

August 17, 2016

**Guidance on Packaging and Depositing Contaminated Currency**

To: Depository Institutions (DIs) Serviced by the New Orleans Branch of the Federal Reserve Bank of Atlanta

If you have currency that has been contaminated by flood waters, the Federal Reserve has specific procedures and resources to assist with preparing the deposits. Detailed information, including required advance notification to the depositing office and an instructional video on how to package contaminated currency, is available on the FRBServices.org web site under the [Contaminated Currency and Coin](http://www.frbservices.org/operations/currency/contaminated_currency_coin.html) page.

Federal Reserve offices can provide contaminated currency deposit bags to assist you with properly packaging the contaminated currency. To obtain bags, please contact New Orleans FedCash® Services customer support at (877) 553-9735. (Please note that supplies are limited to the amount needed for deposits for this event.)

In addition to normal contaminated currency guidelines per the [Operating Circular 2 *Cash Services*](https://www.frbservices.org/regulations/operating_circulars.html), the following procedures apply:

*Advance Notification*

* The DI must submit advance written notification that includes the following:
* Completed FedCash Services Contaminated Currency Form (found at [https://frbservices.org/forms/fedcash\_services.html](http://frbservices.org/)). At the top of page two, the DI should indicate **Baton Rouge Flood** in the “If other, explanation required” field.
* Method of verification of denomination(s), number of notes, and value.

*Packaging*

* + The words **“Contaminated – Baton Rouge Flood”** should be written in permanent marker and large letters on the outside of the outer currency bag.
  + The DI must package the deposit in double bags, using the bags provided by the Federal Reserve or bags of similar manufacture and transparency.
  + The proof of verification as noted above in “method of verification” should be included with the deposit (e.g., last known balance, tape, screen print, or other record). If the proof is insufficient or unsatisfactory, the New Orleans Branch Cash Services department may reject the deposit or call the DI to better understand the verification method and/or address any other questions or concerns.

**Contaminated Coin De-Contamination Procedures**

As a reminder, the Federal Reserve does not accept deposits of contaminated coin. Instructions on de-contaminating coin can also be found on the FRBservices web site under the [Contaminated Currency and Coin](http://www.frbservices.org/operations/currency/contaminated_currency_coin.html) page.

**Service and Support**

Please contact the FedCash® Services Department at the New Orleans Branch of the [Federal Reserve Bank of Atlanta](https://www.frbatlanta.org/banking/business-continuity.aspx) at (877) 553-9735 if you need assistance or additional information.

The Financial Services logo and “FedCash” are registered service marks or trademarks of the Federal Reserve Banks. A complete list of marks owned by the Federal Reserve Banks is available at FRBservices.org.