

SALES & SERVICES ASSOCIATE ACADEMY

Module 7:

HAZMAT, Anonymous
Mail, and Suspicious Mail



Objectives

- Identify classes of HAZMAT.
- Distinguish between Declared and Undeclared HAZMAT.
- Discuss the PACT ACT.
- Explain the HAZMAT question.
- Demonstrate correct actions to customer responses to the HAZMAT question.
- Describe Anonymous Mail procedures.
- Identify Suspicious Mail procedures.

HAZMAT Definition

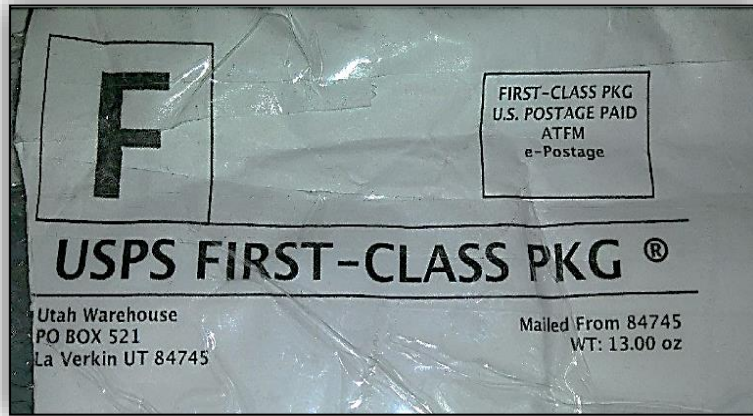
Any article or substance designated by the Department of Transportation (DOT) as being capable of posing an unreasonable risk to health, safety, and property during transportation.



Improperly Packaged Liquids



Flammable Items Mailed via Air



Acid Spill – Cost Impact

- Two USPS® employees injured.
- Processing line temporarily shutdown.
- Medical and cleanup costs: \$27,806.75.
- Civil penalty process recouped full cost.

Notice 318 is posted in Retail Lobbies.

NOTICE

If you knowingly mail items or materials that are dangerous or injurious to life, health, or property in violation of 39 USC § 3018 and 18 USC § 1716, you may be liable for:

- A civil penalty of at least \$250, but not more than \$100,000 per violation.
- The costs of any cleanup associated with each violation.
- Damages.
- Criminal penalties.

Note: Some hazardous materials are mailable when Postal Service™ requirements specified in the following documents are satisfied:

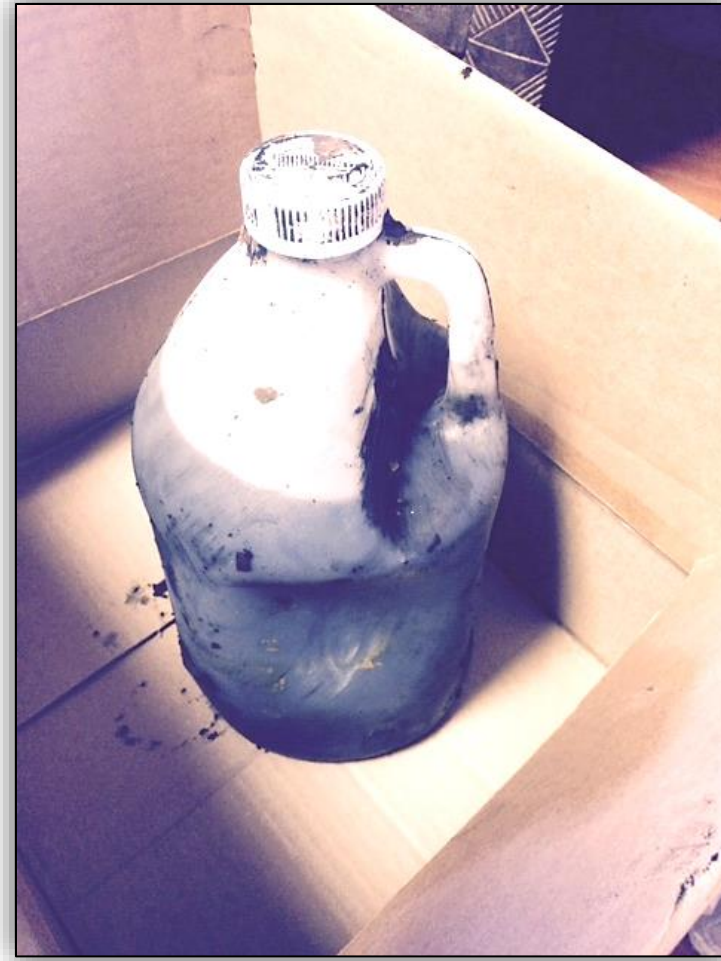
- *Mailing Standards of the United States Postal Service, Domestic Mail Manual*
- *Mailing Standards of the United States Postal Service, International Mail Manual*
- *Publication 52, Hazardous, Restricted, and Perishable Mail.*



