

OCT 11 2022



October 6, 2022

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

Dear Ivan:

This is in further reference to our previous correspondence concerning revisions to Publication 52, *Hazardous, Restricted, and Perishable Mail*. As discussed in our June 23 correspondence concerning this matter revisions are being made to incorporate new requirements for mailers to separate all hazardous material (HAZMAT) requiring hazardous marks or labels from other mail when tendering it to the Postal Service. The revisions also include changes to related operating procedures to maintain the integrity of these HAZMAT separations after acceptance by the Postal Service from the mailer.

The Postal Service is also updating the *HAZMAT Familiarization – Acceptance Personnel* training to reflect these changes. A copy of the script of this training is enclosed. Please note that the new additions to the training are highlighted. In addition, there are changes to terminology as follows:

- Limited Quantity is now Limited Quantity Surface.
- Consumer Commodity is now ID8000 materials.
- Mailable Limited Quantity is now Limited Quantity Air.
- ORM-D is now prohibited.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "James Lloyd".

James Lloyd  
Director(A)  
Labor Relations Policies and Programs

Enclosures

6119 – M1 BIGGS	6119: HAZMAT FAMILIARIZATION (FOR ACCEPTANCE PERSONNEL) MODULE 1
SLIDE	SCRIPT <b>NOTE TO REVIEWER: MOST OF THE CONTENT REMAINED THE SAME. EDITS OR ADDITIONS ARE IDENTIFIED IN YELLOW HIGHLIGHT.</b>
1.	N/A
2.	N/A
3.	Welcome to the <i>FY22 Hazardous Materials (HAZMAT) Familiarization</i> training course.
4.	N/A
5.	This course consists of four modules that introduce and explain the series of steps you must take when accepting hazardous materials into the mailstream. You will learn key vocabulary, how to differentiate between allowable and prohibited markings and labels, an overview of the nine hazard classes, and how to stay safe when handling HAZMAT. To begin, select the Module 1 tile.
6.	The Postal Service is committed to the safety and security of employees, customers, and the networks used to transport mail. As acceptance personnel, you play a critical role in keeping the mailstream safe. Asking the right questions and being able to distinguish between allowable and prohibited markings result in a safer environment by protecting employees, customers, the traveling public, and Postal Service property.

7.	<p>In this module, we will define hazardous materials, differentiate hazardous materials from dangerous goods, locate Postal Service mailing standards, review key terminology, and describe packaging materials.</p>
8.	<p>The United States Department of Transportation (DOT) is the federal agency responsible for regulating the commercial transportation of HAZMAT within the United States.</p> <p>DOT publishes transportation regulations in Title 49 of the Code of Federal Regulations (49 CFR) and these regulations provide the foundation for Postal Service mailing standards regarding hazardous materials.</p>
9.	<p>A hazardous material is any article or substance designated by the DOT as being capable of posing an unreasonable risk to health, safety, or property during transportation.</p> <p>The term hazardous materials applies to U.S. domestic transportation only. Dangerous goods (DG) refers to hazardous materials being shipped to international or Army Post Office (APO), Fleet Post Office (FPO), or Diplomatic Post Office (DPO) destinations.</p>

10.	<p>The DOT categorizes all HAZMAT into one of three groups. Fully regulated HAZMAT, such as high-powered lithium batteries and large quantities of materials transported in tanker trucks, and limited quantity materials intended for industrial use are not mailable. Only limited quantity materials intended for consumer use are potentially mailable via surface or air transportation within Postal Service networks. Additionally, under Postal Service standards, a limited quantity hazardous material is only mailable if it can be further categorized as <b>Limited Quantity Surface</b>, Small Quantity, <b>ID8000 Materials</b>, <b>Limited Quantity Air</b>, or an Excepted Quantity material. Materials designated for surface mail are always prohibited in air transportation, while those designated for air transportation are eligible in both surface and air networks.</p>
11.	<p>Publication 52, Hazardous, Restricted, and Perishable Mail, is the primary source of Postal Service mailing standards. Pub 52 provides guidance and information related to mailability of specific hazardous materials and describes the conditions of preparation and packaging under which the Postal Service can safely accept hazardous materials into the mailstream. Pub 52 can be accessed from the Postal Explorer homepage where you can also find the <b>HAZMAT Search Tool</b>.</p>
12. NEW SLIDE	<p>It's important to note, for sites using the Retail Systems Software (RSS), users can access general information on the mailability of hazardous materials. For comprehensive guidance on mailing HAZMAT, always refer to Pub 52, which can also be accessed from the RSS during customer transactions.</p>



13.	HAZMAT transportation regulations set by DOT and published in 49 CFR are the foundation for the Postal Service mailing standards in Publication 52. Pub 52 provides comprehensive directives on material eligibility for domestic surface, domestic air, and international air transportation. Use Pub 52 to research quantity limitations of hazardous materials and requirements for packaging and labeling. When mailers comply with all mailability requirements, you can accept a parcel into the mailstream.
14.	Mailers must remain current and comply with Postal Service mailing standards as they package and prepare hazardous materials for transport. While full responsibility rests with the mailer, anyone who mails, or causes to be mailed, an improperly packaged or prohibited hazardous material can be subject to civil and criminal penalties, per <b>Poster 318, Civil Penalty Notice.</b>
15.	When mailers present items containing HAZMAT, understanding a few key terms can help you better assist them. To learn more, select each tile.
16.	N/A
17.	Safety Data Sheets (SDS) are created by the manufacturer of a hazardous material and customers can easily find them online. If the mailer presents an SDS with their parcel, you can typically reference Section 14 to identify the Identification Number, Proper Shipping Name, Hazard Class, and Packing Group, which you can use in conjunction with Pub 52 to accurately determine mailability. Not every SDS provides information in the same format, which means you may need to review the entire document when searching for critical information.

