

**Standard Operating Procedures for Mail Screening Task  
Revised 4/1/2002**

**Appendix A.1**

**Evacuation Procedure Primary Task Checklists for SMSS and Mail Sorters**

**Keep this Checklist accessible at your workspace, at all times.**

**SMSS and Mail Sorter Checklist**

If a suspicious Material has been discovered:

**During Glove Box Screening Operation**

1. Immediately place the suspicious mail piece on floor of glove box.
2. Remove arms from glove box gloves.
3. Inform Mail Center Supervisor of the discovery of a suspicious material.
4. Lock both glove box access doors.
5. Remove nitrile or latex gloves and smock and place on screening table.  
Keep respirator on until reaching the loading dock.
6. Review this checklist to be sure all tasks have been accomplished.
7. Immediately exit the Mail Center through loading dock, turn left and proceed to the area near the compactor. Remain there until emergency response personnel arrive. Maintain a distance of at least ten feet from others in the loading dock area.

If a suspicious material has been discovered:

**During Transport of Handling Before Sorting**

1. Do not move from your location.

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2. Place mailpiece with suspicious material on the floor.
3. Ask the nearest R&I or Mail Center employee to immediately notify the Mail Center Supervisor or alternate the there is a suspicious material incident, and its location.
4. Remain with the suspicious mailpiece until the Mail Center Supervisor arrives with plastic bags and drop cloth.
5. Seal the mailpiece in a plastic bag or in the case of a spill, cover it and the surrounding floor with plastic drop cloth.
6. Remain with the covered mailpiece until all persons except Mail Center Supervisor and/or R&I Supervisor have evacuated the area.
7. Remove nitrile or latex gloves and smock and place on floor near mailpiece. Keep respirator on until reaching the loading dock.
8. Review this checklist to be sure all tasks have been accomplished.
9. Immediately exit the Mail Center through loading dock doors, turn left and proceed to the area near the compactor. Remain there until emergency response personnel arrive. Maintain a distance of at least ten feet from others in the loading dock area.

If a suspicious material has been discovered:

**During Mail Sorting Operation**

1. Immediately place the suspicious mail piece in the glove box.
2. Inform Mail Center Supervisor of the discovery of a suspicious material.
3. Lock both glove box access doors.
4. Remove nitrile or latex gloves and smock and place on screening table.

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Keep respirator on until reaching the loading dock.

5. Review this checklist to be sure all tasks have been accomplished.
6. Immediately exit the Mail Center through loading dock doors, turn left and proceed to the area near the compactor. Remain there until emergency response personnel arrive. Maintain a distance of at least ten feet from others in the loading dock area.

**End of SMSS/Mail Sorter Checklist**