

THE UNIVERSITY OF TEXAS AT BROWNSVILLE AND
TEXAS SOUTHMOST COLLEGE

Due to the need for heightened security for mail handling at UTB/TSC, the following procedures are being proposed for interdepartmental mail, outgoing mail and incoming mail:

INTERDEPARTMENTAL MAIL:

- ◆ Effective October 22, 2001, each department will be responsible for the delivery of all interdepartmental mail that they generate.
- ◆ Campus-wide notices should be sent via email whenever possible.
- ◆ Department Heads will post email notices and/or print copies for employees who do not have access to email.
- ◆ Hard copy distribution of campus-wide notices will be sent to each VP for distribution within the division.
- ◆ Campus-wide distribution of invitations will be sent to each VP for distribution within the division.
- ◆ Mail to Duffey Plaza will be dropped in a mail box located in the Office of the VP for External Affairs.
- ◆ Mail from Duffey Plaza will be delivered to each VP for distribution within the division.

OUTGOING MAIL:

- ◆ All outgoing mail must be sealed by the department.
- ◆ Mass mailings will be processed by inserting machine and sealed.
- ◆ Mass mailings not processed by inserting machine will be
 - 1.) sealed by postage machine or
 - 2.) placed in secure container for delivery to postal service.

THE UNIVERSITY OF TEXAS AT BROWNSVILLE AND
TEXAS SOUTHMOST COLLEGE

INCOMING MAIL:

- ◆ Mail room personnel will be trained on screening techniques and appropriate responses to suspicious mail.
- ◆ Only trained mail room personnel will be allowed in the mail room.
- ◆ Mail room personnel will be instructed to wear gloves at all times while handling mail.
- ◆ Mail room personnel will be instructed to wash hands frequently while handling mail.
- ◆ Only trained full-time personnel will be allowed to open incoming departmental mail.
- ◆ Departmental mail processors will receive training on screening techniques and appropriate responses to suspicious mail.
- ◆ Campus-wide training will be provided to all personnel on screening techniques and appropriate responses to suspicious mail.
- ◆ Campus-wide training has been provided on Anthrax.
- ◆ EH&S will identify the appropriate mechanism to dispose of gloves and/or any items used in mail handling.

For additional information please contact the VP for Business Affairs at 882-8240.