SECURE DESTRUCTION

A Primer for Mailers

United States Postal Service
Corporate Sustainability Initiatives
HQ's Office of Sustainability

USPS BlueEarth®
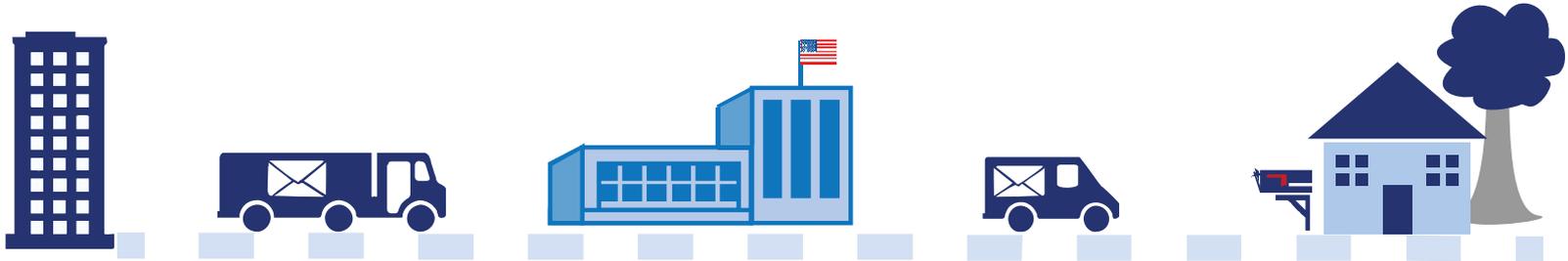Secure Destruction

Secure Destruction Service Overview

Mailer Participation and Enrollment Requirements

Secure Destruction Service Overview

Each year USPS® returns over 1.2 billion pieces of Undeliverable-As-Addressed (UAA) First-Class Mail® to mailers

Large mailers send mail that is processed at USPS® facilities prior to being sent out for delivery. Secure Destruction eliminates UAA Return to Sender mail at the USPS® facility.

Secure Destruction Service

Secure Destruction was created in response to mailers asking to reduce handling costs for "Return to Sender" mail with Privacy Protected Information (PPI)

Applies only to letter-sized First-Class Mail®

Performed by USPS® employees in USPS® facilities

An opt-in service for mailers provided at no additional fee

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Secure Destruction

Secure Destruction is comprised of five main steps

(1)

USPS® CIOSS Mail Processing
Letter-size First-Class Mail® enters the USPS® Combined Input-Output Sub System (CIOSS) processing facility.

(2)

Label and Sort Mailpieces
UAA RTS mail is labeled and sorted for Secure Destruction.

(3)

Verify Mailpieces
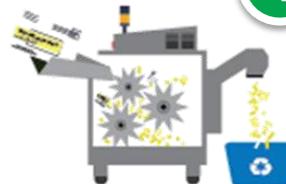**All SD mail is verified by USPS® employees prior to destruction.**

(4)

Shred Mailpieces
All verified SD mail is fed into an industrial cross-cut shredder at the USPS® facility.

(5)

Recycle Shredded Paper
USPS® facilities recycle shredded SD mail.

Daily Electronic Notifications of mailpieces sorted for Secure Destruction can be accessed by registered mailers through the USPS® Electronic Product Fulfillment website.

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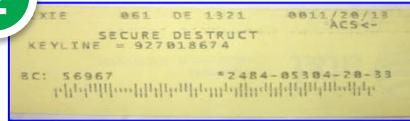# Existing and new equipment will be used to complete the process

1

USPS® CIOSS Undeliverable Mail Processing (PARS)
Letter-size First-Class Mail® enters the USPS® Combined Input-Output Sub System (CIOSS) processing facility.

2

Label and Sort Mailpieces
UAA RTS mail is labeled and sorted for Secure Destruction.

3

Verify Mailpieces
All SD mail is verified by USPS® employees prior to destruction.

5

Recycle Shredded Paper
USPS® facilities recycle shredded SD mail.

4

Shred Mailpieces
All verified SD mail is fed into an industrial cross-cut shredder at the USPS® facility.

