



December 21, 2022

Mr. Ivan D. Butts  
President  
National Association of Postal  
Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

Dear Ivan:

This is a follow up letter to the November 17 notification regarding the updated dangerous goods HERO training courses, *Dangerous Goods for Acceptance* and *Dangerous Goods for Non-Acceptance Personnel*.

There have been minor updates to both training courses to further clarify existing language and reference materials.

Enclosed are the updated HERO training slides and summary of changes, regarding this matter.

Both training courses will be available in HERO December 30.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink that reads "James Lloyd".

James Lloyd  
Director (A)  
Labor Relations Policies and Programs

Enclosure

## #6223 Dangerous Goods and Restricted Matter for Acceptance Personnel

Online Course Page	Change	
<b>Module 1</b>		
3	... to help you to decide what can and cannot be accepted...." instead of "to help you to decide about what can and cannot be accepted"	
4	Edited narration: "We leverage global passenger and cargo airline partnerships "	
6	"... confident with the rules of what can and cannot be accepted..." instead of "and be confident with the rules for what can and cannot be accepted"	
7	Changed punctuation and pluralized citations: Anyone who knowingly mails items or materials that are dangerous or injurious to life, health, or property in violation of 39 United States Code, or U.S.C., sections 3018 and/or 18 U.S.C. section 1716 may be liable for civil and/or criminal penalties.	
8	Reordered narration to "Domestically, HAZMAT refers to hazardous materials. Internationally, they are referred to as dangerous goods. HAZMAT and dangerous goods include, but are not limited to, many common everyday items, such as lead-acid and lithium batteries, fuel, perfume, cosmetics, aerosols, and paint, including nail polish. There are many materials that are allowed for domestic air or domestic surface shipping, but are not allowed for mailing internationally. If an item is unacceptable for domestic mailing, it is definitely prohibited for international mailing."	
8	Added "Mailings destined to Army, Fleet, or Diplomatic Post Offices (APO/FPO/DPO) are subject to international mailing rules and regulations."	
9	"... are relatively safe for everyday use..." instead of "that are relatively safe in everyday use may"	
9	Added Retail Acceptance Counter Guide to list of resources	
10	Changed last sentence to "Only international rules and regulations apply"	
10	"For example, mail destined to nearby countries, such as Mexico and Canada, may be transported via surface rather than by air, but do not be confused or tempted to follow domestic regulations."	
11	Changed first sentence to reflect Pub 52 language "Restricted matter includes articles for which certain mailing restrictions have been imposed for reasons other than risk of harm to persons or property involved in moving the mail."	
12	"the destination country" instead of "the specific country its being mailed to"	
12	Added "and to the specific country its being mailed to by checking the appropriate ICI" to the last sentence.	
14	Added link to BlueTube video on Poster 702 and Retail Acceptance Counter Guide eBay PSN number	
14	Changed narration to "Resources mentioned in this module and other useful information can be accessed using the links on this slide or by purchasing from eBayPlus."	
<b>Module 2</b>		
9	Changed narration "...some infectious substances are allowed in the international mailstream, unless prohibited by the destination country as described in the International Country Listing in the IMM..."	

