with appropriate dispensers for the break room and the restrooms.
2. The types of services required, and minimum mandatory frequency are:

A. Five (5) times per week
- Empty wastebaskets and trash containers.
- Sweep or dust-mop all floors, including entrances, lobbies, breakroom, and corridors.

- Clean and disinfect all bathroom toilet fixtures (i.e., urinals, toilets, and shower stalls) and replenish toilet supplies. Water used to clean toilet fixtures cannot be used to clean showers or floors. Water used to clean floors cannot be used to clean toilet fixtures or shower stalls.
- Dispose of all trash and garbage generated and found in, about and outside the building.
- Sweep and damp mop or scrub all toilet rooms. Water used to wash/damp mop floors cannot be used to clean toilet fixtures or showers.

B. Three (3) times per week
- Damp mop all resilient floors in break unit, corridors, breakroom, and entrances.
- Damp wipe tiled portions of restroom walls and stall partitions.
- Vacuum carpets and rugs and remove carpet stains.

C. Once (1) per week
- Low dust all visible surfaces (leave papers undisturbed).
- Wash inside and out, or steam clean, cans used for collection of food remnants.
- Dust horizontal surfaces that are readily available and visibly require dusting.

D. Every other month
- Thorough carpet cleaning

E. Every six (6) months
- Dust window blinds, curtains, shades, overhead pipes, air vents, and molding.
- Clean fans and exhaust vents.
- Wash windows inside and outside.

F. Annually
- Spot clean walls, partitions, and doorframes.

3. The CESO shall keep all restroom facilities, including fixtures and fans, in good operating condition and make repairs as needed when requested by CBP at no cost to CBP. In addition, all electrical outlets, lighting fixtures, and other equipment supplied by the CESO for CES operations shall be maintained in good working order at no expense to CBP. Requirements are provided as a minimum baseline for this facility. Drawings and submittals are required to be approved by the OFAM PM.

4. The CES facility must have an exterminator/pest control program. The CBP office space must be constructed and/or modified to reasonably withstand/minimize the potential for vermin and/or pest infestation/access. These areas include the walls, ceilings, and doors/entry ways. This is a minimum standard. Failure to meet minimum standards will preclude the applicant from further consideration. Exterior pest control is also required.

Parking

1. All CBP parking areas must be available for CBP access on a 7-day, 24-hour basis.

2. The CES facility must have a fenced and secured area for all CBP employee privately owned vehicles (POVs) and all Government owned vehicles (GOVs). Controlled access to CBP parking areas is mandatory.

3. Protective lighting is required and should be located where it will illuminate shadowed areas and be directed at probable routes of intrusion. There should be overlapping lighting to prevent dark areas. The area must also be protected by the CCTV system, using cameras designed for exterior, all-weather and lighting conditions.

   A. POV minimum space requirements:
      - Number of spaces: 35 minimum
      - Each sized 20 ft. L x 10 ft. W

   B. GOV minimum space requirements:
      - Number of spaces: 6 minimum
      - Each sized 20 ft. L x 10 ft. W

   C. Handicap accessible visitor parking minimum requirements:
      - Number of Spaces: 2 minimum
      - Each sized 20 ft. L x 10 ft. W

   D. Visitor minimum space requirements:
      - Number of spaces: 5 minimum
      - Each sized 20 ft. L x 10 ft. W

Miscellaneous Requirements

1. First aid equipment and eye wash station available for CBP use in the inspection area.
2. Signage for the entrance doors to the CBP Office, CBP secured parking, government vehicle parking, and visitor parking areas.
3. CES facility/operations uninterruptible electrical Backup Power of 150% capacity. (i.e. Emergency Generator)

CES Facility Backup Power

The CES facility must have electrical Backup Power of 150% capacity.

Identity, Statutory and Operational Signage

The CES facility must have official CBP identity signage that properly identifies its agency presence at a location. CBP Statutory and operational signage categories include wayfinding, identification, notification, and statutory/regulatory notifications. Additional signage may be required to support operational needs.

Environmental Compliance

The CESO shall be responsible for completing all environmental reviews, meeting all required environmental compliances, and all costs associated with all environmental compliance, including any separate analysis either required by or undertaken by CBP to comply the National Environmental Policy Act (NEPA), 42 U.S.C. §§ 4321 et.