

# Management Instruction

## Harzardous Materials Acceptance and Handling Policy

### Policy

The Postal Service™ is committed to providing a safe workplace for its employees and transportation infrastructure and for providing for the safety of the general public through responsible management of hazardous materials and nonmailable items in the mail.

The Postal Service must establish procedures, training programs, and communication channels to minimize potential hazards to employees, transportation networks, and the general public posed by hazardous materials and nonmailable items in the mail. These efforts must also facilitate compliance with Postal Service contractual agreements and applicable regulatory requirements.

### Scope

This management instruction (MI) consolidates previously issued Postal Service policy and procedures for the acceptance, handling, processing, and transportation of mail containing hazardous materials throughout the Postal Service. This MI also identifies policy and procedures for the handling of nonmailable items found in the mail after acceptance. The policies and guidelines in this MI apply to all employees at all locations where mail is accepted, handled, processed, and delivered. *These procedures may not be altered for local implementation.*

This MI does not include policy and procedures for hazardous materials releases or suspicious and unknown powders or substances.

### Background

Under Title 39, United States Code (U.S.C.) Section 3001 and 18 U.S.C. 1716, all matter that is outwardly, or of its own force, dangerous or injurious to life, health, or property is nonmailable. Some hazardous materials and otherwise restricted or perishable matter, however, are permitted to be mailed when Postal Service requirements specified in the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®), the *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®), and supplemental criteria in

Date	March 2, 2009
Effective	March 2, 2009
Number	DM-601-09-3
Obsoletes	DM-601-05-1
Unit	Aviation Mail Security and Hazardous Mail



*William J. Gilligan*  
Acting Chief Postal Inspector,  
Postal Inspection Service

### CONTENTS

<b>Policy</b> .....	1
<b>Scope</b> .....	1
<b>Background</b> .....	1
<b>Objectives</b> .....	2
<b>Roles and Responsibilities</b> .....	3
Postal Inspection Service .....	3
Headquarters .....	3
Field.....	3
Postal Service.....	3
Headquarters .....	3
Areas .....	4
Districts .....	4
<b>Required Procedures</b> .....	4
<b>Training Programs</b> .....	5
<b>Support Materials</b> .....	6
<b>Available Resources and     Related Documents</b> .....	6

Publication 52, *Hazardous, Restricted, and Perishable Mail*, are satisfied.

These requirements include quantity and concentration limitations, specific packaging, labeling, marking, and limitations on class of service permitted. Properly prepared, mailable hazardous materials present a limited risk to employees, the public, and transportation networks when handled appropriately. Nonmailable items, including hazardous materials prohibited in the mail or in quantities that exceed mailable quantities, and items that are not properly packaged, labeled, marked, and declared accepted into the mail erroneously present a much greater risk to mail safety.

The United States Postal Inspection Service, Aviation Security and Hazardous Materials Group is responsible for developing and maintaining policies and procedures for the acceptance and handling of hazardous materials throughout the Postal Service.

The Aviation Security and Hazardous Materials Group also facilitates implementation of established procedures through the development and dissemination of training and evaluates program effectiveness by conducting Hazardous Material reviews. The Office of Mailing Standards writes and maintains the mailing standards including those for hazardous materials.

## Objectives

---

The primary objectives of the Hazardous Materials Program are to identify, develop, and implement hazardous materials acceptance and handling procedures that will reduce the risk posed by these materials to employees, the public, and the transportation infrastructure. The Hazardous Materials Program is designed to accomplish these objectives by:

- Raising employees' and mailers' awareness of hazardous material mailability requirements.
- Reducing the amount of nonmailable material entering the system through diligence at acceptance.
- Ensuring that mailable hazardous materials and nonmailable items in the mailstream are handled consistently and in a manner that minimizes risk.
- Ensuring that only items eligible for air transportation are transported by air.

# Roles and Responsibilities

---

## Postal Inspection Service

### Headquarters

Position	Responsibilities
Manager, Aviation Security and Hazardous Materials	<ul style="list-style-type: none"> <li>■ Develops, funds, and manages the Hazardous Materials Program.</li> <li>■ Develops and implements policies, procedures, communication vehicles, and training programs supporting the program's goals.</li> <li>■ Develops and implements procedures to evaluate and monitor organizational compliance with program policies.</li> </ul>

### Field

Position	Responsibilities
Division Inspectors in Charge	<ul style="list-style-type: none"> <li>■ Provides management and logistics support for the implementation of Hazardous Materials Program initiatives including training dissemination and evaluation of program implementation.</li> </ul>
Area Managers, National Preparedness	<ul style="list-style-type: none"> <li>■ Facilitates the implementation of Hazardous Materials Program initiatives in their Area.</li> <li>■ Manages the dissemination of training materials.</li> <li>■ Conducts Hazardous Materials Program reviews.</li> <li>■ Directs Hazardous Materials Program related activities of District Homeland Security coordinators in their Area.</li> </ul>
District Homeland Security Coordinators	<ul style="list-style-type: none"> <li>■ Facilitates the implementation of Hazardous Materials Program initiatives in their District.</li> <li>■ Manages the dissemination of training materials.</li> <li>■ Conducts Hazardous Materials Program reviews.</li> </ul>

## Postal Service

### Headquarters

Position	Responsibilities
Vice President, Network Operations	<ul style="list-style-type: none"> <li>■ Implements all hazardous material and nonmailable item handling procedures that affect the processing and transportation of mail.</li> </ul>

