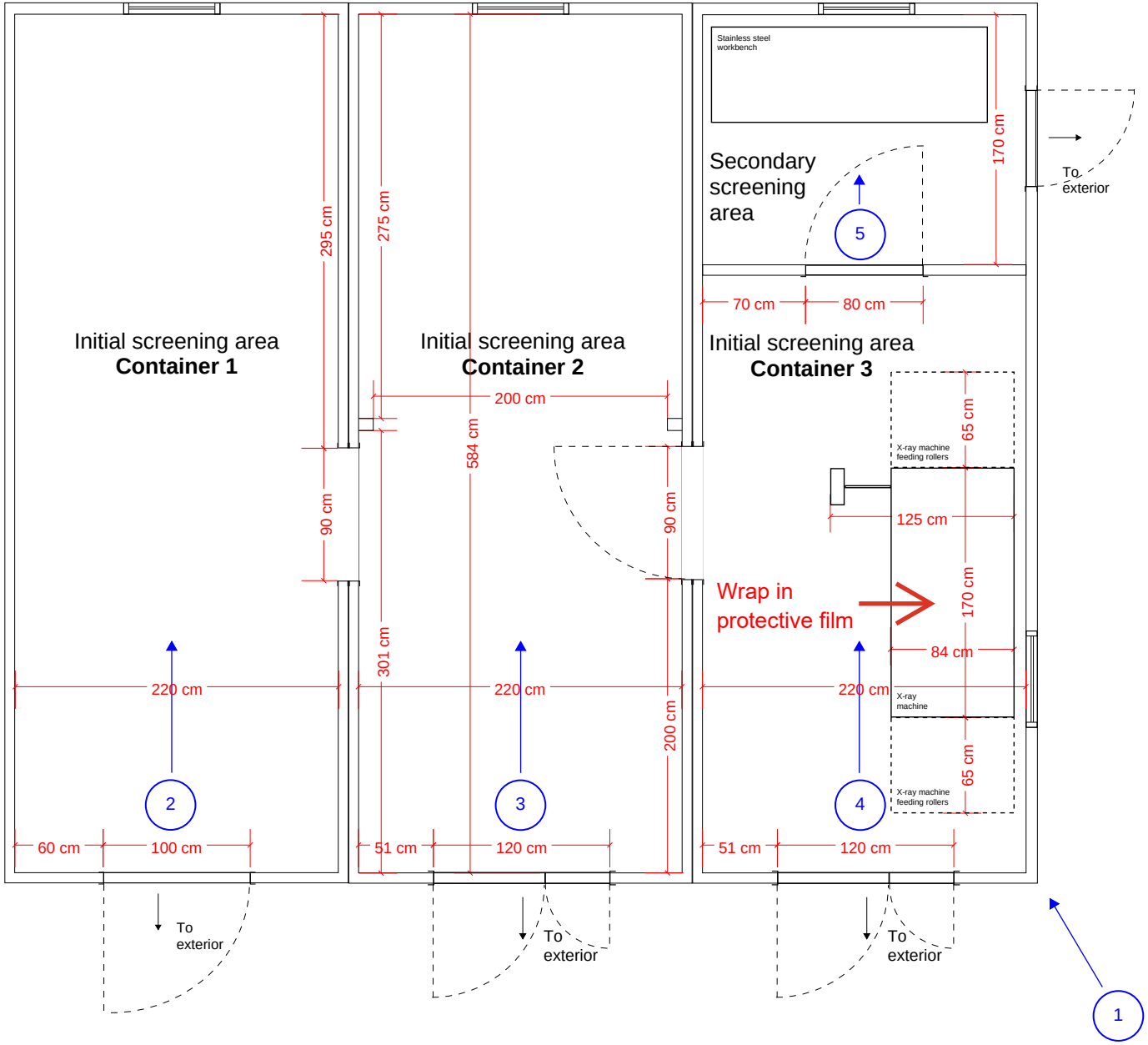
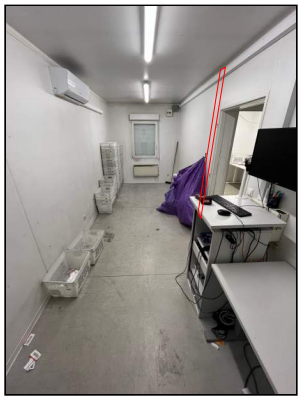
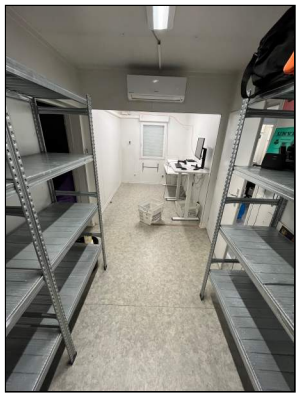
Existing floor plan

