



State mail security procedures

Centralized mail program reduces risk for employees and visitors

- All U.S. Postal Service mail addressed to state agencies using the 98504 zip code is routed through General Administration's Consolidated Mail Services (CMS) where it is X-rayed for explosives and other metal content.
- If the X-ray reveals suspicious or dangerous material, Mail Services staff immediately contacts the [Washington State Patrol](#) bomb squad.
- All Mail Services personnel are trained to follow safe mail handling procedures and on how to recognize the characteristics of suspicious envelopes and packages.
- Small quantities of powder inside an envelope or package cannot be easily detected by X-ray equipment, but Mail Services personnel are trained on how to identify mail that may contain this type of material.
- Interagency mail sent to the Legislature or Governor is routed first through CMS where it is X-rayed.
- Packages sent to the Governor using private carriers are routed through CMS where they are X-rayed prior to delivery. Packages sent to state agencies using private carriers are not routed through CMS.
- All interagency mail is in the custody of state personnel from pickup to delivery.
- If a piece of mail or a package appears suspicious but the X-ray shows the contents are safe, CMS personnel will contact the recipient prior to delivery.
- CMS processes more than 20,000 pieces of incoming and interagency mail each day.

Training

CMS offers quarterly training to customers on mail safety and security procedures. CMS partners with the Olympia Postal Customer Council to organize trainings and share the newest information concerning mail security.

More information

- [United States Postal Service Mail Security](#)
- [State Department of Health](#)

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