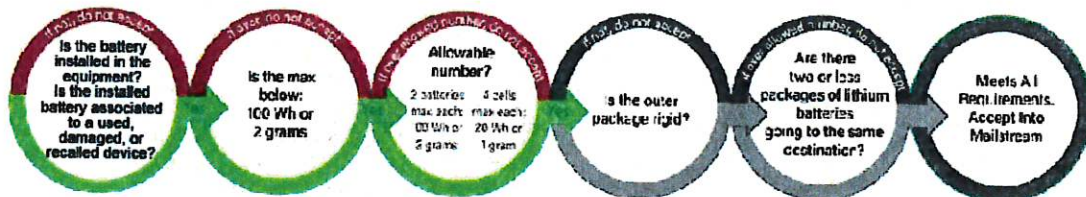
	Changed narration "...small amounts of radioactive materials are allowed in the international mailstream, <b>unless prohibited by the destination country as described in the International Country Listing in the IMN...</b> "	
10	Changed "mailable magnets" to "magnetized materials" per Pub 52 Section 349.24	
12	Changed first sentence to "Internationally mailable category B infectious substances can only be sent to or received by laboratories only with approval from USPS Headquarters."	
15	"If requested, mailers must be able to present a letter of approval from the USPS Headquarters to acceptance personnel." replaced "Mailers may present a letter of approval from USPS Headquarters in order for acceptance personnel to accept the mailing."	
15	"Mailers must be required to provide additional documentation if the Category B infectious substance is not prohibited by the receiving country." Replaces "Mailers may be required to provide additional documentation indicating that the receiving country authorizes the shipment."	
15	Modified first bubble of flow chart to read "Is the battery installed in the equipment? And "Is the installed battery associated to a pre-owned, damaged or recalled device?" Added second question to narration "Ask the customer if the installed battery is associated to a pre-owned, damaged or recalled device."	
19	"Ask the customer if the installed battery is associated to a used, damaged or recalled device. All damaged, defective, or recalled batteries are prohibited. Any used, damaged, or defective electronic devices containing or packaged with lithium batteries are prohibited; however, new devices in original packaging and manufacturer certified new/refurbished are excluded from this prohibition." to replace "Any uninstalled, pre-owned, stand-alone, damaged, or recalled batteries are prohibited."	
19	"All...lithium batteries" replaced "Any...lithium batteries"	
19	Replaced "If the customs form references consumer electronics or spare batteries, this is a potential red flag that batteries may not be installed in the equipment." with ""If the customs form references consumer electronics or spare batteries, this is a potential red flag that the device may be pre-owned or that the batteries are not installed in the equipment."	
19	Last part of narration "Any uninstalled, pre-owned, stand-alone, damaged, or recalled batteries are prohibited." was replaced with "Remember, all damaged, defective, or recalled batteries are prohibited. Any used, damaged, or defective electronic devices containing or packaged with lithium batteries are prohibited; however, new devices in original packaging and manufacturer certified new/refurbished are excluded from this prohibition."	
19	Added graphics showing examples of products containing batteries (cell phone, tablet, laptop, power tool)	
21	Replaced "Finally, any pre-owned, damaged, or defective electronic devices containing or packaged with lithium batteries are prohibited, and may not be mailed internationally;" with "Finally, all damaged, defective, or recalled batteries are prohibited. Any used, damaged, or defective electronic devices containing or packaged with lithium batteries are prohibited; however, new devices in original packaging and manufacturer certified new/refurbished are excluded from this prohibition."	
21	Added on-screen text of how to calculate watt-hour, and Pub 52 section for reference. To calculate watt-hour (Wh), multiply ampere-hour (Ah) by volts (V). See Pub 52, Section 349.12 for more information.	
21	Added "alone" to end of narration. "Customers may not ship these items in padded envelopes, bubble mailers, or other flexible packaging materials alone."	
22	Removed "Tailgate dangerous goods packages by loading them at the rear of the trailer."	
26	Added HAZMAT label graphic to Mail Transport Equipment in image. Revised bullet 3 and narration to say "Use sturdy equipment and ensure it is labeled as HAZMAT when transporting dangerous goods." instead of "Transport dangerous goods using sturdy equipment."	
26	Changed slide title to "Prohibited Dangerous Goods" with narration of "If you see a prohibited package that is already in the mailstream do not allow it to continue and refer it to your local HAZMAT resource or supervisor"	
27	Added "Incidents must be reported into the Mail Incident Reporting Tool (MIRT)." to narration	