6

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Secure Destruction may be of interest to mailers who face the risk of liabilities if they don't properly and securely destroy PPI
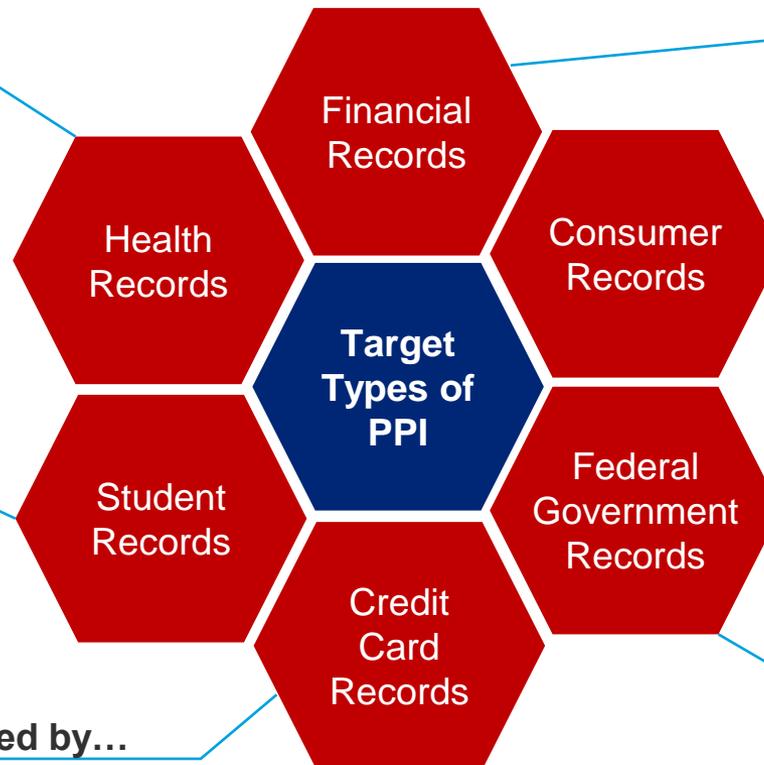
Protected by…
Health Insurance Portability and Accountability Act of 1996

Protected by…
Financial Services Modernization Act of 1999

Protected by...
Family Educational Rights and Privacy Act of 1974

Protected by…
State Security Breach Notification Laws

Governed by…
Payment Card Industry Data Security Standard

Protected by…
Privacy Act of 1974

Target Types of PPI

- Financial Records
- Health Records
- Consumer Records
- Student Records
- Federal Government Records
- Credit Card Records

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The industries that will receive the most benefit from using the Secure Destruction Service include:

Financial Services

- Banking
- Credit Card Providers
- Investment Firms

Service Providers

- Health Care
- Insurance
- Legal
- Telecommunications
- Utilities

Government

- Federal Government Agencies
- State Government Agencies
- Government Contractors

Education

- Public Institutions
- Private Institutions

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The Postal Service® has a long record of protecting the sanctity of mail. Processes in place to ensure the security of Secure Destruction mail include:

Mail Verification - All SD mail generated undergoes individual mailpiece verification prior to destruction

Standard Handling Procedures - Mail that is not eligible or that could not be processed is handled per standard procedures

Postal Inspection Service - Periodic security assessments of Secure Destruction processes and procedures are conducted

Office of the Inspector General - Per Title 18, United States Code, investigations will occur for any allegations of mail theft by individuals and entities under contract with the Postal Service

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Secure Destruction

Securely destroying mail within USPS® processing facilities provides three types of benefits:

Environmental - Reduces the carbon footprint of UAA mail through recycling and eliminating unnecessary reverse logistics associated with returning mailpieces to the sender

Economic - Reduces the costs for mailers for handling and destroying RTS mail in-house or through third party contactors

Security - Strengthens mailers' information security programs, processes, and procedures

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Secure Destruction shreds to a smaller size than the NAID standard

USPS® uses industrial cross-cut shredders

NAID maximum shred size:

- Width: 0.75 inch
- Length 2.5 inches
- Surface Area: 1210 mm^2

USPS® maximum shred size:

- Width: 0.24 inch (6mm)
- Length: 1 inch (25.4mm)
- Surface Area: 152 mm^2

Current level of destruction exceeds the level required to meet the NAID standard

