

## Appendix A

### CENTRALIZED EXAMINATION STATION APPLICATION Area Port of Seattle, Washington

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 Centralized Examination Station (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.

**Applicants are required to complete the following application in-full (including Appendices A and B). Any questions that are not applicable must be marked N/A. The number zero should be entered into any appropriate blanks. Applicant may provide additional information and/or attachments as needed.**

**Applicants must attach a cover letter on company letterhead and include the following in their application, in accordance with 19 C.F.R. § 118.11:**

- The name and address of the facility to be operated as the CES, and the name and telephone number of an individual to be contacted for further information;
- An identification of the applicant, and type of business entity:
  - Corporations must provide a certified extract of the articles of incorporation.
  - Partnerships must provide a signed copy of the partnership agreement.
  - A Sole Proprietor must identify his/her self as such.
  - Fictitious names - if the applicant is conducting business under a fictitious name, so state and provide a copy of the fictitious name filing.
- If applicable, a corporate resolution authorizing the signatory to act on behalf of the corporation. Any false statements on the application may result in disqualification and possible prosecution under the provisions of 18 USC 100;
- Any information relating to other commercial business activities/relationships, or other CBP-related activities/relationships, which are an actual or potential conflict of interest;
- Information showing the applicant's experience in international cargo operations and knowledge of CBP procedures and applicable regulations or a commitment to acquire that knowledge; and,
- A description of the CES site's accessibility and distance from the Port of Seattle and the Port of Tacoma, railhead and freeway access points. (The starting point for distance from the Port of Seattle is to be calculated from the intersection of 2<sup>nd</sup> Avenue and Spring Street in Seattle. The starting distance from the Port of Tacoma is to be calculated from the intersection of Lincoln Ave and Port of Tacoma Road in Tacoma).

**Also attach:**

- A copy of the facility's approved custodial bond on CBPF 301 in the amount of \$100,000 or greater. If the applicant does not currently possess such a bond, a completed CF301 must be included with the application for approval as a prerequisite to selection;
- A complete proposed fee schedule (Appendix B);
- A current list of all persons who have direct or indirect financial interest in the proposed CES operation and all officers and managing officials of the proposed facility. The list must provide the following information:
  - Full name
  - Company title / position
  - Social security number (voluntary, but failure to provide may hinder investigation)
  - Home address
  - Date of birth, place of birth (city, state, country)
  - Telephone numbers
  - **Note:**
    - In the case of individuals born outside of the United States, provide the person's Alien Registration Number, or place and date of naturalization.
    - Fingerprints of all officers, managing officials and persons who have direct or indirect financial interest in the proposed facility may be requested by the Area Port Director at any time.
- A completed CBP Form 3078 must be completed and submitted for all officers and managing officials, persons who have direct or indirect financial interest in the proposed CES operation, and individuals with access to facility recordkeeping.
- A current list of all other employees involved in the daily CES operation setting forth their names, dates of birth and social security numbers. Providing social security numbers is voluntary, however failure to provide the numbers may hinder the investigation process;
- A detailed explanation of the means and methods by which this information will be provided to CBP prior to the employment of any individual who will be coming in contact with and/or handling any merchandise under CBP control and/or will be allowed access to any CBP restricted areas within the CES;
- A floor plan of the facility (drawn to scale) showing bay doors, office space, storage areas, exterior features, security features, plumbing fixtures, staging area, and inspection area;
- A copy of established or proposed procedures for the detection, decontamination, and removal of hazardous material;
- A copy of the facility's security awareness program for all CES personnel; and,
- A detailed list of equipment showing that the applicant can make a diverse variety of cargo available for examination in an efficient and timely manner.

