



INTERNATIONAL
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FTZ Board Procedures to Establish or Modify Sites



This document provides an overview of FTZ Board procedures to establish or modify sites:

- Part 1 – New site/subzone within an approved ASF service area
- Part 2 – New subzone (TSF grantee or outside of the ASF framework/service area)
- Part 3 – Expanding a site/subzone under the ASF
- Part 4 – Expanding a non-ASF subzone
- Part 5 – Converting a non-ASF subzone to the ASF
- Part 6 – Resources



Definitions/Acronyms

- **ASF = Alternative Site Framework**
 - A grantee may apply to the FTZ Board to “reorganize” its zone under the ASF
 - The ASF allows for quick and simple site/subzone designation within the zone’s approved “service area”
- **TSF = Traditional Site Framework**
 - Includes zones that have not reorganized under the ASF
 - Also includes subzones that are outside of a zone’s approved ASF service area or older subzones that were not converted to the ASF



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Part 1 – New site/subzone within an approved ASF service area



New site/subzone within an approved ASF service area

- ASF “Usage-Driven Sites” or “Subzones” are designated for a company ready to pursue conducting FTZ activity
 - No substantive difference between “usage-driven site” and “subzone”
 - Only difference is that subzones can have multiple sites
- ASF subzones and usage-driven sites can be designated via a quick and simple minor boundary modification (MBM)
- All locations proposed must be within the zone’s approved ASF service area
 - Check OFIS for the ASF service area

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New to FTZs?

Start here with FAQ's, articles and other information.

List of FTZs

Zones are listed by state and include contact information.

How to Apply

Forms, guidelines, instructions and everything you need to know about FTZ applications.

Already in a Zone?

Information for grantees, operators and users, including Annual Report information and more.

