DANGEROUS MAIL INVESTIGATIONS
MAIL ROOM SECURITY

SUSPECT 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.
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WHAT IS SUSPICIOUS?
DANGEROUS MAIL INVESTIGATIONS
MAIL ROOM

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.

![Image of suspicious mail package with instructions]

PERSONAL!

CHIEF EXECUTIVE OFFICE
220 N. MARKE PL
PELHAM, MN

[Information about return address and other details]

UNITED STATES POSTAL SERVICE®
DANGEROUS MAIL INVESTIGATIONS
MAIL ROOM SECURITY

Restrictive markings.
No return address.

Misspelled words.
Badly typed or written.

Sealed with tape.

Unknown powder or suspicious substance.

Possibly mailed from a foreign country.
Excessive postage.

PERSONAL!

CHIEF EXECUTIVE OFFICE
222 N. HARVIE ST.
PHILADELPHIA
DANGEROUS MAIL INVESTIGATIONS

MAIL ROOM SECURITY

Operations Manager
122 M St.
Saville, MO

DO NOT X RAY TAPE ENCLOSED

Operations Manager
5032 D 1ST
Anapolis, MO

Excessive tape.

Strange odor.

Rigid or bulky.

Lopsided or uneven.

Oily stains, discolorations, crystallization on wrapper.

Incorrect title or addressed to title only.

Protruding wires.
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Things to Keep in Mind

• Corporate Environment
• Recent Employee Disciplinary Actions
• Current Events
• Large Scale Events