

This packet contains information on anthrax threats.

Three decision trees are enclosed. The tree you choose depends upon the threat discovered. They are:

1. **DISCOVERY OF A SUSPICIOUS UNOPENED/SEALED ENVELOPE ARE PARCEL.**
2. **DISCOVERY OF AN OPEN MAILPIECE WITH SUSPICIOUS POWDER SPILLING OUT.**
3. **POSSIBLE ROOM OR AREA CONTAMINATION BY AIRBORNE GAS.**

Complete the enclosed "Incident Report", and forward to your MDO whenever an incident is reported, regardless of severity.

#####NOTE#####

Discovery of loose powders and similar materials not directly associated with mail – in a swing room, locker room or aisles, for example – are unlikely to be hazardous. Everything from donut powdered sugar to spilled makeup has caused unnecessary alarm, disruption to operations and wasted emergency resources.

Unless there is compelling evidence to the contrary, these materials should be cleaned up by a spill team member with standard procedures. As a precaution, the materials can be soaked in a 1-10-bleach solution for 10 minutes, which would kill any organisms.--Source: Guidance for Postal Service Hazmat First Responders.

ALL DECISIONS ON ANY SUSPECT POWDER ARE TO BE MADE BY MEMBERS OF THE SPILL TEAM.

An Open Mailpiece with Suspicious Powder Spilling Onto Surface

Any powder or granulated substance is suspicious at this time, *unless* the contents are readily identified. For example, a torn package of dried soup, or other commercial foodstuffs and commercially packaged powders.

Do not try to clean up the powder.
Do not do anything to create a dust cloud.
If possible gently cover the spill with anything (e.g. clothing, paper, trash can, and leave the area.
Prevent others from entering and wash hands with soap and water.

- Contact immediate supervisor who:
 - Initiates emergency action plan as appropriate.
 - cordon off area.
 - shut down equipment.
 - keep others away.
 - Contact designated personnel.
- Emergency Action Plan designated personnel will do this:
 - Postal incidental hazmat responders examine scene, attempt to determine if emergency exists and take defensive actions (tape off area, ventilation system shutdown, etc.).
 - Call Inspection Service
 - Evacuation teams keep personnel in places of refuge and await emergency responders.
 - Ensure contaminated persons wash hands with soap and water.
- At direction of emergency responders:
 - Remove contaminated clothing as soon as possible and place in a plastic bag or other sealed container.
 - Shower as soon as possible.
 - List all people who were in the immediate area or room. Give this list to the IS and local responders.

Contact Phone Numbers

Steven Wenzel, Lead Plant Manager.....(515) 707-9303
USPS Inspection Service.....(515) 283-9060
Dawn Baber, Occupational Health Nurse Administrator..... Page 1- 877-211-5099
USPS Aviation Mail Security Office.....(515) 251-2413
Polk County/State Health Dept.....1-800-362-2736

Discovery of a suspicious *unopened/sealed* envelope or parcel

Some indicators: threatening message, loose sifting material, excessive postage, handwritten or poorly typed address, stains, odors, no return address, lopsided or uneven envelope, excessive weight.

Do not handle further.
Do not shake or empty contents.
Isolate the package without further contact.
Leave the area and prevent others from entering.
Wash hands with soap and water.

Large Office or Plant

- Contact immediate supervisor who:
- Initiates emergency action plan as appropriate to include:
 - cordon off area, room
 - equipment shut down,
 - direct others away
 - contact designated personnel.
- Designated Emergency Action Plan personnel do this:
 - Incidental hazmat responders examine scene, attempt to determine if emergency exists, and take defensive actions (tape off area, HVAC shutdown, etc.)
 - Call Inspection Service
 - Evacuation teams keep personnel in places of refuge and await emergency responders

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Polk County/State Health Dept.....1-800-362-2736

Possible Room or Area Contamination by Airborne Gas*

A small aerosol device might be triggered or sprayed, a warning that the ventilation system may become contaminated, or that a biological agent has been released in a public space.

* Dust, fumes or vapors are introduced in to the air with criminal or malicious intent.

Turn off any local fans or ventilation units in the area.
Leave the area and close doors.
Make sure no one enters the area.

Large Office or Plant

- Contact immediate supervisor who:
 - Initiates emergency action plan as appropriate:
 - cordons off area, room
 - shuts down equipment
 - keeps others away.
 - contacts designated personnel.
- Emergency Action Plan designated person will do this:
 - Postal incident hazmat responders examine scene, attempt to determine if an emergency exists, and take defensive actions (tape off area, ventilation system shutdown, etc.).
 - Call Inspection Service. (515)-253-9060
 - Evacuation teams keep personnel outside the building in designated places of refuge (upwind) and await emergency responders.
 - Wait for further directions on decontamination from emergency responders.
 - List all people who were in the immediate area or room. Give this list to the IS and local responders.