18.	<p>The DOT assigns all hazardous materials into one of nine hazard classes, five of which are further separated into divisions. Mailability differs within classes and divisions, depending on the risk the material presents during transportation. Exhibit 331 of Pub 52 provides a quick reference guide for the nine hazard classes and their divisions.</p>
19.	<p>Regulated hazardous materials have an assigned Identification (ID) number. Acceptable ID numbers contain one of three prefixes, ID, UN, or NA. Appendix B of Pub 52 lists hazardous materials by their Identification numbers.</p>
20.	<p>The Proper Shipping Name (PSN) of a hazardous material is the name officially recognized by DOT and USPS and is frequently required on mailpieces containing hazardous materials.</p> <p>Pub 52, Appendix A, column (a) contains an alphabetical list of hazardous materials by their Proper Shipping Name. You can also locate the PSN using an SDS or by using Appendix B of Pub 52 if you only have the identification number.</p>
21.	<p>Packing Group (PG) assignments are determined by DOT and indicate the degree of danger presented by an individual hazardous material during transport. Packing Group I indicates a great danger and these materials are prohibited in Postal Service networks.</p> <p>Packing Group II poses a medium danger, and Packing Group III indicates minor danger. Not every hazard class uses Packing Group assignments, but you can typically find this information in Section 14 of the SDS.</p>

22.	A material's flash point indicates the lowest temperature at which a liquid generates sufficient vapor to ignite. This information is necessary to determine whether a flammable or combustible-material is mailable and/or whether it requires special authorization from the Director, Product Classification. If the mailer provides an SDS, Section 9, Physical and Chemical Properties, typically contains flash point information that you can use with mailability guidance in Section 343 of Pub 52.
23.	Shipping papers are required for the shipment of most regulated hazardous materials transported by air. Model rocket motors, igniters, safety fuses, and materials requiring special authorization from the Director, Product Classification, must also include shipping papers as documentation.
24.	In addition to common key terms, it's important you are familiar with descriptions of packaging materials so you can ensure the mailer has followed Pub 52 requirements.  To learn more, select each item in the box.
25.	N/A
26.	Primary receptacle describes the vessel containing a hazardous material. Each Packaging Instruction includes specific requirements for the primary receptacle and informs the mailer of the maximum size or volume limit, whether the container must be composed of metal, glass, or plastic, and whether a specific closing mechanism is required.

27.	<p>Cushioning materials such as Styrofoam, air pillows, or paper wrapping help protect primary receptacles from breakage, spillage, and moving or shifting during transit.</p> <p>Noncombustible absorbents, such as vermiculite, cotton padding, and kitty litter are commonly required when shipping liquids to prevent additional damage if the material spills or leaks.</p>
28.	<p>Secondary packaging acts as a barrier between the primary receptacles and outer packaging and includes items such as sealable plastic bags, plastic containers, secondary cardboard boxes, and unused paint cans.</p>
29.	<p>Primary receptacles, secondary packaging, and any absorbent or cushioning materials are all packaged inside the outer packaging. Strong and sturdy outer packaging provides the final layer of protection against the unintentional release of HAZMAT as the mailpiece is transported through Postal Service networks.</p> <p>The outer packaging must also bear address information, material identification, markings, labels, and documentation as stated in Pub 52.</p>
30.	<p>Customers frequently reuse boxes to ship hazardous materials. This is acceptable as long as any previous markings have been completely obliterated or removed. If you can read the old marking, it has not been sufficiently obliterated as indicated on Poster 81, <i>Shipping a Reused Box</i>.</p> <p>You must treat any visible labels or markings as though the package actually contains what the labels indicate.</p> <p>When packages have labels indicating nonmailable materials, do not accept them.</p>



31.	<p>USPS provided packaging has not been tested against 49 CFR standards and is therefore not recommended for mailing hazardous materials.</p> <p>Regardless of zone, Priority Mail Express and Priority Mail packaging must never be used with hazardous materials restricted to surface only.</p>
32.	<p>When mailers present packages containing hazardous materials, you have several resources available to help you make mailability determinations.</p> <p>To learn more, select each icon.</p>
33.	N/A