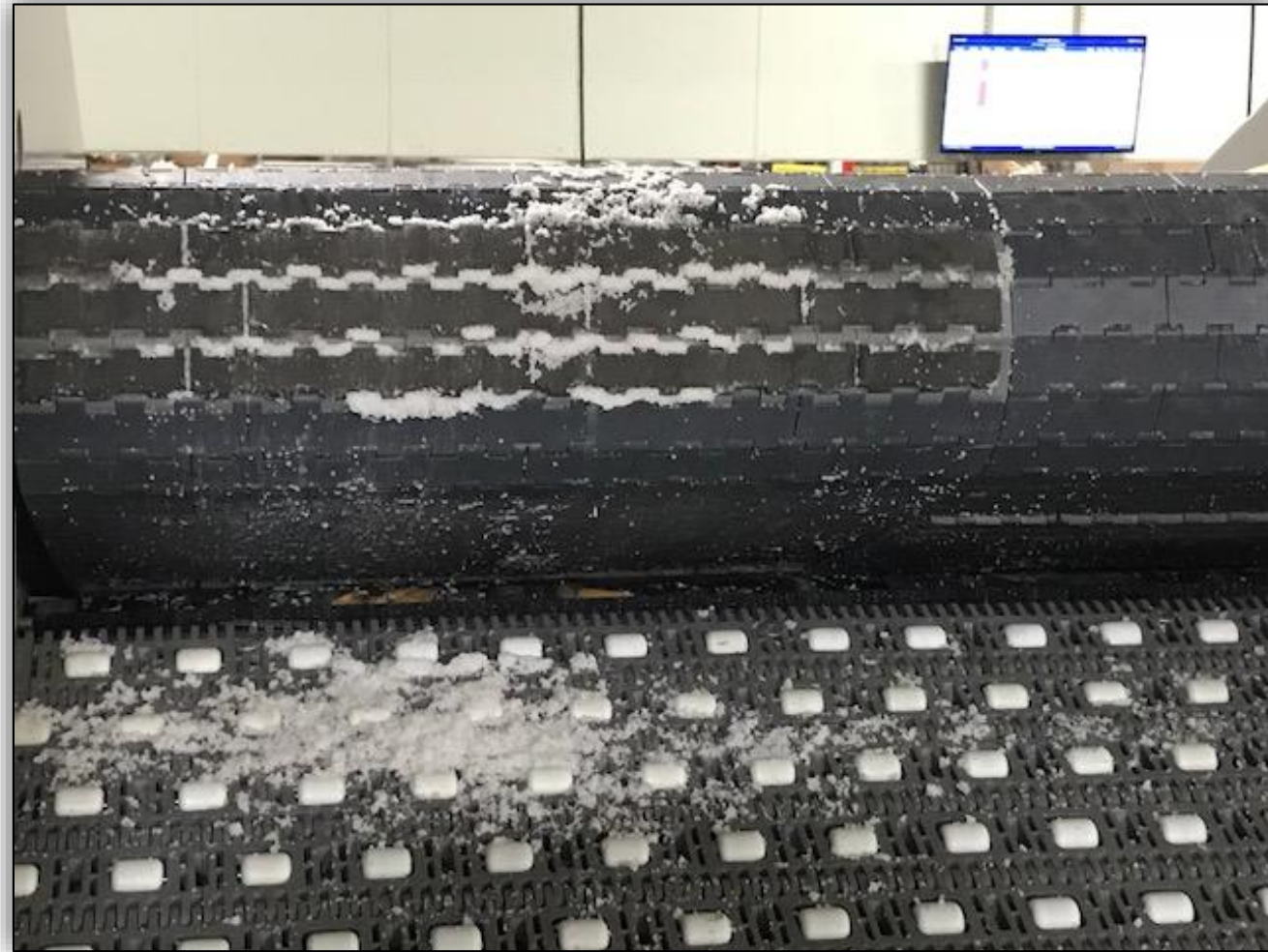
UNITED STATES
POSTAL SERVICE®

Public 318, January 2010. PSN 7508 © 2010 USPS®

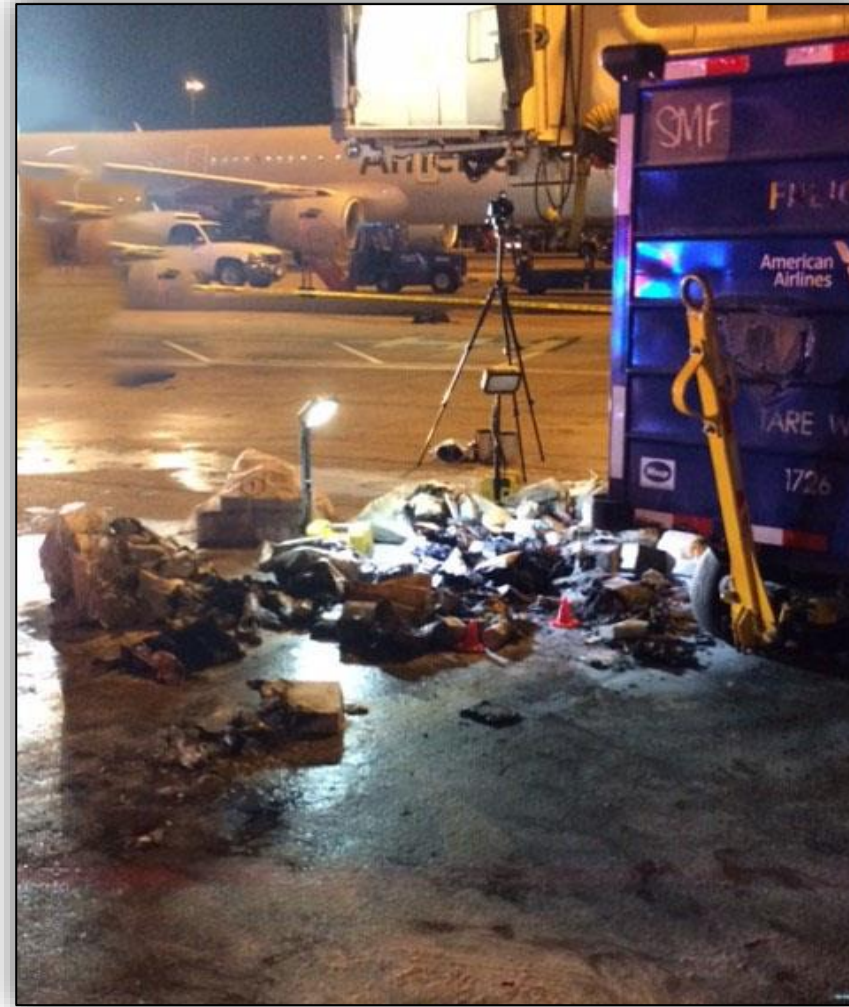
Safety and Operational Impact



Sodium Hydroxide Incident



Lithium Battery Mail Fire - Commercial Air



Lithium Battery Mail Fire

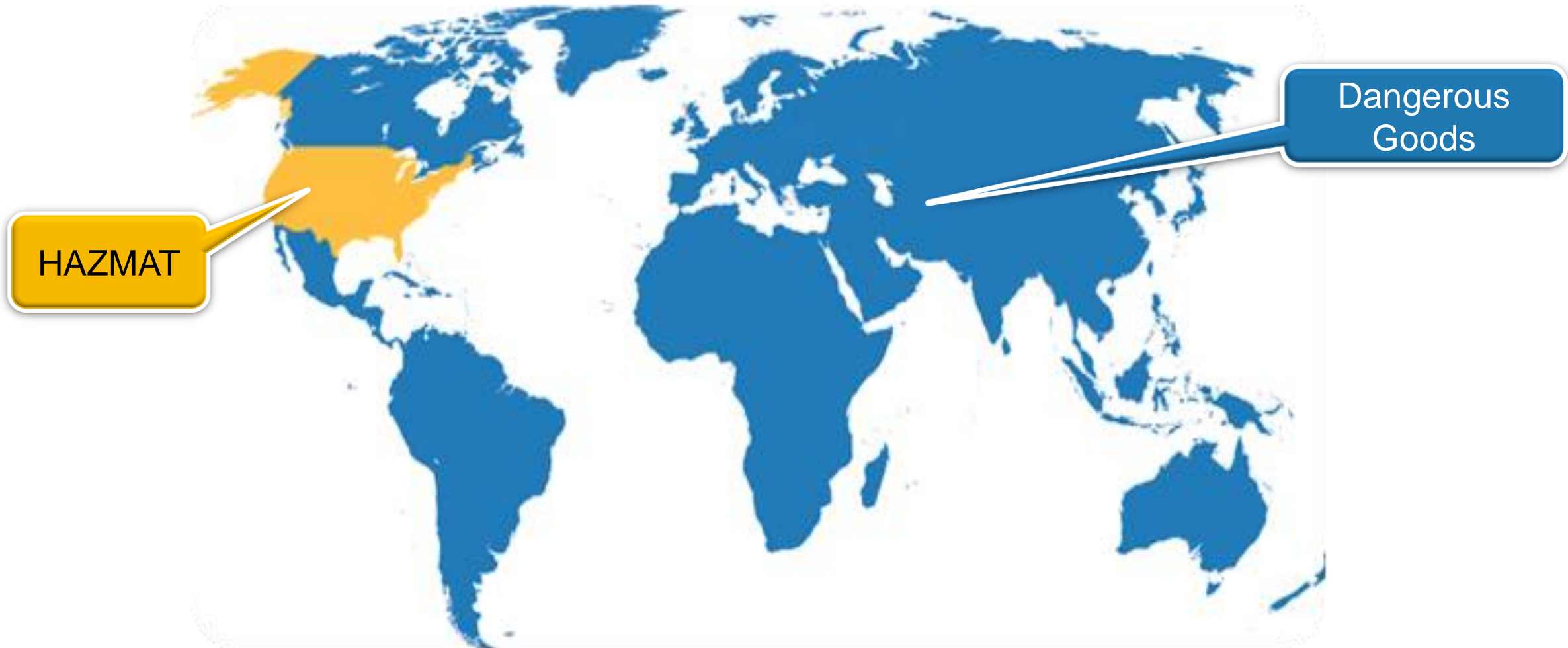
Lithium Battery Fire involving US Mail™ packages in Air Transportation.



Incident Video



HAZMAT vs. Dangerous Goods



HAZMAT

Dangerous
Goods

Common HAZMAT

Hazardous materials include common household supplies that can become dangerous when exposed to:

- Conditions in air transport.
- Improper handling.
- Extreme temperature and pressure.
- Excessive vibration.



Hazardous Materials Program



- Protect our customers, employees, infrastructure, and the traveling public.
- Whatever you accept enters the postal mailstream and transportation network.

Awareness is Important

Transportation network includes contracts with air transportation partners such as:

- FedEx®.
- UPS®.
- Commercial air (passenger planes).



Regulations

Postal Service™

- Publication 52, *Hazardous, Restricted, and Perishable Mail* is the principal document regulating our efforts to ensure mail is free of hazardous materials.

Department of Transportation

- The Postal Service falls under the guidelines of 39 C.F.R. and as applicable, 49 C.F.R. (Code of Federal Regulations).

A screenshot of the USPS website showing the table of contents for Publication 52, Hazardous, Restricted, and Perishable Mail. The page is dated July 2020 and includes an "Index" button. The table of contents is organized into sections: Summary of Changes, Transmittal Letter, Introduction, General Guidelines, Hazardous Materials, Restricted Matter, and Air Transportation Requirements. Each section is further divided into sub-sections and specific instructions.

Publication 52 - Hazardous, Restricted, and Perishable Mail	Index
Summary of Changes	Summary of Changes
Transmittal Letter	Transmittal Letter
1 Introduction	1 Introduction <ul style="list-style-type: none">11 Purpose12 Scope13 Additional Information14 Safety15 Protecting Personnel16 Military Postal System17 Statutory System18 Trademarks of the USPS
2 General Guidelines	2 General Guidelines <ul style="list-style-type: none">21 Mailability22 Marking Requirements23 Handling Hazardous Materials24 Emergency Procedures25 Basic Guidelines for Acceptance and Dispatch
3 Hazardous Materials	3 Hazardous Materials <ul style="list-style-type: none">31 Definition32 General33 Hazard Classes34 Mailability by Hazard Class
4 Restricted Matter	4 Restricted Matter <ul style="list-style-type: none">41 General42 Intracating Liquors43 Firearms
5 Perishable Matter	
6 International Mail	
7 Air Transportation Requirements	7 Air Transportation Requirements <ul style="list-style-type: none">71 General72 Hazardous Materials: Air Transportation73 Restricted Matter: Air Transportation74 Perishable Matter: Air Transportation
Appendix A	Appendix A
Appendix B	Appendix B
Appendix C	Appendix C <ul style="list-style-type: none">USPS Packaging Instruction 1AUSPS Packaging Instruction 1BUSPS Packaging Instruction 2AUSPS Packaging Instruction 2BUSPS Packaging Instruction 2CUSPS Packaging Instruction 2EUSPS Packaging Instruction 2FUSPS Packaging Instruction 3AUSPS Packaging Instruction 3BUSPS Packaging Instruction 3CUSPS Packaging Instruction 3DUSPS Packaging Instruction 4AUSPS Packaging Instruction 4BUSPS Packaging Instruction 5AUSPS Packaging Instruction 6AUSPS Packaging Instruction 6BUSPS Packaging Instruction 6CUSPS Packaging Instruction 6DUSPS Packaging Instruction 6EUSPS Packaging Instruction 6F
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Appendix E	
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Mailable and Nonmailable Materials

Mailable

- Presented in limited quantities.
- Properly packaged, labeled and documented.
- Prepared according to regulations.

