

## **IMPORTANT INFORMATION ABOUT ZONE SCHEDULES**

This zone schedule is being made available pursuant to 15 CFR 400.44(e), which states: “The Board shall make copies of zone schedules available on its Web site.”

Availability of this zone schedule on the FTZ Board’s website does not imply that the FTZ Board has approved any rate/charge, policy or other content of this zone schedule. In particular, while the FTZ Board staff intends to conduct spot checks over time, zone schedules are not reviewed for compliance with the public utility requirement (19 U.S.C. 81n, 15 CFR 400.42) prior to making the zone schedules available via the Board’s website.

Pursuant to 15 CFR 400.44(b)(4), a grantee may not assess any specific rate or charge for which the amount – or formula for calculating the amount – does not appear in the zone schedule that the grantee has submitted to the FTZ Board.

Complaints about a grantee’s compliance with statutory and regulatory requirements related to public utility and uniform treatment – including rate or charge amounts/formulas, a grantee assessing a rate or charge amount/formula that does not appear in its zone schedule, and a grantee not affording uniform treatment under like conditions – may be presented to the FTZ Board under 15 CFR 400.45 (which also allows for complaints to be made on a confidential basis, if necessary).

Questions or concerns may be addressed to the FTZ Board staff at (202) 482-2862 or [ftz@trade.gov](mailto:ftz@trade.gov).

*North Central PA Regional Planning and Development Commission  
Foreign-Trade Zone 254*

FOREIGN-TRADE ZONE GRANTEE SCHEDULE

Foreign-Trade Zone No. 254

Operating under the authority granted by the  
Foreign-Trade Zones Board, U.S. Department of Commerce

**Effective May 16, 2019**

For additional information contact:  
Christine Perneski  
North Central Pennsylvania Regional Planning and Development Commission  
Administrator, FTZ 254  
49 Ridgmont Drive  
Ridgway, PA 15853

Telephone: (814) 773-3162

Email: [ncexport@ncentral.com](mailto:ncexport@ncentral.com)

*FTZ 254*  
ZONE SCHEDULE

**TABLE OF CONTENTS**

FTZ FEES	3
FTZ GRANTEE POLICIES	7
APPLICATION OF TARIFF	9
GENERAL RULES & REGULATIONS	10

*FTZ 254*  
ZONE SCHEDULE

**GENERAL PURPOSE ZONE EXPANSION APPLICATION AND ACTIVATION**

**\$ 12,000      General Purpose Zone Operator Annual Fee**

The General Purpose Zone Operator's Annual Fee will cover expenses for oversight of the General Purpose Zone project and submission of the Annual Report to the Board.

For public warehouse or 3<sup>rd</sup> party logistics operators the fee is as follows:

Year 1 -	\$ 250/month
Year 2 -	\$ 500/month
Year 3 -	\$ 750/month
Year 4 and subsequent years -	\$1,000/month

**\$2,500      General Purpose Zone Application Processing Fee**

This fee does not include actual preparation of the General Purpose Zone Operator's Application.

The Application Processing Fee covers expenses for reviewing the application and obtaining the necessary approvals/resolutions for the submission of an Application to the Foreign-Trade Zones Board (the "Board") and any necessary support required in the General Purpose Zone Application process.

**\$2,500      Manufacturing or Production Authorization Request**

(This fee does not include actual preparation of the Manufacturing Approval Request to the Board.)

The fee will cover expenses for reviewing the application, processing the Manufacturing Approval Request, submission of the Request to the Board, and base support services required in the approval process.

**\$2,500      Activation Processing Fee**

This fee does not include actual preparation of the General Purpose Zone Operator's Activation Application to U.S. Customs and Border Protection ("Customs")

The Activation Fee covers expenses for preparation and processing of the General Purpose Zone Operations Agreement, providing the Grantee Concurrence Letter to Customs, and any necessary Grantee support required in the Customs Activation process.

FTZ 254  
ZONE SCHEDULE

**SPECIAL-PURPOSE SUBZONE APPLICATION AND ACTIVATION**

Where an entity desires to have a subzone located within NCPRPDC's jurisdiction and NCPRPDC has no site available for its location or where sites available are not suited for proposed operations, the entity must arrange for the acquisition of a suitable and available site. NCPRPDC will provide cooperation with all State or local industrial development, or economic development agencies, public or private, to assist entity to the fullest extent possible in securing a suitable location.

All persons and entities who request the NCPRPDC to apply for authority to establish a sub-zone must first enter into an agreement with the NCPRPDC governing the proposed sub-zone operations. This agreement will contain provisions including, but not limited to, those relating to costs incident to the preparation of the application and any subsequent amendment or modification thereof; costs incident to public hearings and legal proceedings; charges for any required Customs Zone activation, relocation, alteration, audit or spot check; and charges for NCPRPDC's special services not provided in this Zone Schedule. Applicants for the establishment of a sub-zone will bear application costs and charges of preparing and filing of application by NCPRPDC whether or not the application is favorably acted upon by the Foreign-Trade Zones Board.