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Incident Report

Area Name

Facility Name

ZIP Code (3 or 5-digit)

Facility Contact:

Name

Title

Phone

Incident Description

Was Facility Closed?

(check one)

NO

YES

If yes, was section of facility or whole facility closed?

(check one)

Section

Whole Facility

Date Facility Closed

Time Facility Closed

Date Facility Re-Opened

Time Facility Re-Opened

Number of Employees assigned to this Facility

Number of Employees affected by the incident

Forward this report via ccMail to POC HQ-NOC

Author: STEVEN E WENZEL at DMIA002L

Date: 11/1/01 12:19 PM

Normal

TO: THOMAS C APPLEBY, JOHN BAKER, LEE B CORBIN, RONALD L HARRIS

CC: DAVID M LAPPIN, JERRY L SHORT

TO: KAYE D SMITH

CC: JOHN N STOUGARD

TO: ROGER L WEST

Subject: Sharing Incident Reports with Union Officials

----- Message Contents

This morning I held my first briefing session with the local union representatives. One issue that surfaced from that meeting was their desire to be in the loop on suspicious substance incident reports that occur on your tours. For the most part the union officials do not receive any information from these incidents yet they must field questions from their members. I think we can help them out. Accordingly, effective immediately I need you to do two things:

- 1) Copy your tour's union representative with any incident report you complete.
- 2) Personally speak to the representative at your earliest convenience, but before you complete the report, and let them know what transpired.

Please ensure you share this information with your SDO's and A/MDO's so they comply as well. Thanks.

Steve

gloves for missy6782001@yahoo.com

Yahoo! - My Yahoo! Options - Sign Out - Help



Mail Addresses Calendar Notepad

Motivational!

FREE Profile: Height ft in Weight

[Download Attachments](#)

| gloves

From: "LEE CORBIN" <LCORBIN@email.usps.gov> | [Block Address](#) | [Add to Address Book](#)

To: "MISSY6782001" <MISSY6782001@YAHOO.COM>

Subject: Gloves on Automation

Date: Wed, 24 Oct 2001 23:38:43 -0400

Forward Header

Subject: Gloves on Automation
Author: STEVEN E WENZEL at DMIA002L
Date: 10/24/01 3:01 PM

I have been advised by the Western Area office that employees working in automation may now wear gloves. In general terms gloves are now allowed everywhere. Please let your supervisors and employees know of this change.

Steve

----- Forwarded with Changes -----

From: STEVEN E WENZEL at DMIA002L
Date: 10/24/01 3:01PM
To: JOHN BAKER
To: LEE B CORBIN
To: RONALD L HARRIS
To: JERRY L SHORT
To: KAYE D SMITH
To: JOHN N STOUGARD
To: ROGER L WEST
Subject: Gloves on Automation

Click a to send an instant message to an online friend

= Online, = Offline

| gloves

[Download Attachments](#)

Inbox for missy6782001@yahoo.com

Yahoo! - My Yahoo! Options - Sign Out - Help



Mail Addresses Calendar Notepad



Lose 10 Pounds By Dec. 17th eDiets

Height 5 ft 7 in Weight [] lbs

Reply Reply All Forward as attachment

Download Attachments

Delete

Inbox

- Choose Folder - Move

From: "LEE CORBIN" <LCORBIN@email.usps.gov> | Block Address | Add to Address Book

To: "missy6782001" <missy6782001@yahoo.com>

Subject: Re: gloves and masks

Date: Wed, 14 Nov 2001 21:38:45 -0500

We received some on Oct 17-18. I think I've saved most of the memos reference to the anthrax problem.

Reply Separator

Subject: gloves and masks
Author: missy6782001@yahoo.com at INTERNET
Date: 11/14/2001 4:18 AM

Lee,
what day did the DSM GMF get gloves and masks for the employees, automation and FSM employees too?

Thanks bunches,
Missy

Do You Yahoo!?
Find the one for you at Yahoo! Personals
http://personals.yahoo.com

Click a [] to send an instant message to an online friend

[] = Online, [] = Offline

Delete

Inbox

- Choose Folder - Move

Reply Reply All Forward as attachment

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Copyright © 1994-2001 Yahoo! Inc. All rights reserved.

