Instructions for KC-359

Application for Port/Trans-Load Facility Approval

Operators use this form to apply for approval to handle/store USDA commodities at port locations.

Submit the original of the completed form in hard copy or facsimile to the Kansas City Commodity Office, P.O. Box 419205, Stop 8738, Kansas City, MO 64141-6205; telephone 816-926-6577 or FAX 816-823-1172. Customers who have established electronic access credentials with KCCO may electronically transmit this form to KCCO.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with KCCO, follow instructions provided at the USDA eForms web site.

Operators must complete Items 1 through 18. If facility is operated under port authority tariff, port authority official must sign in Item 19 and return KC-359 to KCCO.

Items 1-18

Fld Name / Item No.	Instruction
1 Port Name	Enter the Port Name where the terminal/warehouse is located.
2 Terminal Name	Enter the terminal name of the facility.
3 Mailing Address	Enter the mailing address of the facility in Item 2.
4a – 4e Terminal Contact	Item 4a. Enter name of a contact person. Item 4b. Enter position of a contact person. Item 4c. Enter telephone number including area code of a contact person. . Item 4d. Enter fax number of a contact person. Item 4e. Enter e-mail address of a contact person.
5 Identification and Description of Warehouses	Enter the identification and description of warehouses requested for approval.

Fld Name / Item No.	Instruction
6a – 6b Facility/ Operation Under a Port Authority Tariff	Item 6a. Check "yes" if facility/operation is under a port authority tariff or "no" if not. Item 6b. If yes, enter port name
7a – 7b Railroad(s) Servicing Location	Item 7a. Enter the railroad(s) servicing location. Item 7b. Check "yes" if location is open to reciprocal switching or "no" if not.
8 Barge Line Servicing Location	Enter barge line servicing location.
9 Number of Railcars that can be Spotted	Enter the number of railcars that can be spotted by operator.
10 Number of Truck Docks	Enter number of truck docks.
11a – 11b Unload Capacity Per Day	Item 11a. Enter the number of railcars that can be unloaded per day. Item 11b. Enter the number of trucks that can be unloaded per day.
12 Protection During Inclement Weather	Check "yes" if commodities can be protected during inclement weather or "no" if not.
13a – 13b Pest Control Program	Item 13a. Check "yes" if you have a pest control program, or "no" if not. Item 13b. Enter name of firm if this is commercial.
14 Has Facility Implemented a U.S. Coast Guard Approved Security Plan	Check "yes" if the facility implemented a U.S. Coast Guard approved security plan and ISPS code, or "no" if not.

Fld Name / Item No.	Instruction
and ISPS Code	
15a – 16b Facilities Owned or Leased	Item 15a. Check "owned" if the facilities are owned or "leased" if the facilities are leased. Item 15b. Enter the name of the lessor if the facilities are leased.
16 Stevedore Company(s)	Enter the name of the stevedore company(s) used to unload commodities.
17 Additional Comments	Enter any additional comments regarding Items 1 through 16.
18a -18b	Item 18a. Enter the signature of a person requesting this information on behalf of the facility listed in Item 2. Item 18b. Enter the date this form is being signed.

When operating under a port authority tariff listed in Item 5, operators must have the port authority complete Item 19.

Item 19

Fld Name / Item No.	Instruction
19a – 19b Port Official Signature	Item 19a. Enter the signature of a person authorized to sign on behalf of the port authority. Item 19b. Enter the date port official signed.