Mail screening facility
Vienna - 11/21/2025





Picture 2



Picture 3

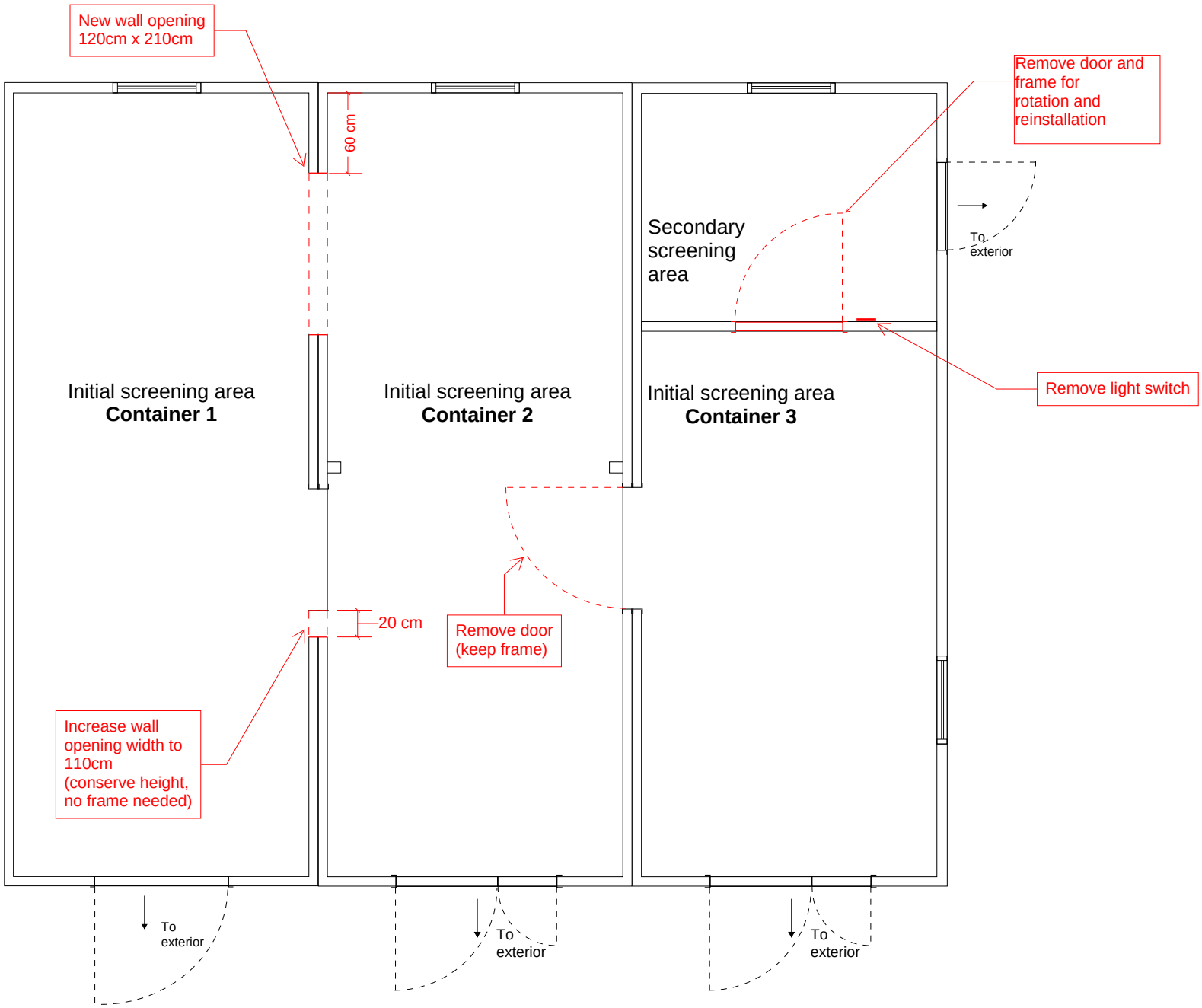
Picture 4

Picture 5

Picture 1