Author: DAVID M LAPPIN at DMIA002L

Date: 10/16/01 2:41 PM

Normal

TO: THOMAS C APPLEBY, JOHN W BAKER at DMIA005L, LEE B CORBIN, MICHAEL K CRONIN at DMIA001L,
DALE E GURWELL, RONALD L HARRIS, PATRICIA D LADURINI, DAVID L MALLETT, JERRY L SHORT,
KAYE D SMITH, JOHN N STOUGARD, ROGER L WEST

CC: STEVEN E WENZEL

Subject: gloves & masks

----- Message Contents

Followup with the shipper, Lab Safety Supplies, shows gloves and masks were sent today, 10/16, by overnight mail. The tracking # is EL874404242US. Please keep an eye out for this. Probably addressed to plant maintenance. A free pair of gloves to the first to find it.
Dave

Author: JEAN L JOHNSON at DMIA002L

Date: 11/7/01 10:16 PM

Normal

TO: LEE B CORBIN, JOHN BAKER

Subject: SWISS PACKAGE

----- Message Contents

SEE ATTACHED

HERRN
ERNST RENFER-FAHRNI
EICHH LZWEG 80
CH-2543 LENHNAU BE

MICHAEL RENFER
1000 BRADY STREET
PCC BOX 919
DAVENPORT, IA 52803
USA

LABEL
PRIORITY
EP 769 625 708 CH

LABEL
2543 LENGNAU BE
99.00.254300.00069853

Author: DEBRA L SEMMENS at DMIA002L
Date: 11/8/01 5:29 PM
Normal
TO: LEE B CORBIN, JAN J THOMPSON at DMIA001L
Subject: VIP Event

----- Message Contents

Lee,

Here is a break down of the events of today.

3:55 Huey contacted me about mailing with white powder on it.

3:56 Moved employees to front of the unit and tried to call John Baker on cell phone.

3:57 Instructed 13 employees to the breakroom, and 1 employee to lock customer entrance and prevent customers from entering.

3:58 Called you on Chris Adams radio, and asked that you come to the weigh room immediately

4:02 You instructed me to contact the mailer.

4:03 contacted Roger Severson of Mailtech, explained what we were seeing and asked him to identify the powdery substance. Roger said that he would talk with his personnel and call me back.

4:08 Roger Severson called back and said that his production people had sprinkled the surface of the mailpiece with Baby Powder to make the mailpiece less slippery and sticky. I again asked Roger to confirm that the substance was in fact Baby Powder and applied by his staff, which he did. Roger also said that he would direct his staff to cease using the Baby Powder in the future, or at least alert us in advance.

4:10 Reopened the weigh room. And notified Leigh Russell of the mailing. Leigh said she would send out the information through the approved BSN network, after her message was approved.

The mailing was a Standard Mailpiece that presented itself like a Periodical (looked like a magazine). The cover was very slick and had an elegant dinner table setting on it. The title was V I P Event Locations & Services.

There was 3351 pieces in the mailing, the mailing was predominately going to the following zip codes 080-086 & 190-198.

If you need any other information let me know.

Deb

Author: DEBRA L SEMMENS at DMIA002L
Date: 11/8/01 6:18 PM
Normal
TO: LEE B CORBIN, JAN J THOMPSON at DMIA001L
Subject: VIP Event

----- Message Contents

Additional info:

Mail Tech
712 E 2nd street
Des Moines IA 50309 Presented the mail

V I P Magazine
PO Box 514
Concordville PA 19331 Was the owner of the mail

deb

Forward Header

Subject: VIP Event
Author: DEBRA L SEMMENS at DMIA002L
Date: 11/8/2001 5:29 PM

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If you need any other information let me know.

Deb

Author: DAVID M LAPPIN at DMIA002L

Date: 10/29/01 7:36 AM

Normal

TO: THOMAS C APPLEBY, JOHN W BAKER at DMIA005L, LEE B CORBIN, MICHAEL K CRONIN at DMIA001L,
DALE E GURWELL, RONALD L HARRIS, PATRICIA D LADURINI, DAVID L MALLETT, JERRY L SHORT,
KAYE D SMITH, JOHN N STOUGARD

CC: STEVEN E WENZEL

TO: ROGER L WEST

Subject: hark - another madatory safety talk!

----- Message Contents

Please make sure the mailhandlers that empty our collection box out
front get this talk. Dave

Forward Header

Subject: hark - another madatory safety talk!

Author: KAREN S KEUTER at DECO001L

Date: 10/26/01 4:11 PM

fyi

Forward Header

Subject: 2nd USPS NEWS Talk - Oct. 26, 2001

Author: USPS NEWS TALK

Date: 10/26/01 5:57 PM

Today's USPS News Talk, Special Edition contains:

* A mandatory stand-up talk on procedures for
handling suspected contamination of
collection boxes.

Spread the word about USPS NEWS Talk to your colleagues. Give them a
copy if they don't receive it electronically. And please send us your
feedback, ideas, suggestions and questions that we can develop into
information that will help you through your workday.

USPS NEWS TALK

for United States Postal Service supervisors and postmasters
USPS NEWS Talk for Postal Supervisors and Postmasters

Oct. 26, 2001

Increase awareness of possibility of harmful biological agents at collection and retail acceptance points

The following is a mandatory stand-up talk that must be read to your employees.