Position	Responsibilities
Vice President, Retail Operations	<ul style="list-style-type: none"> <li>■ Implements all Hazardous Materials Program policies, procedures, and training initiatives applying to retail functions across the Postal Service.</li> </ul>
Vice President, Delivery Operations	<ul style="list-style-type: none"> <li>■ Implements all Hazardous Materials Program policies, procedures, and training initiatives applying to delivery and collection functions across the Postal Service.</li> </ul>

### Areas

Position	Responsibilities
Vice Presidents, Area Operations	<ul style="list-style-type: none"> <li>■ Provides management support for the Hazardous Materials Program.</li> <li>■ Works with and supports the efforts of subordinate managers to ensure that all facilities implement Hazardous Materials Program policies, procedures, and training programs.</li> </ul>
Managers, Operations Support	<ul style="list-style-type: none"> <li>■ Ensures that all facilities implement Hazardous Materials Program policies, procedures, and training programs.</li> <li>■ Designates personnel responsible for directly managing and implementing the program in their area.</li> </ul>

### Districts

Position	Responsibilities
District Managers	<ul style="list-style-type: none"> <li>■ Ensures that all facilities implement Hazardous Materials Program policies, procedures, and training programs.</li> <li>■ Designates personnel responsible for directly managing and implementing the Hazardous Materials in their districts.</li> </ul>
Managers, Facilities, and Postmasters	<ul style="list-style-type: none"> <li>■ Ensures Hazardous Materials Program policies, procedures, and training initiatives are implemented in their facilities.</li> </ul>

## Required Procedures

The Hazardous Materials Program has developed function-specific standard operating procedures and instructions for the acceptance and handling of hazardous materials and the handling of nonmailable items. The current procedures and instructions are the following:

- **Retail Acceptance:** Retail Skills Process, Step 4b, Standard Acceptance Instructions for Hazardous Materials.
- **Delivery:** Delivery Operations, Hazardous Materials Related Issues Standard Operating Procedures.

- **Processing Operations:** Standard Operating Procedures for the Handling and Processing of Hazardous Materials.
- **Customer Service:** Standard Instructions for the Handling and Processing of Hazardous Materials for Customer Service Distribution Clerks and Mail Handlers.
- **Business Mail Entry:** Hazardous Materials Standard Operating Procedures for Business Mail Entry Personnel.
- **Mail Recovery Centers:** Mail Recovery Procedures, Hazardous Materials Issues Standard Operating Procedures.

These procedures are periodically evaluated and revised to meet the objectives of the Hazardous Materials Program and the needs of the Postal Service. For the most current procedures, go to the Aviation Mail Security and Hazardous Materials Web site at: <http://blue.usps.gov/nationalpreparedness/HAZMAT.htm>.

## Training Programs

---

The Hazardous Materials Program includes training programs to support implementation of program policies and procedures. The function-specific training programs of the Hazardous Materials Program are the following:

- **Retail:** HAZMAT Retail Acceptance Course (#18201-34).  
HAZMAT Retail Acceptance Refresher Course (#5420-61).
- **Delivery:** Delivery and Collection HAZMAT Training Module (#18201-35).  
Delivery and Collection HAZMAT Refresher Course (#54210-62).
- **Processing Operations:** Hazardous Materials Handling for Mail Processing Train-the-Trainer (#54201-99).  
Hazardous Materials Handling for Mail Processing (#54201-54).
- **Mail Recovery Centers:** Mail Recovery Centers HAZMAT Operational Awareness (#51201-17).
- **Business Mail Entry:** Business Mail Entry Hazardous Materials Procedural Instructions (#54294-05).
- **Business Service Networks/Sales:** Business Service Networks/Sales Hazardous Materials Operational Awareness (#54294-00).
- **EAS:** Executive and Administrative Schedule Employee Hazardous Material Acceptance and Handling (#17201-23).

These training materials are updated regularly and new training courses are developed as changes to procedures and the needs of the Postal Service dictate.

For current training materials and course schedules, go to the Aviation Mail Security and Hazardous Materials Web site at: <http://blue.usps.gov/nationalpreparedness/HAZMAT.htm>.

## Support Materials

---

The following support materials have been developed to assist in implementation of Hazardous Materials Program policies and procedures:

- Notice 107, *Let's Keep the Mail Safe.*
- Notice 128, *The Safety of the Mail is Everyone's Responsibility.*
- Poster 138, *Keep the Mail Safe.*
- Poster 298, *Hazardous Materials Warning Labels and Markings.*
- Poster 81, *Shipping a Reused Box?*
- Poster 37, *Is Your Package Safe to Mail?*

Ordering information for these materials and information about new materials are available on the Aviation Security and Hazardous Materials Web site at: <http://blue.usps.gov/nationalpreparedness/HAZMAT.htm>.

## Available Resources and Related Documents

---

The following documents provide information relevant to the Hazardous Materials Program:

- DMM.
- IMM.
- Publication 52.
- Management Instruction EL-810-2006-3, *Response to Hazardous Materials Releases.*
- Management Instruction, DM-601-2009-1, *Civil Enforcement Authority for Hazardous Materials.*
- Handbook DM-109, *Business Mail Acceptance.*

Each of the documents listed above is available on the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under "Essential Links" in the left-hand column, click *PolicyNet*.

The following publication and posters are available on the Postal Inspection Service Office of National Preparedness Online Information Center. Go to <http://blue.usps.gov/nationalpreparedness> under "Important Resources" click *Suspicious Mail*.

- Publication 167b, *Response Actions for Suspicious Mail and Unknown Powders and Substances.*
- Posters 205A and 205B, *Immediate Response Actions for Suspicious Mail and Unknown Powders and Substances.*