<p>34. NEW SLIDE</p>	<p>The Retail Acceptance Counter Guide (RACG) is a collection of laminated cards with mailing guidance for commonly mailed HAZMAT. The RACG provides an easily accessible resource to help you determine mailability, assess quantities against allowable limits, and verify whether packages have been properly prepared for acceptance. The front of each card provides an overview of mailability and the back side lists packaging instructions and other information.</p> <p>The hazardous materials included in the RACG are organized by stoplight colors to easily identify if the material is prohibited, identified by red tabs, mailable with restrictions, marked in yellow, or generally mailable with little to no restrictions in green. The RACG also includes a QR code that links directly to Pub 52, which you can share with customers who may be unaware of Postal Service policies. If your facility does not currently have a copy, please talk to your supervisor about ordering one via eBuyPlus.</p>
<p>35. NEW SLIDE</p>	<p>The HAZMAT Search Tool, located on the Postal Explorer homepage, provides a quick and easy method of researching hazardous materials when the customer provides the description, PSN, or ID number. It's important to note, the Postal Explorer homepage can be accessed using the QR code from the RACG. The user simply needs to select "Postal Explorer" located at the top of the Pub 52 landing page and then select the HAZMAT Search Tool link.</p>

<p>36. UPDATED</p>	<p>The Transportation/Aviation Mail Security website contains information on the U.S. Postal Inspection Service (USPIS) programs designed to keep mailpieces containing prohibited items out of Postal Service networks. This website contains links to other federal agencies, contact information for HAZMAT Specialists, and a Quick Reference Guide for HAZMAT-related topics in various mail manuals. Acceptance personnel can also use this website to access the Hazardous Materials Program website, which contains printable versions of the HAZMAT Standard Operating Procedures, Stand-Up Talks, Publication 52, and HAZMAT posters and diagrams.</p> <p>To access the website, start on the Blue Page, then select Inside USPS from the top banner. Scroll down to find Postal Inspection Service, then select Aviation Mail Security. Bookmark this site for easy access.</p>
<p>37. NEW SLIDE</p>	<p>The Mailing/Shipping Solutions Center (MSSC) is a centralized Helpdesk established to provide mailing and shipping solutions to Postal Service employees and commercial customers. The MSSC staff includes Mailing Requirements Clerks (MRCs) who act as the first point of contact regarding clarification on Pub 52 packaging requirements. MRCs are located in each district but are assigned to calls through the Helpdesk. Contact an MRC at <a href="mailto:mssc@usps.gov">mssc@usps.gov</a>.</p>
<p>38. NEW SLIDE</p>	<p>Product Classification (PC) develops and maintains mailing policies, provides exceptions and authorizations related to HAZMAT, and issues the final decision on customer appeals. Contact PC at <a href="mailto:productclassification@usps.gov">productclassification@usps.gov</a>.</p>



39.	Pricing and Classification Service Center (PCSC) provides customers and field employees with mail classification decisions related to mailing standards and requirements. PCSC provides authorization for lighters and they can also verify a material's eligibility. When a Mailing Requirements Clerk at the MSSC is unable to make a mailability determination, they will contact PCSC for a final decision.
40.	To review, your role as acceptance personnel requires you to be familiar with key terminology and the HAZMAT resources available to you. Remember to utilize the RACG, HAZMAT Search Tool, and other resources to ensure mailpieces containing hazardous materials are packaged correctly and can be safely accepted into the mailstream.
41.	END

6119 – M2 BIGGS	6119: HAZMAT FAMILIARIZATION (FOR ACCEPTANCE PERSONNEL) MODULE 2
SLIDE	SCRIPT  NOTE TO REVIEWER: THE ORDER OF THIS MODULE CHANGED, BUT MOST OF THE CONTENT REMAINS THE SAME. EDITS OR ADDITIONS ARE IDENTIFIED IN YELLOW HIGHLIGHT.
1.	N/A
2.	N/A
3.	Welcome to Module 2, <i>Determining Mailability</i> .
4.	n/a
5.	In this module, we will review Postal Service categories for HAZMAT, define the mailability determination process, and explain how to utilize the RACG and HAZMAT Search Tool when determining mailability.
6. NEW	As you become more familiar with acceptable markings and labels of parcels containing HAZMAT, the easier it will be to walk through the mailability process with the mailer. Module 1 provided a general overview of the eligible categories within Postal Service networks. Now, let's explore each category in more detail. To continue, select <b>Limited Quantity Surface</b> .
7. changed	As of <b>January 1, 2021, the ORM-D marking is prohibited</b> in Postal Service Networks. Unless otherwise specified in Pub 52, the Limited Quantity Surface mark is the only acceptable marking for the surface transportation of mailable HAZMAT and no other text or markings are required. <b>Limited Quantity Surface</b> materials are prohibited to international and APO/FPO/DPO destinations. Select Small Quantity.



8.	<p>Mailpieces shipped as small quantity materials must bear the text marking: "This package conforms to 49 CFR 173.4 for domestic highway or rail transport only."</p> <p>The small quantity provision is applicable to domestic surface mail only, and its use is prohibited in international and APO/FPO/DPO mail. Select ID8000 Materials.</p>
9.	<p>Limited quantity materials meeting mailability criteria and intended for air transportation are reclassified as Class 9 materials and categorized as <b>ID8000 materials</b>. This category of mail requires mailers to include five marking elements: the identification number "ID8000," Proper Shipping Name "Consumer Commodity," a Limited Quantity Air mark, an approved DOT Hazard Class 9 label, and shipping papers. If any of these elements are not visible, do not accept the parcel. Select Limited Quantity Air.</p>
10.	<p>Certain hazardous materials from Hazard Classes 5, 8, and 9 are permitted in Postal Service air networks as <b>Limited Quantity Air materials</b>.</p> <p>This category is unique to the Postal Service and mailers must also include five marking elements: the identification number and Proper Shipping Name as displayed in Pub 52, a Limited Quantity Air mark, an approved DOT Hazard Class label applicable to the material, and shipping papers. If any of these five elements are missing, do not accept the mailpiece.</p> <p>Parcels marked as Limited Quantity Air are prohibited to international and APO/FPO/DPO destinations. Select Excepted Quantity.</p>

