
Field Operations
Los Angeles, California

PUBLIC BULLETIN



U.S. Customs and
Border Protection

Number: LA09-009

Date: March 9, 2009

Subject: General Order Procedures for the Los Angeles Field Office

PURPOSE

The purpose of this public bulletin is to provide guidance to the trade community regarding the processing of General Order (G.O.) merchandise in the Los Angeles International airport and Los Angeles/Long Beach seaport areas. This bulletin supersedes Public Bulletin #003-009 dated February 18, 2003.

BACKGROUND

Title 19, Code of Federal Regulations, Parts 4.37, 122.50 and 123.10 state, “any merchandise or baggage regularly landed but not covered by a permit for its release shall be allowed to remain at the place of unloading until the 15th calendar day after landing, the master, pilot, owner or operator of the vessel, aircraft or vehicle or the agent thereof shall notify Customs of any such merchandise or baggage for which entry has not been made. Such notification shall be provided in writing or by any appropriate Customs-authorized electronic data interchange system.”

Imported merchandise cannot remain at the wharf, pier or other place of unloading more than 15 calendar days after its landing. If transferred from the arriving carrier to any party under a Customs-authorized permit to transfer or in-bond entry, the merchandise cannot remain in the custody of that party more than 15 calendar days after its arrival at the port of destination. There is no provision in the regulations for any extension of this 15-day period.

Consequently, Customs and Border Protection (CBP) and the trade have seen an increase in the amount of unentered merchandise moving into general order facilities, including merchandise, such as hazardous materials, requiring specialized storage facilities.

ACTION

The outline below identifies specific procedures that are to be followed by parties involved in the transfer, storage and entry of G.O. merchandise.

1) Carrier/Container Freight Station (CFS)/Centralized Exam Site (CES) responsibilities:

- a) Must notify CBP and a G.O. warehouse following a 15 calendar day period after landing or after receipt under the permit to transfer or after arrival under bond at the port of destination. Attachment #1 provides a list of approved G.O. warehouses for the airport

and seaport. This notification must be provided within 20 calendar days after landing of the merchandise. Five calendar days are allowed after the initial 15-day period to give ample time to notify both CBP and a G.O. warehouse to accept G.O. merchandise.

Failure to do so may result in assessment of liquidated damages or a monetary penalty of up to \$1,000 per bill of lading.

- b) Must provide written notification of eligible general order merchandise or use any appropriate Customs authorized electronic data interchange system to both CBP and the G.O. warehouse. A recommended fax format is attached (Attachment #2). While this exact format need not be used, the written notification must include all of the information contained in the recommended format (bill of lading, description of goods, piece count, etc). Notification should be faxed to the G.O. officer at (562) 366-5412 for the seaport, and to (310) 216-3041 for the airport. The fax date shall serve as the date of notification received.
- c) Must prepare the CBP Form 6043 (Delivery Ticket) to cover the G.O. warehouse proprietor's receipt of the merchandise and its transport to the warehouse from the custody of the arriving carrier/CFS/CES (19CFR4.37(c)). The CBP Form 6043 must be typed. A fill-in form can be found at www.cbp.gov, select "Forms" and scroll down to locate CBP Form 6043. (Attachment #3.)
- d) May have the transfer of merchandise accomplished by a Customhouse Cartman (CHL) or a Bonded Carrier. In addition, a G.O. warehouse proprietor may transport the G.O. merchandise to his approved general order warehouse. The carrier/CFS/CES must verify that the driver receiving the merchandise is an employee of one of the parties mentioned above. The carrier/CFS/CES will sign the CBP Form 6043, note the general order warehouse number, date of delivery, concur with the quantity, obtain the driver's signature on all copies and release the merchandise to the Cartman or Bonded Carrier. The original and two copies of the CBP Form 6043 must then be given to the driver, while one copy is retained for record and auditing purposes.
- e) Must timely relinquish custody of the merchandise to a G.O. warehouse. **Failure to do so may result in liquidated damages equal to the value of that merchandise under the terms and conditions of the applicable international or custodial bond.** A Customhouse Cartman or a Bonded Carrier driver will be given priority to pick up G.O. merchandise.
- f) Is responsible for proof of notification to a warehouse proprietor, i.e., receipt of a general order number from the warehouse proprietor, stamped copy of transportation bill of lading, airway bill, etc. The carrier/CFS/CES should be able to produce the merchandise, the entry, or a copy of signed delivery ticket showing the merchandise was transferred to the G.O. warehouse.
- g) Relinquishes responsibility for the safekeeping and delivery of the merchandise when the cargo is transferred to a CFS/CES on a Permit to Transfer and formally received by the container station operator (19 CFR 19.44(a)). The CFS or CES (in the event that the

cargo is not returned to the carrier after a CES examination) becomes responsible for the movement of merchandise into General Order if it is not entered and released 15 days from the receipt of merchandise into its facility.