> **MEDIA ENDORSEMENT**
>
> **PAPER or PRINTED MEDIA** is destroyed by commercial grade destruction equipment with the following OEM specifications or produces particle sizes no larger than those listed below (applicant to check and complete details for all equipment used):
>
> ☐ **Continuous Shred:**
>   Width (max): 5/8 inch & Length: Indefinite
>
> ☐ **Cross Cut or Pierce & Tear:**
>   Width (max): 3/4 inch & Length (max): 2.5 inches
>
> ☐ **Pulverizer, Disintegrator or Hammermill***
>   Screen Size (max): 2-inch diameter holes
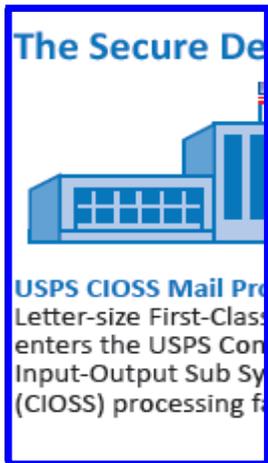>
> ☐ **Unspecified Equipment**
>   Please describe the type of equipment and cutting mechanism specifications (screen hole size*, blade width, etc.): _____

Excerpt from the NAID Auditing Criteria June 2014

# International Standard DIN 66399 has seven levels for paper data destruction

P-Level 1: General Data Surface Area: ≤ to 2000mm^2 <u>or</u> strip width: ≤ 12mm (unlimited length)
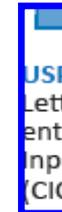
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Letter-size First-Class
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P-Level 2: Internal Data Surface Area: ≤ 800mm^2 <u>or</u>
Strip width: ≤ 6mm (unlimited length)

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P-Level 3: Sensitive & Confidential Data
Surface Area: ≤ 320mm^2 <u>or</u> Strip width: ≤ 2mm (unlimited length)

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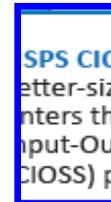
P-Level 4: Particularly Sensitive & Confidential Data
Surface Area: ≤ 160mm^2 and Strip width: ≤ 6mm

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P-Level 5: Secret Data Surface Area: ≤ 30mm^2 and strip width: ≤ 2mm

P-Level 6: Highly Secret Data Surface Area: ≤ 10mm^2 and strip width: ≤ 1mm

P-Level 7: Top Secret Data Surface Area: ≤ 5mm^2 and strip width: ≤ 1mm

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USPS Secure Destruction shred size is more stringent than NAID, DIN, and common US industry practice for documents with sensitive and/or confidential information

NAID
Surface Area: 1210 mm^2
Dimension: 0.75" x 2.5"

DIN Standards Level 3
Surface Area: ≤ 320 mm^2 or
Strip width: ≤ 2mm

DIN Standards Level 4
Surface Area: ≤ 160 mm^2 and
Strip width: ≤ 6mm (0.24")
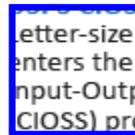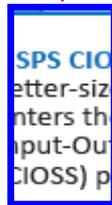
Common Industry Practice
Surface Area: 252 mm^2
Dimension: 0.63" x 0.63"
(5/8" x 5/8")
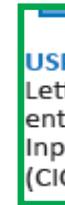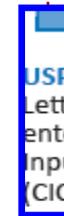
USPS SD Standard
Surface Area: 152 mm^2
Dimension: 0.24" x 1"

USPS BlueEarth® Secure Destruction

A USPS Secure Destruction industrial cross-cut shredder and paper shred size is pictured below

