

**U.S. CUSTOMS AND BORDER
PROTECTION
FIELD OPERATIONS, NEW YORK
PORT OF NEW YORK/NEWARK**

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INFORMATIONAL PIPELINE NO. 10-002-NWK

TO: All Carriers, Terminal Operators, Bonded Warehouse Proprietors, CFS Operators, CES Operators and Others Concerned Entities.

SUBJECT: Notification to Customs and Border Protection (CBP) of Proposed Changes to Operations.

DATE: JAN 15 2010

This is to advise port partners that all long-term operational changes impacting CBP should be submitted in writing prior to implementation. Although CBP strives to work closely with our port partners in support of the facilitation of cargo, CBP may not always have the ability to accommodate operational changes.

To avoid not having CBP support, requests should be submitted to the CBP Port Director in writing for review in advance. Some examples may include, but are not limited to, modifications to existing hours of operation, changes in volume to include any shifting of regularly scheduled steamship service from one marine terminal to another within the port, the addition of new services, or the deletion of existing services. This action is required to ensure that any contemplated change to established procedures does not create an adverse impact on CBP's ability to complete mandated national security duties. Additionally, it should be noted that in some instances proposed changes may result in certain requirements by CBP that must be completed prior to implementation (i.e, additional work area, NII fields, routing changes, etc).

Requests should be submitted with adequate lead time for a thorough review by CBP management, but no less than three weeks before implementation.

Proposals should include: (but are not limited to)

- Operational need for the change;
- Cost analysis;
- How change will impact current CBP procedures and work locations;

- Potential consequences to workflow if CBP cannot accommodate request;
- Is change permanent or temporary- (if temporary period of time);
- Current procedure to be amended, with specific changes listed in bullet format; and
- Point of contact within the company (Telephone # and E-mail address).

This notice should not be construed as a change in CBP's willingness to openly cooperate with our trade partners. CBP management will continue to work towards accommodating requests that will not interfere with CBP's mission. CBP will continue to address issues related to seasonal surges or exigent circumstances on a case by case basis outside of this process.

All proposed changes should be mailed to the following address:

U.S. Customs & Border Protection
Port Director
Port of New York/Newark
1100 Raymond Boulevard, 5th Floor
Newark, N.J. 07102

E-mail notification should be sent to:

rosario.lobello@dhs.gov

Should you require further information, you may contact Deputy Chief Rosario LoBello as 201-443-0200.



Adele Fasano
Port Director
New York/Newark