## CENTRALIZED EXAMINATION STATION APPLICATION

**CES APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

*Applicants should consider only space/facilities solely devoted to the CES operation when answering the questions below. Please answer "Yes" or "No" to the following questions. If a question's answer is "no", however the applicant agrees to make the changes necessary that would allow the answer to be "yes", please indicate "will provide". Any questions that are not applicable must be marked "N/A". Applicants may provide additional information and/or attachments.*

1) Does the operator / company have experience in international cargo operations (CFS/CES)?  
If so how many years? \_\_\_\_\_

YES   NO

2) Does the application package contain the name and address of the facility to be operated as the CES, the names of all principals or corporate officers, persons having direct or indirect financial interest in the proposed CES operation, and the name and telephone number of an individual to be contacted for further information?

YES   NO   N/A   WILL PROVIDE

3) Does the application package contain a list of all employees involved in the CES operation setting forth their names, dates of birth, and social security numbers? (Providing social security numbers is voluntary; however failure to provide the numbers may hinder the investigation process)

YES   NO   N/A   WILL PROVIDE

4) Does the application package contain a description of the accessibility of the CES within the Port or other location, and a floor plan of the facility actually dedicated to the CES operation showing bay doors, refrigerated areas, secured-storage areas, office space, interior and exterior features and security, including permanent physical barriers, and cargo staging/holding/examining areas and workspace dimensions?

YES   NO   N/A   WILL PROVIDE

5) Is a fee schedule included clearly showing what the applicant will charge for each type of service? (See Appendix B)

YES NO N/A WILL PROVIDE

6) Does the application package include a copy of an approved custodial bond on CBP Form 301 or an e-Bond in the amount of \$100,000?

YES NO N/A WILL PROVIDE

7) Is the applicant fully aware of the requirements of Executive Order 12989, dated February 13, 1996, particularly with Sections 1 (a) and (b), which pertain to the lawful employment of aliens and to the anti-discrimination requirements of the Immigration and Nationality Act and of any other applicable laws?

YES NO N/A WILL PROVIDE

8) 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 N/A WILL PROVIDE

9) Will the facility fully comply with the Occupational Safety and Health Act (OSHA) as implemented by State of Washington Plan (WISHA) standards?

YES NO N/A WILL PROVIDE

10) Is the CES operator aware that CBP is not responsible for the payment of any charges or expenses incurred by the CES operator, or any importer, or his agent, or other users of the CES in connection with the agreement?

YES NO N/A WILL PROVIDE

11) What is the distance in miles from the proposed facility to the CBP office located at the intersections of 2<sup>nd</sup> Ave and Spring St in Seattle and Lincoln Ave and Port of Tacoma Rd in Tacoma? \_\_\_\_\_ miles (Seattle) \_\_\_\_\_ miles (Tacoma)

Distance from nearest major highway: \_\_\_\_\_ miles

12) Is CES service and use of the warehouse available on a 7 day 24 hour basis?

YES NO N/A WILL PROVIDE

13) Is access to all CBP designated office space and equipment storage areas within the CES available on a 7 day, 24 hour basis without any assistance from CES personnel or security personnel necessary to secure entry by CBP officers?

YES NO N/A WILL PROVIDE

14) Will the CES provide a "first come first served" basis with the ability to provide Front of the Line (FOL) privileges for Customs-Trade Partnership Against Terrorism (C-TPAT) members?

YES NO N/A WILL PROVIDE

## **FACILITY SECURITY**

15) Does the facility 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 CES operator?

YES NO N/A WILL PROVIDE

16) Does the CES have a professionally installed intrusion detection system capable of monitoring all entrances?

YES NO N/A WILL PROVIDE

17) Is the intrusion detection system that monitors CBP designated office space and equipment storage areas able to be directly deactivated by CBP personnel only?

YES NO N/A WILL PROVIDE

18) Does the designated high security storage area have an intrusion detection system?

YES NO N/A WILL PROVIDE

19) Does the intrusion detection system include an uninterruptible power supply (UPS)?

YES NO N/A WILL PROVIDE

20) Is access to all CBP designated areas controlled or restricted from the public and/or unassigned personnel?

YES NO N/A WILL PROVIDE

21) Is the CES facility subject to security controls (i.e. viewed by closed circuit television, roving guard patrols, etc.) on a 7 day 24 hour basis?