<p>11.</p>	<p>Mailpieces meeting the criteria of an Excepted Quantity material must display a unique “E” marking, which includes the hazard class or division and the mailer information if not already included on shipping label.</p> <p>Very few hazardous materials are eligible to be transported as an excepted quantity material.</p> <p>Eligible materials can be shipped via domestic air or surface transportation, including highway, rail, or vessel, but are prohibited in international and APO/FPO/DPO mail.</p>
<p>12.</p>	<p>When a customer answers “yes” to the HAZMAT question, you need to ask a series of questions to confirm the material is mailable and whether the customer has followed packaging requirements.</p> <p>This mailability flow chart provides a quick reference to questions you can ask the mailer and provides guidance on how to find <b>answers in the RACG or Pub 52 using the HAZMAT Search Tool</b>. Let’s use the chart to walk through a mailability determination you may encounter. To learn more, select the highlighted circle.</p>
<p>13.</p>	<p>The first step in determining mailability is to properly identify the hazardous material. In this example, you ask the mailer to identify the material and they state the parcel contains bandages and hydrogen peroxide.</p> <p>Before moving to the next question, confirm the mailer has only packed one hazardous material in the box.</p> <p>Select the next circle.</p>
<p>14.</p> <p>changed the workflow-</p>	<p>Your first step is to <b>reference the RACG</b> to search for hydrogen peroxide. <b>In this mailer example, you confirm hydrogen peroxide is included in the RACG, but you see it listed with green, yellow, and red tabs.</b></p>

<p>used to be use Pub 52 directly</p>	<p>The next three questions in the mailability determination process focus on whether the customer has complied with the specific packaging requirements. Select the highlighted button.</p>
<p>15.</p>	<p>Each hazard class has packaging requirements with directives for materials in that specific class or division. In order to comply with Postal Service mailing standards, mailers must follow each Packaging Instruction as it is written. Since hydrogen peroxide has <b>three entries in the RACG</b>, you need to ask the mailer about the strength of the solution they are sending. The mailer states they are sending a ten percent solution. <b>You confirm this is allowable using the RACG. Now, you can simply use the back side of the card to verify each requirement of Packaging Instruction 5A.</b> Select the highlighted circle.</p>
<p>16.</p>	<p>The Packaging Instruction generally provides quantity limits for primary receptacles, aggregate quantity limits for the number of receptacles, and total weight limits of the hazardous material they want to send. In this example, hydrogen peroxide has a liquid volume limit of 1 pint (16 ounces) per primary receptacle, or container, with multiple containers allowed and a total weight limit of 25 pounds per mailpiece. The mailer states they packaged two pints of hydrogen peroxide, which is within the allowable limit. Select the next circle.</p>



17.	<p>The Packaging Instruction also describes physical requirements for the composition of the primary receptacle and provides directives on required cushioning and/or absorbent materials. Mailers must use materials sufficient to prevent breakage, and liquids must be packaged using absorbent materials to completely contain any spills or leaks that may occur during transportation. In some cases, secondary packaging is also required.</p> <p>The mailer states the hydrogen peroxide containers were packaged inside a sealed plastic bag and then they filled the box with shredded paper to absorb any leaks.</p> <p>Select the highlighted circle.</p>
18.	<p>The basic marking for all parcels is mailer and recipient information. Unless otherwise specified, HAZMAT markings are generally required to be on the same side as the address information. HAZMAT markings, labels, and documentation must be exactly as specified in Pub 52.</p> <p>As you inspect all sides of the parcel, you identify the five marking elements required for shipment as a <b>Limited Quantity Air</b> material. This parcel can now be safely accepted into the mailstream.</p>

19. new	<p>It's important to note, the mailer in this scenario was able to provide a description of the hazardous material, and that material was included in the RACG. This may not always be the case since the RACG only includes commonly mailed HAZMAT.</p> <p>As an example, a mailer states they would like to send a nonspillable wet battery. Since this material is not included in the RACG, you need to reference Pub 52 or the HAZMAT Search Tool to locate the Packaging Instruction.</p> <p>When a customer is uncertain or unable to provide sufficient information to accept the item, share the QR code from the RACG so they can research Pub 52 for mailability information regarding their hazardous material.</p>
20.	<p>Effective June 6, 2022, mailpieces marked with HAZMAT text markings or DOT hazard class labels must be separated from all non-HAZMAT mail. Parcels containing HAZMAT must then be further separated by transportation type and remain separated to their destination.</p>
21.	<p>Label 876, <i>HAZMAT Surface Only</i>, provides greater visibility into which customers are shipping ground-eligible HAZMAT pieces through Postal Service networks. For transactions where a customer answers "Yes" to the HAZMAT question, and the material is only eligible for USPS Retail Ground services, you must apply Label 876 to the address side of the parcel, being careful not to cover any existing labels. Label 876 is for internal use only. This label must not be provided to customers or used as a replacement for any HAZMAT labels or markings required per Pub 52.</p>