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There are 61 PARS plants that have the USPS® Industrial Cross-Cut Shredders for Secure Destruction of mail.
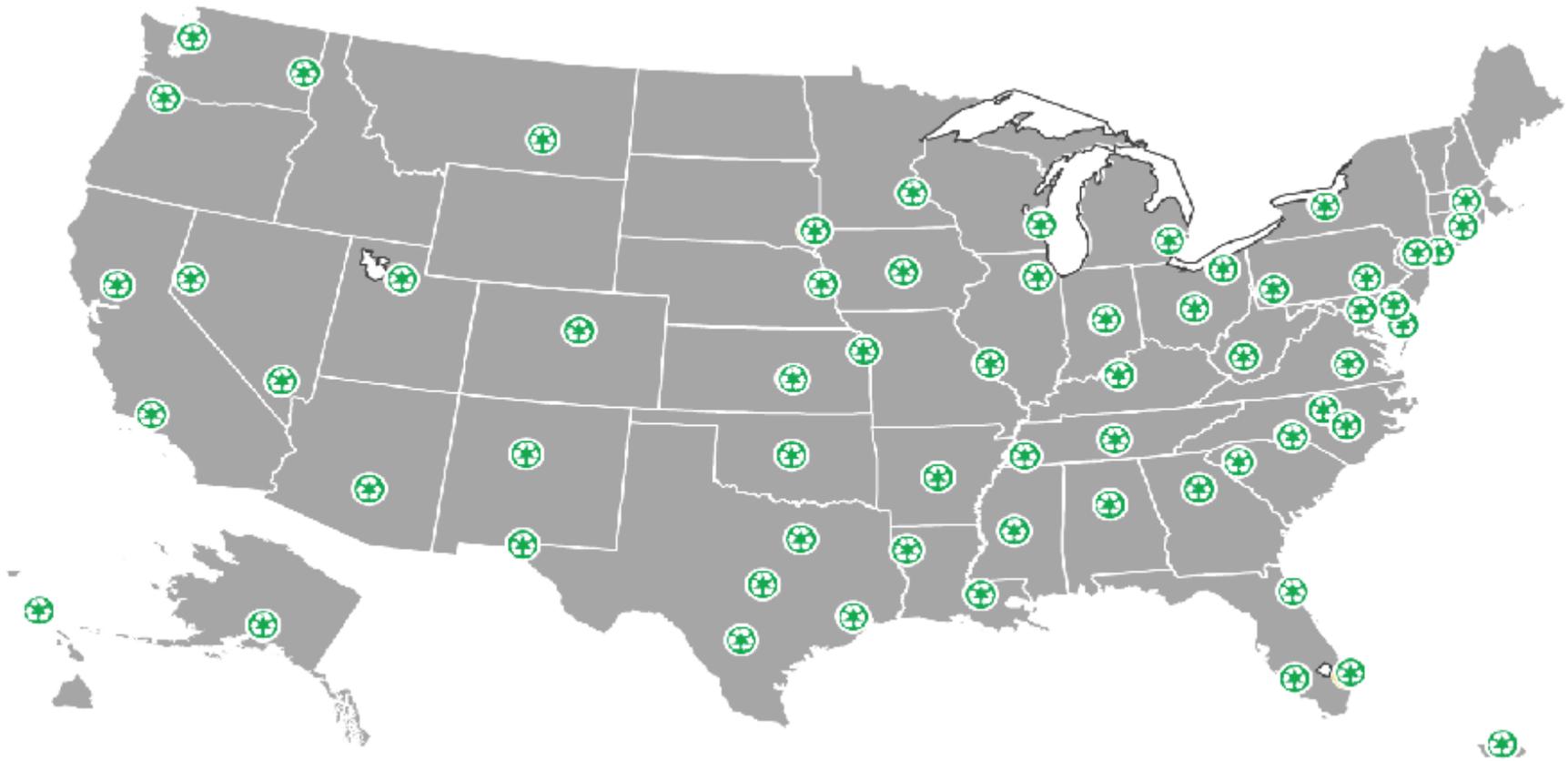
SD CIOSS Plant Locations

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Mailer Participation and Enrollment Requirements

Current mail preparation requirements include:

First-Class Mail® is *eligible for disposal* only when:

- The mailer is an ACS participant
- The mailpiece requests Change Service Requested ancillary service, ACS Option 1 or 2

The same requirements apply to Secure Destruction Service except:

- ACS using the Intelligent Mail® barcode is required:

    - OneCode ACS®

    Or

    - Full Service ACS™

- The Service Type ID in the barcode requests Secure Destruction with Change Service Requested ACS Option 1 or 2

Secure Destruction participation requirements include:

- Mail must be First-Class Mail®

- Mail must bear Intelligent Mail® barcode (IMb™) containing a **Secure Destruction** Service Type Identifier (STID)

- Barcode must be readable

- Mailer must be enrolled in Secure Destruction Mail Service Program

❖ A printed ancillary service endorsement is optional for First-Class Mail® when using the IMb™

USPS BlueEarth® Secure Destruction

Secure Destruction can only occur when the Intelligent Mail® Barcode is readable

- If the barcode cannot be read and there is no printed endorsement, the mail will be treated as unendorsed

- The default treatment for unendorsed First-Class Mail® is to be forwarded or returned with no additional postage paid and no separate address correction notice

❖ If "Change Service Requested" is printed and the IMb™ cannot be read, First-Class Mail® will be returned to sender.

