

# Port of Chicago - Pipeline

5600 Pearl Street  
Rosemont, IL 60018-5213



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

**Pipeline 19-09**

**August 7, 2019**

**TO: Customhouse Brokers, Importers, and Others Concerned**

**SUBJECT: Update to Pipeline 16-09, Entry Processing Procedures for Hand Carried Merchandise Arriving at Chicago O'Hare International Airport**

U.S Customs and Border Protection (CBP) transitioned to a full implementation of ACE Cargo Release on/or about June 2019. This pipeline is issued to provide updated procedures and guidance for all hand-carried merchandise arriving at the Chicago O'Hare International Airport in accordance with Pipeline 16-09, issued August 3, 2016.

In ACE Cargo Release, Mode of Transportation (MOT) 60 the AWB prefix and AWB number fields are not validated fields but are used for administrative purposes. The following data should be entered for ACE Cargo Release entries with MOT 60:

- Non-AMS Indicator = Y
- Bill Type indicators = R
- Carrier Code = The flight number of the passenger arriving at O'Hare with the merchandise.
- Date of Arrival = The numeric date the flight arrived at O'Hare

Filers should upload the passport bio page and ticket details of the passenger carrying the merchandise into the Document Image System (DIS) and in lieu of an "admissible" message if a "Document Required" or "Intensive" message is received, the filer should immediately upload the required documents into DIS.

Brokers are not required to meet the passenger with hand-carried commercial merchandise in the Federal Inspection Station (FIS) area, but can meet them outside the arrivals hall (in the public meet and greet area) if they so choose. Brokers are reminded it is of critical importance that passengers with hand-carried commercial entry merchandise properly make a declaration to a CBP Officer when encountered within the Federal Inspection Service (FIS) area. Passengers should request a referral to the Commercial Entry Desk within the FIS where they must then present the ACE Cargo Release entry number to CBP staff. CBP will then manually release the entry after review and inspection.

It is the responsibility of passengers to properly declare commercial merchandise requiring entry clearance to CBP upon arrival and **PRIOR** to departing from the CBP FIS area. A failure to comply with this requirement will require brokers to present shipment paperwork and associated documentation (3461, invoice, copy of passenger passport) to the Area Port of Chicago, Cargo

## Port of Chicago - Pipeline

Page 2 of 2

Operations Division at: 5600 Pearl Street, Rosemont Illinois in order to obtain a customs release for the shipment.

For questions regarding passenger hand-carried commercial shipments, please contact the CBP Officer assigned to the Commercial Entry Desk in Terminal 5 at 773-686-2800 Ext 0.

If you have questions regarding the commercial entry process in general at the Port of Chicago, you may contact Supervisory CBP Officer Suzanne Sublette-Nyenhuis at (847) 928-3008.

Sincerely,



Michael Pfeiffer  
Acting Area Port Director  
Area Port of Chicago