

1 HANDLE CAREFULLY

Do not shake or bump. Do not open, smell or taste.

2 COVER & ISOLATE

Place in a plastic bag or container. Do not pass around.

3 WASH HANDS

This applies to everyone that has handled the mail piece.

4 NOTIFY

Let a supervisor know and call

 **GENERAL SERVICES**


SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your office, and your mail room

- Misspelled words, profanities, or hand written
- Incorrect or nonexistent name
- Addressed to title only



- Lumps, bumps, or odors
- Lopsided or uneven, rigid or bulky
- Things protruding out (like wires)
- Appears to be an immediate danger
- Strange sound like ticking

 **Call (406) 444-3060**