Postal employees performing collection duties should increase their awareness to the possibility of potentially hazardous materials being deposited in collection boxes, lobby drops, retail windows, and other outgoing mail points. The following safety tips are provided to ensure the well-being of our employees:

How to identify suspicious packages and letters:

Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Excessive security material such as masking tape
- Marked with restrictive endorsements, such as "Personal" or "Confidential."

Collection Boxes

Before opening a collection box, observe the ledge around the customer mail deposit door for any type of powdery substance. If a potentially dangerous substance is identified on the

outside ledge of the collection box:

- Block customer access to the door and/or chute to eliminate any further exposure to the potentially dangerous substance.
- Contact your supervisor so that the proper authorities can be notified.

continues next page

- Secure the area around the collection box until authorities arrive.
- Wash your hands with soap and water.
- Watch for any individuals loitering around the collection box.

If a potentially dangerous substance, package, or letter is identified **inside a collection box:**

- Put any mail, which was pulled from the box and not yet deposited in the vehicle, back inside the collection box.
- Close and lock the collection box.
- Prevent customer access to the door and chute to eliminate any further exposure to the potentially dangerous substance.
- Contact your supervisor so that the proper authorities can be notified.
- Secure the area around the collection box until authorities arrive.
- Wash your hands with soap and water.
- Watch for any individuals loitering around the collection box.

When a potentially dangerous substance, package, or letter is identified **after mail from a collection box has been collected and dumped into the vehicle:**

- Cover the hamper.
- Close all windows and doors and lock the vehicle doors.
- Secure the collection box to eliminate any further exposure to the potentially dangerous substance.
- Contact your supervisor so that the proper authorities can be notified.
- Wash your hands with soap and water.
- Secure the area around the vehicle until authorities arrive.
- Watch for any individuals loitering around the collection box.

NOTE: The above tips are to be applied to all collection points, including CBUs, NDCBUs, co-op racks, apartment panels, chutes and wall boxes.

Lobby Drop

If suspicious materials have been deposited in the lobby drop:

- Do not handle the suspicious letter or package suspected of contamination. Isolate it by cordoning off the immediate area.
- Secure the drop box so that no additional items can be deposited.
- Report the incident to the supervisor or manager in charge.
- Immediately contact Postal Inspectors and the local police department for assistance.

■ If the area where the item has been deposited has been recorded on a surveillance tape, obtain the tape and label it with the date and time. Retain for Postal Inspection Service.

Retail Acceptance

■ As part of the retail acceptance procedure, sales associates must conduct a thorough inspection of all items presented to be mailed.

■ All mail accepted must contain a legible return address.

■ Remember, you are evaluating the mail piece, NOT the customer. Follow HAZMAT training instructions if non-acceptance is necessary.

continues next page

■ If you become suspicious of an accepted mail piece, do not handle it. Isolate it and cordon off the immediate area.

■ Report the incident to the supervisor or manager in charge.

■ Immediately contact Postal Inspectors and the local police department for assistance.

■ If the area where item has been deposited has been recorded on a surveillance tape, obtain the tape and label it with the date and time. Retain the tape for the Postal Inspection Service.

During this period of heightened alert, ensure that all employees have received HAZMAT training and have Notice 107 "Some Things Were Never Meant To Be Mailed."

Emergency phone numbers should be located on or close to all telephones.

Ensure unit "Emergency Action Plan" has been updated and is readily available.

Remind all employees to exercise their best judgement if they encounter what they believe to be a harmful biological agent. Let's be careful out there.

Author: JOHN BAKER at DMIA002L

Date: 10/29/01 4:32 PM

Normal

TO: CHRIS E ADAMS, ROBERT E ADAMS, MATTHEW J BEEDLE, LEE B CORBIN, FRANK E CORWIN,
DONALD L ELDING, JEFFERY D FOREMAN, JEAN L JOHNSON, RUSSELL J MADISON,
JEFFREY S MCCONKEY, MATTHEW J MCKINNEY, RAY L OGLESBEE, JODY J PAULLIN,
ANJEANETTE L PETTINGER, JANE M WEIHS, PAT A ZERONI

Subject: FW: hand wipes

----- Message Contents

-----Original Message-----

From: DAVID M LAPPIN

Sent: Monday, October 29, 2001 3:27 PM

To: THOMAS C APPLEBY; JOHN BAKER; JOHN W BAKER; LEE B CORBIN; MICHAEL K
CRONIN; DALE E GURWELL; RONALD L HARRIS; PATRICIA D LADURINI; DAVID L MALLET;
JERRY L SHORT; KAYE D SMITH; JOHN N STOUGARD; ROGER L WEST

Subject: hand wipes

2 cases of hand wipes are available to help keep employees hands
clean. They're in the general clerks office. Dave

Author: STEVEN E WENZEL at DMIA002L

Date: 10/29/01 5:08 PM

Normal

TO: THOMAS C APPLEBY, JOHN BAKER, CHRIS X CHAPMAN, LEE B CORBIN,
MICHAEL K CRONIN at DMIA001L, DALE E GURWELL, RONALD L HARRIS, DAVID M LAPPIN,
DAVID L MALLETT, JERRY L SHORT, KAYE D SMITH, JOHN N STOUGARD, ROGER L WEST
Subject: USPS NEWS Talk - Oct. 26, 2001

----- Message Contents

Here's the latest in a long line of mandatory service talks. You may skip the specifics concerning lobby drop and retail acceptance. The deadline for this talk is COB Thursday November 1, 2001.