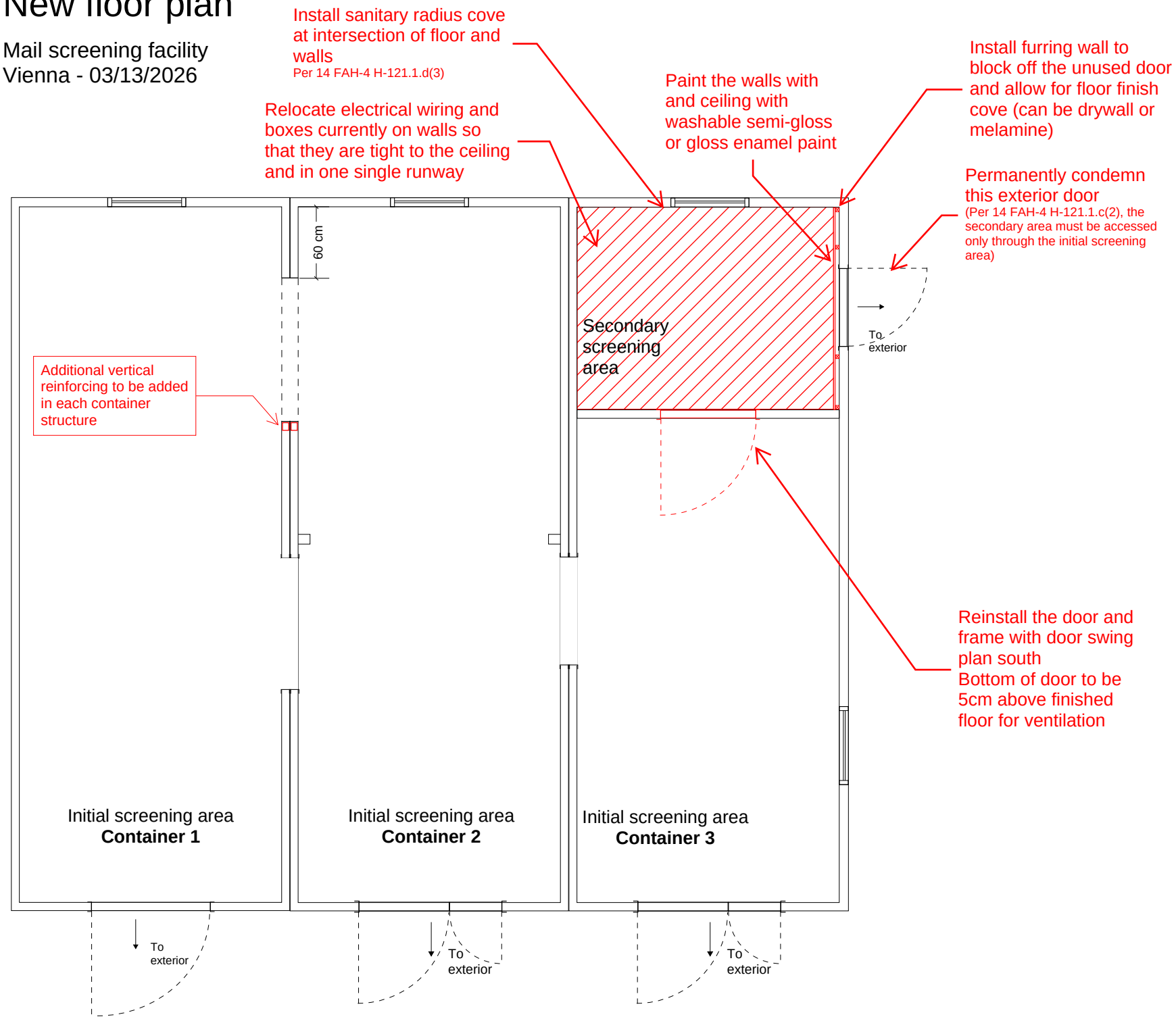
Demolition floor plan

Mail screening facility
Vienna - 03/13/2026



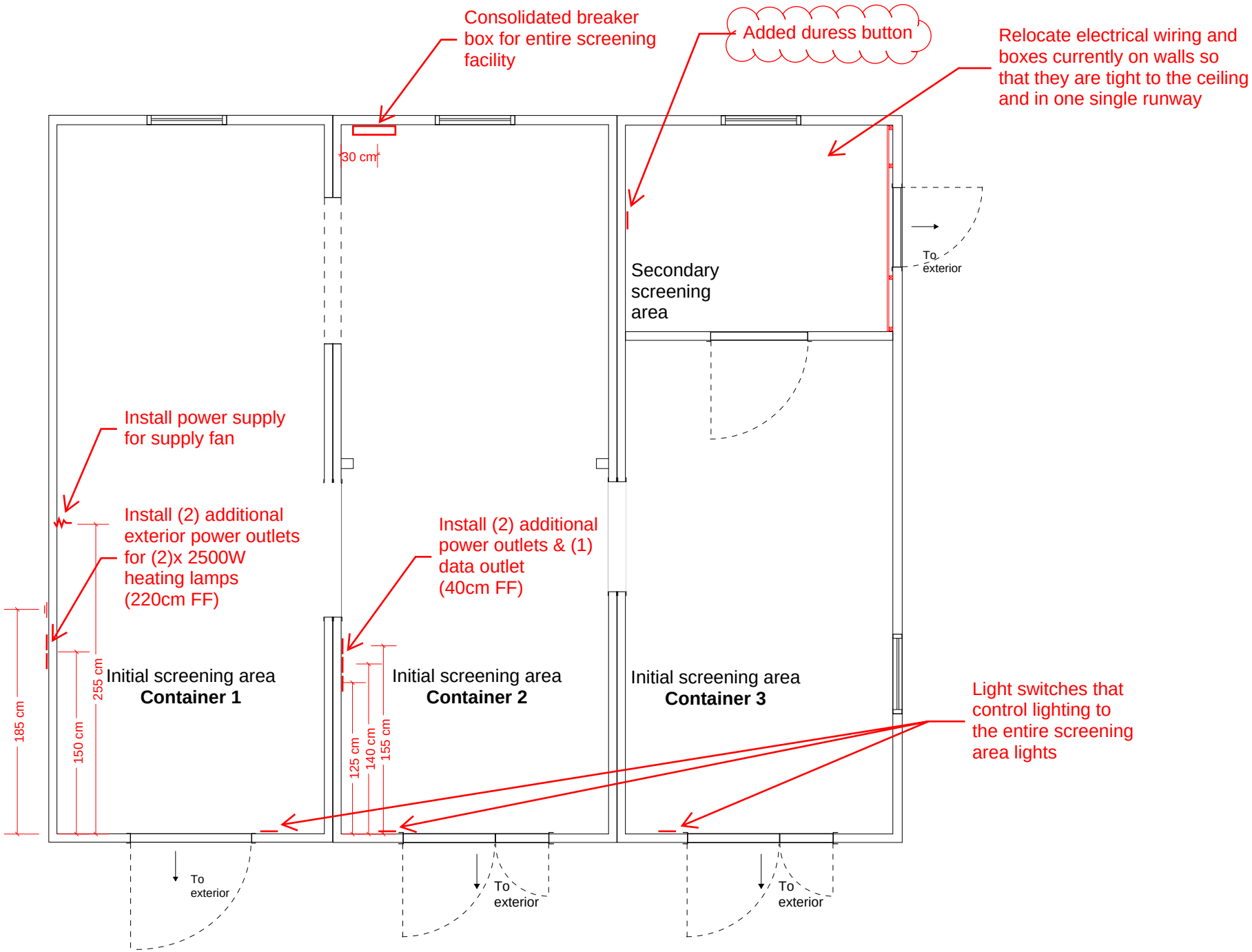
New floor plan