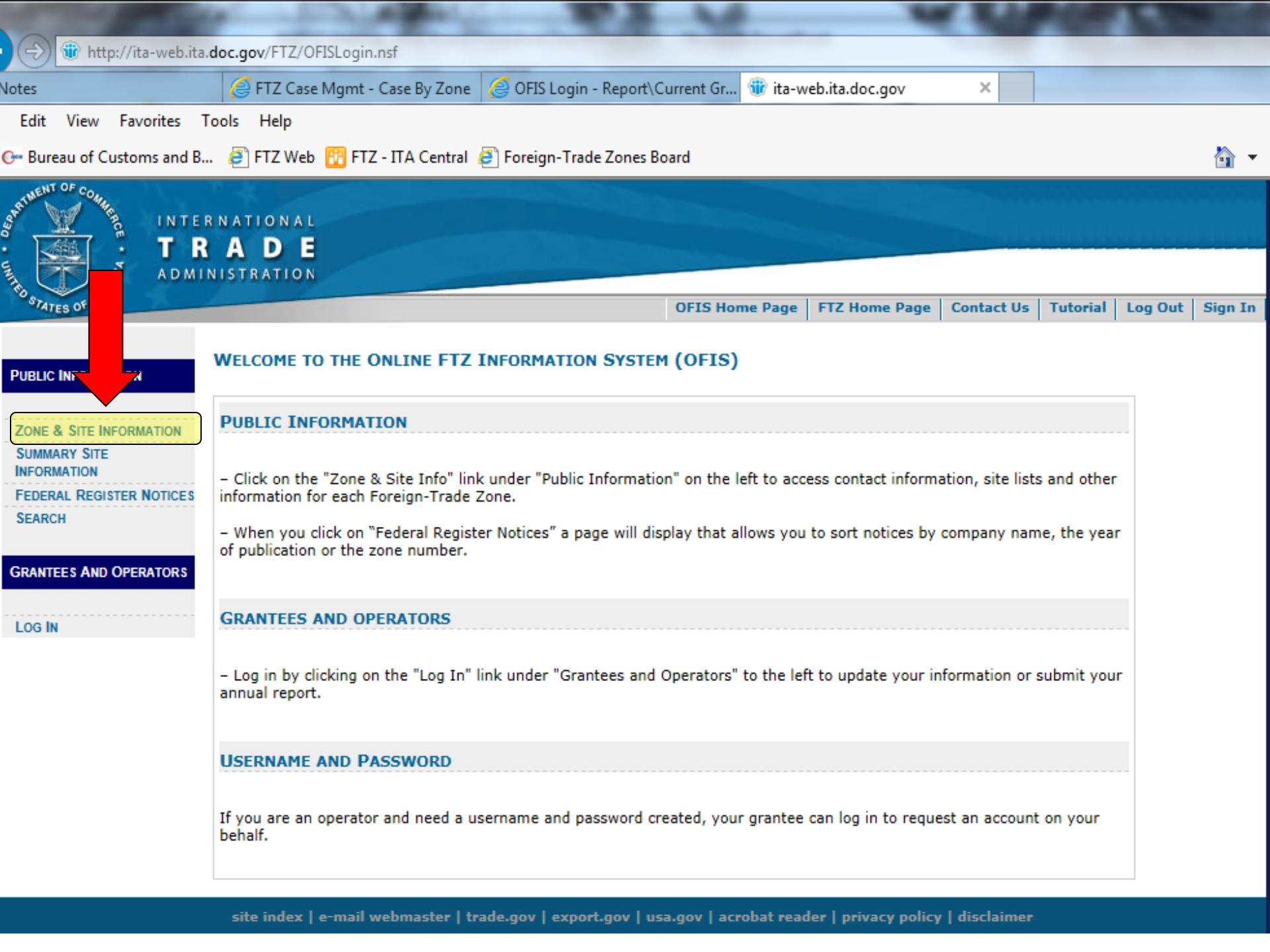
FTZ Production Center

Information for companies interested in FTZ production authority.

Reading Room

Federal Register Notices, Applications, Comments Received, Zone and Site Information.

[Information for CBP](#)



PUBLIC INFORMATION

ZONE & SITE INFORMATION

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GRANTEES AND OPERATORS

LOG IN

WELCOME TO THE ONLINE FTZ INFORMATION SYSTEM (OFIS)

PUBLIC INFORMATION

- Click on the "Zone & Site Info" link under "Public Information" on the left to access contact information, site lists and other information for each Foreign-Trade Zone.
- When you click on "Federal Register Notices" a page will display that allows you to sort notices by company name, the year of publication or the zone number.

GRANTEES AND OPERATORS

- Log in by clicking on the "Log In" link under "Grantees and Operators" to the left to update your information or submit your annual report.

USERNAME AND PASSWORD

If you are an operator and need a username and password created, your grantee can log in to request an account on your behalf.

ZONE AND SITE INFORMATION

CLICK BELOW FOR MORE INFORMATION:

	ZONE	GRANTEE	LOCATION	STATE	SERVICE AREA	PORT OF ENTRY
→ OPEN	001	City of New York	New York	NY	New York, Bronx, Kings, Queens, and Richmond Counties	NY, New York
→ OPEN	002	Board of Commissioners of the Port of New Orleans	New Orleans	LA	Orleans, Jefferson and St. Bernard Parishes	LA, New Orleans
→ OPEN	003	San Francisco Port Commission	San Francisco	CA	City and County of San Francisco, San Mateo County, Contra Costa, Marin and Solano Counties and portions of Napa and Sonoma Counties	CA, San Francisco
→ OPEN	005	Port of Seattle	Seattle	WA	King and Snohomish Counties	WA, Seattle
→ OPEN	007	Puerto Rico Industrial Development	Mayaguez	PR		PR, San Juan

ZONE 001 INFORMATION[Back](#)[Print](#)**GRANTEE INFORMATION:**

Zone Number:	001	Approved on Date:	01/30/1936
Grantee:	City of New York	Location:	New York
Status:			

Service Area:	New York, Bronx, Kings, Queens, and Richmond Counties
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NY, New York

Service Area Map:

Contact Name: David Hopkins or Ryan White

Phone Number: (212) 312-3508

Street Address: 110 William Street

State: NY

Website: www.nycedc.com

Activation Limit: 2,000 acres

E-Mail Address: dhopkins@edc.nyc or rwhite@edc.nyc

Fax Number: (212) 618-5785

City: New York

ZIP Code: 10038-3918

Zone Schedule:



FTZ 1 Zone Schedule.pdf

File Information: NAME: FTZ 1 Zone Schedule.pdf SIZE: 0.21 Mb



New site/subzone within an approved ASF service area

- Submitted by the grantee on behalf of a company
- Information needed:
 - Site address/acreage
 - Company/brief summary of activity
 - Right to use site
 - Map
 - Concurrence from CBP
 - Letters regarding local tax impact (if applicable)
- If proposing a subzone with multiple sites, identify each site and include the information requested for each site under each question



New site/subzone within an approved ASF service area

- The application for a new usage-driven site or subzone under the ASF is called an ASF “minor boundary modification” (MBM)
- No application fee to the FTZ Board
- No public comment period
- Application format is available as a Word document on the FTZ Board’s website
 - On the “How to Apply” page there is a link for “ASF Minor Boundary Modification (Subzones/Usage-Driven Sites)”
- Timeline: decision on completed application (incl. CBP concurrence) within 30 days

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How To Apply - Information and Formats

To prepare any request to the FTZ Board, use the formats provided on this web site.