Examples: flammable liquids, gasses, corrosive materials, bio-hazards.

Nonmailable

- Prohibited in postal network.
- Elevated levels of danger.
- Poses risks to persons and property.

Examples: mercury metal, toxic gases.

Classes of HAZMAT

There are nine classes of HAZMAT.



Class 1: Explosives



Class 2: Gases



Class 3: Flammable and Combustible Liquids



Class 4: Flammable Solids



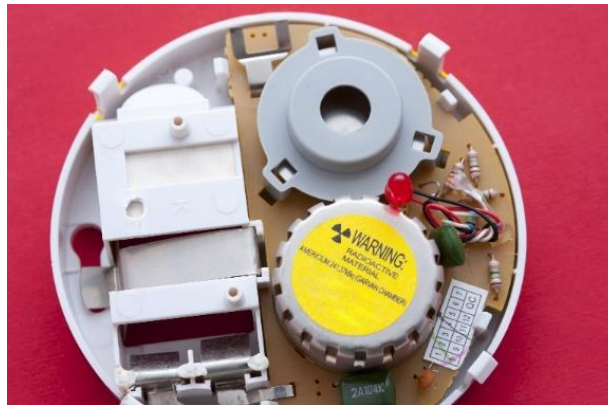
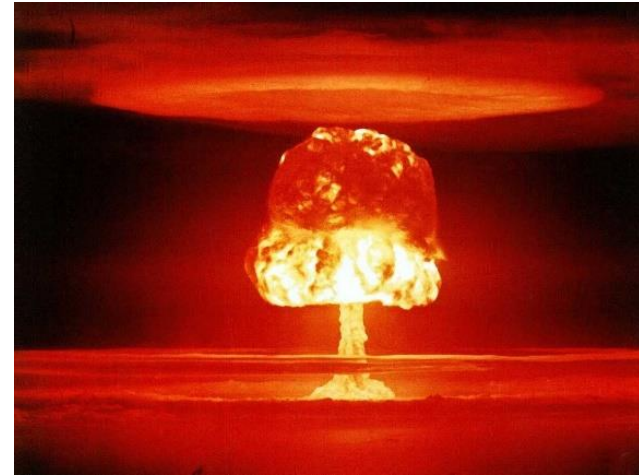
Class 5: Oxidizers and Organic Peroxides



Class 6: Toxic and Infectious Substances



Class 7: Radioactive Material



Class 8: Corrosives



Liquid Mercury

Any shipment containing liquid mercury on its own or an item that contains liquid mercury is prohibited from the mail.

- Ask the HAZMAT question and recognize indications of mercury:
 - Signs of liquid.
 - Verbal descriptions or declarations indicating liquid mercury and or/mercury containing products are present.
 - Addresses indicative of a mining operation, dental supply/dentistry group, scientific supply company, or metal reclamation company.



Class 9: Miscellaneous Hazardous Materials



DRY ICE



Lithium Batteries Mailability

- Markings, quantity limitations, and documentation requirements depends on if they are rechargeable or nonrechargeable batteries.
- If a lithium battery-powered device is used, damaged or defective or the battery is not installed in the device, it must be marked on the address side with “Restricted Electronic Device” and “Surface Transportation Only” (Label 876) endorsements and sent via surface.
- New/sealed originally packaged devices, and manufacturer certified new/refurbished devices are exempt from these requirements.



Restricted Matter

Materials with mailing restrictions other than risk of harm to persons or property.

Examples: Firearms, cigarettes, intoxicating liquors, CBD, electronic nicotine delivery systems (ENDS) also known as vape or e-cigarette, etc.



Cannabidiol (CBD) Oil

Some CBD products derived from industrial hemp are mailable under specific conditions:

- License from a state's Department of Agriculture to produce hemp.
- Hemp or derivatives be at or below a 0.3% limit for THC content.
- Signed self-certification statement on their letterhead.
- Department of Agriculture License.
- Lab report detailing THC concentration.



Cigarettes and Smokeless Tobacco

Prevent all Cigarette Trafficking (PACT)

- Cannot accept or transmit any package knowingly, or have reasonable cause to believe, contains non-mailable smokeless tobacco, ENDS, or cigarettes.
- Rules do not apply to cigars, which continue to be mailable matter.

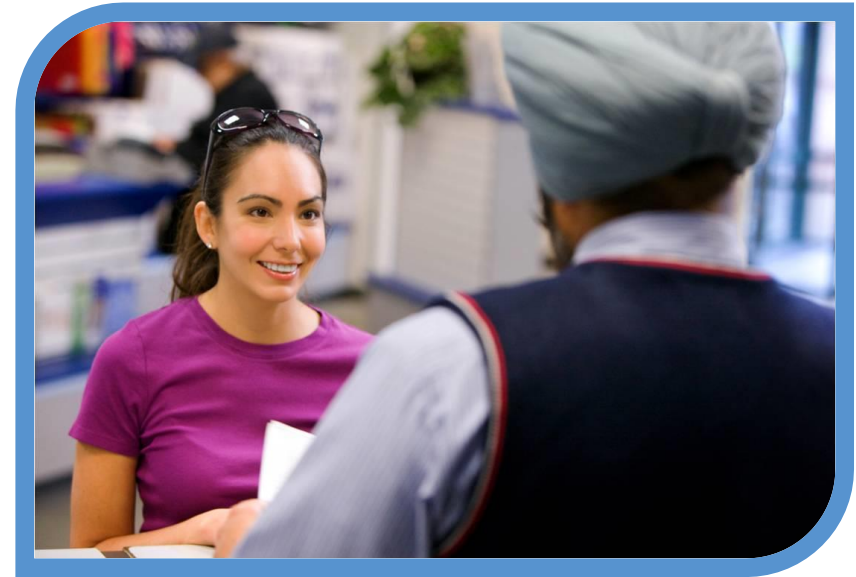


PACT Mailing Exceptions

Must be presented in face-to-face transactions with USPS® employees.

Exceptions:

- Intra Alaska or Hawaii.
- Business/Regulatory Purposes.
- Certain Individuals.
- Consumer Testing/Public Health.



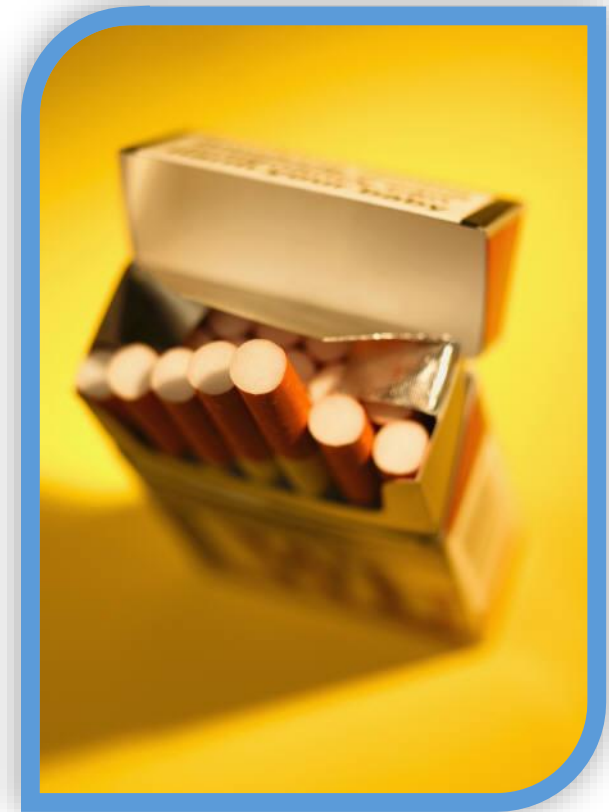
Intra Alaska or Hawaii

- Shipments entirely within Alaska or Hawaii are exempt.
- **“Intrastate Shipment Of Cigarettes Or Smokeless Tobacco.”**



Business/Regulatory Purposes

- Shipments transmitted between authorized tobacco industry businesses for business purposes or to federal or state agencies for regulatory purposes.
- **“Permitted Tobacco Mailing – Deliver Only To Addressed Business/Agency – Recipient Must Furnish Proof Of Age And Employment.”**



Certain Individuals

- Infrequent, lightweight shipments mailed by age-verified adult individuals.
- **“Permitted Tobacco Mailing – Deliver Only To Age-verified Adult Of Legal Age.”**



Consumer Testing/Public Health

- Shipments sent by verified and authorized manufacturers.
 - Verified adult smokers aged 21 and over.
 - Federal agencies to consumers for public health purposes.
- **“Permitted Tobacco Mailing – Deliver Only To Addressee Upon Age Verification - Age 21 Or Above.”**



No Other Exceptions Apply







- Mailing must qualify as one of the exceptions.
- Look for items that smell like tobacco.
- Rules do not apply to cigars.
- Do not accept item if:
 - Package has a foreign mailing address.
 - Package has return or mailing address with ZIP Code™ of freely associated states (such as Micronesia or Marshall Islands).