Mail screening facility
Vienna - 03/13/2026



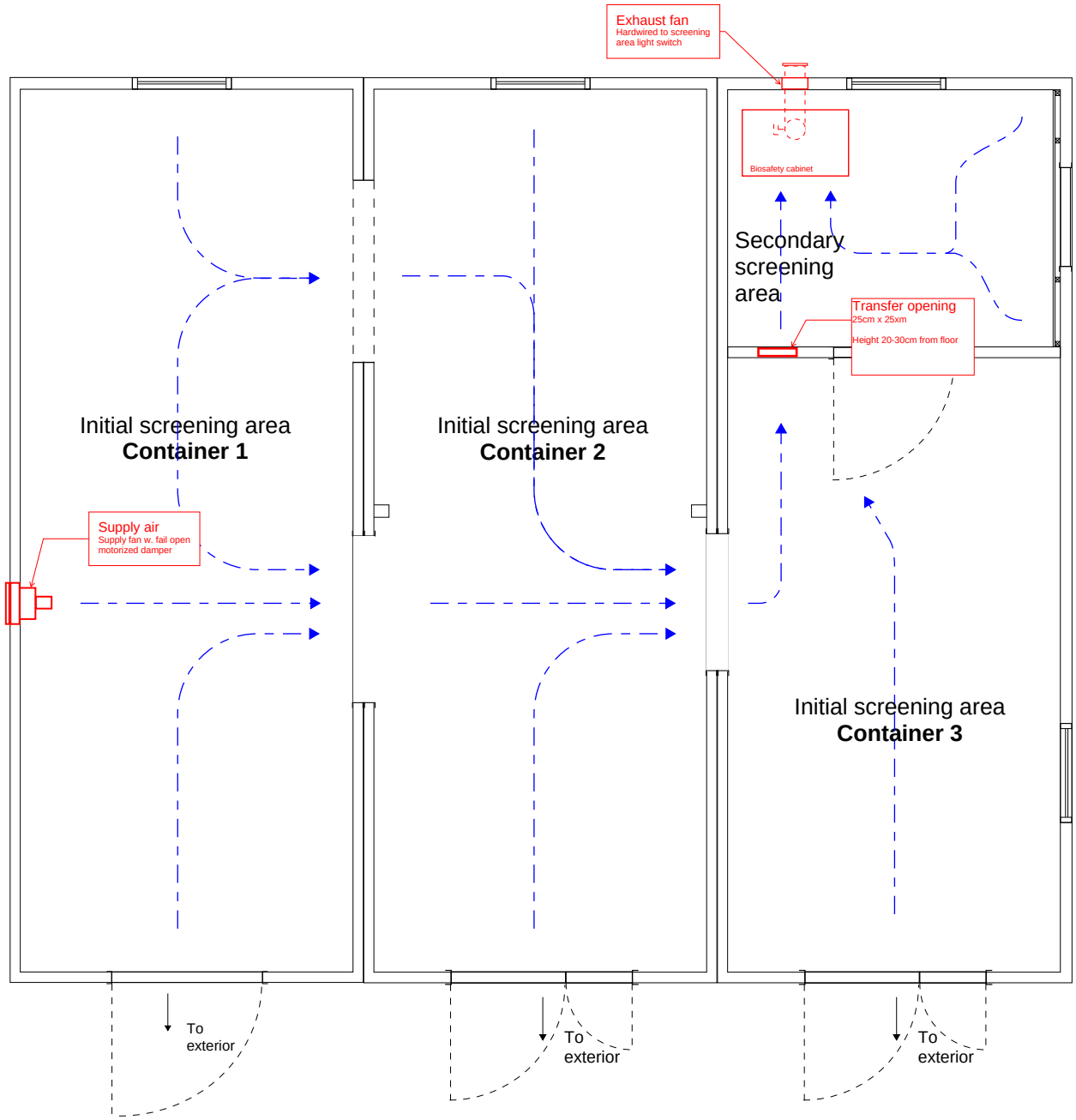
New electrical plan

Mail screening facility
Vienna - 06/10/2026



Mechanical plan

