

## **IDENTIFYING AND HANDLING SUSPICIOUS MAIL**

If you are suspicious of a mail item, (i.e. letter, package, etc) and are unable to verify the contents with the addressee or sender:

- Do not open
- Treat it as suspect
- Isolate it
- Dial 9-1-1. The alternate RUPD phone numbers are: New Brunswick 732-932-7111, Newark 973-353-5111 or 973-972-4491, Camden 856-225-6111.

### **Suspicious mail may have the following characteristics:**

- Type of mail – Foreign, Priority, Special Delivery
- Restrictive Endorsements – Confidential, Personal, To Be Opened By Addressee Only
- Postmark city different from return address
- Fictitious, unfamiliar or no return address
- Excessive postage (usually postage stamps)
- Visual Distractions - Fragile, Rush, Handle with Care
- Address to title only (i.e., Vice President)
- Wrong title with name
- Poorly typed or handwritten address
- Misspelled words
- Rigid or bulky
- Protruding wires, screws or other metal parts
- Strange odor
- Oily stains or discoloration on wrapping
- Lopsided package or uneven envelope
- Excessive Binding Material – masking, electric or strapping tape, string or twine

### **Mail that may have a light coating of a powdery substance:**

- Wash your hands with soap and water
- Notify RUPD and your immediate supervisor
- Ensure that all persons who have touched the letter/package wash their hands with soap and water
- List the names and contact information for all persons who have touched the letter/package
- Isolate the package and follow the instructions of RUPD and Emergency Services Personnel

For additional information visit: <http://about.usps.com/posters/pos84.pdf>