



July 2016

Subject: **Dangerous Goods & Export Compliance Awareness Training (DGEC)**

Dear Approved Postal Providers:

In 2012, the International Civil Aviation Organization (ICAO) required the U.S. Postal Service® to obtain certification from the Federal Aviation Administration (FAA) for the international air transport of mail-able dangerous goods. In order for the Postal Service to maintain its certification, Postal employees - as well as employees from its related Retail Partners (CPU's, Approved Shippers and VPO's) - must complete DGEC refresher training every year. In order to meet those requirements – and likewise to bring greater focus for continued diligence in ensuring the safety of employees and the public - the Postal Service is providing the enclosed training and certification kit.

Enclosed you will find the following materials to support you in remaining HAZMAT compliant:

- Dangerous Good & Export Compliance Awareness Training
- DGEC Awareness Training Certification Document – due July 20th, 2016.
- HAZMAT support material:
 - HAZMAT Tips on Mailing “Questionable” Articles
 - SOP Handling & Processing of Hazardous Materials
 - Lithium Batteries Reference Sheet of the Most Common Devices
 - USPS Poster – HAZMAT Reminders
 - USPS Poster 138 – Keep the Mail Safe

All “Approved Postal Provider” retail employees who accept mail for the Postal Service, must complete the training and pass a knowledge test for the site to become HAZMAT certified. While site certification is required on an annual basis, the expectation is that any new employee that is hired during the year will likewise receive training prior to accepting mail on the behalf of the Postal Service. The training can be completed in less than 30 minutes. It is suggested that you keep a list of employees who have taken the training on file for reference.

Each Partner location must complete, sign, and date the certification document and return it to their local Host Administrative Post Office (HAO) by July 29th, 2016.

Any questions regarding the Tool Kit, expectations of training or the RCE Program should be directed toward your local Host Administrative Office or District coordinator.

Thank you for your continued partnership and providing customers with the very best possible mail service.

Sincerely,

Sheila Marano
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