

**Lacey Act BRASS Pilot Program:  
APHIS Issues Additional Instructions for Pilot Program Participation**

We have been notified by APHIS that they will now require a formal letter from the companies that plan to utilize the BRASS pilot program for the Lacey Act plant declaration. Please use the suggested format below on your own company letterhead. You will need to courier this document to APHIS at the following address.

**Lacey Act  
c/o U.S. Department of Agriculture  
Box 10  
4700 River Road  
Riverdale, MD 20737**

The letter must be printed on company letterhead and set forth the information printed below.

**(Company Letterhead)**

To whom it may concern:

Please accept this letter as confirmation of our intention to participate in the pilot program for the Lacey Act declaration and reconciliation process for our shipments released through ALR or BRASS.

Included is the pertinent information that is required to ensure our continued enrollment in the BRASS expedited release program.

Shipper name:  
Manufacturer ID (MID):  
IOR number:  
C4 Code:

If you have any questions, please contact the following personnel.

Contact person: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Sincerely,

Signature: \_\_\_\_\_

Printed signature: \_\_\_\_\_

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If you have questions, no longer wish to receive these notices via fax, or wish to receive these notices via e-mail, contact NGJ's Trade/Compliance Services Department at: [compliance.us@ngjensen.com](mailto:compliance.us@ngjensen.com)

Visit our website at [www.ngjensen.com](http://www.ngjensen.com)

*Norman G. Jensen, Inc. is a validated participant in the Customs-Trade Partnership Against Terrorism (C-TPAT).*