YES NO N/A WILL PROVIDE

## **COMPUTER TRACKING SYSTEM**

22) 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? At a minimum, the information should be capable of being organized by exam status, examination type, carrier, bill of lading number, and container number.

YES NO N/A WILL PROVIDE

**YARD AREA**

23) Does the yard facility consist of secured fencing that encloses the areas around cargo storage structures, support buildings, and exterior stored cargo?

YES NO N/A WILL PROVIDE

24) Is the CES yard area lighted?

YES NO N/A WILL PROVIDE

25) Is the yard area subject to security controls (i.e., viewed by closed circuit television, roving guard patrols, etc) on a 7 day 24 hour basis?

YES NO N/A WILL PROVIDE

26) Is the facility and yard area capable of holding a minimum of 24 containers? How many containers can be held at any time? \_\_\_\_\_

YES NO N/A WILL PROVIDE

27) Does the CES have a minimum of one (1) yard tractor for the movement of containers within the complex? What are the total number of tractors? \_\_\_\_\_

YES NO N/A WILL PROVIDE

28) Is there a minimum space within the yard measuring at least 125' x 55' with a maximum 5% grade available to be used for non-intrusive imaging vehicles?

YES NO N/A WILL PROVIDE

29) Is the area designated for non-intrusive imaging vehicles free of overhead obstacles such as tree branches, power lines, and light poles?

YES NO N/A WILL PROVIDE

30) Is the area designated for non-intrusive imaging vehicles free from disruption by normal yard operations?

YES NO N/A WILL PROVIDE

31) Is the safe ingress and egress to and from the yard enhanced through the installation of any necessary and appropriate traffic safety signs and/or devices?

YES NO N/A WILL PROVIDE

32) 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 N/A WILL PROVIDE

33) How many reefer containers can be plugged in and stored in the yard? \_\_\_\_\_

## WAREHOUSE FACILITIES

34) Are electrical outlets available at a minimum of every third cargo door or container? If more than minimum, please note if outlets are located at every other or every container position.

\_\_\_\_\_

YES NO N/A WILL PROVIDE

35) Does lighting at the floor level in the examination area have a minimum intensity of 300 LUX?

YES NO N/A WILL PROVIDE

36) Does each cargo door have 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?

YES NO N/A WILL PROVIDE

37) Is one overhead fluorescent lamp containing four tubes placed not more than four feet above any non-intrusive imaging (X-ray) machine console?

YES NO N/A WILL PROVIDE

## CARGO DOORS

38) Is there a minimum of 8 cargo doors? 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, regardless of workload. 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 are the total number of cargo bay doors dedicated to CES use?  
\_\_\_\_\_ doors

YES NO N/A WILL PROVIDE

39) Do a minimum of two (2) cargo doors have refrigerated container hookups? What is the number of doors with hookups? \_\_\_\_\_ doors

YES NO N/A WILL PROVIDE

40) Does the CES facility have an electronic "bug killer" trap for every 10 bay doors equipped with a black light source?

YES NO N/A WILL PROVIDE

41) Are lanes clearly marked to facilitate spotting containers at cargo doors?

YES NO N/A WILL PROVIDE

**FLOOR SPACE, STAGING / EXAMINATION AREA**

42) Is the minimum cargo staging/examination area 20,000 square feet? What is the square footage of the staging area? \_\_\_\_\_ sq ft

YES NO N/A WILL PROVIDE

43) Is a minimum of 1,000 square feet of open floor space provided adjacent to the cargo doors and lying between the doors and the area where cargo is to be staged for inspection? What is the square footage of the open floor space? \_\_\_\_\_ sq ft

YES NO N/A WILL PROVIDE

44) Can the facility unload a forty-foot container and stack cargo in one straight line at each cargo door dedicated for CBP use?

YES NO N/A WILL PROVIDE

45) Is a minimum of 1,000 square feet (20 ft. by 50 ft.) dedicated for a non-intrusive imaging system (Pallet x-ray)? What is the square footage for the space? \_\_\_\_\_ sq ft

YES NO N/A WILL PROVIDE

46) Is the applicant aware the requirement to pay for costs associated with the relocation of Non-Intrusive Inspection technology (Pallet x-ray)?