Enrollment and Registration Requirements - There are five steps to register for Secure Destruction Service:

1   **Use of IMb™ for letter-sized First-Class Mail® is required**

- **Full-Service or Basic IMb™ used on letter-sized First-Class Mail® is allowed**
- **Information and Resources regarding the IMb™ can be found at: https://ribbs.usps.gov/index.cfm?page=intellmailmailpieces**

2   **An ACS account is required to receive Secure Destruction Notices**

- **You may use an existing ACS™ account:** SingleSource ACS™, OneCode ACS®, or Traditional ACS™
- **If you do not already have an ACS account, complete and submit the ACS Enrollment Form at: https://ribbs.usps.gov/acs/documents/tech_guides/eACS001.PDF**

3   **Use Existing or Register for an Electronic Product Fulfillment Account**

- **If you already have an ACS account with EPF access, then you may skip this step.**
- **If not, go to http://epf.usps.gov for the EPF Web Access Request Form**

4   **Enroll in the Secure Destruction program**

- The form is available in the Secure Destruction eNotification guide, or from: http://ribbs.usps.gov/forms/documents/secure_destruction/SDACS001.pdf

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5 Determine which Secure Destruction STID you will use in the IMb™

- **Information is available in the Secure Destruction Electronic Notification documentation.**

| Address Correction Option	Basic Non-Auto Service		Full Service	
	Without IMb™ Tracing	With IMb™ Tracing	Without IMb™ Tracing	With IMb™ Tracing
Full-Service ACS™ – Change Service Requested **Opt 1** w/Secure Destruction			Available for Qualified Full Service IMb™	Available for Qualified Full Service IMb™
Full-Service ACS™ – Change Service Requested **Opt 2** w/Secure Destruction			Available for Qualified Full Service IMb™	Available for Qualified Full Service IMb™
One Code ACS® – Change Service Requested **Opt 1** w/Secure Destruction	Available for OneCode ACS® Participants	Available for OneCode ACS® Participants		
One Code ACS® – Change Service Requested **Opt 2** w/Secure Destruction	Available for OneCode ACS® Participants	Available for OneCode ACS® Participants		
Traditional ACS™ Format – Change Service Requested **Opt 1** w/Secure Destruction	Available for Traditional ACS™ Participants	Available for Traditional ACS™ Participants	Available for Traditional ACS™ Participants	Available for Traditional ACS™ Participants
Traditional ACS™ Format – Change Service Requested **Opt 2** w/Secure Destruction	Available for Traditional ACS™ Participants	Available for Traditional ACS™ Participants	Available for Traditional ACS™ Participants	Available for Traditional ACS™ Participants

STID will be provided after registration is complete

Not Applicable for SD

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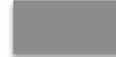
Receiving electronic notifications is a Two Part Process*

