



INTERNATIONAL
TRADE
ADMINISTRATION

U.S. Foreign-Trade Zones Board

FTZ Grantee Responsibilities and Best Practices



Grantee Responsibilities

- Maintain a file of zone documents:
 - Copies of all applications to the FTZ Board as well as copies of all application-related correspondence to/from the FTZ Board;
 - Documents relating to the lapse provision for the zone and all subzones;
 - FTZ Board Orders and notices of applications;
 - List of approved zone sites and maps of all zone sites with zone boundaries; and,



Grantee Responsibilities (cont.)

- Agreements between grantee and zone/subzone operators and private land owners.
- Ensure that each subzone also maintains the above listed documents pertaining to the subzone.
- Update each site's information (activation: status, space, and date) and grantee contact information in OFIS.
- Have a basic understanding of the reporting requirements and methodologies for the annual report to the FTZ Board.



Grantee Responsibilities (cont.)

- As required by the FTZ Act, operate the zone as a “public utility” with “fair and reasonable” fees and provide “uniform treatment under like conditions” to all parties that seek to use the zone.
- Have up-to-date zone schedule with fees and policies consistent w/ public utility, unif. treatment requirements. Make zone schedule available to public at grantee’s office. FTZB will put schedules on web (after 2/28/14).
- Oversight of any party to which you may have contracted/outsourced any FTZ-related functions. (Can relate to uniform treatment concerns.)



Grantee Best Practices

- Maintain communication system with zone operators, subzones, property owners. Know your contacts – when they change, reach out to new contacts.
- Discuss the zone project periodically with local CBP.
- Be aware of time limits (activity-based “sunset” limits or absolute time limits) that may apply to any zone or subzone sites.
- Contact FTZ Board about any incorrect or missing information in OFIS pertaining to your zone’s sites.
- Make sure operators understand the need for advance approval from FTZ Board for any production activity (see Sec. 400.14 of the FTZ Board’s 2012 regulations).



Grantee Best Practices (cont.)

- If any zone or subzone operation is subject to special restrictions, check to ensure that the operator is aware of the restrictions.
- Production operators should have copies of their application histories/scope, but provide it if needed.
- Discuss authorized scope of production activity – products and components originally presented in application/notification to FTZ Board.



Grantee Best Practices (cont.)

- Also discuss with your operators the annual report process.
- Special annual report format for petroleum.
- Be available for operators' questions, and call us with questions at any time.
- Coordinate with your U.S. Commercial Service (CS) district office to understand the various tools available to assist U.S. exporters. CS office can also be good source of potential FTZ leads.