22.	<p>Label 127 is attached to anonymous mail and other packages already in the mailstream that have been identified as air-ineligible to ensure they are processed or redirected using surface transportation only. This means Label 127 must never be used during the acceptance process in lieu of required HAZMAT markings or labels, nor should it be used as an attempt to circumvent air-eligible services, even when the destination is within the ground network. Label 127 is for internal use only; do not provide this label to customers.</p>
23.	<p>To review, when a customer responds “yes” to the HAZMAT question, you need to know how to guide them through a series of questions to confirm the hazardous material is mailable and has been packaged correctly so it can be safely accepted into the mailstream. Use the RACG or HAZMAT Search Tool to verify surface and air eligibility, review packaging instructions, and ensure the customer has packaged the material per Pub 52 requirements.</p>
24.	END

6119 – M3 BIGGS	6119: HAZMAT FAMILIARIZATION (FOR ACCEPTANCE PERSONNEL) MODULE 3
SLIDE	SCRIPT <b>NOTE TO REVIEWER: MOST OF THE CONTENT REMAINED THE SAME. EDITS OR ADDITIONS ARE IDENTIFIED IN YELLOW HIGHLIGHT.</b>
1.	N/A
2.	N/A
3.	Welcome to Module 3, <i>Hazard Class Review</i> .
4.	N/A
5. NEW	In this module, we will define the DOT hazard classes, review surface and air eligibility of the DOT hazard classes, and identify allowable HAZMAT markings and labels for each DOT hazard class.
6.	As you learned in Module 1, the DOT has assigned all hazardous materials into one of nine classes, five of which are further separated into divisions. Being able to quickly identify materials by their markings can help you keep the mailstream safe.
7.	Hazard Class 1 consists of explosive materials, such as ammunition and fireworks, and has six divisions. While almost all materials in Class 1 are prohibited, some Division 1.4S materials such as model rocket motors, igniters, and safety fuses are permitted in surface mail, but only when approved by the Director, Product Classification. Class 1 materials are always prohibited in air transportation and to international and APO/FPO/DPO destinations.

8.	<p>Any parcel that displays or is required to display any of the DOT Hazard Class 1 labels is prohibited in Postal Service networks. Select the aerosol can icon.</p>
9.	<p>Hazard Class 2 consists of gases and has three divisions. Division 2.1, flammable, and Division 2.2, nonflammable, are generally permitted via domestic surface transportation as Limited Quantity Surface materials when mailers follow Packaging Instruction 2A or 2B, respectively. Division 2.3, toxic gases, such as chlorine, are always prohibited in the mailstream.</p> <p>Division 2.1 materials are prohibited in air transportation while Division 2.2 gases may qualify to be transported as ID8000 materials via domestic air.</p>
10.	<p>Any parcel that displays or is required to display a DOT Class 2 label is prohibited in Postal Service networks. Select the flame icon.</p>
11.	<p>Hazard Class 3 consists of flammable and combustible liquids and mailability is determined by a material's flash point. Generally, mailable materials in Class 3 can be mailed as Limited Quantity Surface materials. For air transportation, only combustible liquids with a high flash point can be sent as an <b>ID8000 material</b> via domestic air transportation. The Postal Service has provisions for mailing cigarette lighters via ground and ethanol products, such as perfume, via air, but both provisions require authorization prior to mailing, as stated in Section 343 of Pub 52.</p>
12.	<p>Any parcel that displays or is required to display a DOT Class 3 label is prohibited in Postal Service networks. Select the matchstick icon.</p>



13.

Hazard Class 4 consists of flammable solids and has three divisions. Mailable items from any of the three divisions are generally permitted via domestic surface transportation as Limited Quantity **Surface materials when mailers follow Packaging Instruction 4A, such as charcoal briquettes that do not contain lighter fluid. Safety matches are a commonly mailed Class 4 material included in the RACG.** Mailers must include a text marking of "Surface Only" or "Surface Mail Only" and "book matches," "card matches," or "strike-on-box matches," per Packaging Instruction 4B. All three divisions are prohibited in domestic air transportation and to international and APO/FPO/DPO destinations.

14.	<p>Strike anywhere matches and any parcel that displays or is required to display a DOT Class 4 label are prohibited in Postal Service networks. Select the flaming circle icon.</p>
15. combined content from 2 slides	<p>Hazard Class 5 has two divisions. Division 5.1 consists of oxidizing substances, such as ammonium nitrate and hydrogen peroxide. Division 5.2 consists of organic peroxides, such as benzoyl peroxide. Eligible materials from both divisions can be shipped via ground as Limited Quantity Surface or via domestic air as Limited Quantity Air materials when mailers follow Packaging Instruction 5A. Class 5 materials are prohibited to international and APO/FPO/DPO destinations. Select the skull and crossbones icon.</p>
16.	<p>Hazard Class 6 also has two divisions. Mailability of Division 6.1, toxic substances, is determined by the Lethal Dose, 50 percent (LD50), which is a measurement describing the level of toxicity and degree of danger associated with toxic materials.</p> <p>The LD50 measurement can usually be found in Section 11 of an SDS and defines the Packing Group for Division 6.1 toxic materials. Many household pesticides are mailable as nonregulated toxic materials, but an SDS may be required to confirm mailability. Mailable Division 6.1 materials can be safely transported as Limited Quantity Surface materials when mailers follow Packaging Instruction 6B. For domestic air transportation, eligible Division 6.1 materials can be shipped as ID8000 materials. Division 6.1 materials are prohibited to international and APO/FPO/DPO destinations.</p>