	Added "Cigarettes, smokeless tobacco, and electronic nicotine delivery systems (ENDS) are non-mailable in both the international and military mailstreams." before final sentence	
29	Moved Tobacco section to end of slide, added images.	
	Replaced "Cigarettes, smokeless...are restricted domestically, but non-mailable in both the international and military mailstreams." with "Cigarettes, smokeless...are restricted domestically, but prohibited internationally, including to APO/FPO/DPO destinations." on screen and in narration.	
29	Deleted "such items that are" and linked two last sentences. So it reads "Sharp instruments including all sharp-pointed or sharp-edged implements such as knives, tools, ice picks, razor blades, stiletos, or similar devices are permitted to be mailed domestically may be mailed internationally as permitted in the conditions specified for the ICL in the IMM."	
32	Added "as long as the customs form does not indicate a non-mailable item" to feedback	
	Change Q to: Is this package internationally mailable including to APO/DPO/FPO destinations?	
	Change: A. Yes... B. No...	
	Add to feedback:	
33	Correct, this package has a lithium battery label which is prohibited in the international mailstream including to APO/DPO/FPO destinations	
34	Changed feedback to "There is nothing on the package or customs form that renders it non-mailable"	
35	Added to feedback "...label and therefore is prohibited in the mail."	
36	Changed "reeppable-bag" to "sack" in question and feedback	
37	Added slide called: Unknown Leaking Substance/Suspicious Mail Emergency Procedures about Emergency Action Plan, reporting in the MILRT, not touching or smelling suspicious packages, and contacting USPS.	
39	Added link to BlueTube video on Poster 702 and Retail Acceptance Counter Guide eBuy PSN number	
39	Changed narration "Resources mentioned in this module and other useful information can be accessed using links on this slide, or by purchasing from ebuyPlus."	
<b>Module 3</b>		
	Divided second sentence into two sentences. "While customers...international requirements. The Postal Service has put...safeguard the mail such as checking for red...."	
4	Added Retail Acceptance Counter Guide to end of list of resources here before "other postal resources.."	
5	Added images to illustrate points about leaking packages and excessive tape	
6	Updated HAZMAT question to include aerosols	
6	Changed second to last sentence of narration to "...if so, are they installed in the equipment and in new condition?"	
6	Changed narration from "in new condition" to "new" regarding lithium batteries	
6	Removed "often" from narration and on-screen text to say "it's insufficient" instead of "it's often insufficient."	
6	Updated HAZMAT question to include aerosols	
6	Added graphic of box with lithium battery marking with red X over it to emphasize point.	

	Modify/claritying question from <del>"Does this item contain lithium batteries? If so, are they installed in the equipment and new?"</del> to "Does this item have lithium batteries installed in it? If so, is the item used, damaged, or defective?" "Is the item new in original packaging or manufacturer certified new/refurbished?"	
7	Add after question about required labels: "Are electronic devices being mailed listed as new and in original manufacturer's packaging?"	
7	Replace <del>"Do you think this item meets requirements and is safe to mail internationally?"</del> with "Does the item meet the requirements in Pub 52 to be safely mailed internationally?"	
7	"Any item that you suspect contains prohibited dangerous goods, is not properly labeled or identified as containing mailable dangerous goods, contains prohibited items, has prohibited labels or markings, or has an incomplete customs form <del>should not be</del> accepted for mailing." Replaced with "cannot be"	
8	Added before "As a note, USPS-provided packaging..." "Pay extra attention to packages with many pictures and written features as there might be dangerous goods or HAZMAT markings obscured by the density of the colors. Also, visually inspect large boxes or packages as customers ship safe products in reusable boxes with old markings or labels, using such boxes could cause delays if it is destined for air transportation. " Images of colorful boxes included on slide.	
10	Changed <del>"dangerous materials"</del> to "dangerous goods" in question text.	
	Replaced with a question about lithium batteries: If a package is declared to contain a new device operated by a lithium battery, you should: Correct: Confirm that the battery is in the device and no lithium battery markings are on the package. Incorrect: Reject the package and alert your supervisor. Require that a lithium battery marking is applied.	
11	Place a label 127 No Fly on the package.	
11	Changed question to "...operated by a lithium battery within allowable limits" from "operated by a lithium battery."	
14	Changed response C to "No. The markings have not been sufficiently obliterated <del>and these is not mailable internationally.</del> "	
15	Changed Answer A (correct) to "A prohibited dangerous good label is on the package" and Answer B to "there is no issue with the package." Removed response C (Sender does not have a return address) from list of possible answers to make it a 3-answer knowledge check. Changed response B to: <b>Advise the customer that you are unable to accept the package and explain the reason.</b>	
	Feedback:	
16	Correct. This package contains a Class 5 DOT label which is prohibited in international mail.	
17	Changed feedback to "Correct. The package contains a stain, which is considered a red flag."	
19	Changed response D to: "Must be new and installed in equipment within the watt-hour and grams of lithium limits." Changed question to : Which of the following is mailable internationally? A. Any package as long as the batteries are new. B. Any new batteries installed in used equipment. C. A package of four cells at 200 watt-hours and two grams. D. New equipment with batteries installed and within limits of watt-hours and grams of lithium. (Correct)	