Mail screening facility
Vienna - 12/04/2025

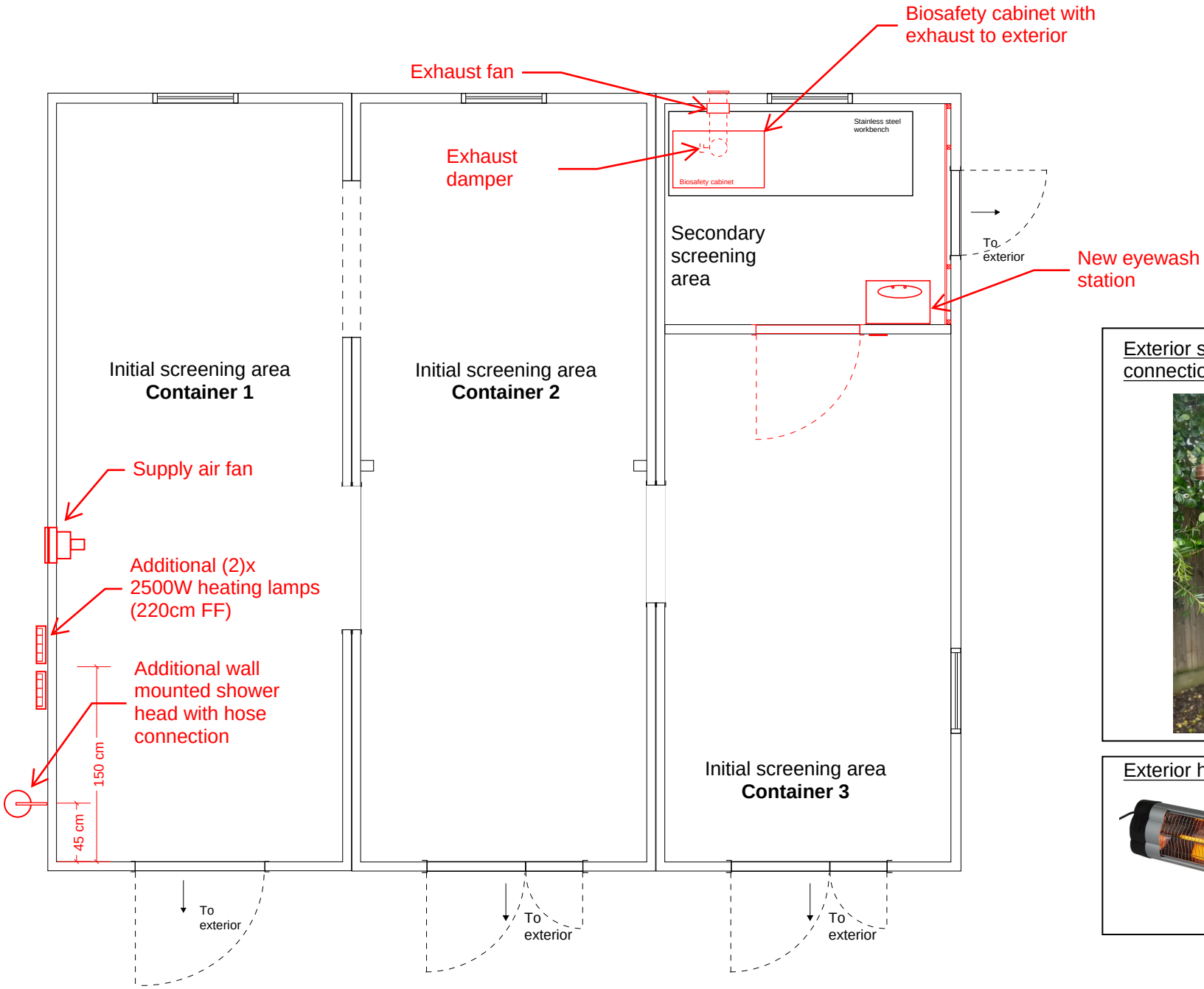


Legend:

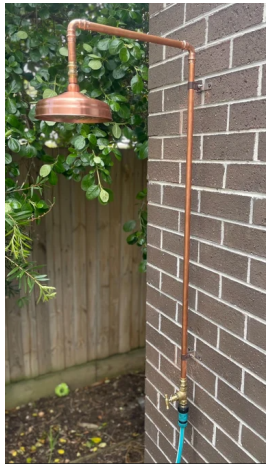
Air flow direction