- h) Shall remain responsible for merchandise that is turned over to a carrier who is not bonded.
- i) Shall tag international cargo in warehouses with the following information: master bill of lading or airway bill, house bill of lading or airway bill, quantity and arrival date.
- j) Shall notify CBP in writing, prior to the 20th calendar day, that a shipment contains hazardous material, perishables, ammunition, firearms, or if the merchandise is subject to depreciation or deterioration.
- k) Shall notify the Port Director of the presence of eligible G.O. merchandise that requires specialized storage facilities unavailable in a G.O. warehouse. The Port Director shall direct the storage of such merchandise by the carrier, or by any other appropriate means at the risk and expense of the consignee if merchandise requires specialized facilities unavailable in a G.O. warehouse.
- l) Will maintain custody of goods if the Port Director finds that the G.O. warehouse cannot accept the goods because they are required by law to be exported or destroyed, or for other good cause. In this event, the carrier/CFS/CES will be responsible under bond for exporting or destroying the goods, as necessary (113.63(c) (3) and 113.64(b)).
- m) Is responsible to submit an original CBP Form 3485 (Lien Notice) to the G.O. warehouse. The CBP form 3485 should include the name and address of the lien holder, G.O. number, bill of lading/airway bill, and total amount due. The CBP Form 3485 can be found at www.cbp.gov, select "Forms" and scroll down to CBP Form 3485. (Attachment #4.)

2) **G.O. Warehouse Proprietor responsibilities:**

- a) May not lawfully decline to accept general order merchandise that the warehouse is eligible to receive **and is capable of storing**. The proprietor should take reasonable steps to inquire about and ascertain the nature and condition of the goods before accepting them. Once goods are accepted into the custody of the G.O. warehouse, the appropriate disposition of the goods is the responsibility of the G.O. warehouse proprietor.
- b) Shall arrange for the transportation and storage of the unentered merchandise no later than five (5) calendar days after the receipt of notification of eligible general order merchandise at the risk and expense of the consignee.
- c) Will note that the notification date from the carrier/CFS/CES will serve to start the clock for the timely movement of the merchandise to the warehouse.

- d) Shall sign the written notification from the carrier and return it to the carrier. Acceptable proof of notification shall be an assigned G.O. number per bill of lading/airway bill/house bill or a document receipted and dated by the G.O. warehouse.
- e) Is responsible for issuing general order numbers using the CBP designated series of numbers. Cancelled numbers should not be re-used in the same fiscal year. The G.O. number will be created in the following sequence:
 - i) The first place will always consist of the letter “G” (identifying a general order number).
 - ii) The next four places will be the Fiscal Year (e.g. 2009). The Fiscal Year begins each year on the first day of October and ends the last day in September.
 - iii) The next four places will consist of the applicable CBP Port Code (2704 for Los Angeles/Long Beach Seaport and 2720 for the Los Angeles International Airport).
 - iv) The final five places will be assigned by the general order warehouse, in numerical order, from the series provided to them.
- f) Will receive CBP Form 3485 (Lien Notice)’s from the carriers and are responsible for reviewing them for accuracy. An incomplete or incorrect CBP Form 3485 must be returned to the originator for correction or other appropriate action. The G.O. warehouse will make a copy of the CBP Form 3485, stamp “received”, date and fax a copy to the lien holder. The G.O. warehouse is responsible for ensuring that all liens filed have been paid prior to the release of the general order merchandise to any party.
- g) Will report to CBP any discrepancy between the quantity and condition of the goods reported on the CBP Form 6043 within two working days. A joint determination will be made by the G.O. warehouse and bonded carrier of the quantity and condition of the goods delivered to the warehouse.
- h) Must have an automated inventory control and recordkeeping system as a Class 11 warehouse.
- i) Shall submit a report of merchandise sent to G.O. on a bi-weekly basis to the appropriate G.O. desk. The report should include: (1) the G.O. warehouse, (2) the master bill/airway bill/house bill number, (3) the quantity received, (4) the date received in G.O. and (5) the G.O. number assigned.
- j) Will prepare the CBP Form 5251 (Order to Transfer Merchandise for Public Auction (Sale)) for each eligible G.O. shipment and submit to the appropriate CBP G.O. desk for approval and signature at the end of six months from the date of importation. Attachment 5 provides instructions for completing a CBP Form 5251. Copies of the completed CBP Form 5251 shall be forwarded to the contractual auctioneer, all lien holders, and the consignee. The G.O. warehouse proprietor is responsible for submitting all lien notices and storage charges to the Customs Accounting Services Division Forfeiture Fund Team through the contractual auctioneer.

