|  |  |  |
| --- | --- | --- |
| U.S. DEPARTMENT OF  HOMELAND SECURITY  TRANSPORTATION SECURITY ADMINISTRATION | Reporting Guidelines for Air Cargo Screening Populations | OMB No. 1652-0053  Exp: 03/31/2010 |

|  |  |
| --- | --- |
| **Who must comply?** | Certified Cargo Screening Program (CCSP) participants |
| **What is this collection about?** | This information collection requires a CCSP participant to collect, report and submit information on the volume of cargo screened for transport on passenger aircraft. |
| **Where do I find the requirements for this information?** | The cargo reporting requirements can be found in the Certified Cargo Screening Security Program/Order per 49 CFR 1549.5 (a) and 74 Fed. Reg. 47697 (September 16, 2009) |
| **When must information be submitted to the TSA?** | The information must be reported to TSA on a monthly basis and is due no later than the 10th day of the month following the cargo screening date (e.g., February data must be reported by March 10th). |
| **How is the information submitted?** | The information must be submitted using the Cargo Reporting Tool at [https://fas.tsa.dhs.gov/](https://email.tsa.dhs.gov/exchweb/bin/redir.asp?URL=https://fas.tsa.dhs.gov/). Whenever the Cargo Reporting Tool is not available, a CCSP participant may submit the report template in an electronic format to [Cargoreporting@dhs.gov](mailto:Cargoreporting@dhs.gov)  Each CCSP participant should use the following e-mail subject header when submitting reports:  Submission\_Cargo Reporting\_Applicable CCSF-Shipper Name\_Month\_Year  *(e.g., Submission\_Cargo Reporting\_CCSF-Shipper Name\_02\_2009)* |
| **What happens when complete information is received?** | Once TSA receives all required screened cargo data, TSA must submit a report, on a quarterly basis, to Congress detailing the volume of screened cargo transported on passenger aircraft. |
| **For additional information, contact--** | CCSP participant are asked to direct policy-related questions regarding cargo screening reporting to the CCSP participant’s assigned Principal Cargo Security Analyst. Technical questions about the cargo reporting process should be forwarded to [Cargoreporting@dhs.gov](mailto:Cargoreporting@dhs.gov) with the subject header “Technical Question. |