### Class 9: Lithium Battery Mailability Question 3



2 batteries max each:  
100Wh or 2 grams

4 cells max each:  
20Wh or 1 gram

To calculate watt-hour (Wh), multiply ampere-hour (Ah) by volts (V).  
See Pub 52, Section 349.12 for more information.

Additionally, multi-cell batteries are limited to 100 watt-hours or two grams of lithium content per battery, while cells or single-cell batteries would be limited to 20 watt-hours or one gram of lithium content each.

Finally, all damaged, defective, or recalled batteries are prohibited. Any used, damaged, or defective electronic devices containing or packaged with lithium batteries are prohibited; however, new devices in original packaging and manufacturer certified new/refurbished are excluded from this prohibition.

## Module: 6224 Dangerous Goods For Non-Acceptance Personnel

### Online course page number

Page 7 of 42 (This slide was moved and it was previously page 8 of 42)

### Change Made

Narration:

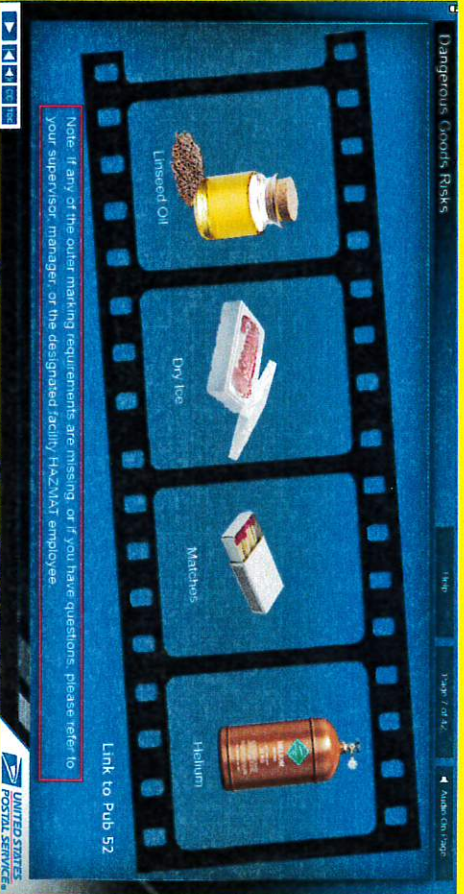
From - Many dangerous goods that are relatively safe in everyday use may show dangerous characteristics when exposed to extreme changes in temperature, pressure or excessive vibration which can be experienced during air transport. Any item that may endanger the safety of an aircraft is prohibited. Overall, very few dangerous goods are mailable. When in doubt, notify your supervisor or manager. Look it up, additional information can be found in the International Mail Manual (IMM) and Publication 52, Hazardous, Restricted, and Perishable Mail (Pub 52).

To - Many dangerous goods that are relatively safe for everyday use may display dangerous characteristics when exposed to extreme changes in temperature, pressure or excessive vibration which can occur during air transport. This is why it is so important to ensure only properly prepared, mailable dangerous goods are dispatched to air transportation, so the safety of the aircraft is not endangered. Additional information on mailability can be found in the International Mail Manual (IMM) and Pub 52. When in doubt, notify your supervisor or manager.

Changed narration — First sentence was rewritten

Changed narration — New sentence was added in starting with "This is why it is so important..."

Page 7 of 42



Added in text on screen:

Note: If any of the outer marking requirements are missing, or if you have questions, please refer to your supervisor, manager, or the designated facility HAZMAT employee.