Surprise me this time and lets all be on time.

Steve

Forward Header

Subject: USPS NEWS Talk - Oct. 26, 2001

Author: JOLEEN K BAXA at DMIA001L

Date: 10/28/01 10:10 AM

This message is to all post offices on cc:mail; plant managers, direct reports.

CC:Mail buddy offices need to copy and distribute.
Thank you!

The attached is a mandatory stand-up talk that must be read to your employees. The talk is to increase awareness of possibility of harmful biological agents at collection and retail acceptance points.

Let's be careful out there!

Joleen Baxa
District Manager

USPS NEWS TALK

for United States Postal Service supervisors and postmasters

USPS NEWS Talk for Postal Supervisors and Postmasters

Oct. 26, 2001

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continues next page

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continues next page

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Emergency phone numbers should be located on or close to all telephones.

Ensure unit "Emergency Action Plan" has been updated and is readily available.

Remind all employees to exercise their best judgement if they encounter what they believe to be a harmful biological agent. Let's be careful out there.

Next USPS NEWS Talk: Wednesday, Oct. 31. Copy due Friday, Oct. 26.

Author: STEVEN E WENZEL at DMIA002L

Date: 11/1/01 11:59 AM

Normal

TO: THOMAS C APPLEBY, JOHN BAKER, CHRIS X CHAPMAN, LEE B CORBIN,
MICHAEL K CRONIN at DMIA001L, DALE E GURWELL, RONALD L HARRIS, DAVID M LAPPIN,
DAVID L MALLETT, JERRY L SHORT, KAYE D SMITH, JOHN N STOUGARD, ROGER L WEST
Subject: USPS NEWS Talk - Nov. 1, 2001

----- Message Contents

Forward Header

Subject: USPS NEWS Talk - Nov. 1, 2001

Author: JOLEEN K BAXA at DMIA001L

Date: 11/1/01 11:20 AM

Attached is today's USPSNEWSTALK for November 1. This is not a mandatory talk, however, please share today's information with all of your employees.

Joleen

Forward Header

Subject: USPS NEWS Talk - Nov. 1, 2001

Author: USPS NEWS TALK

Date: 11/1/01 12:01 PM

Today's USPS News Talk, Special Edition:

- * Filtering facepieces highly effective at filtering out tiny particles -- even anthrax.
Pages 1-2
- * Chief Postal Inspector Ken Weaver addresses concerns about removal of suspicious mailpieces.
Page 2
- * Direct Mail doesn't fit the suspicious mail profile.
Page 3
- * Status Update 11/01/01:
Developments in the investigation, employee health, prevention and mail delivery as of 11/01/01
Pages 3-4

Information Please answers your questions about use of sick leave where it involves medical screening for anthrax and reiterates the effective of the filtering facepiece.

Spread the word about USPS NEWS Talk to your colleagues. Give them a copy if they don't receive it electronically. And please send us your

feedback, ideas, suggestions and questions that we can develop into information that will help you through your workday.

Author: STEVEN E WENZEL at DMIA002L

Date: 11/2/01 10:56 AM

Normal

TO: THOMAS C APPLEBY, JOHN BAKER, CHRIS X CHAPMAN, LEE B CORBIN, DALE E GURWELL,
RONALD L HARRIS, DAVID M LAPPIN, DAVID L MALLETT, JERRY L SHORT, KAYE D SMITH,
JOHN N STOUGARD, ROGER L WEST

Subject: Housekeeping Service Talk

----- Message Contents

Team,

In light of the cleaning/disinfecting effort going on this weekend I think the attached safety talk on housekeeping is appropriate and very timely. I would ask that you instruct your SDO's/SMO's/STO's to read this talk to their employees. You should consider this mandatory but you do need to certify its completion. I'm trusting you!

Just as FYI I did brief both unions yesterday that this was coming. They understood our position.

