

UPDATED: Mandatory Stand-Up Talk

May 30, 2013

Third letter added to suspicious mail report — Employee safety remains paramount

A third suspicious letter — this one addressed to the President of the United States and showing characteristics similar to the two letters found earlier this week — has been identified, isolated and sent to a laboratory for testing today.

Preliminary results for the earlier letters were positive for the presence of ricin. Public health experts do not believe that the material in this letter presents a health risk to anyone who came in contact with it.

We have no reason to believe that any employees are at risk from handling this letter as it passed through the mailstream. Similar to the previous letters, the substance involved was not in a form that could be inhaled or otherwise readily ingested.

We are still waiting to hear the official results of the two letters sent for testing earlier in the week and will keep you informed as we receive updates.

If anyone were to inhale a quantity of ricin large enough to produce symptoms, they most likely would include fever, cough, and difficulty breathing and would appear within 24 hours. If you have not experienced such symptoms, you should not be concerned. If you have, we urge you to let your supervisor know and see your doctor promptly for an evaluation.

Doctors treat the symptoms similar to how they treat the flu — bed rest, management of the fever and other assistance if needed. Like other medical issues, the sooner treatment begins, the better the results.

Additional information about ricin is available on the Centers for Disease Control and Prevention (CDC) website (www.cdc.gov).

In light of these events, we urge everyone to stay vigilant and remember our PACKAGE, PEOPLE, PLAN suspicious mail message:

- **PACKAGE: Don't handle suspicious mail. Isolate it.**
- **PEOPLE: Clear people from the area. Immediately notify your supervisor.**
- **PLAN: Contact the Inspection Service. Follow our facility emergency plan.**

More details are available on the Suspicious Mail poster, which are on our bulletin boards (insert your facility's location of board displaying Poster 286).

We know this is a challenging time. If you wish to speak to an Employee Assistance Program (EAP) counselor, you can call 800-EAP-4-YOU, or TTY for the hearing impaired, 877-492-7341.

Our top concern at this moment is your safety and the safety of all our employees, as well as the safety of the public and the U.S. Mail.

Thank you for your attention.