

CENTRALIZED EXAMINATION STATION APPLICATION

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.

As indicated in the attached Pipeline, all applicants are also required to submit the following documentation:

- a copy of their custodial bond, or a completed CF301, bond amount \$100,000 (suggested minimum, amount can be adjusted)
- a complete fee schedule
- a list of all CES principles and/or corporate officers
- a list of all CES employees, including names, dates of birth and, optionally, social security numbers
- 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:

CONTACT PERSON:

PHONE:

ADDRESS:

Applicants should consider only the space/facilities 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

Proximity to **(***Local Criteria)** Distance must be within range, or greatest distance is to be used.

1. 9-10 miles
2. 7-8 miles
3. 5-6 miles
4. 3-4 miles
5. 0-2 miles

II. Ability to devan, stage and reload

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

Y N

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

Y N

C. Are the cargo bay entrances the same height as the dock? If not, do you have any specialized equipment that demonstrates this will not delay the devanning/revanning of cargo?

Y N

III. Cargo Entrances and container service areas

- A. 10-15 doors
- B. 16-20 doors
- C. 20+ doors

(This question should be interpreted as how many containers can be worked on simultaneously at each entrance. For example, if a facility has only four large doors, and five containers can be worked on at each door, your total cargo entrances would be 20 (4 doors x 5 containers)).

IV. Floor Space

A. Cargo staging area dedicated to U.S. Customs and Border Protection

1. 20,000 – 35,000 sf
2. 35,001 – 50,000 sf
3. 50,001+ sf

(This question is to be interpreted as how much area will be **dedicated full time** for CES operations, regardless of workload. Also, when determining your local requirements, consider workspace for aisles. There should be at least four feet around each pallet to allow an inspector to walk around during the inspection, breaking them down when necessary. Also a minimum of 1000 square feet between the cargo entrance(s) and where the freight is to be laid out is required).

V. Storage

A. Is there an enclosed high security storage area, capable of being locked for temporary seizures/detentions?

- 1. 1,000 sf
- 2. 1,001 – 1,500 sf
- 3. 1,501+ sf
- 4. Can a 40-ft container on its trailer fit?

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-rails barriers alone would not meet these requirements, unless it had fencing that could not readily be moved, running completely to the ceiling and/or had barbed wire attached to it to prevent people from going over it, with a controlled locking gate attached).

B. Dedicated Fenced Container Storage Area

- 1. 25 – 50 containers
- 2. 51 – 100 containers
- 3. 101 – 150 containers
- 4. 151 – 200 containers
- 5. 201+ containers

VI. Security and Safety

A. Does the facility meet or exceed the following security requirements?

- 1. Are there locking devices on all exterior doors, windows, and openings, or otherwise permanently sealed from entry?

Y N

2. Do the locks used on buildings and gates meet specifications of the Standards For Physical Security. Y N
3. Are employee records kept for key issuance? Y N
4. Is there secured fencing to enclose the areas around cargo storage structures, support buildings and exterior stored cargo? Y N
- Is the fence line under your complete control (not shared)? Y N
5. Is the number of entrance/exit gates kept to a minimum of two or less for access? Y N
6. Is there a gatehouse(s) and is it/are they permanently staffed during business hours? Y N
- Does your gatehouse/guard perform regular, random spot/trunk checks? Y N
7. Is access to CES employee parking lot subject to security controls (i.e., within sight of the gatehouse, viewed by Closed Circuit TV, in view of CES office windows, Inspector's office, etc)? Y N
- Is the fenced container yard within the main CES perimeter fence? Y N
9. Is there a professionally installed, working alarm system for every ground floor entrance/window point? Y N
- Are the skylights and above ground entrance/window points protected by an alarm (either through hard point, motion detector, or any other means for effective electronic coverage)? Y N
- Is the alarm system monitored from an outside location (unrelated to the CES) 24 hours a day? Y N
10. Is there a full time security guard on site after the CES closes? Y N
- Is there a roving (mobile) security guard (separate from the gatehouse guard) during operating hours? Y N

11. Is there a permanent physical barrier between the CES and other cargo operations? Y N

(Permanent is to be interpreted as a barrier not capable of being moved without the use of heavy equipment **and** unable to be physically scaled over (as a minimum). "Jersey" K-rails barriers alone would not meet this requirement, unless it had specific fencing that could not readily be moved, running completely to the ceiling and/or had barbed wire attached to it to prevent people from going over it, with a controlled locking gate attached).