Steve

Author: JOHN BAKER at DMIA002L

Date: 11/2/01 2:08 PM

Normal

TO: CHRIS E ADAMS, ROBERT E ADAMS, MATTHEW J BEEDLE, LEE B CORBIN, FRANK E CORWIN,
DONALD L ELDING, JEFFERY D FOREMAN, JEAN L JOHNSON, RUSSELL J MADISON,
JEFFREY S MCCONKEY, MATTHEW J MCKINNEY, RAY L OGLESBEE, JODY J PAULLIN,
ANJEANETTE L PETTINGER, DEBRA L SEMMENS, JANE M WEIHS, PAT A ZERONI
Subject: FW: URGENT -Dillard's mailing w/perfume white powder sample

----- Message Contents

-----Original Message-----

From: STEVEN E WENZEL

Sent: Friday, November 02, 2001 11:36 AM

To: THOMAS C APPLEBY; JOHN BAKER; LEE B CORBIN; RONALD L HARRIS; DAVID M
LAPPIN; JERRY L SHORT; KAYE D SMITH; JOHN N STOUGARD; ROGER L WEST

Subject: URGENT -Dillard's mailing w/perfume white powder sample

FYI - This one borders on dumb but it looks like we may be stuck dealing with this. I would hope they just capture the mailing and retrieve it but that does not appear to be the case. If you see it and we notice a white powder this document will assist in identification of the contents.

Steve

Forward Header

Subject: URGENT -Dillard's mailing w/perfume white powder sample

Author: BSN MW HAWKEYE at DMIA005L

Date: 11/2/01 10:49 AM

As information.

Drop Shipment

Forward Header

Subject: URGENT - ACTION NECESSARY ASAP

Author: Donna C Sellars at POOR001L

Date: 11/1/01 3:14 PM

A Dillard's mailing was verified in the BME in Portland OR on 10/24 through 11/2. This mailing will be dropped shipped in your area beginning this Friday. I do not have the dropshipment appointment numbers at this time. Graphic Arts is the mail house.

Graphic Arts has informed us that their Estee Lauder insert has a perfume white powder sample. There is a concern the powder may leak and cause questions. Our intent is to communicate through the BSN to the processing and delivery facilities.

There are two excel files attached. One file is sorted by the destination ZIP codes and the other file is sorted by the entry ZIP codes. Also attached is a copy of the cover of the catalog and a copy of the page where the perfume is inserted.

The perfume powder sample is inside the folded right hand side of the page (most copies page 87 - this may vary in some of the catalogs). As you can see by the Estee Lauder attachment, it is designed the same way perfume samples are advertised.

Please provide this information to the Plants and Delivery units in your area that will receive this mailing.

Thank you,

Donna Sellars
Sr. Business Service Network Rep
Portland, OR
(503) 294-2590

<<File: esteel~1.jpg>> <<File: ~me296b.jpg>> <<File: dillar~6.xls>> <<File:
dillar~5.xls>>

