

# FBI/DHS Mail Handling Guide Chemical - Biological Threats

## UNOPENED Letters and Packages

### What to look for:

- Oily stains or suspicious discolorations or powder on package
- NO RETURN ADDRESS, Foreign, fictitious address

### Response:

- All persons who touch letter/package wash hands with soap and water
- Notify immediate supervisor, Police, Fire and FBI, if suspicion cannot be resolved.

#### Law Enforcement:

- Attempt to contact sender to verify contents if appropriate.
- Double wrap in plastic and move to secure location if not leaking.
- Treat as crime scene and proceed as with opened letters/packages.

## OPENED Letters and Packages

### What to look for:

Liquid, spray, powder or vapor. Unusual odor. Threatening notes.

### Response:

- Do not touch, smell or inhale near the substance
- Avoid hand contact with outer clothing or skin surfaces
- Keep mouth and nose closed or cover face with sheets of paper or protective mask.
- Evacuate persons from at-risk areas to minimize potential exposure
- Isolate area and deny entry
- All persons who touch letter/package wash hands with soap and water
- If clothing is contaminated remove outer clothing into garbage bag and mark it BIOHAZARD. Approximately 80% of contamination can be removed by taking off outer garments. Give clothes to law enforcement for lab analysis.
- Treat as crime scene if suspicion cannot be resolved or threat note or call is received

#### Notify

- Immediate Supervisor
- FBI
- Local, county and state health departments.
- Local police, fire and hazmat
- County and State emergency manager

#### Law Enforcement:

- Attempt to contact sender to verify contents if appropriate.
- Double bag the letter/package in zip-lock type plastic bags using latex gloves and particulate mask.
- Identify all persons who have touched the letter/package.
- Collect any contaminated clothing and footwear from victims for analysis.

**BIOLOGICAL** agents are **INHALATION** hazards, not absorbed through skin but may invade through open cuts, scrapes etc. Symptoms may not appear for days or weeks.

**CHEMICAL** agents are **ABSORPTION** hazards. Symptoms usually occur immediately or within minutes or hours depending upon the dose rate.