Perishable Matter

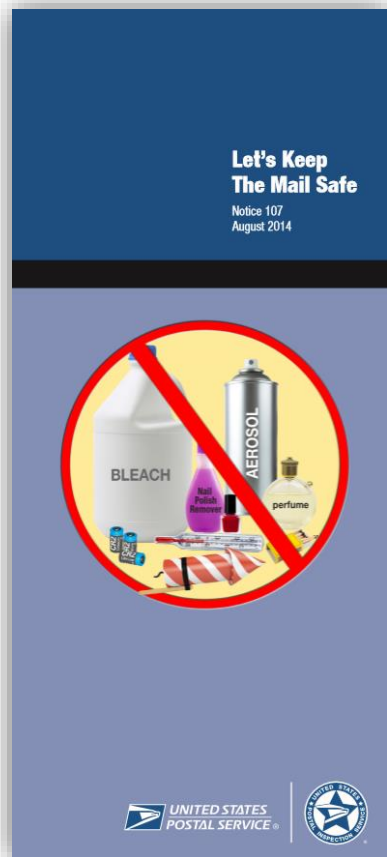
Anything that can deteriorate in the mail, create a health hazard, or noxious odor, nuisance, or disturbance.

Examples: mailable types of live animals, food items, and plants.

Perishable Matter Animals								
	Bees	Honey bees (Queen bees)	Y (Queens only)	Y	Y (Queens only)	526.2	526.21	Must be free of disease. Each Queen may be accompanied by up to eight attendant honeybees.
	Adult Birds acceptable	Geese, turkeys, guinea fowl, doves, pigeons, pheasants, partridges, quail, ducks, chickens, swans	Y	Y	N	526.4	526.42	Approved packaging required. Priority Mail Express® only. Each bird must weigh more than 6 oz., and no more than 25 lbs.
	Adult Birds unacceptable	All other types of birds not listed above, such as canaries, parakeets, parrots	N	N	N	526.4	None	Prohibited
	Day-old Poultry	Chicks, ducks, emus, geese, quail, partridges, pheasants (April through August), turkeys	Y	Y	N	526.3	526.32	Day-old poultry vaccinated with Newcastle disease (live virus) is nonmailable.
	Dead Animals	Dried parts of game birds or fish	Y	Y	N*	526.7	526.7	Includes hides and furs. International mail subject to ICL restrictions/prohibitions.
	Live, cold blooded	Goldfish, crickets, worms	Y	Y	N	526.6	526.6	Some exceptions.
	Reptiles	Snakes, turtles	N	N	N	525.3	None	Some exceptions in 526.6.
	Live, warm blooded	Hamsters, mice, cats, rabbits, dogs, guinea pigs, or rats	N	N	N	525.2	None	Prohibited.
	Scorpions (live)	Scorpions	N	Y	N	526.5	526.5	Only for medical research or manufacture of antivenin.
Perishable Matter Food								
	Meats and Meat products	Fresh meat & fish or frozen fish, steaks	Y	Y	N*	55	55	International mail subject to ICL restrictions/prohibitions.
	Fresh Foods	Fruits, vegetables	Y	Y	N*	53	53	Must be presented in dry (not dried) condition.
		Eggs	Y	Y	Y	54	54	International mail subject to ICL restrictions/prohibitions. If permitted, see IMM 138.3.
								International mail subject to ICL

[Click image to view Poster 138.](#)

HAZMAT References



Notice 107,
Let's Keep the Mail Safe



Poster 702,
*Dangerous Goods Warning
Labels Prohibited in
International Mail*



Poster 298,
*Domestic Hazardous Materials
Warning Labels and Markings*



Poster 37,
*Is Your Package Safe to
Mail?*

Poster 138

Poster 138, *Keep the Mail Safe* may help you determine if a package may be accepted.

Keep the Mail Safe								
For everyone's protection, use this guide when dealing with hazardous, restricted, and perishable materials.								
Hazard Class	Type	Common Examples	Domestic		International	Domestic Mail Pub 52	Maximum Amount Permitted in Mail	Additional Information
			Air	Surface				
Hazard Class 1 Explosives								
	Explosives	Fireworks, dynamite, grenades, small arms ammunition	N	N	N	341.21	None	All explosives are prohibited except as specified in 341.22.
Hazard Class 2 Gases (Under Pressure)								
	Flammable	Hairspray (in aerosol can)	N	Y	N	342.2c	342.3	ORM-D or consumer commodity only.
		Propane, camp stove fuel	N	Y	N	342.22c	342.3	ORM-D or consumer commodity only.
		Spray paint (in aerosol can)	N	Y	N	342.22f	342.3	ORM-D or consumer commodity only.
	Non-Flammable	Fire extinguishers	Y	Y	N	342.22d	342.3	Fire extinguishers containing methyl bromide prohibited.
Nitrogen, compressed air		Y*	Y	N	342.2b	342.3	ORM-D or consumer commodity only.	
Toxic	Ammonia, chlorine, carbon monoxide	N	N	N	342.21	None	All toxic gases are prohibited.	
Hazard Class 3 Flammable and Combustible Liquids								
	Flammable Liquids (Flashpoint not more than 141°F)	Acetone, rubbing alcohol, witch hazel	N	Y	N	343.21	343.24	ORM-D or consumer commodity only (dependent on flashpoint).
		Gasoline and items containing gasoline or gasoline fumes	N	N	N	343.23b	None	Gasoline and items containing gasoline or gasoline fumes are always prohibited.
		Paint, paint-related materials	N	Y	N	343.26	343.26	ORM-D or consumer commodity only (dependent on flashpoint).
		Cigarette lighters (flammable liquid)	N	Y	N	343.25	343.25	Pre-approval from PCSC required as per PUB 52.
	Combustible Liquids (Flashpoint above 141°F &)	Diesel fuel, kerosene	Y*	Y	N	343.24e	343.24	ORM-D or consumer commodity only. Flash-point must be greater than 141° F.
Waxes & polishes		Y*	Y	N	343.24j	343.24	ORM-D or consumer commodity only	

[Click image to view Poster 138.](#)

Poster 138 Quick Fire

Use your Poster 138 and be the first to find the answer.

Keep the Mail Safe								
For everyone's protection, use this guide when dealing with hazardous, restricted, and perishable materials.								
Hazard Class	Type	Common Examples	Domestic		International	Domestic Mail Pub 52	Maximum Amount Permitted in Mail	Additional Information
			Air	Surface				
Restricted Matter								
	Firearms	Handguns (concealable firearms)	N*	N*	N*	43	None	Except between authorized parties. No content markings on outside of mail piece are permitted.
		Rifles, shotguns, antique guns, (unloaded)	Y	Y	N	43	432	No content markings on outside of mail piece are permitted.
	Human Ashes	Cremated remains	Y	Y	Y	451.22	Packaging instruction 10 B	Priority Mail Express® required. International mail subject to ICL restrictions/prohibitions.
	Intoxicating Liquors	Wine, bourbon, vodka, beer	N	N	N	42	None	Includes 0.5% alcohol content or greater.
	Motor Vehicle Master Keys	Including locksmithing devices	Y	Y	N	452	452	Only if sent between authorized parties.
	Cigarettes	Includes smokeless tobacco	N	N	N	47	472.232	See 472 for exceptions.
	Controlled Substances	Narcotics	N*	N*	N	453	None	Generally, both the mailers and the addressee must meet special conditions.
	Drugs	Prescription, non-prescription medicines	Y	Y	Y	453	453.3	No content markings on outside of mail piece permitted. ICL restrictions/prohibition apply for international mail. Must meet state and federal laws.
	Drug Paraphernalia	Illegal drugs, pipes	N	N	N	453.13	None	See Controlled Substance Act for more information on drug paraphernalia.

Publication 52, Hazardous, Restricted, and Perishable Mail

- Use this publication when deciding mailability.
- Some materials may not be transported by air but may be shipped via surface.

The screenshot displays the USPS.COM Postal Explorer interface. At the top, there is a navigation bar with links for PE Tools, Publications, Business Solutions, Archives, and Help, along with a search function. The main content area is titled "Publication 52 - Hazardous, Restricted, and Perishable Mail" and includes a table of contents for the July 2020 edition. The table of contents is organized into sections with expandable/collapsible icons (three horizontal bars). The sections include: Summary of Changes, Transmittal Letter, 1 Introduction (with sub-sections 11 Purpose, 12 Scope, 13 Additional Information, 14 Safety, 15 Protecting Personnel, 16 Military Postal System, 17 Statutory System, and 18 Trademarks of the USPS), 2 General Guidelines (with sub-sections 21 Mailability, 22 Marking Requirements, 23 Handling Hazardous Materials, 24 Emergency Procedures, and 25 Basic Guidelines for Acceptance and Dispatch), 3 Hazardous Materials (with sub-sections 31 Definition, 32 General, 33 Hazard Classes, and 34 Mailability by Hazard Class), 4 Restricted Matter (with sub-sections 41 General, 42 Intoxicating Liquors, 43 Firearms, and 44 Knives and Sharp Instruments), 7 Air Transportation Requirements (with sub-sections 71 General, 72 Hazardous Materials: Air Transportation, 73 Restricted Matter: Air Transportation, and 74 Perishable Matter: Air Transportation), Appendix A, Appendix B, and Appendix C (with sub-sections USPS Packaging Instruction 1A through 6G). The interface also features "Index" and "Next >" buttons.

Safety Data Sheets (SDS)

United States Department of Labor Occupational Safety and Health Administration (OSHA) requires chemical manufacturers, distributors, and importers to provide these documents for any products that potentially contain a chemical hazard.

For Non-Household Settings: Products covered by this MSDS, in their original form, when disposed as waste, are ignitable hazardous waste, D001, according to Federal RCRA regulations (40 CFR 261). Disposal should be in accordance with local, state and federal regulations.