## Module: 6224 Dangerous Goods For Non-Acceptance Personnel

### Online course page number

Page 13 of 42

### Change Made

Narration:

From - When you see a package containing Category B infectious substances, ensure it is marked containing Biological Substance, Category B, has the UN 3373 diamond marking, and bears an emergency response telephone number on the address side of the package. International mailers must verify the destination country in the IMM and must obtain written approval from Product Classification. Only authorized laboratories can mail internationally, and shipments must be sent via First Class Mail (Package) International Service and Registered mail service.

To - **When you see a package marked as a Category B infectious substance, ensure it also contains the UN 3373 diamond marking and bears an emergency response telephone number on the address side. These packages must be sent from a laboratory to a laboratory via First Class Mail Package International Service with Registered mail service.**

Changed narration - Entire slide was rewritten

Page 13 of 42

Class B - Category B Packaging

Examine package to ensure the following

- Is marked Biological Substance, Category B
- Has the diamond marking indicating UN 3373
- Bears an emergency response telephone number on the address side of the package

Must be sent via First-Class Package International Service<sup>®</sup> using Registered Mail<sup>®</sup> service

Note: If any of the outer marking requirements are missing or if you have questions please refer to your supervisor, manager, or the designated facility HAZMAT employee.

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Added in text on screen:

Note: If any of the outer marking requirements are missing, or if you have questions, please refer to your supervisor, manager, or the designated facility HAZMAT employee.

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From - Class seven includes radioactive materials. Most radioactive materials are prohibited. Under special circumstances and in specific instances small amounts of class seven radioactive materials are allowed in the international mainstream. Examples include smoke detectors, radium-based glow-in-the-dark watches, scientific instruments, and emergency exit signs.

To - Class seven includes radioactive materials. Most radioactive materials are prohibited. **If you encounter a package that contains a prohibited radioactive class seven warning label, the material is prohibited and must be removed from the mainstream.** Under special circumstances and in specific instances small amounts of class seven radioactive materials are allowed in the international mainstream. Examples include smoke detectors, radium-based glow-in-the-dark watches, scientific instruments, and emergency exit signs.

Changed narration - Added in new sentence



# Module: 6224 Dangerous Goods For Non-Acceptance Personnel

## Online course page number

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### Change Made

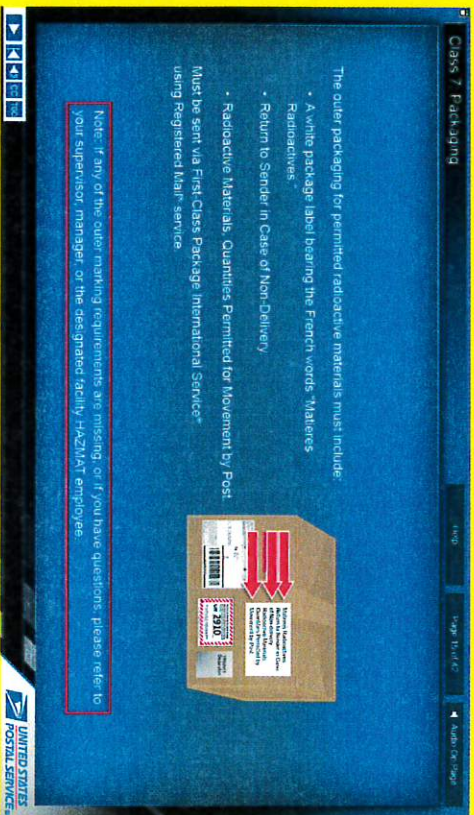
Narration:

From - **If you encounter prohibited class seven materials, remove them from the international mailstream.** Mailable radioactive materials emit such a low amount of radiation that the class seven radioactive label is not required. **If you see a radioactive materials warning class seven label on a package, the material is prohibited.** The outer package for permitted radioactive material must include a white package label bearing the French words "Materies Radioactives," "Return to Sender in Case of Non-Delivery," and "Radioactive Materials, Quantities Permitted for Movement by Post." Allowable radioactive materials must be sent via First-Class Package International Service using Registered Mail service and must be inducted at an acceptance unit.