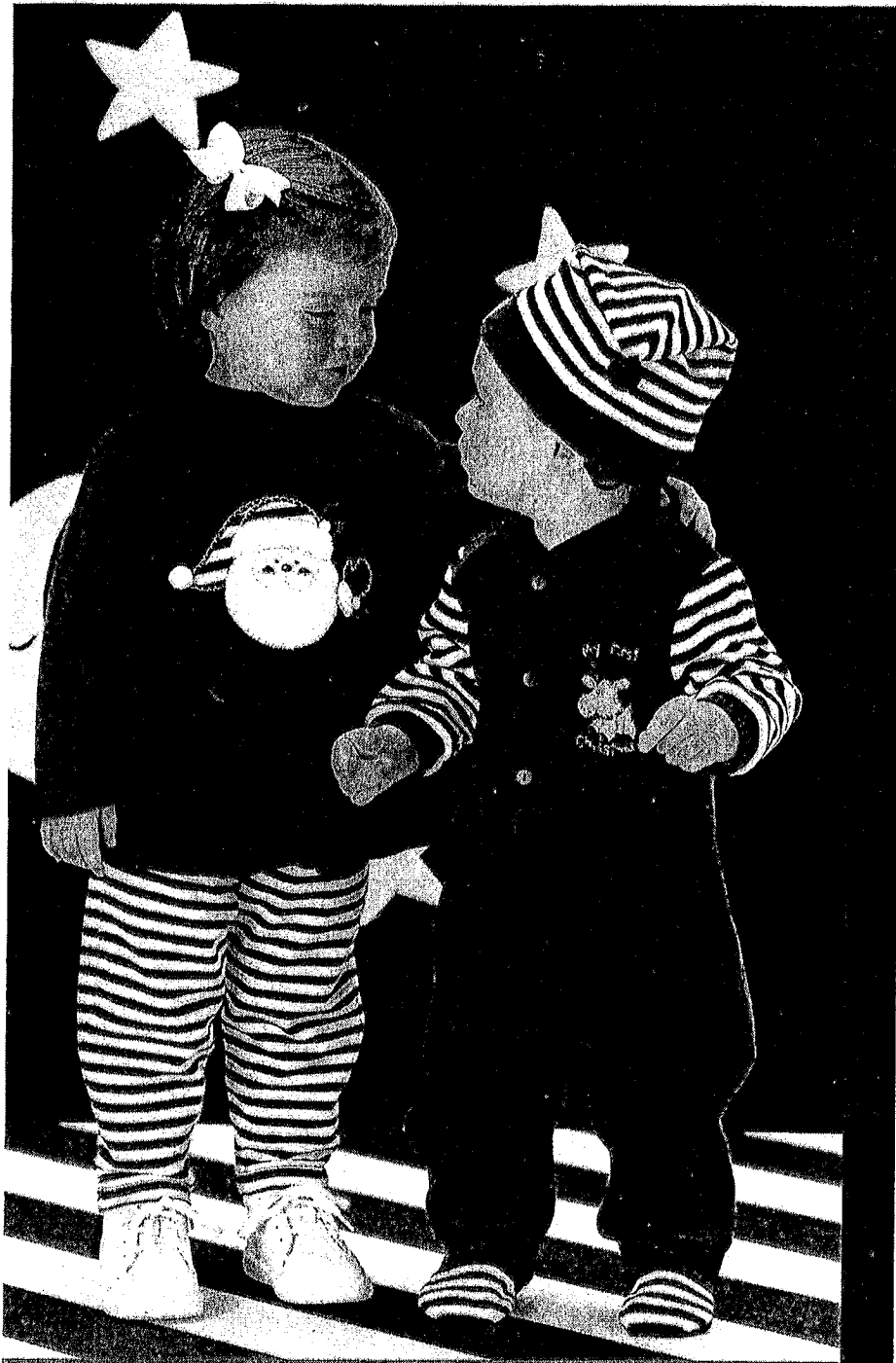


Lift here to



LARD'S invites you
to experience
the essence of a woman

by Estee Lauder



GLASS CLUB BABY

Left: Santa applique (89) set of 100% cotton includes a red Snap-back knit top with full length covered striped pull-on leggings. Infants 12-24 months. (6019) \$22

Right: "My First Christmas" reindeer applique footed coverall in red with striped trim and a matching striped cap. Snap front and legs. Of cotton/polyester velour. Newborns 3-9 months. (6018) \$24

Both imported.

Dillard's

P.O. Box 488
 Little Rock, AR 72203-0488
 10-701-2001

Postmaster: please deliver
 November 7, 8 and 9

PRSRT STD
 U.S. Postage
 PAID
 Dillard's

Author: JOHN N STOUGARD at DMIA002L

Date: 11/2/01 3:50 PM

Normal

TO: JOHN W BAKER at DMIA005L, LEE B CORBIN, MICHAEL K CRONIN at DMIA001L, RONALD L HARRIS,
JERRY L SHORT, KAYE D SMITH, ROGER L WEST

CC: STEVEN E WENZEL

Subject: Service Talks

----- Message Contents

MDOs,

Steve is planning to personally give some Service talks to the employees on Monday & Tuesday this next week to let them know about when this facility will be tested and answer questions they may have. Steve asked me to provide this info to you early so if anyone has concerns or questions you can let them know that Steve will be talking to them early next week.

thanks,

John S

Author: DALE E GURWELL at DMIA002L

Date: 11/1/01 2:59 PM

Normal

TO: DAVID L MALLETT, ROGER W HISKEY at DMIA003L, CHARLES P RAY at DMIA003L,
DENNIS D SCHOENING at QCIL001L, THOMAS C APPLEBY, TERI L BRANNEN, ROBERT F BURKE,
LEE B CORBIN, FRANK E CORWIN, DONALD L ELDING, KRIS K KNOELL, PATRICIA D LADURINI,
JEFFREY S MCCONKEY, THOMAS L SLAYBAUGH, RICK S SMITH, THERESA R WIG, TOMMY P WILLIAMS,
MICHAEL E LEPLEY

Subject: Policy for Cleaning Postal Trailers

----- Message Contents

BMC; VMF; Truck terminal supervisors:

I do not think we do much cleaning of trailers but just in case some one has the urge to sweep out a trailer, tell them that it is forbidden to sweep. I would call maintenance and ask them to bring down a vacuum cleaner if a trailer needs to be cleaned. Read below and the attachment.

Forward Header

Subject: Policy for Cleaning Postal Trailers

Author: JOLEEN K BAXA at DMIA001L

Date: 11/1/01 11:51 AM

Following is a policy issued for cleaning postal trailers which is similar to the custodial cleaning procedures attached. I am sending it only to the Plant Managers, their Postmasters and to Dennis and Dale. If it needs further distribution, I'd ask Dale Gurwell to take that lead.

Joleen

Forward Header

Subject: Policy for Cleaning Postal Trailers

Author: GEORGE R MOOSE at WADC033L

Date: 10/31/01 3:25 PM

Subject: Policy for Cleaning Trailers

The attached interim cleaning policy for reducing dust in our facilities was established by Headquarters Maintenance Policies & Programs.