California Waste Code: 331

Ingestion:
Product used as intended is not expected to cause gastrointestinal irritation. Accidental ingestion of undiluted product may cause mild gastrointestinal irritation with nausea, vomiting and diarrhea.

MATERIAL SAFETY DATA SHEET Finished Product.

SECTION 1 - CHEMICAL SUBSTANCE/PRODUCT AND COMPANY IDENTIFICATION
<ul style="list-style-type: none"> Finished Product Name: Fine Fragrances After Shave, Eau de Parfum, Eau de Cologne, Eau de Toilette, Parfume Products <p><u>Applicable Brands include:</u> brand names</p>
<p>Company Identification: Fine Fragrances A & B Products Sultan Str. 40 D-65823 Schwalbach (Europe) 375 Doug Mill Road, Jamesburg, NJ 08831 USA</p> <p align="center">Contact: Consumer Relations at 1-800-810-1330</p>
<ul style="list-style-type: none"> In case of medical emergencies, please contact your local poison control center. Transportation emergency (24 hour), contact: CHEMTREC - Phone # 1-800-123-4566 (U.S. and Canada) or 1-703-123-4566 (for calls originating elsewhere).
<ul style="list-style-type: none"> DATE: March 2009 Updated: October 2011

SECTION 2 - HAZARDS IDENTIFICATION
<p>EMERGENCY OVERVIEW: This is a personal care or cosmetic product that is safe for consumers and other users under intended and reasonably foreseeable use. Additional information on toxicological endpoints is available from the supplier upon request.</p>
<p>POTENTIAL HEALTH EFFECTS:</p> <ul style="list-style-type: none"> Eye: Contact may cause mild, transient irritation. Some redness and/or stinging may occur. Skin: Not expected to be irritating, sensitizing, photoallergenic or phototoxic when used as intended. If irritation occurs following intended use or prolonged contact it is expected to be mild and transient. Inhalation: Not expected to be irritating to the respiratory system. Not volatile therefore limited inhalation exposure anticipated.

AND INGREDIENTS
as follows:

Caprylic/Capric Glycerides, PPG-3 Myristyl Myristyl Cocoate, Caprylic/Capric Triglyceride, Stearic Acid, Butyl Methoxydibenzoylmethane, Hexyl Benzoate, Lactic Acid, Sodium Hydroxide, BHT, Methylparaben, Panthenol, Iron Oxides, Silica, Bisabolol, Butylene Glycol, Yellow 5, Yellow 6, Yellow 10, Green 5.

ALLERGENS: Amyl Cinnamal, Amylcinnamyl Salicylate, Benzyl Cinnamate, Benzyl Salicylate, Eugenol, Farnesol, Geraniol, Hexyl Methylpropional, Limonene, Linalool, Ethyl 2-Octynoate, Alpha-Isomethyl Ionone, Tea(Treemoss) Extract.

910.1200 and/or WHMIS under the HPA:

Exposure Route	TLV/LD50/LC50
Inhalation (100%)	LD50 (oral) = 7,060 mg/kg (rat) LC50 = No data available.

PRECAUTIONS

Use with water is recommended. If discomfort or irritation occurs, discontinue use. Rinse affected areas to relieve any discomfort. If irritation persists, consult a physician. Avoid contact with eyes. Wash hands thoroughly after use. Do not inhale. Do not ingest. For external use only. Attention: In case of accidental ingestion do not induce vomiting. Note: After use, wash hands thoroughly. If you experience any symptoms, consult a physician or family doctor or appears necessary in the judgment of a health care professional.

IDENTIFICATION
UN1266, Perfumery Product, Class 3, Consumer Commodity ORM-D through PG II.
UN1266, Perfumery Product, Class 3, PG II.

LABORATORY INFORMATION
DPD 88/379/EEC).
HPB (Canada), Cosmetic Directive (EU), as defined in 29 CFR 1910.1200 (d), this handling and proper use of the product.

is regulated under the Federal Food, Drug, and Cosmetic Act, and its accompanying literature

AS #	Level	RQ
17-5	60-100%	100 lbs.

This product has been classified in accordance with the Controlled Products Regulations (CPR) and this classification is in accordance with California Proposition 65.

Section 1: Identification

1. Product and company identification

Product name : Lysol® Brand III Disinfectant Spray, All Scents

Distributed by : Reckitt Benckiser LLC.
Morris Corporate Center IV
399 Interpace Parkway (P.O. Box 225)
Parsippany, New Jersey 07054-0225
+1 973 404 2600

Emergency telephone number (Medical) : 1-800-338-6167

Emergency telephone number (Transport) : 1-800-424-9300 (U.S. & Canada) CHEMTREC
Outside U.S. and Canada (North America), call Chemtrec:703-527-3887

Website: : <http://www.rbnainfo.com>

Product use : Disinfectant.

Section 2: Hazard Identification

2. Hazards identification

Classification of the substance or mixture : FLAMMABLE AEROSOLS - Category 2

GHS label elements

Hazard pictograms :



Signal word :

Warning

Hazard statements :

Flammable aerosol.
Pressurized container: may burst if heated.

Precautionary statements

General :

Keep out of reach of children. If medical advice is needed, have product container or label at hand.

Prevention :

Wear eye or face protection. Keep away from heat, sparks, open flames and hot surfaces. - No smoking. Pressurized container: may burst if heated. Do not pierce or burn, even after use. Do not spray on an open flame or other ignition source. Wash hands thoroughly after handling.

Response :

Not applicable.

Storage :

Protect from sunlight. Do not expose to temperatures exceeding 50 °C/122 °F.

Disposal :

Not applicable.

Supplemental label elements :

None known.

Hazards not otherwise classified :

None known.

Section 3: Composition

3. Composition/information on ingredients

Substance/mixture : Mixture

Ingredient name	%	CAS number
Ethyl alcohol	30 - 60	64-17-5
butane	1-5	108-97-8
propane	<2.5	74-98-6

Any concentration shown as a range is to protect confidentiality or is due to batch variation.

There are no additional ingredients present which, within the current knowledge of the supplier and in the concentrations applicable, are classified as hazardous to health or the environment and hence require reporting in this section.

Section 9: Physical and Chemical Properties

9. Physical and chemical properties

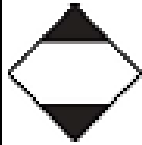
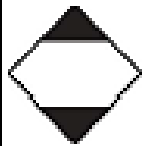
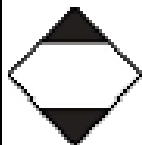
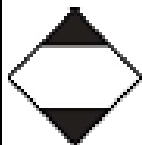

Appearance

Physical state	: Liquid. [Aerosol.]
Color	: Clear.
Odor	: Characteristic.
Odor threshold	: Not available.
pH	: 10.5 to 11.8 [Conc. (% w/w): 100%]
Melting point	: Not available.
Boiling point	: Not available.
Flash point	: Closed cup: 25.6°C (78.1°F)
Evaporation rate	: Not available.
Flammability (solid, gas)	: Not available.
Lower and upper explosive (flammable) limits	: Not available.
Vapor pressure	: Not available.
Vapor density	: Not available.
Relative density	: 0.8667 to 0.8967 g/cm ³ [20 to 25°C]
Solubility	: Easily soluble in the following materials: cold water and hot water.
Partition coefficient: n-octanol/water	: Not available.
Auto-ignition temperature	: Not available.
Decomposition temperature	: Not available.
Viscosity	: Not available.

Aerosol product

Type of aerosol	: Spray
Heat of combustion	: 17.99 kJ/g
Ignition distance	: <45.72 cm

Section 14: Transport Information

14. Transport information						
Regulatory information	UN number	Proper shipping name	Classes	PG*	Label	Additional information
DOT Classification	UN1950	Aerosols, flammable	2.1	-		Limited quantity
TDG Classification	UN1950	Aerosols, flammable	2.1	-		Limited quantity
Mexico Classification	UN1950	Aerosols, flammable	2.1	-		Limited quantity
IMDG Class	UN1950	Aerosols, flammable	2.1	-		Limited quantity
IATA-DGR Class	UN1950	Aerosols, flammable	2.1	-		See DG List

PG* : Packing group

SDS Activity

- Participants use appropriate SDS sections to complete the worksheet for each item.
- Some items are completed individually, and some are completed as a group.

Item 1 Worksheet

Level #: _____

Name of Material: _____

Fill in the lines Below as Applicable:

HAZMAT Class: _____

UN #: _____

Proper Shipping Name: _____

Packing Group: _____

Flash Point: _____

Concentration of ingredient of concern: _____

LD50: _____

Packaging Instruction: _____

Is this material available via:

Air: _____

Quantity: _____

Ground: _____

Quantity: _____

Item 1: Aerosol

HAZMAT Class: **2.1**

UN #: **UN1950**

Proper Shipping Name: **Aerosols, *Flammable***

Pub 52, Appendix A Packaging Instruction: **2A**

Hazardous Materials Descriptions and Proper Shipping Names (a)	Hazard Class (b)	ID Number (c)	DOT PG (d)	USPS Mailability (e)	Domestic Mail Air (f)	Domestic Mail Surface (g)
Aerosols, <i>flammable (each not exceeding 1 L capacity)</i>	2.1	UN1950	n/a	Only ORMD	Prohibited	2A
Aerosols, <i>flammable, n.o.s. (engine starting fluid) (each not exceeding 1 L capacity)</i>	2.1	UN1950	n/a	Only ORM-D	Prohibited	2A

Ground: **Mailable**

Quantity: **1 liter or less**

Item 2: Toluene

HAZMAT Class: **3**

UN #: **UN1294**

Proper Shipping Name: **Toluene**

Packing Group: **II**

Flash Point: **39.2° F**

Packaging Instruction: **3A**

Is this material mailable via:

Air: **Prohibited**

Quantity: **Prohibited**

Ground: **Mailable**

Quantity: **1 Quart (Metal) 1 Pint (Non-Metal)**

Item 3: Liquid Drain Cleaner

HAZMAT Class: **8**

UN #: **UN3266**

Proper Shipping Name: **Corrosive Liquid, N.O.S.**

Packing Group: **III**

Packaging Instruction: **8A**

Is this material mailable via:

Air: **Mailable**

Quantity: **1 Pint or less** (Multiple receptacles permitted not to exceed 25 lbs.)