YES NO N/A WILL PROVIDE

47) Are both 110 and 220-volt outlets on a dedicated circuit available within the immediate area adjacent to the non-intrusive imaging system (Pallet x-ray)?

YES NO N/A WILL PROVIDE

48) Is there an access ramp to the examination area large enough to accommodate a full size van?

YES NO N/A WILL PROVIDE

49) Is there a dedicated 220-volt, 30 Amp circuit provided for indoor use by the X-ray van?

YES NO N/A WILL PROVIDE

**WORK SPACE WITHIN STAGING / EXAMINATION AREA**

50) Do storage cages have adequate lighting and electrical outlets?

YES NO N/A WILL PROVIDE

51) Is a work area provided in the staging/examination area? What is the square footage of the dedicated work area? \_\_\_\_\_ sq ft

YES NO N/A WILL PROVIDE

52) Are inspection tables provided in the work area? What is the number of tables? \_\_\_\_\_

YES NO N/A WILL PROVIDE

53) Do inspection tables have a stainless steel table top and include light fixtures, electrical outlets?

YES NO N/A WILL PROVIDE

### **STORAGE REQUIREMENTS**

54) Is a minimum 300 square feet dedicated for a permanent, fully enclosed high security storage area, capable of being locked for temporary samples, seizures and or detentions? What is the square footage of the high security storage area? \_\_\_\_\_ sq ft

YES NO N/A WILL PROVIDE

55) Is a minimum 320 square feet dedicated to isolate and securely store merchandise infested with actionable insects? This space must be of airtight construction (for example a functional empty container). What is the square footage for the storage area for actionable pests? \_\_\_\_\_ sq ft

YES NO N/A WILL PROVIDE

56) Is a minimum 200 square feet with direct access to inspection area dedicated to the secured storage of CBP tools, equipment, and supplies? What is the square footage of the tool storage? \_\_\_\_\_ sq ft

YES NO N/A WILL PROVIDE

57) Does the area for secured storage of CBP tools, equipment, and supplies contain electrical outlets (minimum 110V all outlets) and adequate localized lighting?

YES NO N/A WILL PROVIDE

### **OFFICE SPACE REQUIREMENTS**

58) Is a minimum of 1730 square feet dedicated to CBP office space? What is the square footage of the minimum CBP office space? \_\_\_\_\_ sq ft

YES NO N/A WILL PROVIDE

59) Are there separate male and female locker room/restroom facilities (not included in the 1730 square feet of office space) with at least one stall and shower each and exclusively dedicated for CBP use?

YES NO N/A WILL PROVIDE

60) Is a reception area provided along with floor-mounted seating and counter area?

YES NO N/A WILL PROVIDE

61) Are there sufficient duplex electrical outlets and phone jacks within the office space?  
Number of outlets and phone jacks \_\_\_\_\_.

YES NO N/A WILL PROVIDE

62) Are data line drops available at each workstation/desk?

YES NO N/A WILL PROVIDE

63) Are two (2) voice lines and one (1) facsimile line installed in the CBP office space?

YES NO N/A WILL PROVIDE

64) Is there a potable water supply with hot and cold water at all sinks?

YES NO N/A WILL PROVIDE

65) Is a break room area provided in the CBP office space containing sufficient electrical connections for a refrigerator and microwave, kitchen sink with in-sink disposal, counter, and storage cabinets with shelves and drawers?

YES NO N/A WILL PROVIDE

66) Does the break room area include a microwave, refrigerator, table and chairs?

YES NO N/A WILL PROVIDE

67) Is the CBP office space adjacent to and allows for direct visual observation of the inspection area from within the office space?

YES NO N/A WILL PROVIDE

68) Are the windows installed for allowing direct visual observation of shatter-resistant glass?

YES NO N/A WILL PROVIDE

69) Is the CBP office space adjacent to the CES staff/office clerks?