12. Will the Customs and Border Protection area be restricted from the public and unassigned personnel?
Y N

How will you accomplish this?

B. Lighting

- 1. Is there lighting provided for in the examination area, as well as in the interior of the containers being stripped? Y N
- 2. Is there lighting at every entrance, exit, and gate areas? Y N
- 3. Is there lighting in container holding areas? Y N
- 4. Is there specific security lighting for the perimeter fence line? Y N
- 5. Is the lighting under the CES Operator's control? Y N

C. HAZMAT Safety Features

Does your facility fully comply with OSHA standards? Y N

- | | | |
|---|---|---|
| 1. Is there an onsite SOP for detection, decontamination and removal of hazardous materials, including instructions in the event of an accident involving Hazmat? | Y | N |
| 2. Is Hazmat awareness training given to employees and recorded in their files? | Y | N |
| 3. Are certified Hazmat handlers available on a daily basis? | Y | N |
| D. Other safety features | | |
| 1. Are there any onsite eyewash stations? | Y | N |
| 2. Are they located in each exam area? | Y | N |
| 3. Are there any onsite showers? | Y | N |
| 4. Are they located in each exam area? | Y | N |
| 5. Do you have any on site certified first aid employees? | Y | N |
| 6. Do you have any full time custodial personnel? | Y | N |
| 7. Are they dedicated to the Customs and Border Protection area? | Y | N |

VII. Equipment

- A. Forklifts (5000 lbs.)
1. 1-3
 2. 4-6
 3. 7+

- B. Forklifts(5k-10k)
1. 1-3
 2. 4-6
 3. 7+

- C. Forklifts(10k +)
1. 1-2
 2. 3-4
 3. 5+

D. Yard goats/tractors _____ (Amount)

- E. Electricity for reefer containers
1. 3 outlets
 2. 4-6 outlets
 3. 7+ outlets

F. Additional equipment

Specific equipment to handle vehicles?	Y	N
Specific equipment to handle boats?	Y	N
Specific equipment for liquids and dry bulk?	Y	N
Rug poles?	Y	N
Barrel clamps?	Y	N
Squeezes?	Y	N
Skid/Pallet pullers?	Y	N
Pallet jacks	Y	N
Banding equipment	Y	N
Floor scale	Y	N
Forklift scale	Y	N
Garment Hangers	Y	N

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

1. For each container
2. For every other container
3. For every third container

Is there lighting for directly viewing the inside of the container? Y N

VIII. Fee Schedule (See attached)

IX. Miscellaneous Criteria

A. Staffing

1. Can you accommodate fluctuations in CES workload which may require more workers than you employ? Y N
How are you going to do this?

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- 2. Is there labor available M-F (0600-2400)? Y N
 - 3. Is there labor available weekends (0600-2400)? Y N

B. Can Customs and Border Protection have ready access to the facility at any time? Y N

C. Customs and Border Protection Space

- 1. Is there dedicated office space for Customs and Border Protection personnel consisting of at least one desk, two chairs, a telephone and one extra dedicated phone line with 100 sq ft per person? Y N
- Is it an enclosed private office with a lock? Y N
- Is it an enclosed private office with an alarm? Y N
- Is it within direct view of the examination area, or officers able to be view CCTV of the facility? Y N
- 2. Dedicated Parking Spaces for Customs and Border Protection personnel (GOV and POV)
 - a. 1-5
 - b. 6-10
 - c. 10+

D. Is there potable water in the examination area/and or the USC office? Y N

E. Are separate male and female bathrooms available in the examination area/and or the USC office?

- 1. 1 stall each
- 2. 2+ stalls each
- 3. 2+ stalls within examination area

F. How many fax numbers are there to the facility?

- 1. one line
- 2. two lines
- 3. more than 2 lines

G. Are you completely familiar in your knowledge and ability to handle international cargo?

Y N

H. Do you own this facility?

Y N

If no, is your lease extendable?

Y N

I. Number of drivers you employ available to pick up containers.

- 1. 2-3
- 2. 4-5
- 3. 6-7
- 4. 8-9
- 5. 10+

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

Name

Job Title

Signature

Date