New equipment plan

Mail screening facility
Vienna - 12/04/2025



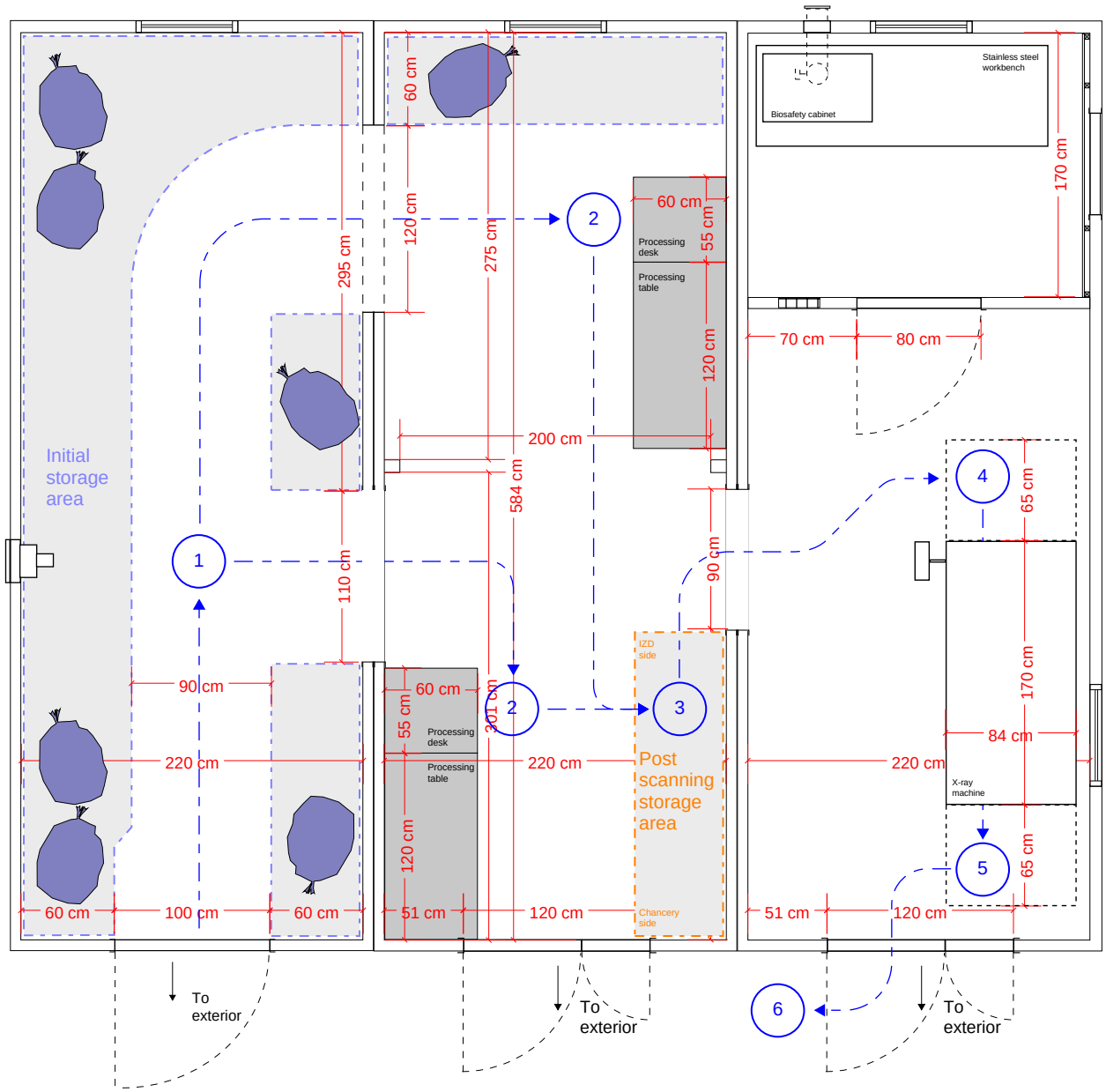
Exterior shower head with hose connection similar to:



