



U.S. Customs and
Border Protection

June 18, 2009

Number 09-005

Port of Columbus Pipeline

TO: Container Freight Station, Bonded Warehouse, and Foreign Trade Zone Operators

SUBJECT: Submission of Employee Lists

CBP Regulations provide for the submission employee lists by container freight station (CFS), customs bonded warehouse (CBW) and foreign trade zone (FTZ) operators upon written demand by the port director as follows:

- CFS - 19 CFR 19.46
- CBW - 19 CFR 19.3
- FTZ - 19 CFR 146.7(g)

Operators of the above facilities are required to provide a written list of names, addresses, social security numbers, and dates and places of birth of persons employed in the carriage, receipt and storage of bonded merchandise within 30 calendar days after receipt of a written demand by the port director.

For CFS and CBW operators, a person is not deemed to be employed by an operator if he is an officer or employee of an independent contractor engaged by the operator to move, receive, load, unload, transport or otherwise handle bonded merchandise. For FTZ operators, the list need not include employees of common or contract carriers transporting goods to or from the zone.

This pipeline will serve as a written demand to all CFS, CBW, and FTZ operators at the Port of Columbus to provide an updated written employee list. In addition, operators of the above facilities will also be required to advise the port director in writing of any new or terminated personnel employed in connection with the handling of bonded merchandise within 10 calendar days of their employment or termination. Failure to provide the above information will be considered a default of the custodial bond conditions, thereby subjecting the obligors to liquidated damages pursuant 19 CFR 113.63(h).

For further information or questions pertaining to this pipeline, please contact Craig L. Vette at 614-497-1865, extension 115.

[signed]
Craig L. Vette
Port Director

DISCLAIMER: This material is intended to provide guidance. Recognizing that many complicated factors are involved in Customs and Border Protection matters, an importer may wish to obtain a binding ruling under 19 CFR Part 177. Reliance solely on this information may not be considered reasonable care. Importers are referred to Treasury Decision 97-96, which was published in the Federal Register of December 4, 1997, and in the Customs Bulletin of December 17, 1997, for in-depth information on the concept of reasonable care.