

1 East Bay Street
Savannah, GA 31401



**U.S. Customs and
Border Protection**

NOV - 8 2012

INS-1-SV:FO:LFB

PORT OF SAVANNAH PIPELINE # 2013-02

TO: Customs Brokers, Importers, Exporters, Carriers, Bonded Warehouse Proprietors,
and Other Interested Parties

FROM: Area Port Director
Savannah, Georgia

SUBJECT: Locked Correspondence Boxes

This notice serves to advise the trade and export community that U.S. Customs & Border Protection (CBP) has installed locked correspondence boxes at the CBP Operations Center, 139 Southern Blvd., Savannah, Georgia 31405. The new boxes are located in the lobby of the CBP Operations Center.

Each brokerage firm, exporter, steamship line, or warehouse conducting business with CBP and routinely receiving CBP documents will be provided with a lockable box, based on paperwork volume. One key per box will be given to each business and copies of the keys may be made to meet your business needs. For control purposes, please ensure that adequate records of each key holder are maintained.

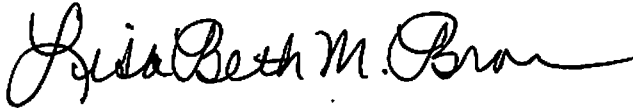
CBP will maintain a list of all distributed keys along with one master key in the event that additional copies must be made. Replacement keys will be the responsibility of the business utilizing the correspondence box. CBP employees will not be permitted to open any of the boxes, due to misplaced or forgotten keys.

Correspondence boxes are limited and will be distributed according to volume and individual needs. Companies handling multiple clients should consolidate and only request one box versus requesting one box per client. Interested parties should submit a request via company letterhead no later than November 16, 2012 to the below address:

U.S. Customs and Border Protection
Attn: Correspondence Boxes
139 Southern Blvd
Savannah GA 31405

Requests made after November 16, 2012 will be reviewed on a case by case basis and issuance of a correspondence box will be dependent on availability.

If you have any questions regarding this matter, please contact Supervisory CBP Officer Clay Thomas (912) 721-4840.

A handwritten signature in black ink that reads "Lisa Beth M. Brown". The signature is written in a cursive style with a long horizontal flourish at the end.

Lisa Beth M. Brown
Area Port Director