Note that if you are a company that wishes to conduct production activity under FTZ procedures, you will need both FTZ designation of your facility (generally subzone or usage-driven site) as well as production authority. Please see the [FTZ Production Center](#) for more information on what constitutes "production".

[Overview of Procedures to Establish or Modify FTZ Sites](#)

All requests (and related communications) to the FTZ Board should come from - or be copied (CC'd) to - the zone's grantee. The FTZ Staff is unable to review such documents unless the grantee has been included in the communication.

Electronic copies (including the pre-docketing copy, if required) should be submitted to : ftz@trade.gov

If you are unable to submit the electronic copy via the internet, it should be submitted on a CD. For security reasons, we are not able to accept flash drives.

Click on the link in blue below for more information on each type of request:

To have a new area designated for a company within an ASF service area or to expand an existing ASF subzone/usage-driven site:

[ASF Minor Boundary Modification \(Subzones/Usage-Driven Sites\)](#)

To have an area designated for a company outside of an ASF service area or to expand an existing non-ASF subzone:

[Subzones \(non-ASF\)](#)

To apply for new or expanded production authority within a site/subzone:

[Production Notifications and Applications](#)

To reorganize a zone under the ASF (or expand an existing service area):

[Reorganizations of FTZs under the Alternative Site Framework \(ASF\)](#)

To make a minor modification to a zone site or subzone (non-ASF) by swapping acreage:

[Minor Boundary Modifications \(non-ASF\)](#)



New site/subzone within an approved ASF service area

- Each usage-driven/subzone site will be subject to ASF sunset limits:
 - Every 3 years sunset test will apply to each site
 - Site designation will continue if the subzone site was used for FTZ activity during the sunset period
- Each usage-driven/subzone site will be subject to the zone's activation limit



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Part 2 – New subzone (TSF zone or outside of the ASF framework)



New subzone (TSF zone or outside of the ASF framework)

- “Subzone Application”
- This format should be used by Grantees:
 - under the TSF requesting FTZ designation for a company
 - under the ASF requesting FTZ designation for a company if one or more of the company’s proposed sites is outside of the approved ASF service area
 - under the ASF requesting FTZ designation for a company if the sites are too large to be included within the zone’s activation’s limit
- Application format is available as a Word document :
 - On the “How to Apply” page of the FTZ Board’s website there is a link for “Subzones (non-ASF)”

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To have a new area designated for a company within an ASF service area or to expand an existing ASF subzone/usage-driven site:

[ASF Minor Boundary Modification \(Subzones/Usage-Driven Sites\)](#)

To have an area designated for a company outside of an ASF service area or to expand an existing non-ASF subzone:

[Subzones \(non-ASF\)](#)

To apply for new or expanded production authority within a site/subzone:

[Production Notifications and Applications](#)

To reorganize a zone under the ASF (or expand an existing service area):

[Reorganizations of FTZs under the Alternative Site Framework \(ASF\)](#)

To make a minor modification to a zone site or subzone (non-ASF) by swapping acreage:

[Minor Boundary Modifications \(non-ASF\)](#)



New subzone (TSF zone or outside of the ASF framework)


- Submitted by the grantee on behalf of a company
- Information needed:
 - Site address/acreage
 - Company/brief summary of activity
 - Right to use site
 - Map
 - Legal Authority
 - Letters regarding local tax impact (if applicable)
 - Application fee:
 - \$4,000 - Not involving production activity or involving production activity with fewer than three products
 - \$6,500 - Production activity with three or more products



New subzone (TSF zone or outside of the ASF framework)

- **Timeline: Decision within 3 or 5 months (assumes CBP concurrence is timely received)**
 - Within 3 months if included within the zone's activation limit
 - Within 5 months if not included within the zone's activation limit
- **Activation limit for each zone can be found in OFIS on the zone's information page**