- k) Must assume responsibility under bond including the expense for destroying the merchandise (19 CFR 113.63 (c) (3)) if the Port Director concludes that G.O. merchandise has no commercial value or is otherwise unable to be sold and cannot be disposed of at public auction, and that its destruction is warranted. The authorization of such destruction will be on a CBP Form 3499.
- l) Must first make a reasonable effort to identify and inform the importer or consignee regarding the intended destruction. When identified, the notice of destruction will be provided to the party on the CBP Form 5251 at least 30 calendar days prior to the date of intended destruction.

3) **Broker/Importer/Consignee responsibilities:**

- a) Cargo not in a G.O. Warehouse:

Take the appropriate action to ensure that carriers are immediately notified when cargo is released by CBP. Carrier notification of a CBP release is the importer/broker's obligation. Failure of this obligation may result in the erroneous transfer of entered merchandise to General Order.

- b) Cargo in a G.O. Warehouse

- i) Must satisfy all liens and storage charges prior to presenting an entry to CBP (19 CFR 127.13(b)). The lien release obtained from the warehouse proprietor must be submitted with the entry package. The G.O. number must also be indicated on the entry package.
- ii) Is responsible for notifying all parties involved that an entry has been filed for G.O. merchandise.
- iii) Are reminded that 19 CFR 127.14(a) states, "if storage or other charges due the United States have not been paid on merchandise remaining in Customs custody after the expiration of the bond period in the case of merchandise entered for warehouse, or after the expiration of the general order period, as defined in §127.4, in any other case, even though any duties due have been paid, such merchandise shall be sold as provided for in subpart C of this part, retained for official use as provided in subpart E of this part, destroyed, or otherwise disposed of as authorized by the Commissioner of Customs under the law, unless the merchandise is entered or withdrawn for consumption in accordance with paragraph (b) of this section."

- c) Entries presented the day the merchandise is subject to sale:

May make entry at any time per 19 CFR 127.14 (b) prior to the sale of the merchandise. An entry with the lien release may be presented to CBP up to the date that the merchandise is subject to sale/auction, but prior to the actual sale of the G.O. lot. It is imperative that the broker/ importer/ consignee contact CBP **and** the contracted

auctioneer for such last minute entry submissions. The broker/ importer/ consignee must be able to submit proof of entry and payment of all duty, Internal Revenue taxes, as well as all charges and expenses that have accrued (i.e. storage charges and liens) to the contracted auctioneer.

Questions or concerns regarding this bulletin may be addressed to the following:

Seaport G.O. Desk
(562) 366-3831
FAX: (562) 366-5412

Airport G.O. Desk
(310) 216-7593
FAX: (310) 216-3041

[signed]
Kevin Weeks
Director, Field Operations
Los Angeles

Attachments

List of approved G.O. warehouses in the Los Angeles Field Office area, with their designated series numbers for the exclusive use of each warehouse.