<p>17. note: deleted content on USPS package systems and MRS labels</p>	<p>Division 6.2 consists of infectious substances with a potential to cause disease in humans or animals.</p> <p>Infectious substances are further split into Category A and Category B. Category A materials can cause permanent disability or death in otherwise healthy humans or animals and are always prohibited in the mail. <b>Any parcel with ID numbers UN2814 or UN2900 is prohibited in Postal Service networks.</b></p> <p>Category B, infectious substances, includes non-life-threatening materials being transported for disposal, investigational, or diagnostic purposes. Regulated medical waste, including sharps, must be marked with ID number “UN3291,” a PSN of “Regulated Medical Waste, Or Regulated Medical Waste – Sharps,” per Packaging Instruction 6D. Mailers may use a DOT approved UN3291 label in lieu of the text ID number. UN3291 materials are mailable within the domestic US only.</p> <p>Parcels with mailable biological substances from Category B must be marked with ID number “UN3373” and PSN “Biological Substance, Category B.” <b>These parcels are air eligible within the domestic U.S.; however, international shipments require authorization from the Director, Product Classification, per Packaging Instruction 6C.</b></p>
<p>18.</p>	<p>Category B materials, such as used healthcare products, forensic materials, saliva or cheek swabs, and exempt human or animal specimens not related to the diagnosis of infectious diseases require mailers to follow Packaging Instructions 6E through 6H, accordingly. Properly packaged mailpieces containing exempt human and animal specimens are often time-sensitive and should be processed promptly.</p>

19.	<p>Any parcel that displays or is required to display a DOT Class 6 label is prohibited in Postal Service networks.</p> <p>Select the radioactive icon.</p>
20.	<p>Hazard Class 7 consists of radioactive materials, some of which are mailable in Postal Service networks.</p> <p>Mailable Class 7 materials are restricted to domestic surface transportation and require a marking stating the material conforms to conditions and limitations specified in 49 CFR. The parcel must also display the proper shipping name and ID number for the material. UN2909, UN2910, and UN2911 are potentially mailable within Postal Service networks when mailers follow Packaging Instruction 7A. It's critical to note, customers must know the level of radioactive exposure at the surface of the mailpiece, which has a limit of .5 millirem per hour. If they do not know this measurement or if it's over the threshold, do not accept the mailpiece.</p> <p><b>Additionally, mailers intending to send mailable radioactive materials to international destinations must affix a white label bearing the French words "Matières Radioactives" to the address side of the mailpiece. These parcels must be sent using First-Class Package International Service with Registered Mail service.</b></p>

21.	<p>Any parcel that displays or is required to display a DOT Class 7 label is prohibited in Postal Service networks.</p> <p>Select the corrosive icon.</p>
22.	<p>Hazard Class 8 consists of corrosive materials, which are acids or caustic materials that can cause damage to living tissue. Examples of corrosive materials include acetic acid, nonspillable wet batteries, hydrochloric acid, sulfuric acid, and sodium hydroxide.</p> <p>Eligible Class 8 materials can be shipped via ground as Limited Quantity Surface or by domestic air transportation as Limited Quantity Air when mailers follow Packaging Instruction 8A.</p>
23.	<p>Powered wheelchairs and drivable toy cars commonly use nonspillable wet batteries. Parcels containing this type of battery must display the ID number "UN2800" and proper shipping name "Nonspillable Battery" for both surface and air transportation. Only one battery is allowed per mailpiece, and the total weight must not exceed 25 pounds, per Packaging Instruction 8B.</p>

24.	<p>Mercury is another example of a Class 8 corrosive material prohibited in all classes of domestic and international mail.</p> <p>However, Compact Fluorescent Lamps (CFLs) are considered manufactured articles containing trace amounts of mercury. CFLs are potentially mailable via surface and domestic air transportation. For surface transportation, mailers must include the text marking "Manufactured Devices Containing Less Than 100 mg Mercury" in addition to a DOT Limited Quantity Surface mark. For domestic air transportation, the mailer must include the ID number "UN3506," the PSN "Mercury contained in manufactured articles," the same text marking as surface materials, a Limited Quantity Air mark, an approved DOT Class 8 label, and shipping papers, per Packaging Instruction 8C. It's important to note, all Class 8 materials are prohibited to international and APO/FPO/DPO destinations.</p> <p>Select the striped triangle icon.</p>
25.	<p>Hazard Class 9 consists of miscellaneous HAZMAT, such as dry ice, magnetized materials, environmentally hazardous substances, and lithium batteries.</p> <p>Class 9 materials present a hazard during transportation but do not meet the definition of any other hazard class.</p>

