

BROOKHAVEN NATIONAL LABORATORY

SBMS Interim Procedure

Interim Procedure Number: 2001-007

Revision: 1

Title: Procedure for processing mail and packages

Point of Contact: Leonard Butera

Management System: Safeguards and Security Management System

Effective Date: October 19, 2001

Expiration Date: December 31, 2004

Approved by (line management, Management System Steward): **Leonard Butera and Michael J. Bebon**

Approved by (Deputy Director, Operations): **Michael J. Bebon**

Applicability: All BNL management, staff, guests, and visitors

Procedure:

Terrorists or other criminals could attempt to attack personnel at BNL by using the U.S. mail, Federal Express, or other routes to send packages or letters that contain an explosive, biological (anthrax or other), or chemical agent.

The BNL mailroom staff is screening incoming mail and packages using guidance provided to them by the U.S. Postal Service. Nevertheless, suspect items may still arrive at your desk or work area. Before opening mail, examine every piece carefully to check for indications that it is a “suspect” item.

Indicators of a “suspect” letter or package are:

- Has a threatening message on the outside
- Hand addressed
- No return address or the return address does not match the postmark
- No postmark
- No postage, un-cancelled postage, or excessive postage for the size of the letter or package
- Oily stains
- Excessive wrapping
- Poor spelling
- Mismatch of names, titles, or addresses

- Oddly shaped package or uneven weight distribution
- Protruding wires
- Unusual odors such as the odor of almonds
- Marked “Personal” or “Addressee Only”
- Envelopes that are very bulky or rigid
- Discoloration of the item

If you receive a letter or package that you believe is a “suspect” item:

- Do not open it
- Place the item down carefully
- Do not shake or handle it any more than necessary
- Do not immerse it in water or attempt to neutralize it with a fire extinguisher
- Do not activate any electrical switches in the vicinity (lights, radio, etc.)
- Leave the room and secure the door so others cannot approach the item
- Warn others to keep away from the area
- Call 911 (344-2222 from a cell phone)

Follow the instructions of the emergency responders

Even if an item you have received does not exhibit any of the indicators listed above you should use the following precautions when opening mail or packages:

- Open it at arm’s length
- Open letters with a letter opener, not your hands
- Handle mail carefully to avoid spilling the contents

If you have opened a letter or package and observe an unusual substance or object, or an unusual substance leaks or spills out:

- Stay calm and DO NOT try to clean it up.
- COVER the spilled powder and envelope with anything handy (preferably something light like paper or plastic sheeting).
- DO NOT touch your eyes, nose, mouth or any part of your body.
- LEAVE the immediate work area and close the door.
- If you work in an open area, try to section it off to keep others from coming in contact with the potential contaminant.
- Walk to nearest water source and wash powder off. Preferably, this should be done in a shower. During or after washing, blow your nose.
- REMAIN in the clean area after washing.

- Call or ask a co-worker to CALL x911 (344-2222 from a cell phone) and describe the situation and where you will be waiting. Do not leave that location.
- ALERT OTHERS or have a co-worker alert others in your immediate vicinity (floor or wing of your building) to evacuate. They should use a route that does not bring them into the area where the item is located.
- Wait for the BNL Emergency Forces and follow their instructions.

Your safety and health are a top priority of Laboratory management. We will continue to take all steps necessary to protect you from exposure to attack and to provide a rapid and effective response should an attack occur.