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|  U.S. DEPARTMENT OF HOMELAND SECURITYTRANSPORTATION SECURITY ADMINISTRATION | Reporting Guidelines for Air Cargo Screening Populations US | OMB No. 1652-0040Exp: 04/30/2012 |

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| **Who must comply?** | Air carriers and aircraft operators operating flights within the United States must submit monthly reports on screened cargo carried on passenger aircraft.  |
| **What is this collection about?** | This information collection requires an air carrier or aircraft operator 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 Aircraft Operator Screening Standard Security Program for Aircraft Operators or the Model Security Program for Air Carriers.  |
| **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, an Air Carrier or Aircraft Operator may submit the report template in an electronic format to Cargoreporting@dhs.gov Each air carrier or aircraft operator should use the following e-mail subject header when submitting reports: Submission\_Cargo Reporting\_Applicable Airline Name\_Month\_Year*(e.g., Submission\_Cargo Reporting\_Sample Airline Name\_XX\_20XX)* |
| **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--** | Air Carriers and Aircraft Operators are asked to direct policy-related questions regarding cargo screening reporting to the carrier’s assigned TSA Principle Security Inspector (PSI). Technical questions about the cargo reporting process should be forwarded to Cargoreporting@dhs.gov with the subject header “Technical Question.” |