



e-Longroom

Part of an Emerging **Digital Customs Strategy** for CBSA

Trade Facilitation Committee World Trade Organization

October 20, 2020



PROTECTION • SERVICE • INTEGRITY





Purpose

- Provide an overview of the e-Longroom initiative;
- Quick response to COVID-19 with low overhead:
 - Reduces face-to-face interaction in customs offices;
 - Protects our employees;
 - Responds to industry requests to protect their own workforce.
- Principles of a post-COVID Digital Customs Strategy:
 - Digital
 - > Resilient
 - > Simple
 - > Agile
 - > Reconfigurable



Legacy Longroom Process

 Clients use staff or hire couriers to drop off paperwork required for certain commercial cross-border transactions;

Request made

Request Review

 Clerk/Officer reviews and stamps paperwork Clients usually return the following day to pick-up stamped copies

Client Return

Request Saved

 Paper copies are maintained in Regional Records Rooms, in accordance with regulatory retention requirements

Day 1

Day 2



e-Longroom Process

 Client emails request to generic inbox with PDF attachment

Request made

Request Review

 Clerk/Officer reviews the request on one monitor and has the CBSA system on the other Clerk/Officer applies electronic stamps and returns to client by email

Client Return

Request Saved

 Completed requests are saved digitally.

30 minutes



Benefits for CBSA and Our Clients

- More efficient, flexible, resilient process:
 - Clients can submit requests from anywhere;
 - CBSA staff can authorize requests from anywhere by applying an electronic stamp;
 - Goods move faster!
- Reduces face to face interaction in CBSA offices, thereby protecting our employees and the employees of our clients;
- Comprehensive audit trail with automated tracking of time of receipt, reject (if applicable), and return of documents;
- Cost savings on handling, transport, off-site storage and destruction of paper records.



Requirements to Implement

Simple set up of 2 generic inboxes per port:

Cargo: CBSA.Manifest-395-Manifeste.ASFC@cbsa-asfc.gc.ca

Release: CBSA.Commercial-395.ASFC@cbsa-asfc.gc.ca

- Purchase and installation for each workstation:
 - -scanner that can read a barcode off a screen \$500
 - -second monitor \$350
 - -PDF writer software licence \$50
- Development of standard operating procedures.



Digital Stamps

Canada Border Services Agency Agence des services frontaliers du Canada

OPEN / OUVERT

AUTHORIZED TO MOVE IN BOND MOUVEMENT SOUS DOUANE AUTORISÉ LONGROOM 410 SALLE DES COMPTOIRS

2020-08-14











Looking ahead

- The e-Longroom pilot was a success and is being formalized as a permanent process:
 - Incorporate into policies and procedures;
 - Update of the CBSA Directory to identify available locations;
 - Communicate information about the initiative on the CBSA website.
- Expand implementation to 100 offices by end of 2021.



Thank you

For additional information please contact:

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