To - Mailable radioactive materials emit such a low amount of radiation that the class seven radioactive label is not required. The outer package for permitted radioactive material must include a white package label bearing the French words "Materies Radioactives," "Return to Sender in Case of Non-Delivery," and "Radioactive Materials, Quantities Permitted for Movement by Post." Allowable radioactive materials must be sent via First-Class Package International Service using Registered Mail service and must be inducted at an acceptance unit.

Changed narration - Removed first and third sentence

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Added in text on screen:

Note: If any of the outer marking requirements are missing, or if you have questions, please refer to your supervisor, manager, or the designated facility HAZMAT employee.

Slide 7 of 42

The slide is titled "Dangerous Goods Risks" and is presented as a film strip with four frames. The first frame shows a glass bottle of yellow liquid labeled "Linseed Oil" next to a pile of brown seeds. The second frame shows a white box of dry ice labeled "Dry Ice". The third frame shows an open matchbox labeled "Matches". The fourth frame shows a red gas cylinder labeled "Helium". Below the film strip, there is a note: "Note: If any of the outer marking requirements are missing, or if you have questions, please refer to your supervisor, manager, or the designated facility HAZMAT employee." and a link: "Link to Pub 52". The slide also features a "Help" button, "Page 7 of 42", and "Audio On Page" controls at the top. At the bottom left, there are navigation icons (play, back, forward, CC, TD) and the United States Postal Service logo at the bottom right.

Slide notes

Many dangerous goods that are relatively safe for everyday use may display dangerous characteristics

when exposed to extreme changes in temperature, pressure

or excessive vibration which can occur during air transport.

This is why it is so important to ensure only properly prepared,

mailable dangerous goods are dispatched to air transportation,

so the safety of the aircraft is not endangered.

Additional information on mailability can be found in the International Mail Manual (IMM) and Pub 52.



When in doubt, notify your supervisor or manager.



Slide 12 of 42

Class 6: Infectious Substances

Help Page 12 of 42 Audio On Page

<p><b>Prohibited</b></p> <ul style="list-style-type: none"><li>• USPS prohibits all Category A, Infectious Substances, which carry or are suspected to carry pathogens that can cause disease or illness.</li><li>• Bacteria, viruses, fungi, and other infectious agents.</li></ul> <p><b>UN 3291</b> Regulated Medical Waste</p>	
<p><b>Conditionally Permitted</b></p> <ul style="list-style-type: none"><li>• USPS does allow some Category B, Infectious Substances, biological materials that are not suspected of containing life-threatening pathogens.</li><li>• Human and animal specimens and forensic materials.</li></ul> <p><b>UN3373</b></p>	

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Slide notes

Class six contains internationally mailable infectious substances.

The USPS prohibits all Category A infectious substances.

Category A infectious substances are capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals.

Examples include: bacteria, viruses, fungi, and other infectious agents.

Some Category B, Infectious Substances,

biological materials that are not suspected of containing life-threatening pathogens, are mailable with USPS.

Examples include: diagnostic specimens of excreta, blood,

tissues, and fluids being transported for the purpose of diagnosis or investigation.



Slide 14 of 42

Class 7: Radioactive Material


Help Page 14 of 42 Audio On Page

- Most radioactive materials are prohibited in the international mailstream.
- Only small amounts of class seven radioactive materials are allowed.

Examples of mailable radioactive materials:

- Smoke detectors.
- Radium-based glow-in-the-dark watches.
- Scientific instruments.
- Emergency exit signs.

CLASS 7 Radioactive Materials



UNITED STATES POSTAL SERVICE®

Slide notes

Class seven includes radioactive materials.

Most radioactive materials are prohibited.

If you encounter a package that contains a prohibited radioactive Class seven warning label, the material is prohibited and must be removed from the mailstream.

Under special circumstances and in specific instances, small amounts of Class seven radioactive materials are allowed in the international mailstream. Examples include smoke detectors, radium-based glow-in-the-dark watches, scientific instruments, and emergency exit signs.