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

Call (406) 444-3060

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
- No return address
- Sealed with tape
- Excessive stamps
- Excessive taping or stamps
- Substance leaking out
- 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

Operations Manager
252 BR
Bozeman, MT

Operations Manager
5632 DR 1ST
Annapolis, MD

Do not X-ray tape enclosed