



## COVID-19 Commercial Update to Industry Stakeholders May 8, 2020

### KEY MESSAGE

The Canada Border Services Agency wishes to thank our industry partners for their effort and support in keeping essential people and goods moving.

### Key Issues

#### Alternatives to Paper Processing

- The CBSA continues to expand the use of email and electronic stamping, in lieu of paper submissions of commercial documentation.
- Clients need to obtain confirmation from the local office prior to sending documents by email.
- An updated list of ports and contact information is below. Please see Annex A for further details.

### Other Sources of Information

- On May 6, Transport Canada released guidance on personal protective equipment and their uses by commercial vehicle drivers: <https://www.tc.gc.ca/eng/motorvehiclesafety/personal-protective-equipment-uses-commercial-vehicle-drivers.htm>

### Contacts

If you have any follow-up questions, please send to the BCCC at  
[BCCC-CCACF@CBSA-ASFC.GC.CA](mailto:BCCC-CCACF@CBSA-ASFC.GC.CA)

[Fred.Gaspar@cbsa-asfc.gc.ca](mailto:Fred.Gaspar@cbsa-asfc.gc.ca)

Director General, Commercial  
Office # 613-957-3511  
Cell # 343-542-9240

[Doug.Band@cbsa-asfc.gc.ca](mailto:Doug.Band@cbsa-asfc.gc.ca)

Director General Trade and Anti-Dumping  
Office # 613-954-7338  
Cell # 613-295-5992

**Border Information Service (BIS) line:** Within Canada (Toll-free) - 1-800-461-9999  
Outside Canada (Long distance charges apply) - 1-204-983-3500

## Annex A – Alternatives to Paper Processing

### List of documents approved by Headquarters for electronic submission

<b><i>May be sent by email/fax</i></b>	<b><i>Excluded - May not be sent by email/fax</i></b>
<p><b>Cargo</b></p> <ul style="list-style-type: none"> <li>• A8A(B) Cargo Control Document</li> <li>• Re-manifest</li> <li>• De-consolidation</li> <li>• A10 Abstract</li> <li>• A30 Diversion Notice</li> <li>• BSF673</li> <li>• A6/A6A</li> </ul> <p><b>Release</b></p> <ul style="list-style-type: none"> <li>• Paper RMD/PARS (with EDI Exception lead sheet)</li> <li>• B3 Types: all, except where payment required prior to release</li> <li>• Regulated release requests, not otherwise excluded</li> <li>• Entered to Arrive (ETA) / Value Included (VI)</li> <li>• Aero-paper</li> <li>• A48 RMD Correctors</li> <li>• K36A – Ships Stores</li> </ul>	<ul style="list-style-type: none"> <li>• Release requests that must be sent in by EDI, as per D17-1-4</li> <li>• Regulated shipments requiring the following: <ul style="list-style-type: none"> <li>o Kimberley Certificates</li> <li>o CITES Permits</li> </ul> </li> <li>• C-Type B3s where payment required prior to release</li> <li>• K32 – Drawback Claims</li> </ul>

#### Key points:

- Existing legislation continues to apply. Note, the *Customs Brokers Licensing Regulations* require release related documentation be submitted only by brokers with an office at the port;
- Existing policies and D-memos (i.e. D3 series, D17-1-4) continue to apply;
- All documents are still required, in the correct order;
- For release requests, an EDI exception lead sheet must be provided, per D17-1-4;
- In lieu of coloured wrappers, write the wrapper colour specified in the D-memo on the first page, to enable the triage of requests;
- Additional information and procedures will be provided by the port;
- Non-compliant requests will be rejected.

#### Key points for email:

- Separate email addresses will be provided by the port for cargo and release requests;
- The subject line must be: REQUEST TYPE - TRANSACTION NUMBER, i.e. RMD – 12345-1900123459; A48 - 12345-1900123459; BSF673 - 014-28442347324;
- The paper request must be transmitted by way of an attached PDF document;
- Only PDF attachments are permitted;
- The PDF file name must be TRANSACTION NUMBER.pdf i.e. 12345-1900123459.pdf.

Note, the request type is not indicated in the file name, only in the subject.

#### Key points for fax:

- This is an interim process only, for the duration of the pandemic;
- Two copies are required for fax submissions, one for CBSA retention, and one to be stamped and returned to client;
- Indicate contact name, phone number and email address.

## Electronic CBSA stamps:

Some CBSA offices will return electronically stamped documentation to clients by email. As the electronic versions of the stamps appear differently from the physical stamps, they are being shared here for awareness.



## Current ports participating Electronic Longrooms:

*Clients need to obtain confirmation from the local office prior to sending documents by email.*