ZONE 001 INFORMATION[Back](#)[Print](#)**GRANTEE INFORMATION:**

Zone Number:	001	Approved on Date:	01/30/1936
Grantee:	City of New York	Location:	New York
Status:			
Service Area:	New York, Bronx, Kings, Queens, and Richmond Counties	Port of Entry:	NY, New York
Service Area Map:			
Contact Name:	David Hopkins or Ryan White	E-Mail Address:	dhopkins@edc.nyc or rwhite@edc.nyc
Phone Number:	(212) 312-3508	Fax Number:	(212) 618-5785
Street Address:	110 William Street	City:	New York
State:	NY	ZIP Code:	10038-3918
Website:	www.nycedc.com		
Activation Limit:	2,000 acres	Zone Schedule:	 FTZ 1 Zone Schedule.pdf
File Information:	NAME: FTZ 1 Zone Schedule.pdf SIZE: 0.21 Mb		



New subzone (TSF zone or outside of the ASF framework)

- Subzone application process
 - When the application is complete, the FTZ staff will “docket” the request
 - A *Federal Register* notice will be published opening a public comment period
 - The grantee also must post notice of the application in a local newspaper:
 - In time to allow at least 15 days before the close of the comment period for the application
 - Must include a summary of the proposal along with instructions on how to find more detailed information
 - A copy of the local notice should be provided to the FTZ staff to include in the case record



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Click on the link in blue below for more information on each type of request:

To have a new area designated for a company within an ASF service area or to expand an existing ASF subzone/usage-driven site:

[ASF Minor Boundary Modification \(Subzones/Usage-Driven Sites\)](#)

To have an area designated for a company outside of an ASF service area or to expand an existing non-ASF subzone:

[Subzones \(non-ASF\)](#)

To apply for new or expanded production authority within a site/subzone:

[Production Notifications and Applications](#)

To reorganize a zone under the ASF (or expand an existing service area):

[Reorganizations of FTZs under the Alternative Site Framework \(ASF\)](#)

To make a minor modification to a zone site or subzone (non-ASF) by swapping acreage:

[Minor Boundary Modifications \(non-ASF\)](#)

To expand or reorganize a zone (non-ASF):

[Reorganizations/Expansions of Existing FTZs \(non-ASF\)](#)

To request a waiver under 15 CFR 400.43(f):

[Waiver request under the uniform treatment provision of the FTZ Regulations](#)

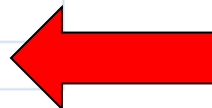
Other Information:

[Guidance on Providing Local Public Notice](#)

[Application Processing Time](#)
[Agency Requirements](#)

[Application Process Summary](#)
[Lapse Provision](#)

[Reference List: State Enabling Legislation](#)
[What to do while an application is being reviewed](#)





New subzone (TSF zone or outside of the ASF framework)

- Subzone application process (con't)
 - Under the 3-month process:
 - The Executive Secretary will make a decision on the application and the applicant will be notified
 - Under the 5-month process
 - The FTZ staff will make a recommendation on the application to the FTZ Board members
 - The FTZ Board members will make a decision on the application
 - When a decision has been made, the applicant will be notified



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Part 3 – Expanding a site/subzone under the ASF



Expanding a site/subzone under the ASF

- Use the same ASF MBM that is used to designate a new subzone/usage-driven site
- The grantee's letter should specify the existing usage-driven site/subzone that is being expanded
- The same process can also be used to remove acreage from the subzone/usage-driven site
- Application format is available as a Word document on the FTZ Board's website
 - On the "How to Apply" page there is a link for "ASF Minor Boundary Modification (Subzones/Usage-Driven Sites)"

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How To Apply - Information and Formats

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Note that if you are a company that wishes to conduct production activity under FTZ procedures, you will need both FTZ designation of your facility (generally subzone or usage-driven site) as well as production authority. Please see the [FTZ Production Center](#) for more information on what constitutes "production".

