

APPENDICIES

APPENDIX A: CHARACTERISTICS OF SUSPICIOUS PACKAGES AND LETTERS

**CHARACTERISTICS OF SUSPICIOUS PACKAGES AND LETTERS**

Some characteristics of suspicious packages and letters include the following:

- Excessive Postage
- Handwritten or Poorly Typed Addresses
- Incorrect Titles
- Title, But No Name
- Misspellings of Common Words
- Oily Stains, Discolorations or Odor
- No Return Address
- Excessive Weight
- Lopsided or Uneven Envelope
- Protruding Wires or Aluminum Foil
- Excessive Security Material Such as Masking Tape, String, Etc.
- Visual Distractions
- Ticking Sound
- Marked with Restrictive Endorsements, Such as "Personal" or "Confidential"
- Shows A City or State in The Postmark That Does Not Match the Return Address.