

Product Classification Worksheet

HTS Code Determination & Documentation

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Product Identification

Product Name (Common): _____ Product Name (Technical): _____ Manufacturer Part Number: _____ Company SKU: _____ Date of Classification: _____
Classified by: _____

Section 1: Product Description

Basic Description

In plain language, what is this product?

Primary Function / Use

What is the product used for?

End User

☐ Consumer (general public) ☐ Industrial (manufacturing/commercial) ☐ Professional (specialized use) ☐ Other:

Section 2: Physical Characteristics

Dimensions

Length: _____ Width: _____ Height: _____ Units: ☐ cm ☐ inches ☐ meters

Weight

Net Weight: _____ Gross Weight: _____ Units: ☐ kg ☐ lbs ☐ grams

Form

☐ Solid ☐ Liquid ☐ Powder ☐ Gas ☐ Other: _____

Color

Other Physical Features

Section 3: Material Composition

Primary Material (by weight or value)

Material: _____ **Percentage:** _____%

Secondary Materials

Material	Percentage
_____	_____%
_____	_____%
_____	_____%
_____	_____%

Material Type (Check all that apply)

☐ Metal (specify type): _____ ☐ Plastic/Polymer (specify type): _____ ☐ Textile/Fabric (fiber content): _____ ☐ Wood ☐ Glass ☐ Ceramic ☐ Paper/Cardboard ☐ Rubber ☐ Electronic components ☐ Other: _____

Special Material Notes

Section 4: Manufacturing Information

Manufacturing Process

☐ Molded ☐ Machined ☐ Assembled ☐ Cast ☐ Forged ☐ Printed ☐ Woven ☐ Knitted ☐ Other: _____

Assembly Status

☐ Finished/complete product ready for use ☐ Unfinished/incomplete (requires further work) ☐ Parts/components for assembly ☐ Raw material/intermediate product

Country of Manufacture

Section 5: Packaging

Consumer Packaging

☐ Retail-ready (for individual sale) ☐ Bulk packaging (for further distribution) ☐ Industrial packaging (large quantities)

Packaging Materials

Section 6: HTS Research

Step 1: Section Identification

Review HTS Sections I - XXI. Which section(s) might apply?

Section Number: _____ **Section Name:** _____

Step 2: Chapter Selection

Within the section, which chapter(s) are most relevant?

Chapter Number: _____ Chapter Name: _____

Step 3: Review Notes

Section Notes - Key takeaways:

Chapter Notes - Key takeaways:

Step 4: Heading Candidates

List 2-3 possible headings that might apply:

Option 1: _____ Heading Description: _____ Why it might apply: _____

Option 2: _____ Heading Description: _____ Why it might apply: _____

Option 3: _____ Heading Description: _____ Why it might apply: _____

Section 7: General Rules of Interpretation (GRI)

GRI 1: Headings & Notes

Does the product fit clearly within one heading based on text? ☐ Yes - Heading: _____ ☐ No - Continue to GRI 2

GRI 2: Incomplete or Unfinished Articles

Is the product incomplete but has essential character of complete? ☐ Yes - Classify as if complete ☐ No - Continue to GRI 3 ☐ Not applicable

GRI 3: Competing Classifications

If multiple headings apply, which is most specific?

Most Specific Heading: _____ Rationale: _____

GRI 4: Most Similar Goods

If GRI 1-3 don't resolve, what is most similar product?

GRI 5 & 6: Subheadings

Apply same rules at subheading level:

Section 8: Classification Determination

Selected HTS Code

10-Digit HTS Code: _____ . _____ . _____ . _____

Code Breakdown:

- **Heading (2-digit):** _____ = _____
- **Subheading (4-digit):** _____ = _____
- **Tariff Item (6-digit):** _____ = _____
- **Statistical (8-digit):** _____ = _____
- **Suffix (10-digit):** _____ = _____

Duty Rate

Column 1 (General): _____% **Column 1 (Special):** _____ (if FTA/GSP) **Column 2:** _____% (non-MFN countries)

Unit of Quantity

Primary Unit: _____ **Secondary Unit (if any):** _____

Section 9: Classification Rationale

Why This Code?

Explain why this HTS code accurately classifies the product:

Alternative Codes Considered

Why were other codes rejected?

Section 10: Supporting Research

CBP Rulings Reviewed

List relevant ruling numbers and key points:

Ruling #1: _____ **Key Point:** _____

Ruling #2: _____ **Key Point:** _____

Court Cases Reviewed

CIT or CAFC cases (if any):

Other Resources Consulted

☐ USITC HTS Online ☐ CBP CROSS Database ☐ World Customs Organization (WCO) Opinions ☐ Customs Broker Advice ☐ Legal Counsel Opinion ☐ Industry Standards ☐ Product Manufacturer Input ☐ Other: _____

Section 11: Special Considerations

Partner Government Agencies (PGA)

Does this product require clearance from: ☐ FDA (Food, Drug, Cosmetics, Medical Device) ☐ USDA (Agriculture, Meat, Plants) ☐ EPA (Chemicals, Pesticides) ☐ CPSC (Consumer Products) ☐ DOT (Hazardous Materials) ☐ FCC (Electronics/Telecommunications) ☐ Other:

Trade Remedies

Is this product subject to: ☐ Antidumping duties (country: _____) ☐ Countervailing duties (country: _____) ☐ Section 301 tariffs (China products) ☐ Section 232 tariffs (steel/aluminum) ☐ Other additional duties: _____

Import Restrictions

☐ UFLPA risk (Xinjiang forced labor) ☐ Quota or visa requirements ☐ Import license required ☐ Embargo or sanctions (OFAC) ☐ Intellectual property concerns ☐ None

Section 12: Documentation Attached

Supporting Documents

☐ Product photos (attached) ☐ Technical specifications (attached) ☐ Material safety data sheet (MSDS) ☐ Bill of materials (BOM) ☐ Manufacturing process description ☐ Lab test results ☐ Supplier documentation ☐ CBP rulings (printouts) ☐ Binding ruling (if obtained)

Attachment List:

1. _____
 2. _____
 3. _____
 4. _____
-

Section 13: Review & Approval

Classification Confidence

☐ **High** - Clear classification, well-supported ☐ **Medium** - Some ambiguity, but defensible ☐ **Low** - Uncertain, binding ruling recommended

Binding Ruling Required?

☐ Yes - Submit CBP Form 5600 ☐ No

Reviewed By

Name: _____ Title: _____ Date: _____ Signature: _____

Approved By

Name: _____ Title: _____ Date: _____ Signature: _____

Section 14: Periodic Review

Review Schedule

Classification Valid Until: _____ Next Review Date: _____

Triggers for Re-Review

☐ Product design or materials change ☐ HTS updates (annual) ☐ New CBP rulings issued ☐ CBP challenges classification ☐ Supplier or manufacturing location changes ☐ Trade agreement changes

Review History

Date	Reviewer	Changes Made	HTS Code

Additional Resources

- **Full HTS Classification Guide:** strixsmart.com/resources/guides/hts-classification
- **HTS Classification Checklist:** [Download full checklist]
- **USITC HTS Database:** hts.usitc.gov
- **CBP CROSS Rulings:** rulings.cbp.gov

Need Classification Assistance?

Strix Smart provides expert HTS classification services, binding ruling requests, and product analysis to ensure accurate duty rates and compliance.

Contact us: 📞 (406) 922-6600 ✉️ sales@strixsmart.com 🌐 strixsmart.com/solutions/compliance

This worksheet is provided for informational purposes and does not constitute legal advice. Retain this completed worksheet with product records for 5 years from last import.

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