Ground: **Mailable**

Quantity: **1 Pint or less** (Multiple receptacles permitted not to exceed 25 lbs.)

HAZMAT Question

“Does this item contain anything liquid, fragile, perishable, or potentially hazardous, such as lithium batteries, perfume, mercury, or aerosols?”



RSS Office

Customer answers on CDU.



Manual Office

Customer verbally answers.

Responses to HAZMAT Question

Customer States:

- A. “No, it does not contain HAZMAT.”
- B. “I don’t know the contents or refuses to answer.”
- C. “I am not sure if the contents are a hazardous material or not.”
- D. “Yes, the parcel contains HAZMAT.”



Declared HAZMAT

- Properly packaged, marked and declared by mailer.
- Accepted in accordance with Publication 52 and the DMM[®]/IMM[®].



Undeclared HAZMAT

An undeclared HAZMAT mailpiece is:

- Any parcel suspected of containing prohibited HAZMAT.
- Mailable HAZMAT not properly packaged, labeled, or declared.



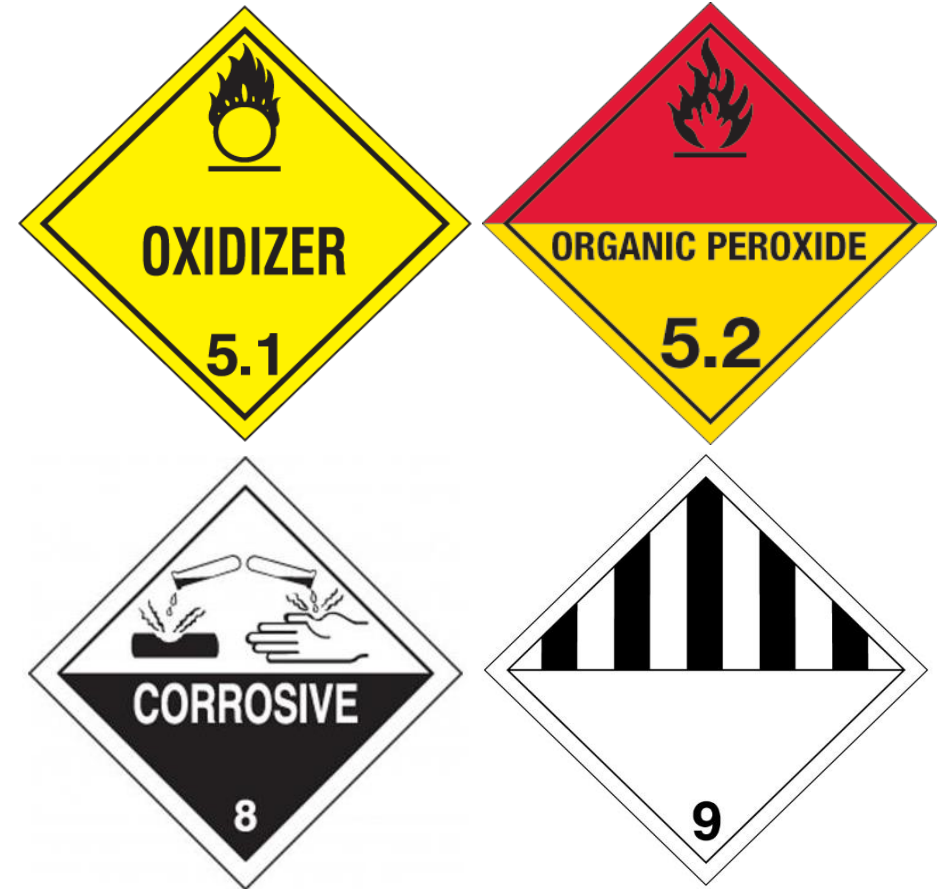
Undeclared HAZMAT

Notice:

- Sound of broken glass or plastic.
- Stains, leakage, or unusual odor.
- Delivery or return address information (i.e., chemical company, laboratory, perfume retailer, communications or electronics retailer, etc.).
- Preprinted markings on parcel (i.e., bleach aerosol hair spray, etc.).
- Manufacturer's name (i.e., Joe's Chemicals, Butane Lighters R US, etc.).
- Shifting weight or liquid sound.

Markings

- Optionally, each mailpiece may bear an approved DOT limited quantity square-on-point marking designating surface transportation instead of an ORM-D marking.
- Complete delivery and return addresses are required.



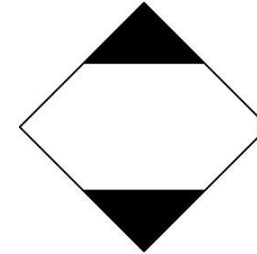
Markings

Air:



- DOT marking including the symbol Y.
- Approved DOT Class 8 hazardous material warning label.
- ID number.
- Proper shipping name.

Surface:



- Clearly marked on the address side with Surface Only or Surface Mail Only.
- Consumer Commodity ORM-D immediately following or below the proper shipping name.



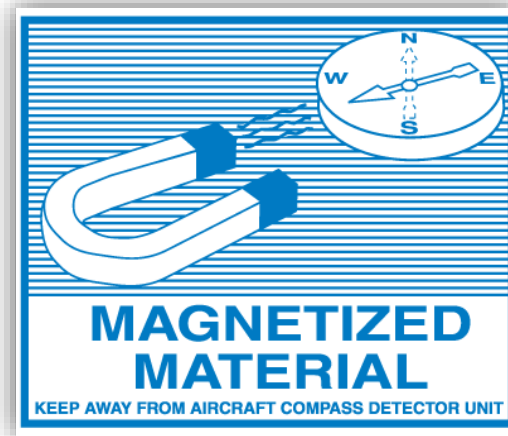
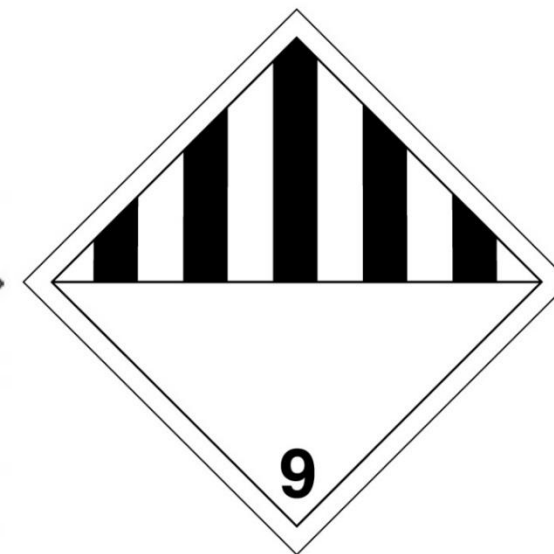
Labels Always Prohibited



