

# INDUSTRY ALERT

April 14, 2020

## COVID-19 CONTINUITY OF OPERATIONS UPDATE Mailability of Hand Sanitizer Update

The March 26, 2020, Link article titled “Hands Off” described the mailing requirements for hand sanitizers and disinfecting wipes containing flammable alcohols such as ethanol and/or isopropanol (rubbing alcohol). As stated in the article, small quantities of these potentially flammable hand sanitizers and alcohol wipes are permitted in domestic mail via surface transportation.

To better support our customers during this period of increased demand, mailers can obtain an exception through the Manager, Product Classification to increase the quantity of these items containing ethyl and isopropanol alcohol sent via surface transportation. Additionally, mailers can also be granted an authorization by the Manager, Product Classification to ship limited quantities of ethanol alcohol in domestic air transportation.

As several mailers have been provided with written approvals from the Manager, Product Classification for products that are eligible for domestic air shipments or an increase in quantity limits in surface transport, the information below is provided as a guidance to assist in determining eligible mailings. If a mailer holds a valid authorization or an exception from the Manager, Product Classification, the following criteria must be met upon acceptance of the items:

- Upon their first mailing at each postal facility, the mailer must provide a copy of a signed letter from Headquarters, Product Classification. The letter will contain the mailer’s unique approval number and applicable mailing requirements. **Note:** It is suggested that the facility maintains copies of such letters on file for future reference.
- The outer package must have the appropriate text marking “Contains xxx” followed by their assigned unique authorization number that will begin with either HSA, HSB, HSD, HSE or HSS. **Note:** This information is included in the letter and may be hand or type written prominently on the package. Examples of text markings:

*“Contains Air-Eligible Ethyl Alcohol - Authorization No. HSA - xxxxxx”*

*“Contains Air-Eligible Ethyl Alcohol - Authorization No. HSB - xxxxxx”*

*“Contains Surface Eligible Ethyl Alcohol - Exception No. HSE - xxxxxx”*

*“Contains Surface Eligible Isopropyl Alcohol - Exception No. HSD - xxxxxx”*

*“Contains Surface Eligible Alcohol Solids – Exception No. HSS – xxxxxx”*

Please note that these materials are strictly prohibited in international mail, Army Post Office (APO), Fleet Post Office (FPO) and Diplomatic Post Office (DPO) destinations.

For additional information, refer to *Publication 52 Hazardous, Restricted, and Perishable Mail, Section 343 and Appendix C - 3A or 3D* for the appropriate Packaging Instruction.

If you have questions, please contact the Pricing & Classification Service Center (PCSC) at [pcsc@usps.gov](mailto:pcsc@usps.gov) or Product Classification at [productclassification@usps.gov](mailto:productclassification@usps.gov). Requests for any exception or authorization must be submitted directly from the mailer to the Product Classification email account. The request must contain:

- The mailer’s contact name, business name (if applicable), physical address and telephone number
- The Safety Data Sheet (SDS), if available
- If a SDS is not readily available, pictures of the front and back of product. Pictures must be clear and legible identifying both the product’s name and listed active ingredients.
- Include the quantity per container (e.g. 2 ounces) and the total quantity of containers per package

Authorizations for air eligible transport (ethyl alcohol only) and exceptions for surface transport (isopropyl alcohol and ethyl alcohol) regarding quantity limit and markings will be noted in the letter.

Employees should report any improper hand sanitizer mailings discovered in the mailstream to [HAZMAT@uspis.gov](mailto:HAZMAT@uspis.gov).

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*Please visit us on the USPS [Industry Outreach](#) website.  
Thank you for your support of the United States Postal Service.  
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Please send questions regarding COVID-19 to [Industryfeedback@usps.gov](mailto:Industryfeedback@usps.gov) with COVID-19 in the subject line*

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