

## **Identifying Suspicious Packages and Envelopes**

- **Inappropriate or unusual labeling**
  - Excessive postage
  - Handwritten or poorly typed addresses
  - Misspellings of common words
  - Strange return address or no return address
  - Incorrect titles or title without a name
  - Not addressed to a specific person
  - Marked with restrictions, such as “Personal,” “Confidential,” or “Do not x-ray”
  - Marked with any threatening language
  - Postmarked from a city or state that does not match the return address
- **Appearance**
  - Powdery substance felt through or appearing on the package or envelope
  - Oily stains, discolorations, or odor
  - Lopsided or uneven envelope
  - Excessive packaging material such as masking tape, string, etc.
- **Other suspicious signs**
  - Excessive weight
  - Ticking sound
  - Protruding wires or aluminum foil

### **If a package or envelope appears suspicious, DO NOT PANIC AND DO NOT OPEN IT.**

- Do not shake or empty the contents of any suspicious package or envelope.
- Attempt to verify the sender and/or the legitimacy of the package (i.e. ask the recipient if he/she was expecting a package that matches the suspect package’s size and shape.)

### **If package or envelope remains suspect or has spilled suspicious material:**

- Do not carry the package or envelope, show it to others or allow others to examine it.
- Do not try to clean up the suspicious material.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- Place the package or envelope in a clear sealable container or zip lock bag. If not available, cover with clothing, paper, or upturned trashcan.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area.
- If material is released, move personnel with direct contact or close proximity to adjacent control area. Evacuate all other personnel on impacted floor. Remove all clothing that has come into contact with suspicious material and place in sealable container.
- If at work, notify a supervisor or department head. If at home, contact the local law enforcement agency.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter.
- Turn off all ventilation equipment (fans, personal heaters, building HVAC).

**Notification:**

1. Supervisor or Leadership Staff and Directors
2. Jefferson County Office of Emergency Management
3. State Department of Public Health and Environment, Emergency Management Program (**EMP, 1-877-518-5608**) should be notified if it is anticipated that CDPHE resources will be required, including laboratory testing. EMP will notify other CDPHE Divisions or other state agencies if deemed advisable.
4. FBI Weapons of Mass Destruction (**WMD, 303-629-7171**) should be notified if a biologic, chemical or radioisotope agent has been named in the threat.
5. FBI may contact Civil Support Team of the Colorado National Guard if field testing is deemed necessary.

**B. Threat Assessment:**

A trained law enforcement officer or FBI agent should conduct a threat assessment of the situation. The threat assessment result should be communicated to the responsible officials. Based on the credibility of the threat the following are options for decision-making :

Non-credible	Credible
No testing is warranted.	Testing is warranted.
Public Health officials may receive demands for testing and may offer fee-for-service testing options including powder identification or rule-out culture for <i>Bacillus anthracis</i> .	FBI is responsible for investigation of crime. Public Health officials are responsible for interventions, communications for protecting the public health.
Testing may be performed in private sector laboratories or qualified public health laboratories with prior agreement of the laboratory supervisor.	Specimens of powder may have forensic and public health significance. Contact CDPHE for assistance and confirmatory testing.
Choice of the test to be performed made by consideration the nature of the substance and related facts. Culture for B. anthracis may be most appropriate test to be performed.	Choice of the test to be performed made by consideration the nature of the substance and related facts, including possible human illnesses related to powder release.

FBI, CST or authorized law enforcement authority will contact the Laboratory responsible official. Local health department laboratory authorized to receive and perform testing with non-credible threats and the state laboratory with credible threats. The laboratory response coordinator will direct the specimen courier to the specific receiving door at which a specimen can be accepted. If required the specimen should have a Chain-of-custody form and be subjected to COC procedures. FBI will take responsibility to ensure the sample has no explosive, radiologic or toxic chemical hazards before submission. The laboratory will conduct testing as appropriate and report to the submitting agency.

**Colorado Department of Public Health and Environment**  
**Bioterrorism Laboratory Specimen Triage Guideline**

<u>Category 1- high priority</u>	
Human specimens and culture isolates from cases of illness with signs and symptoms judged by a clinician or epidemiologist as consistent with infection/intoxication due to a recognized BT agent.	Environmental specimens collected from a scene or associated with an event that is deemed a credible threat for a named agent by an FBI agent in concert with local law enforcement.
Action: Perform testing immediately on receipt of specimen (24/7)	
Testing: Perform culture and other testing--PCR, Antigen detection (by Time-Resolved Fluorescence, TRF)-- as indicated by the probable agent.	
<u>Category 2- intermediate priority</u>	
Human specimens from cases of illness with a low possibility of causation by a BT agent, ie, ill patient but clinical picture not typical for BT agent.	Environmental specimens associated with a criminal act (felony menacing, hoax) for which a specific agent is named, but is a non-credible threat.
Action: Perform testing on the next regular business day	
Testing: Perform culture for the threat agent on probable criminal specimens; other testing deemed appropriate as indicated by the situation.	
<u>Category 3-low priority</u>	
Human specimens from patients with no discernible illness or specimen obtained for epidemiologic studies	Environmental specimens deemed non-credible threats.
Action: Refer submitters to private sector laboratories who are offering testing for threat agent or identification of substance on a fee-for-service basis. * By agreement with a responsible public health official, perform testing of human exposure or environmental specimens collected for epidemiologic studies on a mutually-agreeable schedule.	
Testing: as requested by submitter.	

\*Environmental testing for ricin (1) and powder identification (2) is available on a fee-for-service basis by:

Industrial Laboratories, 1450 East 62<sup>nd</sup> Avenue, Denver, CO 303-287-9691 (1, 2)  
 CSU Veterinary Diagnostic Laboratory, Ft Collins, CO 80523 970-297-1281 (1)