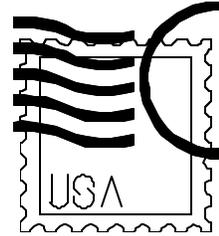


# SUSPICIOUS MAIL

**An advisory from  
the U.S Postal Service.**



*In light of recent cases of Anthrax exposure and contamination, at least some of which appear to have been delivered through the mail system, the following guidelines are provided from the United States Postal Service in question and answer format.*

## **What constitutes a Suspicious Parcel?**

Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include Parcels that:



- Are unexpected or from someone unfamiliar to you.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address, or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have protruding wires, strange odors or stains.
- Show a city or state in the postmark that does not match the return address, or has no return address.

## **What should I do if I receive a suspicious piece of mail?**



- Do not handle the piece of mail.
- Notify your supervisor and immediately contact the Military Police or local law enforcement.
- Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off.
- Ensure that all persons who have touched the mail piece wash their hands thoroughly with soap and water.
- List all persons who have touched the letter and/or envelop. Include contact information. Provide the list to responding law enforcement.
- Place all items worn when in contact with the suspected mail piece in plastic bags and keep them wherever you change your clothes and have them available for law enforcement agents.
- As soon as practical, shower with soap and water.
- If prescribed medication by medical personnel, take it until otherwise instructed or it runs out.

*When you head out to your mailbox, be wary of suspicious and unexpected mail. If you have a suspicious letter or package, do not open, shake, sniff or taste it. Isolate and cordon off the object, do not let others near it and notify the police. If you believe you may have been exposed to a harmful substance, contact your doctor.*

*"Advice on being cautious from your BSB Safety Office"*  
**"YOUR COMMUNITY CONNECTION TO SAFETY"**



**233rd  
Safety  
Grant**