Exterior heating lamp similar to:

Package flow plan

Mail screening facility
Vienna - 12/04/2025



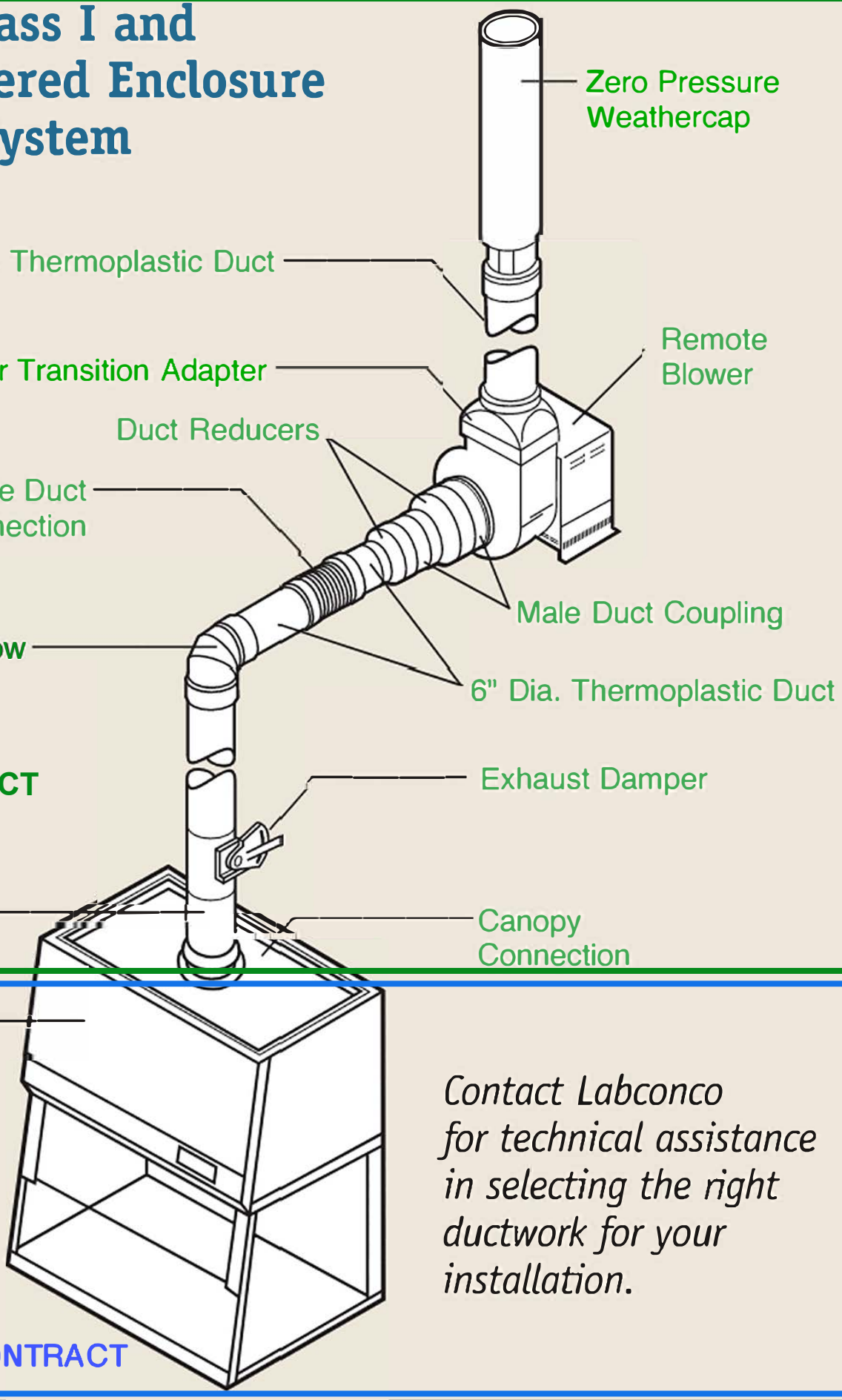
Package flow steps:

