

# Suspicious Mail what should you do?

The Mailing Services do everything reasonably possible to insure your safety. We screen all incoming mail to protect you. If we find anything that is suspicious we will stop it in our Mail center operation. It is important to recognize the majority of our mail is routine and originates from known sources and should be viewed as non-suspicious and handled as such. There may be pieces that should be viewed as suspicious or threatening and they should be handled in a different, more cautious manner.

## What mail is suspicious?

*Look for a combination of the following signs:*

- Excessive postage
- Possibly mailed from foreign country
- Lopsided
- Rigid or bulky
- Oily stains, discolorations, or crystallization on wrapper
- Protruding wires
- Excessive tape or string
- Rattling or other sounds
- Strange odor
- Uneven, spongy appearance
- Powder on surface
- Powder on hands
- Powder flies when handled



*If you receive a suspicious letter or package what should you do?*

- **DO NOT OPEN**
- Do not move
- Do not shake or bump
- Notify your immediate supervisor and CCC Security x2575
- Leave the room and close the door
- WASH your hands with soap and water
- Ensure that all persons who have touched the letter wash their hands
- List all people who were in the room when this suspicious letter or package was recognized
- Keep this group together until Security arrives
- Follow all instructions from Security or local law enforcement authorities