26.	<p>Dry ice is primarily used to keep other hazardous or nonhazardous items cool, such as medical specimens or food. Parcels designated for surface transportation must be marked on the address side with ID number "UN1845," the PSN "Dry ice" or "Carbon Dioxide Solid," the net weight of the dry ice, the material being cooled, and a text marking of "Surface Mail Only."</p> <p>For domestic air transportation, the net weight of dry ice must not exceed five pounds, and in lieu of the surface text marking, mailers must include an approved DOT Class 9 label, and shipping papers, per Packaging Instruction 9A.</p> <p>Dry ice is prohibited to international and APO/FPO/DPO destinations.</p>
27.	<p>A magnetized material is any article with a magnetic field strength capable of causing the deviation of aircraft instruments. Magnetized materials are not regulated as a hazardous material when transported via surface transportation. For domestic air transportation, the regulated material must bear the magnetized material warning label and include shipping papers, as defined in Packaging Instruction 9B.</p> <p>Regulated magnetized materials are prohibited to international and APO/FPO/DPO destinations.</p>
28.	<p>Hazard Class 9, miscellaneous materials includes aviation regulated materials, such as formaldehyde solutions between ten to 24.9 percent, and environmentally hazardous materials like epoxy resin. Eligible Class 9 miscellaneous materials designated for surface transportation must bear the Limited Quantity Surface mark.</p> <p>For air-eligible materials, the parcel must include the five marking elements required for ID8000 materials, per Packaging Instruction 9C.</p> <p>Class 9 miscellaneous hazardous materials are prohibited to international and APO/FPO/DPO destinations.</p>



29. NEW	<p>Lithium-ion and lithium-metal batteries are also Hazard Class 9 materials. Lithium batteries present very high risks for the mailstream. While many incidents are minor and controllable, the risk of a major threat to aircraft carriers is a severe and growing issue. We all share a responsibility to keep the mailstream safe and the critical nature of your careful attention to these parcels cannot be understated.</p>
30.	<p>UN3480, lithium ion, and UN3090, lithium metal, indicate stand-alone batteries packaged without the equipment they operate. Parcels containing UN3480 or UN3090 materials are eligible for domestic surface transportation only. Mailers must include a text marking indicating which type of battery, "lithium ion" or "lithium metal," and "Surface Mail Only, Forbidden for Transportation Aboard Passenger Aircraft." Parcels marked as UN3480 or UN3090 must not exceed a total weight of five pounds, per Packaging Instruction 9D.</p> <p><b>UN3480 and UN3090 must never be accepted or shipped using air services, such as Priority Mail Express, Priority Mail, and First-Class Package services.</b> UN3480 and UN3090 batteries are prohibited to international and APO/FPO/DPO destinations.</p>

31.	<p>UN3481, lithium ion, and UN3091, lithium metal, indicate the batteries are contained in or packaged with the corresponding equipment. UN3481 and UN3091 can be shipped via surface and domestic air when mailers follow guidance and requirements outlined in Section 349 and Packaging Instruction 9D of Pub 52.</p> <p>However, effective June 6, 2022, parcels containing preowned, damaged, or defective electronic devices containing or packed with lithium batteries, such as cellphones, laptops, or tablets, are restricted to surface transportation only in domestic mail. These parcels require mailers to include the text markings "Restricted Electronic Device" and "Surface Transportation Only."</p>
32.	<p>It's important to note, also effective June 6, 2022, only new electronic equipment containing lithium-ion and lithium-metal batteries are generally permitted to international and APO/FPO/DPO destinations. The batteries must be installed in the equipment they operate, and DOT lithium battery markings or labels are prohibited on these mailpieces, per Packaging Instruction 9E.</p>

33.	<p>Occasionally, a customer may try to send a parcel with markings prohibited in Postal Service networks.</p> <p>A common example is the Cargo Aircraft Only label, which is sometimes required for commercial HAZMAT shipments. This label is prohibited in Postal Service networks. Other examples of prohibited labels are a DOT Class 9 label together with a rectangular lithium battery mark or the DOT Class 9 label that incorporates a lithium battery mark. If a customer presents a parcel displaying these markings, do not accept it.</p>
34.	<p>To review, for the surface transportation of eligible hazardous materials from any of the nine hazard classes, parcels are generally required to be marked as a Limited Quantity Surface material.</p> <p>In U.S. domestic air mail, parcels transported as Limited Quantity Air or ID8000 materials must contain all five marking elements and must only display one DOT Hazard Class label indicating Division 5.1, Division 5.2, Class 8, or Class 9 materials.</p> <p>Any parcel displaying a DOT Class 1, 2, 3, 4, 6, 7, or Cargo Aircraft Only label is prohibited and must be removed from the mailstream.</p> <p>All DOT hazard class labels are prohibited to international and APO/FPO/DPO destinations.</p> <p>Mailpieces marked with mailable HAZMAT text markings or DOT hazard class labels must be separated from all non-HAZMAT mail and further separated by transportation type.</p> <p>Parcels containing preowned, damaged, or defective electronic devices must be routed to surface transportation.</p>