1. Package in unloaded from delivery truck and stored in the initial storage area
2. Package is collected from initial storage and scanned at the processing desk
3. Package is placed in post scanning storage area or scanned directly
4. Package is collected from post scanning storage area and placed onto the x-ray machine
5. Package is x-rayed
6. Package is collected from the scanner and placed in container for further dispatching

Legend:

- Package flow direction
- Initial storage area
- Post scanning storage area

Typical Class I and HEPA Filtered Enclosure Exhaust System



Contact Labconco for technical assistance in selecting the right ductwork for your installation.

Mail screening area FAH requirements

14 FAH-4 H-121 PHYSICAL REQUIREMENTS

14 FAH-4 H-121.1 Mail Screening Facilities at Posts Abroad

(CT:DPM-33; 11-07-2019)

a. All mail must be screened at the first point of entry into the U.S. Government facility, for example at a compound perimeter wall or at a building exterior, before it enters a mailroom. Mail screening, which occurs outside the main building in a mail screening facility, is a separate and distinct task from mail sorting, which takes place in the mailroom. See 14 FAH-4 H-331 for mail screening procedures.

b. Mail screening must be performed in a facility outside the main building, preferably in a removable modular facility, or in an area or device/container that has its own ventilation system.

c. The standard mail screening facility consists of two rooms: the initial screening area and the secondary screening area:

(1) The initial screening area is used for identifying suspicious items using the guidelines in 14 FAH-4 Exhibit H-331 and will be occupied when mail is delivered and screened; and

(2) The secondary area is used for opening suspect items and will normally be unoccupied. This secondary screening area must be accessed only through the initial screening area.

d. At a minimum, a mail screening facility must include the following:

(1) Both the initial and secondary screening areas must be under negative pressure, relative to atmosphere or adjacent spaces;

(2) The secondary area must be ventilated by a 100 percent exhaust Class I biological safety cabinet (with an integral high efficiency particulate air (HEPA) filter), supported by a commercial kitchen-grade stainless steel table; and

(3) The mail screening facility must be finished with seamless resilient flooring, and must have a sanitary radius cove at the intersection of the floor and walls. The walls and ceiling must be finished with washable semi-gloss or gloss enamel paint.

e. Posts abroad that have a permanent structure mail screening facilities (i.e., not having removable modular facilities) are considered to have an interim mail screening facility. Interim mail screening facilities must be outside of the main building, have slab-to-slab wall construction, and have an isolated HVAC system where no return ducting or transfer grilles allow HVAC air to leave the mail screening facility, unless through a Class I biological safety cabinet. The interim mail screening facility may continue operations until replaced by a removable modular mail screening facility.

f. The Weapons of Mass Destruction Countermeasures Division (DS/PSP/WMD) is responsible for establishing countermeasures to protect personnel against chemical, biological, radiological and nuclear (CBRN) agents and to prevent the introduction of hazardous substances into posts abroad. DS/PSP/WMD will assist posts in the development of best practices in all WMD related matters and will provide mission specific training on mail screening processes for all applicable post personnel. DS/PSP/WMD is responsible for evaluating and recommending mail screening equipment and personal protective equipment (PPE) for use in mail screening operations abroad.