

## CHECKLIST FOR IMPORTS INTO THE US

### Before booking shipment:

	<b>Do you have the correct contact information for Frontier North America, for PAPS shipments into the US?</b>
	Frontier North America Inc 20435 72nd Ave S Suite 3/202 Kent, WA 98032 <a href="mailto:paps@frontierscs.com">paps@frontierscs.com</a> (206) 246-6580 Hours: Mon-Fri 0700-1900 PST

### Before booking your shipment with your trucker:

	<b>Does your shipment have any items subject to oversight by agencies other than US Customs (known as Partner Government Agencies or PGAs):</b>
	Environmental Protection Agency (EPA):
	Pesticides - any product designed to kill a living organism (Federal Insecticide, Fungicide and Rodenticide Act or FIFRA)
	Examples of this type of product include: mouse traps, UV anti-microbial lights, insecticides, fly paper, etc.
	Self propelled vehicles and Engines
	<a href="https://www.epa.gov/tsca-import-export-requirements/basic-information-tsca-import-export-requirements">Goods subject to the Toxic Substance Control Act (TSCA) - https://www.epa.gov/tsca-import-export-requirements/basic-information-tsca-import-export-requirements</a>
	TSCA regulated goods must have one of the following two statements noted on the invoice, or on a TSCA form:
	<b>Positive Certification:</b> "I certify that all chemical substances in this shipment comply with all applicable rules or orders under TSCA and that I am not offering a chemical substance for entry in violation of TSCA or any applicable rule order thereunder."
	<b>Negative Certification:</b> "I certify that all chemical substances in this shipment are not subject to TSCA."
	Food and Drug Administration (FDA):
	Food
	Food products require the Dun & Bradstreet (Duns) number for the consignee/recipient, as well as contact information for the consignee/recipient:
	Contact information needs to include the following: name of the contact person, their title, their phone number, and their email address
	Food contact items (dishes, cutlery, food prep equipment, pots, pans, etc.)
	Supplements
	Medication
	Medical devices
	Radiation emitting products
	Cosmetics
	Fish and Wildlife Service (FWS) - Non domesticated animals and animal products
	Department of Transportation (DOT)/National Highway Traffic Safety Administration (NHTSA):
	Motor vehicles
	Certain equipment and parts of motor vehicles (such as tires, chassis, road wheels, helmets, etc.)
	Trailers for road use (such as trailers to carry cargo, travel trailers, etc.)
	United States Department of Agriculture (USDA)
	Lacey Act - wood and wood products
	Agriculture Plant Health Inspection Service (APHIS) - (plant products, used farm equipment, etc.)

Please make sure you have all appropriate documents for any shipments subject to these agencies' oversight. If you aren't sure, please email [paps@frontierscs.com](mailto:paps@frontierscs.com) to verify.

### Before tendering the freight to your trucker for movement into the US:

	<b>Do you have complete documents to provide to the trucker:</b>
	Legible commercial or proforma invoice (be sure to double check the following details):
	Does the invoice reflect the correct direction of the freight movement? (does it show a Canadian shipper and a US consignee/recipient?)
	Does the invoice show the full, physical address for both the shipper and consignee/recipient?
	Does the invoice have the correct Federal Tax ID (EIN) Number or Social Security Number (SSN) noted for the US consignee/recipient?
	Does the invoice also show contact information for the consignee/recipient? (phone, website, email, name, etc.)
	Does the invoice show a value, clear description and country of manufacture for each item in the shipment?
	Does the invoice show a current and accurate US HTS number for each item in the shipment?
	Packing List
	CUSMA/USMCA Certificate of Origin for eligible goods made in the US, Canada or Mexico
	FNA US Goods Returned Letter for returning shipments of US manufactured items
	Correct, completed EPA form for any Vehicle and Engine shipments:
	EPA Form 3520-1 for motor vehicles (including motorcycles, disassembled vehicles, kit cars & light-duty vehicle/motorcycle engines)
	EPA Form 3520-21 for stationary, nonroad or heavy-duty highway engines (including engines incorporated into vehicles or products)
	Completed DOT HS-7 form for any applicable motor vehicles, motor vehicle equipment, or trailers
	Did you tick an appropriate box on this form, and did you attach any support documentation required for the box you ticked?
	Bill of lading with accurate weight and piece count noted (be sure to include unit of measure for weight)
	<b>Will any of the following services be needed for an additional fee?</b>
	ACE Manifest filing (this is normally handled by the trucker)
	ATA Carnet processing
	7512 (T & E Bond) processing for shipments transiting through the US to export to a third country
	7501 hard copy for vehicle registration in the US (this should not be needed per US Customs, but some jurisdictions still want a stamped form for this)

### At this point, your trucker should be able to handle things. Here is some specific information to share with your trucker to help expedite processing of your freight:

	Email contact for PAPS shipments into the USA: <a href="mailto:paps@frontierscs.com">paps@frontierscs.com</a>
	Frontier North America's hours of operation: Monday through Friday 0700-1900 Pacific Time
	For freight crossing outside of this window, we recommend that customers provide documents to their truckers in advance so that we can be notified in advance
	PAPS shipment processing can be tracked at the following website: <a href="https://frownp.webtracker.wisegrid.net/Login/Login.aspx?ReturnUrl=%2fDefault.aspx">https://frownp.webtracker.wisegrid.net/Login/Login.aspx?ReturnUrl=%2fDefault.aspx</a>

# FRONTIER NORTH AMERICA INC.

**Following is a list of common data elements needed from your trucker for a Customs Broker to process a PAPS entry into the US:**

PAPS/Cargo Control/Bill of Lading Number:	
US Port of Entry:	
FIRMS code for US Customs location at port of entry:	
Trucker's manifested piece count:	
Trucker's manifested weight:	
Estimated time/date for crossing the border:	

**Common issues that hold up shipments include:**

Missing consignee/ship-to party US Federal Tax ID (EIN) Number or Social Security Number (SSN)	
EIN format: NN-NNNNNNN	
SSN format: NNN-NN-NNNN	
Customs Assigned Importer Number (for non-resident importers) format: NNNNNN-NNNNNNN	
Unclear or missing goods descriptions (try to describe the goods in a way that would be clear to someone unfamiliar with your products)	
Missing HTS/Tariff numbers	
No notation of country of manufacture	
No notation of currency used on the invoice	
Illegible invoice (due to poor quality copy/scan, or handwriting)	
Missing line-item values	
Missing Partner Government Agency (PGA) information:	
DUNS number for consignee	
FDA product codes	
FDA affirmation of compliance codes	
Other PGA documents:	
EPA 3520-1 or EPA 3520-21 for vehicles and engines	
DOT HS-7 for motor vehicles and certain vehicle equipment	
TSCA form for toxic substances	
FIFRA EPA Establishment label for pesticides and pesticide devices	