YES NO N/A WILL PROVIDE

### **AGRICULTURE LAB**

70) Is a minimum of 160 square feet dedicated to an Agriculture lab area? What is the square footage of the lab? \_\_\_\_\_ sq ft

YES NO N/A WILL PROVIDE

71) Is 8' of built-in stainless steel counter space, containing a stainless steel twin basin sink with hot and cold water supply and an industrial strength in-sink food grinder with overhead lighting above the counter space and electrical outlets supplied in the Agriculture lab area? What is the length of the counter? \_\_\_\_\_

YES NO N/A WILL PROVIDE

72) Is an additional workbench with overhead cabinets, lights, and outlets provided in the lab?

What is the length of the workbench? \_\_\_\_\_

YES NO N/A WILL PROVIDE

73) Is a freezer outlet in the Ag Lab located adjacent to the stainless steel counter space?

YES NO N/A WILL PROVIDE

74) Is one data line drop provided in the Ag Lab?

YES NO N/A WILL PROVIDE

75) Is the Agriculture Lab adjacent to and allows for direct visual observation of the inspection area from within the office space?

YES NO N/A WILL PROVIDE

### **DATA PROCESSING AND TELECOM ROOM**

76) Is a Computer/Phone support room of at least 180 square feet (10 feet x 18 feet) that complies with CBP's minimum requirements listed in Attachment 1 provided? This space is included in the 1730 sq ft of CBP office space. What is the square footage? \_\_\_\_\_ sq ft

YES NO N/A WILL PROVIDE

77) Is the computer support room dedicated for use by CBP officers, physically separated from any areas accessible to employees of the CES operator?

YES NO N/A WILL PROVIDE

78) Is the computer support room built to the standards noted in the minimum standards?

YES NO N/A WILL PROVIDE

79) Does the computer support room have thermostatically controlled heat and air conditioning with thermostats under the control of CBP officers?

YES NO N/A WILL PROVIDE

80) Is the applicant aware that Automated Data Processing and all peripheral equipment costs are borne by the applicant (which includes CPU's, monitors, keyboards, printers, phones, copier, fax, and workstation/desks)?

YES NO N/A WILL PROVIDE

## EQUIPMENT REQUIREMENTS

81) Does the office space contain?

-Five (5) low profile workstations	YES	NO	N/A	WILL PROVIDE
-Six (6) telephones	YES	NO	N/A	WILL PROVIDE
-Two (2) network laser printers	YES	NO	N/A	WILL PROVIDE
-One (1) copier	YES	NO	N/A	WILL PROVIDE
-One (1) fax	YES	NO	N/A	WILL PROVIDE

## MEMORANDUM OF AGREEMENT

82) Is the applicant aware that a Memorandum of Agreement outlining the operator's responsibility to reimburse CBP for initial and recurring costs related to IT services must be signed?

YES NO N/A WILL PROVIDE

## PARKING

83) Are ten (10) dedicated parking spaces for CBP use located adjacent to the CBP office area? How many POV and GOV spaces are available? \_\_\_\_\_

YES NO N/A WILL PROVIDE

84) Does the parking facility consist of secured fencing that encloses the parking area with CBP controlled access?

YES NO N/A WILL PROVIDE

85) Is the parking area available for CBP access on a 7 day 24 hour basis?

YES NO N/A WILL PROVIDE

86) Is the parking area subject to security controls (i.e., viewed by closed circuit television, roving guard patrols, etc) on a 7 day 24 hour basis?

YES NO N/A WILL PROVIDE

**MISCELLANEOUS REQUIREMENTS**

87) Is there an eye wash station and first aid equipment available for CBP use in the inspection area?

YES NO N/A WILL PROVIDE

88) Is CES staff trained and knowledgeable in the handling of hazardous material cargo?

YES NO N/A WILL PROVIDE

89) Is signage to the CBP office and parking areas provided?

YES NO N/A WILL PROVIDE

90) Does the facility have a back-up generator or power outage contingency plan?

