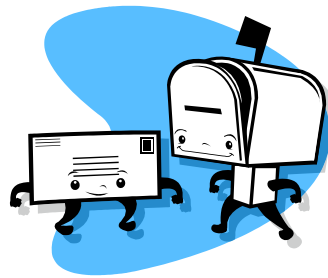
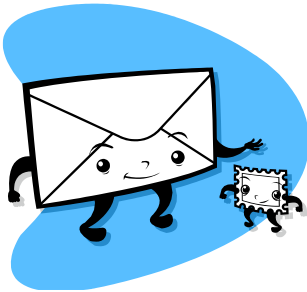


# Mail Safety



# Suspicious Mail or Packages

Protect yourself, your business, and your mailroom.

If you receive a suspicious letter or package:

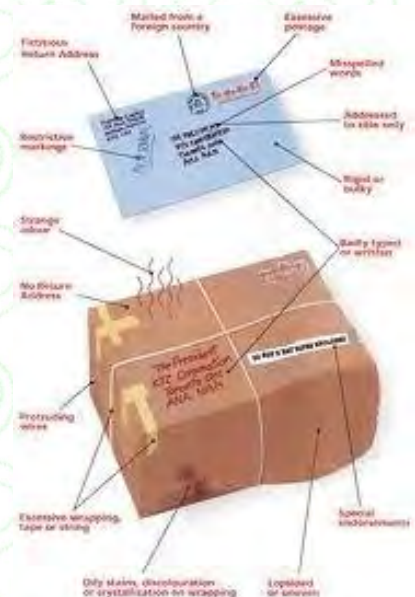
- Stop. Don't handle.
- Isolate it immediately.
- Don't open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

## Watch for:

- No return address.
- Restrictive markings.
- Sealed with tape.
- Misspelled words. Badly typed or written.
- Unknown powder or suspicious substance.
- Possibly mailed from a foreign country. Excessive postage.
- Oily stains, discolorations, crystallization on wrapper.
- Excessive tape.
- Strange odor.
- Incorrect title or addressed to title only.
- Rigid or bulky.
- Lopsided or uneven.
- Protruding wires.

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

- Isolate area immediately
- Call Emergency Operations @ 972-749-2406
- Wash your hands with soap and water



# Shipping in a Reused Box?

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## **WARNING!**

Reused packaging and boxes are only acceptable when all markings and labels are removed or completely blotted out.

Regardless of what is actually inside your package, markings for hazardous materials may result in delivery delays



Note: If you are shipping a box and it will be processed by the mail center, please be assured that the return address on the box has to have the administration building address so the post office will not classify it as a suspicious package.

Example: School Name  
9400 North Central Expressway  
Dallas, Texas 75231



# It may be Hazardous

Always be careful when mailing out; it may not be allowed!!  
Here are a few pointers for you to know before mailing.

## Department of Transportation Domestic Hazardous Materials Warning Labels and Markings

### PROHIBITED in the Mail



### Potentially Mailable to Domestic Destinations\*



\* Additional requirements in DMM® 601.10 and Publication 52 must also be met. Hazard class labels 5.1, 5.2, 8, and 9 must only be used in conjunction with DOT limited quantity markings and only when permitted for the applicable hazard class. For potentially mailable items to international destinations, see the IMM®.



# IS YOUR PACKAGE SAFE TO MAIL?

You could be mailing hazardous materials and not even know it.



Did you know that many common household items are dangerous to ship and are not permitted in the mail?

Even items that are permitted in the mail can present a hazard if improperly packaged, due to vibration, temperature changes, and variations in atmospheric pressure.

USPS® is committed to keeping your mail safe. Log on and see if the item you wish to mail is permitted and learn more about how to prepare this type of mail safely.

**WARNING:** Persons who knowingly mail items or materials that are dangerous or injurious to life, health, or property in violation of 39 U.S.C. 3018 may be liable for a civil penalty of at least \$250, but not more than \$100,000 for each violation; the costs of any cleanup associated with each violation; and damages.

Visit [usps.com/ship/can-you-ship-it.htm](http://usps.com/ship/can-you-ship-it.htm) for more information.

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POSTAL SERVICE





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