Although no Postal Service vehicles checked to date for Anthrax have tested positive, procedures outlined for cleaning facilities will also apply to all vehicles that service postal installations. Sweeping or use of compressed air to clean trailers is prohibited.

Local rail yards must be notified that empty trailers must be inspected for cleanliness before delivery to postal facilities. We will notify the national offices of rail carriers that empty vans must be cleaned for postal acceptance.

Companies that provide lease trailers must also be notified of our requirements for clean trailers.

This is an interim policy to reduce potential exposure of employees to Anthrax and will be updated as more information becomes available.

Area and local managers must work together to provide resources required to implement this policy.

Your suggestions and ideas on how to better manage trailer cleanliness are encouraged.

If you have questions, please contact Rick Fallica at 202-268-4379, Pat Walsh at 202-268-3908 or me at 202-268-4382.

George R. Moose
Manager, Surface Operations

Author: JOHN BAKER at DMIA002L

Date: 10/26/01 6:52 PM

Normal

TO: CHRIS E ADAMS, ROBERT E ADAMS, MATTHEW J BEEDLE, LEE B CORBIN, FRANK E CORWIN,
DONALD L ELDING, JEFFERY D FOREMAN, JEAN L JOHNSON, RUSSELL J MADISON,
JEFFREY S MCCONKEY, MATTHEW J MCKINNEY, RAY L OGLESBEE, JODY J PAULLIN,
ANJEANETTE L PETTINGER, JANE M WEIHS, PAT A ZERONI

Subject: FW: spill team protocols

----- Message Contents

-----Original Message-----

From: DAVID M LAPPIN

Sent: Friday, October 26, 2001 3:59 PM

To: THOMAS C APPLEBY; JOHN BAKER; JOHN W BAKER; LEE B CORBIN; MICHAEL K
CRONIN; DALE E GURWELL; RONALD L HARRIS; PATRICIA D LADURINI; DAVID L MALLET;
JERRY L SHORT; KAYE D SMITH; JOHN N STOUGARD; STEVEN E WENZEL; ROGER L WEST

Subject: spill team protocols

These are the steps the spill team must take when responding to
powders possibly containing anthrax. A copy of this guidance is on
the spill cart. Dave

<<File: guidan~1.doc>>

■ Guidance for Postal Service Hazmat First Responders

The current problem with anthrax hoaxes and actual terrorist activities has created a difficult situation for first responders to incidental spills and leaks of hazardous materials.

First Responders in the postal system are only trained and authorized to deal with minor spills and leaks of hazardous materials, usually consumer commodity-type substances. They are not expected to clean up or take other actions when confronted with emergency spill or release of a dangerous biological substance.

A known or suspected release of anthrax spores is an emergency. Clear guidelines for what to do have already been issued and reiterated many times. This guidance is being posted on the Safety Toolkit Resources web page.

Clearly, most spills and leaks in the mail will continue to be of the incidental variety and will not involve emergency releases of hazardous materials, or anthrax spores.

Therefore, First Responders can follow established procedures, based on their training, when an incidental release is certain. The following guidelines should be used to determine if a release is incidental or a non-anthrax-related emergency:

POWDERS AND SIMILAR MATERIALS:

- If the initial report involves the release of a powder-like substance *from a mail piece* isolate the area immediately shut down the ventilation system. Also shut down any processing equipment or machinery that may have processed or damaged the mailpiece. The goal is to avoid spreading the contamination in the air.
- Remove employees from the immediate area. Ask the person who discovered the release if there was any label or marking that would identify the spilled material. Commercially packaged products such as soup mixes or soap powder obviously wouldn't be hazardous.
- If possible identify the mailer or addressee and determine what was mailed. This should be done without disturbing the parcel or immediate surroundings (use binoculars for example). If it can be confirmed that the mailing was innocent, proceed with normal cleanup procedures. **If the nature of the spilled powder cannot be confirmed within a short time, initiate emergency procedures.**
- Discovery of loose powders and similar materials not directly associated with mail – in a swing room, locker room or aisles, for example – are unlikely to be hazardous. Everything from donut powdered sugar to spilled makeup has caused unnecessary alarm, disruption to operations and wasted emergency resources.
- Unless there is compelling evidence to the contrary, these materials should be cleaned up with standard procedures. As a precaution, the materials can be soaked in a 1-10-bleach solution for 10 minutes, which would kill any organisms.

LIQUIDS:

- There is no evidence of any mailing with intent to cause harm that involves biological or

chemical hazards in liquid form. If a package is leaking a liquid, follow normal procedures for determining if the release is incidental and can be cleaned up by postal First Responders, or is an emergency requiring outside response.

SMOKE, FUMES, and VAPORS:

- Any package releasing visible smoke, fumes or irritating vapors or gases is considered an emergency under postal hazmat policy. The immediate area should be evacuated and outside help called.