

ATTACHMENT B 2

CHECKLIST FOR INITIAL SCREENING OF SUSPICIOUS MAIL/PACKAGES

Screen incoming mail for indications of suspicious mail/packages, which may include the following:

- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address
- No return address
- Excessive postage or mailed from a foreign country
- Addressed to title only or incorrect title
- Lopsided or bulky packages
- Strange odor
- Badly typed or written
- Misspelling of common words
- Oily stains, discolorations or crystallization on wrapper
- Excessive wrapping tape or string

The following procedures should be utilized whenever *Suspicious Mail or Packages* are identified:

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.

- Put the package or envelope down on a stable surface; do not sniff, touch, taste or look closely at it or at any contents that may be spilled.
- Alert others in the area about the suspicious package or envelope.
- Leave the area, close any doors, and take actions to prevent others from entering the area.
- If possible, shut off the ventilation system.
- Wash hands with soap and water to prevent spreading potentially infectious material to face or skin.
- Seek additional instructions for exposed or potentially exposed persons. The Recruiting Supervisor for the facility, the responsible recruiting Command, the building security officer (if applicable) and local law enforcement should be notified immediately. In the case of injuries or exposure/potential exposure to hazardous chemicals or potentially infectious materials, also notify emergency medical personnel.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who may also have handled this package or letter.
- Provide a copy of this list to both the local public health authorities and law enforcement officials.

The following procedures should be utilized for *Opening Mail/Packages From An Unknown Source*.

- Have the addressee or supervisor decide whether or not to open this piece of mail.
- If the mail does need not be opened, discard it in the regular trash.
- Open the mail as far away from the face as is comfortably possible.

- Open the mail over a clean, debris-free table or counter top.
- Use gloves and mask if available (strongly recommended).
- The envelope should be opened carefully (e.g., with a letter opener) and the contents removed carefully to avoid dispersing any unusual substance that might be present.
- After opening the envelope or package, inspect the inside for any unusual substance before removing the contents.
- If any unusual material is present take the following steps:
 - STOP and STAY CALM.
 - Do not shake or empty the contents.
 - If no spillage occurs, seal the envelope in a plastic bag or similar container.
 - If no container is available, cover the item with anything available (clothing, paper, etc.).
 - If spillage occurs, DO NOT try to clean it up; cover contents immediately and do not remove the cover.
 - Isolate the area.
 - Turn off all fans and close vents.
 - Exit room and close the door.
 - Wash hands with soap and water.
 - Notify recruiting supervisor, Command, building security (if applicable) and local law enforcement.
 - If outer clothing is contaminated, remove clothing as soon as possible and place in a plastic bag or some other container that can be sealed. DO NOT clean or

dispose of clothing until the results of laboratory testing on the mail contents are known.

- Make a list of all persons who came in contact with the letter or package or were in the vicinity and provide the list to public health and law enforcement investigators.
- Shower with soap and water as soon as possible.

NOTE: The area should be left undisturbed and the cleanup should be delayed until preliminary testing by hazardous materials response personnel of the mail item and contents has been completed.

If the test is negative:

- Cover the contaminated area with a common household disinfectant or a 1:10 dilution of household bleach and let soak for five minutes before cleaning up
- Wipe area clean with a damp sponge or cloth
- Dry area with a disposable towel
- Discard all cleaning materials in the regular trash
- Wash hands thoroughly with soap and water
- Clothing that has been previously bagged can be removed and routinely laundered

If the test is positive:

- Hazardous Materials Response Authorities trained in hazardous material procedures will perform the cleanup. Responding police or fire department personnel normally contact HazMat Response personnel. A criminal and epidemiologic investigation will be initiated and medical recommendations for persons potentially exposed will be made at this time.

- Ensure that all previously bagged items (e.g., clothing) are turned over to the Hazardous Materials Response/Cleanup team.
- Do not handle any items or return to the contaminated area(s) until the cleanup is complete and the authorities have released the area for normal habitation and use.