ASIANA EXPRESS (#132, Z594)
1415 Torrance Boulevard
Torrance, CA 90501
POC: Anna Rim
TEL: (310) 320-5522
FAX: (310) 320-6622
Series: 92000-92999

GOLDEN STATE LOGISTICS (#147, W922)
19600 South Alameda Street
Compton, CA 90221
POC: Dario Bejar
TEL: (310) 668-2070
FAX: (310) 668-2096
Series: 70000-70999

CARGOZONE INC. (#163, W139)
1490 Beachey Place
Carson, CA 90746
POC: Catalina Cruz
TEL: (310) 635-0003
FAX: (310) 635-6511
Series: 98000-98999

IMPERIAL WAREHOUSE (#111, Z471)
1000 Francisco Street
Torrance, CA 90502
POC: Jackie Marin
TEL: (310) 768-8188 x2309
FAX: (310) 527-4645
Series: 93000-93999

CITY DISTRIBUTION SERVICES (#14, W607)
1411 Watson Center Road
Carson, CA 90745
POC: Fred Rawling
TEL: (310) 518-8970
FAX: (310) 549-2273
Series: 20000-29999

MARINE TRUCK SERVICE (#27, Z271)
740 East 111th Place
Los Angeles, CA 90059
POC: Diane Delaney
TEL: (323) 754-3809
FAX: (323) 754-3799
Series: 91000-91999

CRESCENT WAREHOUSE (#10, Z569)
111 East 22nd Street
San Pedro, CA 90731
POC: Maria Palo/Cindy Ewers
TEL: (310) 519-8661 x223
FAX: (310) 519-0715
Series: 30000-39999

NAKANO WAREHOUSE (#89, Z548)
18924 South Laurel Park Road
Rancho Dominguez, CA 90220
POC: Tomo Aoki
TEL: (310) 638-7022
FAX: (310) 604-4457
Series: 50000-59999

CUSTOMS AIR WAREHOUSE (#62, W779)
5330 West 102nd Street
Los Angeles, CA 90045
POC: Moises Garcia/Albert Lopez
TEL: (310) 216-7593
FAX: (310) 216-3041
Series: 40000-49999

NOVA TRANSPORTATION SERVICES
(#74, W615)
2131 West Willow Street
Long Beach, CA 90810
POC: Trang Vuu
TEL: (562) 989-3333
FAX: (562) 989-3399
Series: 75000-79999

EXPRESS SERVICES (#142, W858)
18221 South Susana Road
Rancho Dominguez, CA 90221
POC: Young Kim
TEL: (310) 223-1717
FAX: (310) 223-1712
Series: 10000-10999

OWEN'S CFS, INC (#137, Y980)
1975 Charles Willard Street
Rancho Dominguez, CA 90220
POC: Wendy Romero
TEL: (310) 764-1111
FAX: (310) 764-1212
Series: 85000-89999

PYRAMID TRANSPORTATION
SYSTEMS INC. (#118, Z743)
857 East 230th Street
Carson, CA 97045
POC: Lydia Estrada
TEL: (310) 522-1820
FAX: (310) 522-2134
Series: 95000-95999

ST. GEORGE WAREHOUSE (#71, Z652)
1650 South Central Avenue
Compton, CA 90220
POC: Michael Mayor
TEL: (310) 764-4395 x270 or x275
FAX: (310) 764-4315
Series: 71000-74999

TRANSPORT EXPRESS (#100, W624)
19801 South Santa Fe Avenue
Rancho Dominguez, CA 90221
POC: Vince Diaz
TEL: (310) 898-2000 x2522
FAX: (310) 223-3740
Series: 94000-94999

UNIMAX EXPRESS, INC. (#136, Z644)
16901 South Keegan Avenue
Carson, CA 90248
POC: Eric Chang
TEL: (310) 667-7800
FAX: (310) 816-1900
Series: 90000-90999

UTI, UNITED STATES INC. (#162, W122)
21023 Main Street #100
Carson, CA 90745
POC: Chris Harris
TEL: (310) 783-5020
FAX: (310) 787-8258
Series: 96000-96999

**NOTIFICATION OF ELIGIBLE
GENERAL ORDER (G.O.) MERCHANDISE**
19 USC 1448, T.D. 98-74

TO:

1) Customs and Border Protection ATTN: _____ FAX: _____

2) G.O. Warehouse: _____ FAX: _____

FROM:

Name of person notifying: _____ Phone: _____

Representing:

Carrier Name: _____

Container Freight Station: _____

Centralized Examination Station: _____

Date of Importation: _____

Air/Bill of Lading Number	Quantity	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check One Below:

Loose _____ Pallets _____ Containers _____ Other _____

Signature of Notifier _____ Date _____

DEPARTMENT OF HOMELAND SECURITY
 U.S. Customs and Border Protection
DELIVERY TICKET
 19 CFR 4.34, 4.37, 19.9; 19 USC 1551a, 1565