Always Prohibited

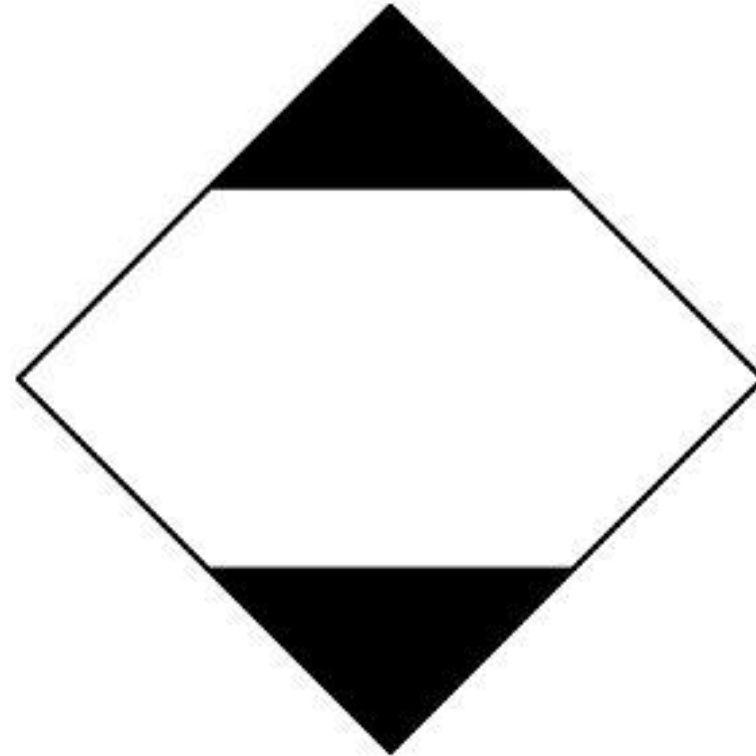


Conditionally Permitted/Required



Conditionally Permitted/Required



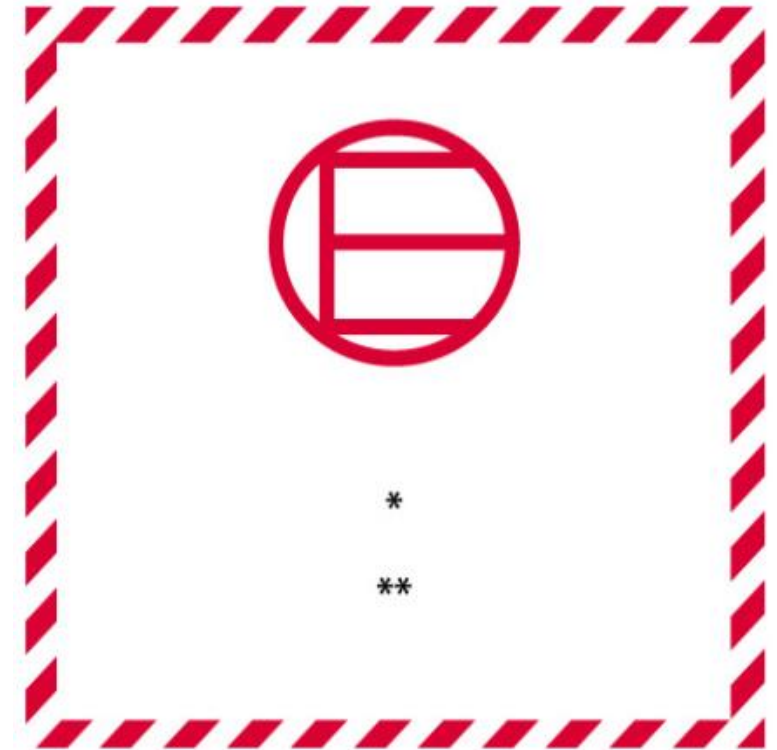


Air Eligible: Excepted Quantity

Pub 52 Section 337
Packaging Instruction 10B

Items with this marking are permitted on air transportation if classed within one of the following hazard classes or division as an excepted quantity:

- a. Class 3: Packaging group II and III.
- b. Division 5.1: Packaging group II and III.
- c. Division 5.2 materials, only when contained in a chemical kit, first aid kit, or polyester resin kit.
- d. Division 6.1: Packaging group III only.
- e. Class 8: Packaging groups II and III only, except for UN2803, Gallium, and UN 2809, Mercury.
- f. Class 9, except for UN 1845, Carbon Dioxide, solid, or Dry Ice, and Lithium batteries.



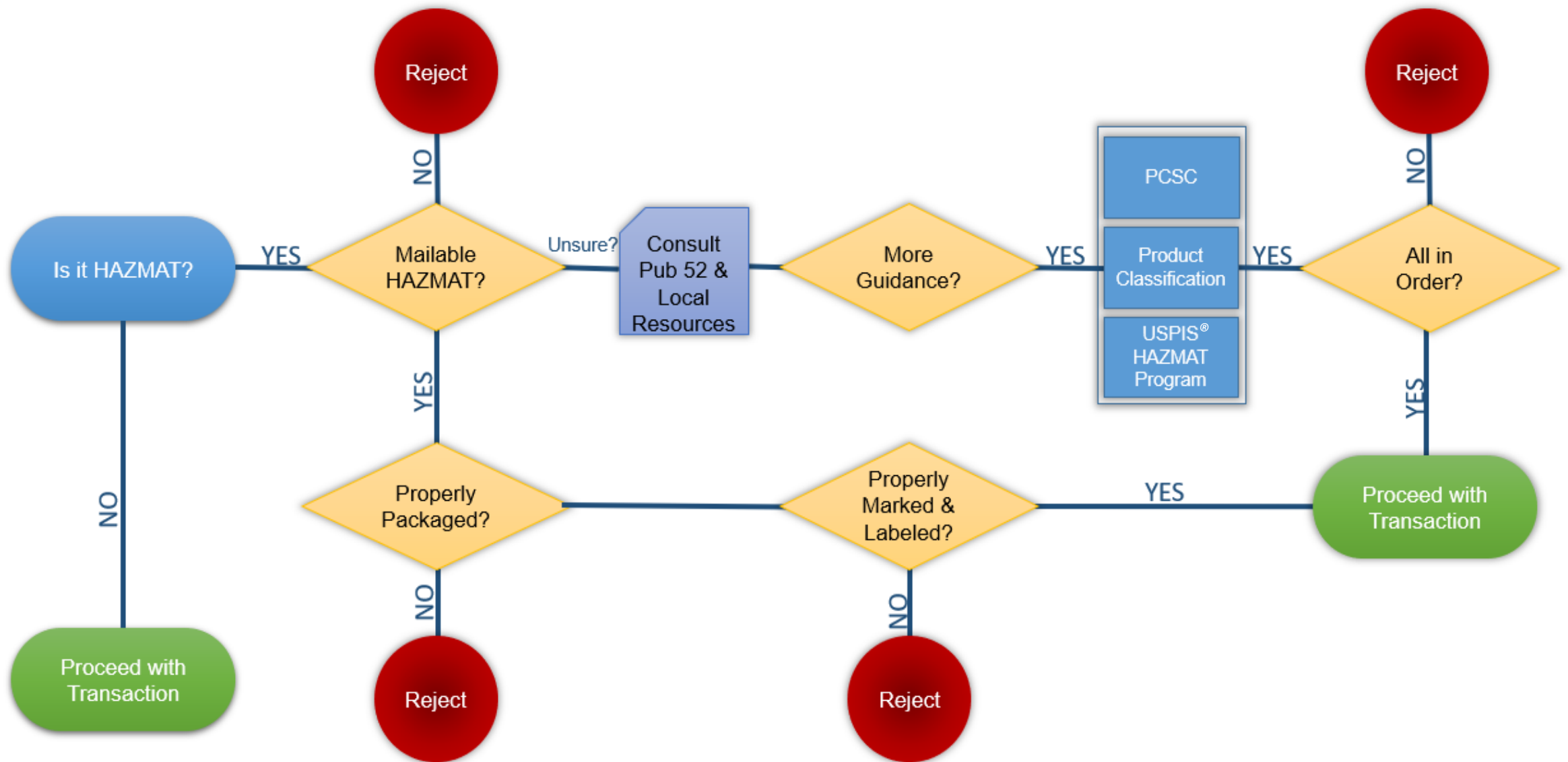
*Class/Division.

**Consignor Name.

Air Eligible: Limited Quantity



HAZMAT Acceptance Decision Tree



Documentation

Pub 52 Section 336 Packaging Instruction in Appendix C

- Mailable hazardous materials must be packaged, labeled, and appropriately documented for air transportation.
- Shipping Order, Bill of lading, waybill, manifest, etc.
- Completed in triplicate.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS										
Shipper Specialized Shipping LLC on behalf of New York University 29 Washington Place Waverly Building #865 New York, NY, 10003 USA				Air Waybill No. Page 1 of 47 Pages Shipper's Reference Number (optional)						
Consignee Centre for Life Sciences National University of Singapore 28 Medical Drive, Singapore 117456										
Two completed and signed copies of this Declaration must be handed to the operator.				WARNING						
TRANSPORT DETAILS										
This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i>				Airport of Departure						
<table border="1"> <tr> <td>PASSENGER AND CARGO AIRCRAFT</td> <td>CARGO ONLY</td> </tr> <tr> <td></td> <td>XXXX</td> </tr> </table>				PASSENGER AND CARGO AIRCRAFT	CARGO ONLY		XXXX			
PASSENGER AND CARGO AIRCRAFT	CARGO ONLY									
	XXXX									
Airport of Destination				Shipment Type <i>(delete non-applicable)</i>						
				NON-RADIOACTIVE XXXXX						
NATURE AND QUANTITY OF DANGEROUS GOODS										
Dangerous Goods Identification										
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Packing Group	Quantity and Type of Packing	Packing Instructions	Authorization				
UN1711	Xylidines, liquid	6.1	II	0.045 L	609					
UN2019	Chloroanilines, liquid	6.1	II	0.015 L	609					
UN2788	Organotin compound, liquid, n.o.s. (Bis(Tributyltin))	6.1	III	0.015 L	611					
UN1547	Aniline	6.1	II	0.125 L	609					
UN2431	Anisidines, liquid	6.1	III	0.01 L	611					
UN2273	2-Ethylaniline	6.1	III	0.01 L	611					
UN1708	Toluidines, liquid	6.1	II	0.015 L	609					
				All packed in one fibreboard box Q= 0.1						
Additional Handling Information box 1										
Emergency Telephone Number International 001-801-629-0667										
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to the applicable international and national governmental regulations. I declare that all of the applicable air transport requirements have been met.				Name/Title of Signatory Eric E. Muller/ dangerous goods specialist Place and Date Metuchen, NJ October 28, 2007 Signature <i>(see warning above)</i>						

HAZMAT Marking and Label Activity

- Validate that the package image displays the required markings, labels and documentation.
- Review SDS for mailability of contents.
- Complete Worksheet in your participant guide.

