

Standard Operating Procedures For Mail Screening Task

Revised 12/28/01

Incoming USPS mail is X-rayed in accordance with current SOPs.

I. Mail Sorting and Screening

1. After mail clears the X-ray screening process, all mail pieces will be placed in standard USPS bins and taken to the sorting/screening area at the west end of the Mail Center.
2. The Senior Mail Screening Specialist (SMSS) will examine each mail piece and separate the mail pieces based on source. Mail will be separated into “confirmed source” and “unconfirmed source” bins. “Confirmed source” mail will be returned to the Mail Center staff for regular delivery. “Unconfirmed source” mail will be placed in appropriately marked bins.
3. The SMSS will perform a visual inspection of all “unconfirmed source” mail. The inspection will take place in government-furnished space at NASA Headquarters, in accordance with the SOPs. The SMSS will at all times use approved respirator, smock and gloves when handling unsorted and “unconfirmed source” mail.
4. The SMSS will place the “unconfirmed source” mail in the glove box, open each piece, and perform a thorough visual inspection of each envelope or package and its contents. The inspection will determine if any visible powder, granules or similar substance, which may indicate the presence of potentially hazardous chemical or biological materials, is present in or on the mail piece. Specifically, each mail piece will be:
 - ⇒ shaken and tapped on the bottom liner before opening
 - ⇒ opened, inverted and shaken
 - ⇒ the contents removed, unfolded or unbundled and shaken
5. After a mail piece has been inspected and found to be free of visible powder, granules or similar substances, it will be reassembled and returned to the Mail Center for regular delivery within NASA Headquarters.
6. Prior to releasing an inspected mail piece, the SMSS will enter relevant data about the piece in an MS Excel-based log, and place an adhesive-backed stamp on the piece indicating the date on which the inspection took place. The date will be handwritten by the SMSS. Each piece of screened mail will be taped closed before it is released for delivery.
7. In the event that any suspicious substance is discovered during the screening process, the screening operation will immediately cease, the SMSS will notify the Program Manager and COTR, and the glove box doors will be sealed with tape and warning signs. (See Section IV for

Standard Operating Procedures For Mail Screening Task

Revised 12/28/01

details) Appropriate notifications to the COTR and NASA Headquarters Security office will follow.

8. The SMSS will perform a daily operational check of the glove box and lighting equipment, and report any problems to the Program Manager. The inspection will focus on the doors, door seals, gloves and overall integrity of the glove box.
9. The SMSS will perform twice-weekly swab tests of the interior of the glove box, bins and screening area to determine the presence of anthrax spores. This test will be performed with a "home test" kit, to be approved by the COTR.

II. Protective Gear

During the mail sorting process, and when receiving incoming mail from the USPS, the SMSS shall wear disposable rubber gloves, approved respirator and disposable smock.

III. Disposal of Equipment/Supplies

1. Residual paper from the envelope opening operation shall be placed in a paper bag at the end of each workday. The open end of the bag will be folded and stapled to seal it. Bags will be stored in a sealed bin until there is a sufficient quantity to place in a burn bag for processing by outside contractor.
2. The black paper glove box liner will be changed weekly. The used liners will be stored and processed in the same manner as envelope residue.
3. Disposable paper smocks will be changed at the end of each workweek. They will be stored and processed in the same manner as envelope residue.

IV. Discovery of Suspicious Substances/Evacuation Plan

A. During the Sorting Operation

Immediately upon discovery of any suspicious granular, powdered or other substance, in or on a mail piece during the sorting operation, the Senior Mail Screening Specialist (SMSS) shall:

1. Place the suspect mail piece directly into a plastic bag and seal. The bag will then be placed in a plastic mail container and the top secured.
2. Using duct tape, further secure the top to the container.

Standard Operating Procedures For Mail Screening Task

Revised 12/28/01

3. Once sealed, the container shall not be moved.
4. Affix a warning sign to the top of the container, reading "POSSIBLE CONTAMINATION – KEEP CLEAR OF AREA".
5. While remaining in direct sight of the container, alert the Mail Operations Manager or alternate, that a suspicious substance has been detected.
6. SMSS shall remain with the container until NASA Headquarters Security personnel arrive to inspect and/or take custody of the container.

B. During the Glove Box Screening Operation

Immediately upon discovery of any suspicious granular, powdered or other substance, in or on a mail piece, or in the glove box, the SMSS shall:

1. Place the suspect mail piece directly on the glove box paper liner.
2. Cease opening mail pieces.
3. Remove hands from glove box openings.
4. While remaining in direct sight of the glove box, alert the Mail Operations Manager or alternate, that a suspicious substance has been detected.
5. Seal all edges of both glove box doors with duct tape.
6. Once sealed, the glove box shall not be moved.
7. Affix warning signs to the glove box doors and front panel, reading "POSSIBLE CONTAMINATION – KEEP CLEAR OF AREA".
8. SMSS will remain with the glove box until NASA Headquarters Security personnel arrive to inspect and/or take custody of the glove box.

C. Mail Operations Manager Responsibilities

Upon notification that a suspicious substance has been discovered, the Mail Operations Manager or alternate shall:

1. Immediately instruct all persons in the Mail Center, with exception of the SMSS, to evacuate the area in an orderly manner, and to assemble at (location to be determined).
2. Direct those leaving the Mail Center not to discuss the evacuation with anyone until further instruction is provided.
3. Call the NASA Headquarters Security Office at 358-1616 to report that a suspicious substance has been discovered.
4. Call the Facilities Help Desk at 358-0233 and ask that the Program Manager and Facilities Group Manager be immediately paged and told of the incident.

Standard Operating Procedures For Mail Screening Task
Revised 12/28/01

5. Lock the doors to the loading dock from the inside, close the hallway doors, and remain at the hallway doors until NASA Headquarters Security personnel arrive.

V. Reporting

1. The SMSS will immediately report any suspicious mail, or discovery of powder, granular or similar substance on or in mail pieces, to the Program Manager and COTR. Notification will be by telephone, followed by email.
2. LESCO will submit a weekly report on screened mail to the COTR, three workdays following the week in which the work was performed. The report will include a count of screened mail pieces, type of piece, date of postmark, inspection and delivery, name and address of sender, and name of addressee. A monthly report summary will be submitted within five workdays of the end of the month.