**\$12,000      Annual Fee**

The Annual Fee will cover NCPRPDC's expenses for oversight of the Subzone and submission of the Annual Report to the Foreign-Trade Zones Board.

**\$5,000      Application Processing Fee - Subzone**

This fee does not include actual preparation of the Subzone Application.

The Application Processing Fee covers expenses for reviewing the application, obtaining the necessary approvals/resolutions for the Subzone, submission of the Application to the Foreign-Trade Zones Board and any necessary support required in the Subzone Application process.

**\$2,500      Change of Scope Processing Fee**

This fee does not include actual preparation of the Change of Scope Application.

The Change of Scope Processing Fee covers expenses for reviewing the application, obtaining the necessary approvals/resolutions for the Application, submission of the Application to the Foreign-Trade Zones Board and any necessary support required in the Change of Scope Application process.

*FTZ 254*  
ZONE SCHEDULE

**\$2,500      Activation Processing Fee**

This fee does not include actual preparation of the Activation Application to Customs.

The Activation Fee covers expenses for preparation and processing of the Operations Agreement, providing the Grantee Concurrence Letter to Customs, and any necessary NCPRPDC support required in the Customs Activation process.

*FTZ 254*  
ZONE SCHEDULE

**BOUNDARY MODIFICATION**

**\$2,500      Request for Boundary Modification**

This fee does not include actual preparation of the Request for Boundary Modification to the Board.

This fee will cover the expenses for reviewing the application, processing the Request for Boundary Modification, submission of the Request for Boundary Modification to the Board and base support services required in the approval process.

**TRANSFER FEE SCHEDULE**

Costs will be applied where a General Purpose Foreign-Trade Zone or Foreign-Trade Subzone was sponsored into existence by Foreign Trade Zone 254. The fee for transfer will be paid by the beneficiary Foreign-Trade Zone and will be remitted to NCPRPDC.

Transfer During First Year of FTZ Operation: 4 years annual fee

Transfer During Second Year of FTZ Operation: 3 years annual fee

Transfer During Third Year of FTZ Operation: 2 years annual fee

Transfer During Fourth Year of FTZ Operation: 1 year of annual fee

Example: If a company with zone status wished to transfer to another Zone authority in the third year, the calculation and cost would be as follows:

Subzone (\$12,000 annual fee \* 3 years = 36,000)

**LEGAL EXPENSES**

Applicant, Land Owner or Zone Site Operator agrees to pay, or cause to be paid, all legal expenses and costs which NCPRPDC incurs in conjunction with, or arising out of, any of the services provided in this fee schedule.

*FTZ 254*  
ZONE SCHEDULE

**FTZ GRANTEE POLICIES**

**Applications**

A detailed description of FTZ application requirements are outlined by the U.S. Foreign-Trade Zones Board. NCPRPDC cannot guarantee that the FTZ Board will approve the project.

**Removing FTZ Status**

NCPRPDC reserves the right to remove FTZ status from approved sites under the following conditions:

- 1.No part of the property has been activated within 5 years of receiving FTZ Board approval.
- 2.There is a default in the agreement between the Zone Site Operator and NCPRPDC or between the Property Owner and NCPRPDC.
- 3.Property is used for residential purposes, retail sales or any other use or development that is inappropriate for FTZ status.
- 4.Failure to pay charges or fees associated with FTZ status.

**Zone Site Operator Agreement**

All Zone Site Operators will be required to sign a Zone Site Operator/Grantee agreement before the site can be activated with Customs. This agreement states that the NCPRPDC does not participate in the day to day operations of the FTZ and this responsibility, therefore, is placed upon the Zone Site Operator to comply with all rules and regulations.

**Landowner Agreement**

**Landowners will be required to sign a Land Owner/Grantee agreement before an application is submitted to the FTZ Board. This agreement outlines all responsibilities that the landowner will have to complete in order to maintain FTZ status at the property.**

**Liability**

FTZ site owner and/or Zone Site Operator agrees to protect, indemnify and hold harmless the NCPRPDC, its elected officials, employees and agents from and against any liability, obligation, damage, penalty, claim, cost, charge or expense, including attorneys' fees and costs, whether insured or not, arising out of or incident to its site.

**Payments**

All payments are due according to the terms of the billing documents of the NCPRPDC. Failure to pay any fees, charges and expenses to the NCPRPDC shall be a basis for termination of appropriate agreement and/or removal of FTZ designation.