YES NO N/A WILL PROVIDE

91) Is a regular program of rodent and pest control maintained for all indoor areas designated for CES operations (including the CBP offices and examination area)?

YES NO N/A WILL PROVIDE

92) Does the cleaning and maintenance schedule meet CBP's minimum standards?

YES NO N/A WILL PROVIDE

**ADDITIONAL QUESTIONS**

93) Does CES applicant own the proposed CES facility? YES NO

94) Does CES applicant lease the proposed CES facility? YES NO

95) When does the lease expire? \_\_\_\_\_

96) Is the lease renewable? What are the terms of renewal? YES NO

\_\_\_\_\_  
\_\_\_\_\_

97) If a facility is not currently leased, indicate when the lease will be signed and the terms of the anticipated lease agreement.

\_\_\_\_\_  
\_\_\_\_\_

98) What is the total square footage of the CES facility including CBP office space?  
\_\_\_\_\_ sq ft

99) Is labor force comprised of permanent employees?  
 YES NO N/A WILL PROVIDE

100) Is labor force comprised of part-time employees?  
 YES NO N/A WILL PROVIDE

101) Will any portion of the labor force be comprised of day laborers?  
 YES NO N/A WILL PROVIDE

102) Is there a method to identify the CES employees? (i.e. CES facility controlled identification card, picture ID, plastic badge, etc.)  
 YES NO N/A WILL PROVIDE

If “yes” or “will provide” please describe.

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103) Can you accommodate fluctuations in the CES workload?  
 YES NO N/A WILL PROVIDE

If “yes” please describe how this will be accomplished.

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104) Is there a manned gatehouse during business hours?  
 YES NO N/A WILL PROVIDE

105) Is there a manned gatehouse after regular business hours?  
 YES NO N/A WILL PROVIDE

106) Is there a designated holding area for trucks awaiting service?  
 YES NO N/A WILL PROVIDE

107) Do trucks waiting to stage at the CES block parking spaces or interfere with internal traffic flow?  
 YES NO N/A WILL PROVIDE

108) Do you have the ability to accommodate the following various types of cargo;

FCL and LCL freight .....	YES	NO	N/A	WILL PROVIDE
Perishable cargo .....	YES	NO	N/A	WILL PROVIDE
Hanging garment containers .....	YES	NO	N/A	WILL PROVIDE
Scrap metal (including loose-loads) .....	YES	NO	N/A	WILL PROVIDE

Containerized vehicle shipments (i.e. three full size vehicles loaded into a forty-foot container, with one being double stacked) ..... YES NO N/A WILL PROVIDE

109) Indicate the number of forklifts that you have available;

Number of forklifts (<5000lbs) \_\_\_\_\_

Number of forklifts (5000-10,000lbs) \_\_\_\_\_

Number of forklifts (>10,000lbs) \_\_\_\_\_

110) Do all forklifts have audible alarms?

YES NO N/A WILL PROVIDE

111) Do all forklifts have visual alerts/lights?

YES NO N/A WILL PROVIDE

112) Do all forklifts have operable horns?

YES NO N/A WILL PROVIDE

113) Indicate whether you have the following equipment:

Rug poles ..... YES NO N/A WILL PROVIDE

Barrel clamps ..... YES NO N/A WILL PROVIDE

Forklift scale ..... YES NO N/A WILL PROVIDE

Floor scale ..... YES NO N/A WILL PROVIDE

Equipment to handle vehicles/boats ..... YES NO N/A WILL PROVIDE

Squeeze clamps ..... YES NO N/A WILL PROVIDE

Skid/pallet pullers ..... YES NO N/A WILL PROVIDE

Additional pallets for stacking ..... YES NO N/A WILL PROVIDE

Pallet jacks ..... YES NO N/A WILL PROVIDE

Banding equipment ..... YES NO N/A WILL PROVIDE

Garment hangers ..... YES NO N/A WILL PROVIDE

Other bulk loading or specialized equipment YES NO N/A WILL PROVIDE

If yes, provide details.

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