Form Approved OMB No. 1651-0081 Exp. 02-28-2010

		PORT	ENTRY NUMBER (IT, G.O., Detention, SZ, Other, Describe)		
<input type="checkbox"/> TRANSFER <input type="checkbox"/> CARTAGE <input type="checkbox"/> RELEASE GOODS DELIVERED FROM (Pier, Station, Airport, etc.)		GOODS DELIVERED TO		DATE OF ENTRY	
				DATE OF ARRIVAL	
NAME AND ADDRESS OF CONSIGNEE		AIR WAYBILL OR BILL OF LADING NO.			
		NAME OF IMPORTING CARRIER (If Airline, Give Airline and Flt. No.)			
		LIEN NO.	DATE OF LIEN	LIEN FILED BY	
		LIEN SATISFIED (19 USC 1564)			
		DATE	<input type="checkbox"/> ENTRY <input type="checkbox"/> SALE <input type="checkbox"/> DESTROYED		
MARKS AND NUMBERS CONT. NUMBER, PIECE COUNT	DESCRIPTION OF MERCHANDISE		CONDITION, WEIGHTS, ETC.		
TOTAL NO. OF PACKAGES / UNITS	SIGNATURE OF CONSIGNEE				
Delivered in good condition except as noted			Received in good condition except as noted		
QUANTITY DISCREPANCIES NOTE HERE:					
VEHICLE LICENSE PLATE NUMBER	CUSTODIAL BOND NUMBER OF DELIVERING PARTY (19 CFR 113.63)				
C.H. LICENSE NUMBER	TRUCK NUMBER	COMPANY NAME AND SIGNATURE OF CARTMAN/ LIGHTERMAN/ COMMON CARRIER			
DELIVERING CBP OFFICER	DATE	TIME	RECEIVING CBP OFFICER	DATE	TIME
DELIVERING PROPRIETOR			RECEIVING PROPRIETOR		

PAPERWORK REDUCTION ACT NOTICE: This request is in accordance with the Paperwork Reduction Act. We ask for the information in order to carry out the laws and regulations administered by the U.S. Customs and Border Protection. It is mandatory. The estimated average burden associated with this collection of information is 26 minutes per respondent depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to U.S. Customs and Border Protection, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget, Paperwork Reduction Project (1651-0081), Washington, DC 20503.

DEPARTMENT OF HOMELAND SECURITY
 U.S. Customs and Border Protection
 19 CFR 127.24

**ORDER TO TRANSFER
 MERCHANDISE FOR PUBLIC AUCTION (SALE)**

TO
 CONSIGNEE Consignee (Pref) / Notify Party's Name
 ATTN: CTC: or if C/O, ATTN: on 3rd line
 Street Address
 City, State & Zip Code

LOT NO.	ENTRY NO.
G.O. NO. <u>XX XXXX XXXXX</u>	
DATE SENT TO G.O. <u>Month/Day/Year</u>	
VESSEL <u>Complete Name w/ Voyage #</u>	
DATE OF ARRIVAL <u>Month/Day/Year</u>	
DISTRICT <u>27</u>	
PORT <u>04 - Seaport / 20 - Airport</u>	
DATE OF MAILING	

DATE OF SALE		LOCATION G.O. Warehouse Name & Number Phone #
PUBLIC SALE LOCATION (CITY-STATE) EG & G 1981 E. 213th St. Carson, CA 90749		FOR FULL INFORMATION CALL OR WRITE

MARKS AND NOS.	DESCRIPTION	APPRAISED VALUE	RATE OF DUTY	DOMESTIC VALUE
Master Airway/ Bill of Lading	Description Quantity / Units			
House Airway/ Bill of Lading				
Note: FDA Req'd, Quota, Visa, etc.				

CBP OFFICER	PRINTED NAME	SIGNATURE
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THE ABOVE DESCRIBED GOODS EXCEPT AS NOTED WERE RECEIVED AT THE PLACE OF SALE.
 EXCEPTIONS:

CBP OFFICER	PRINTED NAME	SIGNATURE AND DATE
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TO LIENHOLDER	Lienholder's Complete Name	LIQUIDATED DUTIES
	ATTN: Person's / Department's Name	LIQUIDATED I.R. TAX
	Street Address	INITIALS
	City, State & Zip Code	

CBP Form 5251 (05/05)