**Annual reports**

The FTZ Zone Site Operator or owner must submit Annual Reports to the NCPRPDC no later than the time specified in the Operator's Agreement or by the FTZ Board of each year an annual report for the fiscal year ending December 31st containing data required by the FTZ Board and Customs. The FTZ Zone Site Operator or owner shall prepare a narrative and submit photographs as required for the Annual Report to the Board. Land or buildings that have been leased or sold during the year must be described along with naming the new owner or lessee.



*FTZ 254*  
ZONE SCHEDULE

**Construction**

All new construction projects will need to be mentioned in the annual report so that the FTZ Board can be informed of the updated condition and structures within FTZ sites.

**Access**

Representatives of the NCPRPDC, FTZ Board, Customs, and other authorized U.S. government officers, shall have the right to enter the FTZ site for the authorized and lawful purpose of examining same, conferring with FTZ Zone Site Operator or owner, its agents, invitees, and employees on such premises, inspecting and checking operations, supplies, equipment and merchandise, and determining whether the business is being conducted in accordance with the procedures established for the operation and management of the FTZ site.

**Foreign-Trade Zone Privileges**

The NCPRPDC makes no representations or warranties as to the particular privileges and benefits which may accrue to FTZ site, Zone Site Operator, or owner from foreign-trade zone site operations as those privileges and benefits may vary as a result of changes in federal law, determinations of the Board and Customs, and operational decisions of the FTZ Zone Site Operator. The NCPRPDC shall in no way be liable for any costs or losses sustained by FTZ Zone Site Operator or Landowner as a result of FTZ status.

*FTZ 254*  
ZONE SCHEDULE

**APPLICATION OF TARIFF**

**APPLICATION OF FOREIGN-TRADE ZONE NO. 254 - NCPRPDC TARIFF** -The rates, rules and regulations of this Tariff shall apply at Foreign-Trade Zone No.254 - NCPRPDC its Sub-Zones and Annexes unless otherwise provided for.

**GENERAL REGULATIONS** - Foreign-Trade Zone No. 254 - NCPRPDC is regulated by the Foreign-Trade Zones Board, Washington, D.C. under Code of Federal Regulations, Chapter IV, Part 400.

**UNITED STATES CUSTOMS REGULATIONS** - Foreign-Trade Zone No. 254 - NCPRPDC is subject to special Customs regulations as defined in U.S. Code of Federal Regulations, Chapter I, U.S. Customs, Part 146 - Foreign Trade Zones.

**APPLICATION AND INTERPRETATION OF TARIFF** – NCPRPDC shall be the sole judge to interpret and determine the applicability of any of the rates, rules, regulations or services provided for in this Tariff. However, any matter involving interpretation or action by U.S. Bureau of Customs and Border Protection or any other agency of the U.S. Government will be determined by the appropriate government agency.

*FTZ 254*  
ZONE SCHEDULE

**GENERAL RULES AND REGULATIONS**

**ZONE REGULATIONS** - The following rules governing procedures within Foreign-Trade Zone No. 254 - NCPRPDC are issued in conformity with and supplementary to the Foreign-Trade-Zones Board's regulations and such of the United States laws and regulations relating to the Port of Entry as are applicable to Foreign-Trade Zone operations.

**GENERAL REGULATIONS** - All persons and merchandise of every description entering or leaving Zone No. 254 - NCPRPDC for any purpose whatsoever shall be bound by the lawful regulations of the Foreign-Trade Zones Board and by the Zone regulations issued thereunder.

**GOVERNMENT AGENCIES** -All lawful regulations regarding government agencies in or about ports of entry must be complied with insofar as they are not in conflict with Public Law 397 of the 73rd Congress and the Regulations issued thereunder.

**COMPENSATION INSURANCE** - Every person employed in the Zone shall be properly covered by Workmen's Compensation Insurance. Proof of this shall be furnished before any work may release of liability must be started, or release of liability must be given to the Zone.

**PUBLIC INTEREST, HEALTH AND SAFETY** - No operation or process of treatment will be permitted in the Zone that, in the judgment of the Administrator, is detrimental to the public interest, health and safety.

**CONFIDENTIAL RELATIONSHIP** – The NCPRPDC, and Operator will take precaution to avoid the divulging of confidential information regarding merchandise and services thereon performed in the Zone.

**ADMITTANCE OF PERSONS** - Persons desiring admittance to the Zone shall make application to a representative of the Operator. The pass issued must be worn or shown upon request. Upon leaving the Zone, any temporary pass must be surrendered, and any permanent pass must be shown to the representative of the Operator. All persons having business in the Zone will enter and leave at the prescribed entrance.

**CHARGES BY GOVERNMENT AGENCIES** - Charges made by government agencies other than the NCPRPDC are not included in this Tariff and should be arranged by the owner or his agent with the government bureau concerned.