



**U.S. Customs and  
Border Protection**

March 9, 2006

06-01  
INS-2-IN:PD WSB

**INDIANAPOLIS PORT PIPELINE**

**TO** All Importers, Brokers, Carriers, Bond Warehouse Proprietors and  
Other Interested Parties

**SUBJECT:** Centralized Examination Station Application for the Port of  
Indianapolis

The purpose of this pipeline is to advise the importing community that the selection process for Central Examination Station's (CES) is being reopened. The Customs and Border Protection (CBP) is accepting applications to operate a CES for cargo examinations in the Port of Indianapolis, Indiana.

Criteria for the CES' were published in the Federal Register, Volume 58 Number 13 (pages 5604 through 5607) on January 22, 1993. Authority for these criteria is contained in 19 CFR 118. Section 118.11 contains the information relevant to applicants to become a CES. They are as follows:

Each application to operate a CES shall consist of the following information:

- A) The name and address of the facility to be operated as the CES, the name of all the principals or corporate officers, and the name and telephone number of an individual to be contacted for further information.
- B) A detailed description of the CES' accessibility within the port or other location and a floor plan of the facility actually dedicated to the CES operation showing bay doors, office space, exterior features, security features, container space, short term storage and work 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 and the Port Director may allow, up to an additional 30 calendar days after tentative selection to conform the facility to such requirements, but in such a case the agreement referred to in 19 CFR Section 118.3 of this part shall not be executed until those requirements are met. CBP Standards require a minimum of 105 square feet of workspace for each officer, with a minimum of 630 square feet for office space under this

announcement. There must be a minimum of 6 parking spaces for the public including one for disabled parking and at least 2 spaces for CBP staff.

- C) A schedule of fees clearly showing what the applicant will charge for each type of service. The schedule of fees should be detailed, showing the fees for various levels of devanning (e.g. partial, full, etc), opening charges per container, drayage charges to move a container to the CES, container storage charges, special handling charges for CES exams. Subject to any special costs incurred by the specific cargo handling or storage requirements or to meet CBP Security Standards, the fees set forth in the schedule shall be comparable to fees charged for similar services in the area to be served by the CES. Please review and complete the attachment for Intensive Exam fees.
- D) 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.
- E) A copy of an approved custodial bond on Customs Form 301 in the amount of \$125,000.00. If the applicant does not possess such a bond, a completed Customs Form 301 must be included with the application as a prerequisite to selection.
- F) 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 failing to provide the number may hinder the investigation process).
- G) Any information showing the applicant's experience in International Cargo Operations and knowledge of CBP procedures and regulations, or a commitment to acquire that knowledge.

Any false statement on the application may result in disqualification. All the applications will be reviewed and evaluated. Appointments will be made with the applicant's to visit the facilities by CBP to determine the suitability as a potential CES.

If selected, the operator must sign an agreement with CBP to follow the required Operating Procedures:

- 1) Maintain a facility designated as the CES in conformity with the Security Standards as outlined in TD 72-56, Physical Security Standards HB 1400-02A, and as outlined in the application.
- 2) Provide adequate personnel and equipment to ensure reliable service for the opening, presentation for inspection, and closing of all types of cargo designated for examination by CBP. Such service is on a first - come first-serve basis.
- 3) Assess service fees as outlined in the fee schedule of approved application or as changed under 19 CFR 118.5 and bill users directly for services.
- 4) Assume responsibility for any charges or expenses incurred in connection with the operation of the CES.
- 5) Maintain at their own expense adequate liability insurance with respect to property within their control and with respect to persons having access to the CES.
- 6) Keep current the list filed with the Port Director pursuant to 19 CFR 118.11(f). Additions to or deletions from the list must be submitted in writing to the Port Director within 10 calendar days of commencement or termination of employment.
- 7) Maintain a custodial bond in the amount of \$125,000.00. The CES operator will accept and keep safe, all merchandise delivered to the CES. The bond will include liability for transporting the merchandise to the CES from within district boundaries, such liability is assumed by the CES operator when he/she picks up merchandise for transportation to his/her facility. The operator also agrees to increase the amount of the bond if deemed appropriate by the Port Director.
- 8) Maintain and make available for CBP examination, all records connected with the operation of the CES and retain such records for a period of not less than five years from the date of the transaction or examination or examined pursuant to the agreement to operate the CES.
- 9) Submit, if requested by CBP the fingerprints of all employees involved in the CES operation.

- 10) Provide office space, parking spaces, appropriate sanitary facilities and potable water to CBP personnel at no charge or a charge of \$1.00 per year.
- 11) Perform in accordance with any other reasonable requirements imposed by the Port Director.
- 12) A \$2,000.00 fee upon becoming a CES facility may be required.

Those parties wishing to be considered for designation as a CES should submit their applications to the Port Director no later than March 31, 2006. Applications and comments should be addressed to the following address:

U.S. Customs and Border Protection  
Attn: William Bell  
6801 Pierson Dr.  
Indianapolis, IN 46241

Questions concerning this matter may contact me at (317) 248-4060.

/S/  
William S. Bell  
Port Director