Port code	Region/ location	Cargo/Release	Email
009	Halifax	Cargo	<a href="mailto:CBSA.Manifest-009-Manifeste.ASFC@cbsa-asfc.gc.ca">CBSA.Manifest-009-Manifeste.ASFC@cbsa-asfc.gc.ca</a>
009	Halifax	Release	<a href="mailto:CBSA.Commercial-009.ASFC@cbsa-asfc.gc.ca">CBSA.Commercial-009.ASFC@cbsa-asfc.gc.ca</a>
395	Montreal	Cargo	<a href="mailto:CBSA.Manifest-395-Manifeste.ASFC@cbsa-asfc.gc.ca">CBSA.Manifest-395-Manifeste.ASFC@cbsa-asfc.gc.ca</a>
395	Montreal	Release	<a href="mailto:CBSA.Commercial-395.ASFC@cbsa-asfc.gc.ca">CBSA.Commercial-395.ASFC@cbsa-asfc.gc.ca</a>
417	Kitchener	Cargo	<a href="mailto:CBSA.Manifest-417-Manifeste.ASFC@cbsa-asfc.gc.ca">CBSA.Manifest-417-Manifeste.ASFC@cbsa-asfc.gc.ca</a>
417	Kitchener	Release	<a href="mailto:CBSA.Commercial-417.ASFC@cbsa-asfc.gc.ca">CBSA.Commercial-417.ASFC@cbsa-asfc.gc.ca</a>
453	Windsor	Release	<a href="mailto:CBSA.Commercial-453.ASFC@cbsa-asfc.gc.ca">CBSA.Commercial-453.ASFC@cbsa-asfc.gc.ca</a>
495	Toronto	Cargo	<a href="mailto:CBSA.Manifest-495-Manifeste.ASFC@cbsa-asfc.gc.ca">CBSA.Manifest-495-Manifeste.ASFC@cbsa-asfc.gc.ca</a>
497	Toronto	Cargo	<a href="mailto:CBSA.Manifest-497-Manifeste.ASFC@cbsa-asfc.gc.ca">CBSA.Manifest-497-Manifeste.ASFC@cbsa-asfc.gc.ca</a>
809	Vancouver	Release	<a href="mailto:CBSA.Commercial-809.ASFC@cbsa-asfc.gc.ca">CBSA.Commercial-809.ASFC@cbsa-asfc.gc.ca</a>
809	Vancouver	Cargo	<a href="mailto:CBSA.Manifest-809-Manifeste.ASFC@cbsa-asfc.gc.ca">CBSA.Manifest-809-Manifeste.ASFC@cbsa-asfc.gc.ca</a>
809	Vancouver	Cargo - High-volume up to 100 pages. If sending more than 100 pages please notify us in advance.	<a href="mailto:809VCOWMANIFESTCONTROL@cbsa-asfc.gc.ca">809VCOWMANIFESTCONTROL@cbsa-asfc.gc.ca</a>
821	Vancouver International Airport	Cargo	<a href="mailto:CBSA.Manifest-821-Manifeste.ASFC@cbsa-asfc.gc.ca">CBSA.Manifest-821-Manifeste.ASFC@cbsa-asfc.gc.ca</a>
821	Vancouver International Airport	Release	<a href="mailto:CBSA.Commercial-821.ASFC@cbsa-asfc.gc.ca">CBSA.Commercial-821.ASFC@cbsa-asfc.gc.ca</a>

**Ports providing fax service:**

<b>Quebec</b>		
0308	Woburn	819-544-9180
0310	Chicoutimi	418-698-5732
0312	Québec Salle des comptoirs	418-649-6259
0328	St-Armand Philipsburg	450-248-4688
0329	Armstrong	418-597-3938
0335	St-Pamphile	418-356-5216
0336	St-Just	418-244-3630
0339	Ste-Aurélie	418-593-3972
0351	Lacolle rte 15	450-246-8012
0354	Stanhope	819-849-9237
0355	Baie-Comeau	418-296-2127
0361	Sept-Îles	418-962-4253
0362	East-Hereford	819-844-2423
0363	Cap-aux-Meules	418-986-3480
0365	Chartierville	819-656-1017
0396	Trudeau Intl Airport	514-633-7774
0398	Trudeau Intl Airport (CDL BW)	514-633-7774
3123	Aéroport Intl. Jean Lesage (AJL)	418-640-3378
<b>GTA</b>		
0417	Hamilton International Airport	905-679-6877
0480	Interport SW	905-625-7194
0496	Interport SW	905-624-2430
<b>Pacific</b>		
0801	Cranbrook Airport	250-491-5182
0807	Penticton	250-491-5182
0808	Prince Rupert	250-627-3041
809	Vancouver	604-666-9082
0811	Victoria	250-363-3179
0813	Pacific Highway	604-538-8961
0814	Kamloops	250-491-5182
0815	Boundary Bay	604-943-2722
0816	Cascade	250-447-9418
0817	Huntingdon	604-850-5896
0818	Kingsgate	250-424-5350
0819	Osoyoos	250-495-7692
0820	Prince George	250-491-5182
0822	Rykerts	250-428-5310
0824	Roosville	250-887-3247
0825	Port Alberni	250-754-0345
0826	Powell River	250-339-7890

0827	Kitimat	250-627-3041
0828	Nelway	250-357-9688
0830	Courtenay	250-339-7890
0831	Kelowna	250-491-5182
0832	Paterson	250-362-7747
0833	Waneta	250-367-6387
0834	Carson	250-495-7692
0835	Midway	250-495-7692
0836	Chopaka	250-495-7692
0837	Sidney	250-363-6764
0838	Comox Valley Airport	250-339-7890
0841	Aldergrove	604-607-7594
0890	Whitehorse	867-668-2869
0891	Pleasant Camp	907-767-5543
0892	Beaver Creek	867-862-7613
0893	Fraser	867-821-4112
<b>SOR</b>		
0401	Kitchener	519-648-3190
0427	Queenston Bridge	905-262-6548
0453	Ambassador Bridge	519-967-4206
<b>Atlantic</b>		
009	Halifax	902-426-5648
0231	St. Stephen 3rd Bridge	506-465-2101
0212	Woodstock	506-328-2375
<b>NOR</b>		
0409	Cornwall	613-930-7044
0428	North Bay	705-472-3997
0439	Prescott	613-925-2899
0441	Sault Ste-Marie	705-941-3069
0456	Lansdowne	613-659-2331
0461	Thunder Bay	807-626-0117
0475	Pigeon River	807-964-3033
0478	Fort Frances	807-274-8416
0488	Rainy River	807-852-3146
0485	Ottawa Cargo Services	613-991-6912
<b>PRA</b>		
502	Emerson	204-373-2764
702	Edmonton	780-890-4311
705	Coutts	403-344-4427