6119 – M4 BIGGS	6119 - HAZMAT FAMILIARIZATION (FOR ACCEPTANCE) MODULE 4
SLIDE	SCRIPT  NOTE TO REVIEWER: THE ORDER OF THIS MODULE CHANGED, BUT MOST OF THE CONTENT REMAINS THE SAME. EDITS OR ADDITIONS ARE IDENTIFIED IN YELLOW HIGHLIGHT.
1.	N/A
2.	N/A
3.	Welcome to Module 4, <i>Handling HAZMAT</i> .
4.	N/A
5.	In this module, we will review responses to the HAZMAT question, introduce the RAIN technique, define undeclared HAZMAT, identify potential red flags, and explain the steps to take in an emergency situation involving HAZMAT.
6.	Now that you have a better understanding of how to identify items marked as hazardous materials, let's discuss customer responses to the HAZMAT question and how to identify undeclared HAZMAT.
7.	When a customer brings in any item that requires you to weigh it, you must ask the HAZMAT question as you place the item on the scale. To learn more, select each response.
8.	n/a



9.	When the customer answers “Yes” to the HAZMAT question, they must then identify the type of material and <b>whether</b> it has been prepared in accordance with Postal Service regulations. If the customer states the <b>item</b> contains more than one class of HAZMAT, or if there are multiple hazard class labels displayed on the outer packaging, you cannot accept the mailpiece. Use the Retail Acceptance Counter Guide or the HAZMAT Search Tool to verify mailability. Remember to contact a HAZMAT resource for final determination, when necessary.
10.	If the mailer says “No” and confirms the item does not contain a hazardous material, conduct a visual inspection of all sides and look for any potential red flags. We will discuss red flags in the next section.
11.	If the mailer is uncertain if the contents are hazardous, you cannot accept the item. Provide the customer with Notice 107, <i>Let’s Keep the Mail Safe</i> , and <b>share the QR code from the RACG</b> .
12.	The RAIN technique is a strategy you can use to keep the mailstream safe. To learn more about each component, select each letter.
13.	N/A



14.	Recognizing red flags or signs of undeclared HAZMAT can help keep the mailstream safe. Undeclared HAZMAT is any item suspected of containing hazardous materials that have not been properly identified or labeled. This could include an unmarked mailpiece with sender or recipient information that indicates a chemical, electronics, or weapons company. Potential red flags could include prohibited labels, previous markings not indicative of the content, and/or any other HAZMAT label or mark on reused packaging that has not been completely obliterated.
15.	<p>When the mailer responds “yes,” and indicates their item contains a hazardous material, you need to walk through the mailability determination process we reviewed in Module 2 to determine if the material is mailable and whether it has been packaged according to Pub 52 requirements. Ask yourself: Did the customer confirm the use of appropriate cushioning or absorbent materials?</p> <p>Did the customer affix correct labels, markings, and documentation for the material?</p> <p>Is the outer packaging stained or leaking? <b>Can you hear sounds of liquids or broken glass within the mailpiece?</b></p> <p>Is the outer packaging strong enough to withstand transportation?</p>
16.	Once you have gathered sufficient information on the material and how it was packaged, you must make an informed decision on whether to accept, not accept, or elevate to a supervisor or HAZMAT resource.

17.	When a mailer is unable to provide sufficient information for you to determine mailability, notify the customer you are unable to accept the item and direct them to Publication 52 for specific requirements they need to follow. You can also share Poster 318 and remind the mailer about the potential liability and consequences of noncompliance when mailing hazardous materials.
18.	Incidents involving the release of hazardous materials have the potential to result in injury, death, or damage to property. If a hazardous material is released, the impact can be minimized by following the Package, People, Plan approach defined in Poster 286, <i>Suspicious Mail</i> . To learn more about emergency procedures involving HAZMAT, select each icon.
19.	n/a
20.	If you notice a package exhibiting suspicious signs, such as evidence of an unknown substance, smoke, fumes, or vapors, do not disturb it. Instead, isolate the package.
21.	Caution anyone who may have had contact with the substance to wash hands and other exposed skin with soap and water. Warn others in the facility to avoid the area and notify your supervisor.

22.	If a supervisor is unavailable, call the 24-hour, toll-free Inspection Service hotline at 877-876-2455 (877.US MAILL) and tell them what you know about the mailpiece and/or substance. They will conduct a threat assessment and provide further instruction. For a situation presenting imminent danger, or if there is evidence of an emergency, such as smoke, fumes, vapors, or employees exhibiting medical symptoms, immediately evacuate the area and notify your supervisor. If a supervisor is unavailable, call 911. Remember to always follow your local Emergency Action Plan.
23.	To review, all employees have a shared responsibility to constantly monitor the mailstream for red flag items. Remember to ask the HAZMAT question and use the RAIN technique during acceptance. If an emergency incident involving HAZMAT does occur, the Package, People, Plan action plan ensures maximum safety for you and your coworkers.
24.	n/a
25.	n/a
26.	n/a

27.	<p>This concludes the <i>FY22 HAZMAT Familiarization</i> training course. You should now have familiarity with HAZMAT terminology, hazard classes and labels, the mailability determination process, and emergency procedures for incidents involving HAZMAT. Remember to reference the Retail Acceptance Counter Guide and share the QR code with customers. You have multiple HAZMAT resource personnel at the MSSC, Product Classification, and PCSC who can assist with final determination decisions. For personnel who serve as a HAZMAT resource for their facility, please request the <i>FY22 Advanced HAZMAT Training</i> course for a deeper understanding of how to use Pub 52 when making mailability decisions.</p>
28.	END