



Tailgate Safety Talk

Information You Can Use to Prevent Accidents & Injuries

Handling Anthrax & Other Biological Agents

This information is to be used in the event your facility receives mail suspected of containing any biological substances. Here are some recommended procedures:

Each mailroom should set up a suspicious mail container and place the container in a pre-designated area. Copy paper boxes and garbage bags area readily available at most facilities and would be ideal for this purpose.

The box should be lined with a disposable garbage bag that can be sealed. In the event a letter or package is located, it should be placed in the garbage bag and sealed in the box.

A supervisor shall be notified immediately to evaluate the situation. He/she will contact the district deputy director's office/central office director's office who will notify a law enforcement agency to respond.

Employees handling mail should watch for the following indicators:

- Improper addresses
- A postmark with a city or state that does not match the return address
- Excessive postage
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string etc.
- Visual distractions
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Disposable gloves should be made available to anyone who wants to use them.

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If powder is located and spills out onto a surface:

- Do not try to clean up any leakages or spills. Cover up the powder and leave the immediate area and keep all personnel out! Secure the room. Do not try to relocate the envelope or package to any other room.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- Remove heavily contaminated clothing as soon as possible and place in a sealable container such as a plastic bag. Save the clothing for emergency responders for proper handling.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- Make a list of all people that were in the room or area, especially those who had actual contact with the powder. Give the list to emergency responders and supervisory personnel so that proper instructions can be given for medical follow-up,
- All mail received at ODOT should be completely addressed or it will be held up or returned to the sender. Advise outside vendors.
- Interoffice mail must be addressed to the individual, the office or section. Incomplete addressing will cause it to be delayed or returned.

No personal mail should be sent to individuals at ODOT. All personal mail should be sent to individual homes or post office boxes. If something must be sent in an emergency, have it approved by the mail room supervisor.



Users of this tailgate talk are advised to determine the suitability of the information as it applies to local situations and work practices and its conformance with applicable laws and regulations.