1. Notification of new address or reason for non-delivery is provided to mailer via ACS™

2. Secure Destruction Data is associated with the IMb™ and will be provided in a separate report
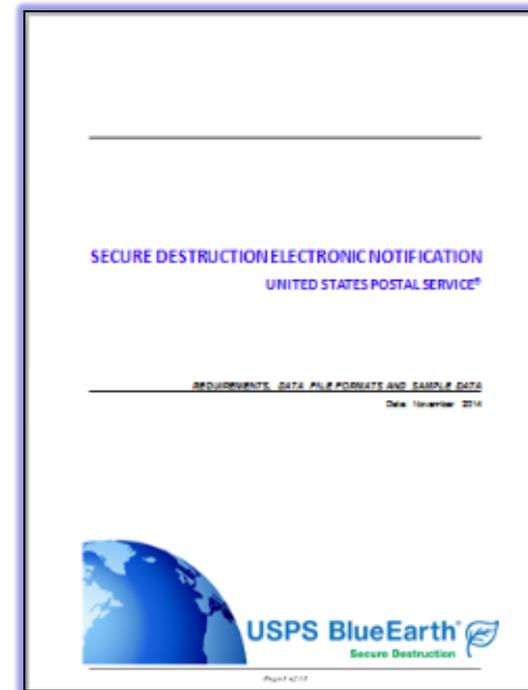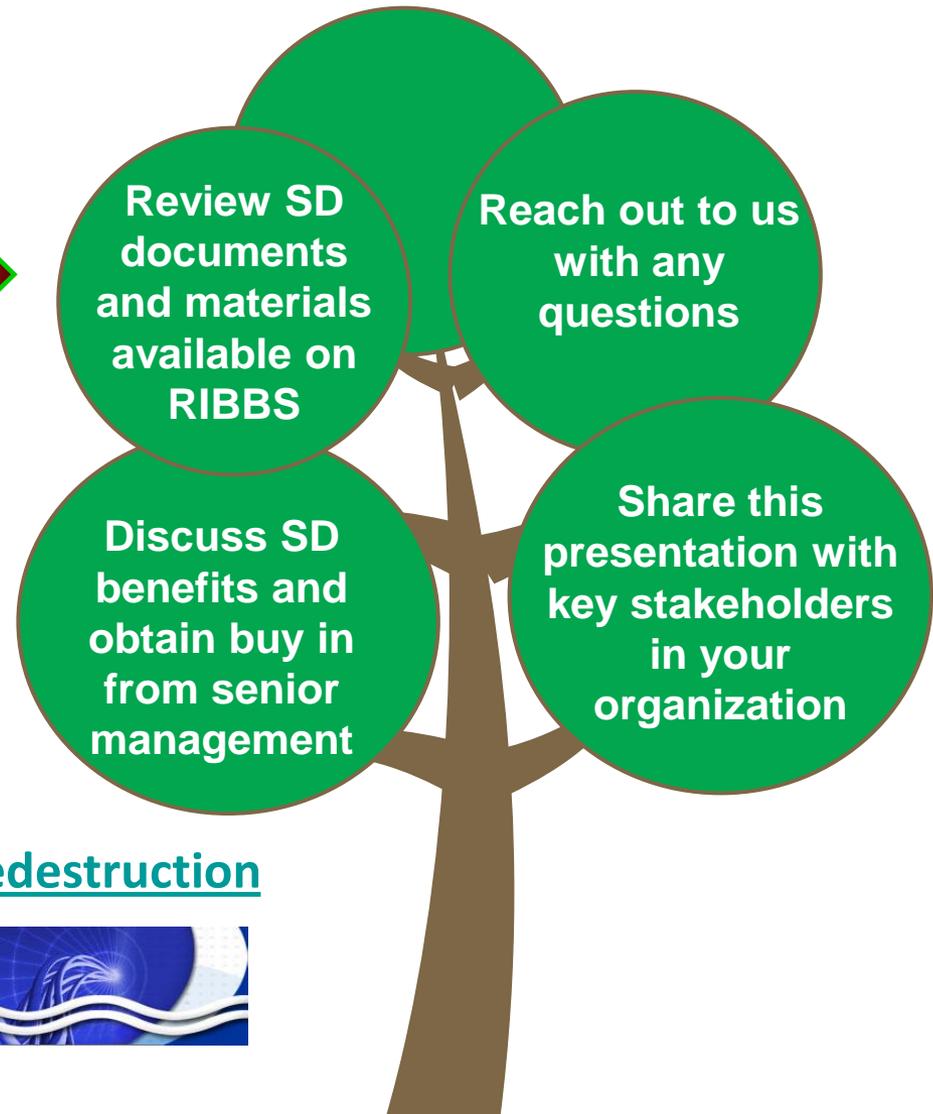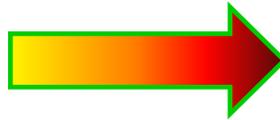
* All mailer SD eNotification records will be provided daily in reports available to registered mailers through the customer Electronic Product Fulfillment (EPF) customer portal website

Secure Destruction eNotifications Data File Record

SD File Mailer ID Mailer IMb™ Scan Date and Time Facility ID (i.e. CIOSS Plant Zip)

```
2 D,200383    ,0051320038312345678938134754857,04/14/2013,15:16:42,38111,
3 D,200383    ,0051320038312345678938111206591,04/14/2013,16:20:33,38111,
4 D,912345678,0051391234567865432138134754857,04/14/2013,17:25:54,38111,
5 D,912345678,0051391234567812345638134754857,04/14/2013,18:45:54,38111,
```

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- **Some steps you can take to become more familiar with the SD service option**

- **Additional SD mail service informational resources and enrollment forms are available on the Rapid Information Bulletin Board System (RIBBS) website at**

https://ribbs/index.cfm?page=securedestruction

Review SD documents and materials available on RIBBS

Reach out to us with any questions

Discuss SD benefits and obtain buy in from senior management

Share this presentation with key stakeholders in your organization

For Additional Information on Secure Destruction visit the RIBBS SD Webpage at https://ribbs.usps.gov/index.cfm?page=securedestruction

SD Questions?... Contact the National Customer Support Center at:
Phone: 877-640-0724, option 1
Email: acs@usps.gov