[Overview of Procedures to Establish or Modify FTZ Sites](#)

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To have an area designated for a company outside of an ASF service area or to expand an existing non-ASF subzone:

[Subzones \(non-ASF\)](#)

To apply for new or expanded production authority within a site/subzone:

[Production Notifications and Applications](#)

To reorganize a zone under the ASF (or expand an existing service area):

[Reorganizations of FTZs under the Alternative Site Framework \(ASF\)](#)

To make a minor modification to a zone site or subzone (non-ASF) by swapping acreage:

[Minor Boundary Modifications \(non-ASF\)](#)



Expanding a site/subzone under the ASF

- Still submitted by the grantee on behalf of a company
- Same information included in a new ASF usage-driven/subzone request
- Information needed:
 - New/modified site address/acreage
 - Company/brief summary of activity
 - Right to use the new/expanded site
 - Map – if expanding an existing site, include a map showing the full expanded site (old and new areas) outlined in red
 - Concurrence from CBP
 - Letters regarding local tax impact (if applicable)



Expanding a site/subzone under the ASF

- No application fee to the FTZ Board
- No public comment period
- Timeline: decision on completed application (incl. CBP concurrence) within 30 days



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Part 4 – Expanding a non-ASF subzone



Expanding a non-ASF subzone

- Use the “Subzone Application” format
- No application fee to expand an existing subzone
- Application format is available as a Word document on the FTZ Board’s website
 - On the “How to Apply” page there is a link for “Subzones (non-ASF)”

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Expanding a non-ASF subzone

- Same process as a new subzone application
 - Includes public comment period and local public notice
- Timeline: Decision within 3 or 5 months (assumes CBP concurrence is timely received)
 - Within 3 months if included within the zone's activation limit
 - Within 5 months if not included within the zone's activation limit
- Note: if the 3-month process is selected, the entire subzone (old and new sites) will become subject to the zone's activation limit
- Activation limit for each zone can be found in OFIS on the zone's information page

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Contact Name:	David Hopkins or Ryan White	E-Mail Address:	dhopkins@edc.nyc or rwhite@edc.nyc
Phone Number:	(212) 312-3508	Fax Number:	(212) 618-5785
Street Address:	110 William Street	City:	New York
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Website:	www.nycedc.com		
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Part 5 – Converting a non-ASF subzone to the ASF



Converting a non-ASF subzone to the ASF

- Scenario: Grantee reorganized the zone under the ASF, existing subzones were not included in the reorganization
 - Existing subzone is located within the ASF service area
 - Subzone now seeks to add a site/acreage, wants quickest possible process
- 30-day process
- No application fee
- All existing and proposed sites must be within the zone's approved ASF service area
 - Check OFIS for the ASF service area
- Use the ASF MBM format

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[Subzones \(non-ASF\)](#)

To apply for new or expanded production authority within a site/subzone:

[Production Notifications and Applications](#)

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To make a minor modification to a zone site or subzone (non-ASF) by swapping acreage:

[Minor Boundary Modifications \(non-ASF\)](#)



Converting a non-ASF subzone to the ASF

- Submitted by the grantee on behalf of a company
 - Grantee's letter should state that the grantee is requesting that the subzone be converted to the ASF framework
- Information needed:
 - New/modified site address/acreage
 - Company/brief summary of activity
 - Right to use the new/expanded site
 - Map – if expanding an existing site, include a map showing the full expanded site (old and new areas) outlined in red
 - Concurrence from CBP
 - Letters regarding local tax impact (if applicable)



Converting a non-ASF subzone to the ASF

- After converting to the ASF:
 - All sites of the subzone will be subject to ASF sunset limits
 - Every 3 years sunset test will apply to each site
 - Site designation will continue if the subzone site was used for FTZ activity during the sunset period
 - The entire subzone (old and new sites) will be subject to the zone's activation limit



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Part 6 – Resources



Resources

- Online FTZ Information System (OFIS) – Information on each FTZ, including ASF service areas, activation limits, sites and subzones:

<http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>

- FTZ “How to Apply” page – Current application formats and specific information on each application type:

<http://enforcement.trade.gov/ftzpage/applications.html>

- Your FTZ Staff Regional Representative



FTZ Staff Contacts by Region

Region	States	Staff Contact
Eastern	Connecticut, Delaware, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, North Carolina, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia	Kathleen Boyce (202) 482-1346 Kathleen.Boyce@trade.gov
Great Lakes	Illinois, Indiana, Iowa, Kentucky, Michigan, New York, Ohio, Pennsylvania, Wisconsin	Liz Whiteman (202) 482-0473 Elizabeth.Whiteman@trade.gov
Central	Alabama, Arkansas, Florida, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Oklahoma, Puerto Rico, Texas	Camille Evans (202) 482-2350 Camille.Evans@trade.gov
Western	Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming	Christopher Kemp (202) 482-0862 Christopher.Kemp@trade.gov



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