MATERIAL SAFETY DATA SHEET Finished Product

SECTION 1 - CHEMICAL SUBSTANCE/PRODUCT AND COMPANY IDENTIFICATION

- **Finished Product Name:** Fine Fragrances After Shave, Eau de Parfum, Eau de Cologne, Eau de Toilette, Parfums Products

Applicable Brands include:
brand names

Company Identification:
Fine Fragrances
A& B Products
Sultan Str. 40 D-65823 Schwalbach (Europe) 375
Dong Mill Road, Jamesburg, NJ 08831 USA

Contact: Consumer Relations at 1-800-810-1330

- **In case of medical emergencies, please contact your local poison control center.**
- **Transportation emergency (24 hour), contact:**
CHEMTREC - Phone # 1-800-123-4566 (U.S. and Canada) or 1-703-123-4566 (for calls originating elsewhere).

• **DATE:** March 2009 Updated: October 2011

SECTION 2 - HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW:
This is a personal care or cosmetic product that is safe for consumers and other users under intended and reasonably foreseeable use. Additional information on toxicological endpoints is available from the supplier upon request.

POTENTIAL HEALTH EFFECTS:

- **Eye:**
Contact may cause mild, transient irritation. Some redness and/or stinging may occur.
- **Skin:**
Not expected to be irritating, sensitizing, photoallergenic or phototoxic when used as intended. If irritation occurs following intended use or prolonged contact it is expected to be mild and transient.



Item 1: Flammable Aerosol Ground

HAZMAT Class: **2.1**

UN #: **UN1950**

Proper Shipping Name: **Aerosols, flammable**

Packaging Instruction: **2A**

Air: **Prohibited**

Quantity: **Prohibited**

Ground: **Mailable**

Quantity: **1 liter or less**

Customer submits a single 1-liter can of Lysol in the package below for domestic mail. Is this acceptable?



Mailable in ground transportation.

Item 2: Toluene

HAZMAT Class: **3**

UN #: **UN1294**

Proper Shipping Name: **Toluene**

Packaging Group: **II**

Flash Point: **39.2° F**

Packaging Instruction: **3A**

Air: **Prohibited**

Quantity: **Prohibited**

Ground: **Mailable**

Quantity: **1 Quart (Metal) 1 Pint (Non-Metal)**

Customer presents a 1-quart metal can of toluene in the packaging below:



Mailable with fixed markings.

Item 3: Corrosive Material via Priority Mail

HAZMAT Class: **8**

UN #: **UN3266**

Proper Shipping Name: **Corrosive Liquid, N.O.S**

Packaging Group: **II**

Packaging Instruction: **8A**

Air: **Mailable**

Quantity: **1 Pint or less**
(Multiple receptacles permitted not to exceed 25 lbs.)

Ground: **Mailable**

Quantity: **1 Pint or less**
(Multiple receptacles permitted not to exceed 25 lbs.)

Customer would like to send a 1-pint container of drain cleaner.



Mailable with fixed markings and shipping paper.

Item 4: Lithium Battery

Customer presents laptop battery for domestic shipment with the packaging below:

- Is this package ready to mail?
- If not, what is wrong?



Anonymous Mail

- Bears only stamps as postage.
- Weighs more than 10 ounces or over ½ inch thick.
- Not accepted at the window.



Identifiable Mail

Identifiable Mail can bear electronic postage, stamps, or shipping labels.



Shipping Labels

Digital Meter IBI



PC Postage® Internet Postage



Stamps.com
Internet Postage

Endicia.com
Internet Postage

PC Postage Stamp Labels



Stamps.com NetStamps

RAM60



CARS



Anonymous Mail SOP

SOP explains policies and procedures for acceptance, handling, processing, and transportation.

Aviation Security



Anonymous Mail Standard Operating Procedures

Effective October 1, 2019

1

Anonymous Mail Acceptance

- Forward all anonymous mail to your Anonymous Mail Unit (AMU).
- Do not apply a \$0.00 PVI, postal meter strip, or AVSEC Clearance Stamp to anonymous mailpieces received from city carriers, collectors, or found in unattended locations.
- You may apply \$0.00 PVI, postal meter strip, or AVSEC Clearance Stamp to pieces without postage received from rural carriers and contract delivery suppliers.



Labels and Decals



Decal DDD1,
The 10 Ounce Rule



Label DDD2,
Important Customer Information



Label 127, *Surface
Transportation Only
(No Fly Sticker)*

Anonymous Reclassified as Identifiable

- Customer presents item in person to a retail window.
 - Weigh to determine if weight over 10 ounces or over ½ inch thick.
- If over 10 ounces or ½ inch thick:
 - Apply a \$0.00 PVI or meter strip adjacent to postage stamps.
 - Cancel postage stamps with a USPS postmark device or round dater with black ink.
 - No ability to apply a \$0.00 PVI or postal meter strip: apply AVSEC Clearance Stamp adjacent to the postage stamps.



Exploring Resources

In pairs, use the following resources to answer questions in your participant guide:

- Pub 52
- Poster 138
- Poster 37
- Notice 107

Keep the Mail Safe
For everyone's protection, use this guide when dealing with hazardous, restricted, and perishable mail.

Hazard Class	Type	Common Examples	Domestic		International	Domestic Mail Pub 52	Ma Pe
			Air	Surface			
Hazard Class 1 Explosives							
Explosives		Fireworks, dynamite, grenades, small arms ammunition	N	N	N	341.21	
Hazard Class 2 Gases (Under Pressure)							
Flammable	Hairspray (in aerosol can)		N	Y	N	342.2c	
	Propane, camp stove fuel		N	Y	N	342.22c	
	Spray paint (in aerosol can)		N	Y	N	342.22f	
Non-Flammable	Fire extinguishers		Y	Y	N	342.22d	
	Nitrogen, compressed air		Y*	Y	N	342.2b	
Toxic		Ammonia, chlorine, carbon monoxide	N	N	N	342.21	
Hazard Class 3 Flammable and Combustible Liquids							
Flammable Liquids		Acetone, rubbing alcohol					

Postal Explorer
USPS.COM

Publication 52 - Hazardous, Restricted, and Perishable Mail

- Summary of Changes
- Transmittal Letter
- 1 Introduction
- 2 General Guidelines
- 3 Hazardous Materials
- 4 Restricted Matter
- 5 Perishable Matter
- 6 International Mail
- 7 Air Transportation Requirements
- Appendix A
- Appendix B
- Appendix C
- Appendix D
- Appendix E
- Index

Let's Keep The Mail Safe
Notice 107
August 2014

IS YOUR PAINT SAFE TO MAIL?
You could be mailing hazardous materials and not even know it.

Household Cleaner, PAINT OR VARNISH, AEROSOL, FUEL, MERCURY, CONTAINS LITHIUM

BLEACH, AEROSOL, Nail Polish Remover, perfume

Suspicious Mail

- Inspect parcels placed in hampers stationed outside the counter line and self-service kiosk parcel drops.
- Inspect any packages left on the dock.
- Identify and isolate possible suspicious mail, including any suspect mailpiece returned to you by a customer at the counter, and follow established suspicious mail procedures.
- Look at shape, look, address, and packaging:
 - Shape - Is it lopsided or uneven? Is it rigid or bulky?
 - Look - Are there oily stains, discolorations, or crystals on the wrapper? Does it have a strange odor?
 - Address - Is there a return address? Are there restrictive markings? Are there misspelled words? Is it addressed to a title rather than to an individual? Is it an incorrect title? Is it poorly typed or written?
 - Packaging - Is it sealed with tape? Is there excessive tape? Is there excessive postage?

Suspicious Mail

- If suspicious mail is found:
 - Cordon off the area.
 - Follow the steps outlined in Publication 167-A or 167-B.

Description of the substance:

Response Checklist

1. Leave the mail item or substance where it was found. Do not disturb. Do not try to clean up the substance.
2. Clear people from the immediate area and keep others away.
3. Instruct anyone who may have had contact with the item or substance to wash hands and other exposed skin with soap and water. Direct them to wait in a designated area for further instructions.
4. Cordon off the immediate area.
5. Shut down all equipment in the immediate area.
6. Shut down all heating, ventilation, and air conditioning systems.
7. **Without disturbing the mail item or substance, document:**
Location of the mail item or substance:

8. Call the Postal Inspection Service. Tell them what you know about the mail item or substance. They will conduct a threat assessment.

Call your local Postal Inspection Service office or the 24-hour, toll-free number: 877-876-2455

9. Take protective actions based on your local emergency action plan.


10. Call your district Homeland Security Coordinator to report this incident.

11. Communicate immediately with employees, local unions, and management associations. Convey only the facts — avoid speculation!


If there is evidence of an emergency, such as smoke, fumes, vapors, or employees exhibiting medical symptoms, call 911, then your local Postal Inspection Service office and:

- Activate your local emergency plan.
- Evacuate the area.

Response Checklist for Suspicious Mail and Unknown Powders or Substances
May 2017



UNITED STATES POSTAL SERVICE®



Counter Activity



- Two volunteers, one to role-play the SSA and one the customer.
- Class records observations.

Summary

- Explain the HAZMAT Question.
- Identify classes or types of HAZMAT.
- Distinguish between Declared and Undeclared HAZMAT.
- Discuss the PACT ACT.
- Describe Anonymous Mail.
- Demonstrate correct actions to customer responses to the HAZMAT question.