

SECURE DESTRUCTION

MTAC Meeting

November 18th, 2014

Presented by:

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Corporate Sustainability Initiatives

USPS HQ's Office of Sustainability



Secure Destruction Service Overview and Update



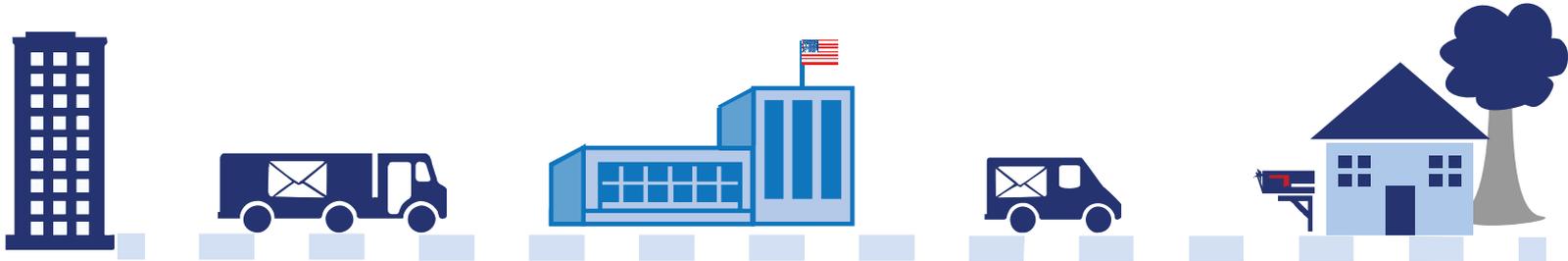
Mailer Participation and Enrollment Requirements



Next Steps



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



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...

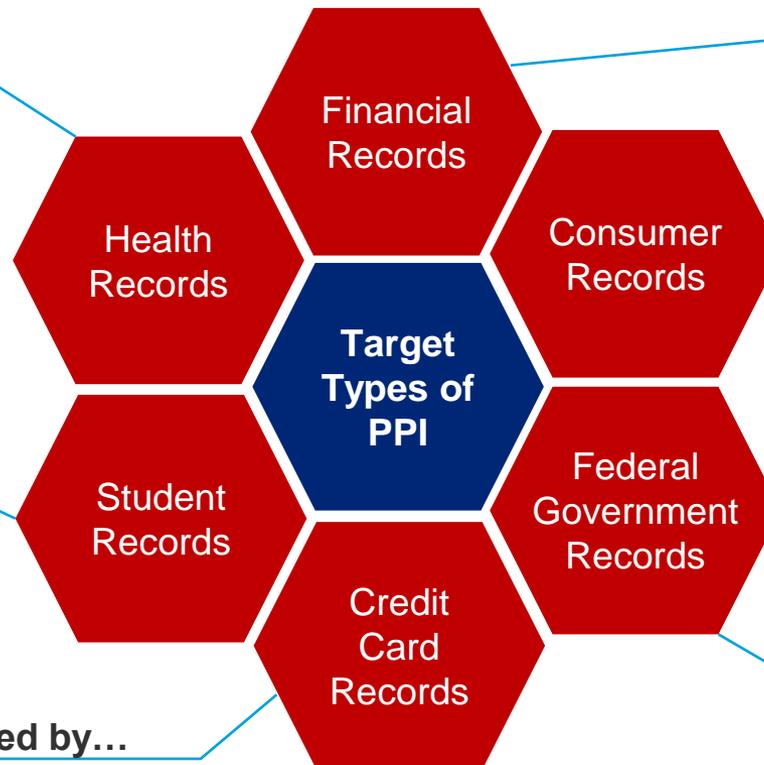
Health Insurance
Portability and
Accountability Act of
1996

Protected by...

Family Educational
Rights and Privacy
Act of 1974

Governed by...

Payment Card
Industry Data Security
Standard



Protected by...

Financial Services
Modernization Act of 1999

Protected by...

State Security Breach
Notification Laws

Protected by...

Privacy Act of 1974



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



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



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



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 mm²

USPS® maximum shred size:

- Width: 0.24 inch (6mm)
- Length: 1 inch (25.4mm)
- Surface Area: 152 mm²

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

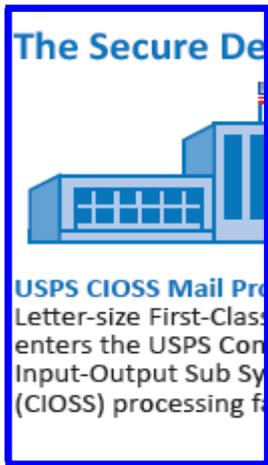
Please describe the type of equipment and cutting mechanism specifications (screen hole size*, blade width, etc.): _____

***Excerpt from the NAID
Auditing Criteria June 2014***



International Standard DIN 66399 has seven levels for paper data destruction

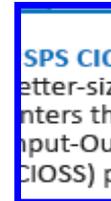
P-Level 1: General Data Surface Area: \leq to 2000mm² or strip width: \leq 12mm (unlimited length)



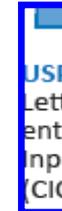
P-Level 2: Internal Data Surface Area: \leq 800mm² or Strip width: \leq 6mm (unlimited length)



P-Level 3: Sensitive & Confidential Data Surface Area: \leq 320mm² or Strip width: \leq 2mm (unlimited length)



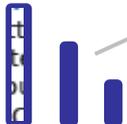
P-Level 4: Particularly Sensitive & Confidential Data Surface Area: \leq 160mm² and Strip width: \leq 6mm



P-Level 5: Secret Data Surface Area: \leq 30mm² and strip width: \leq 2mm

P-Level 6: Highly Secret Data Surface Area: \leq 10mm² and strip width: \leq 1mm

P-Level 7: Top Secret Data Surface Area: \leq 5mm² and strip width: \leq 1mm





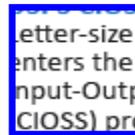
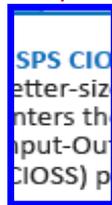
USPS Secure Destruction shred size is more stringent than NAID, DIN, and common US industry practice for documents with sensitive and/or confidential information

NAID

Surface Area: 1210 mm²
Dimension: 0.75" x 2.5"

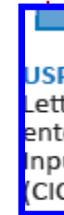


DIN Standards Level 3
Surface Area: ≤ 320 mm² or
Strip width: ≤ 2mm



Common Industry Practice
Surface Area: 252 mm²
Dimension: 0.63" x 0.63"
(5/8" x 5/8")

DIN Standards Level 4
Surface Area: ≤ 160 mm² and
Strip width: ≤ 6mm (0.24")



USPS SD Standard
Surface Area: 152 mm²
Dimension: 0.24" x 1"

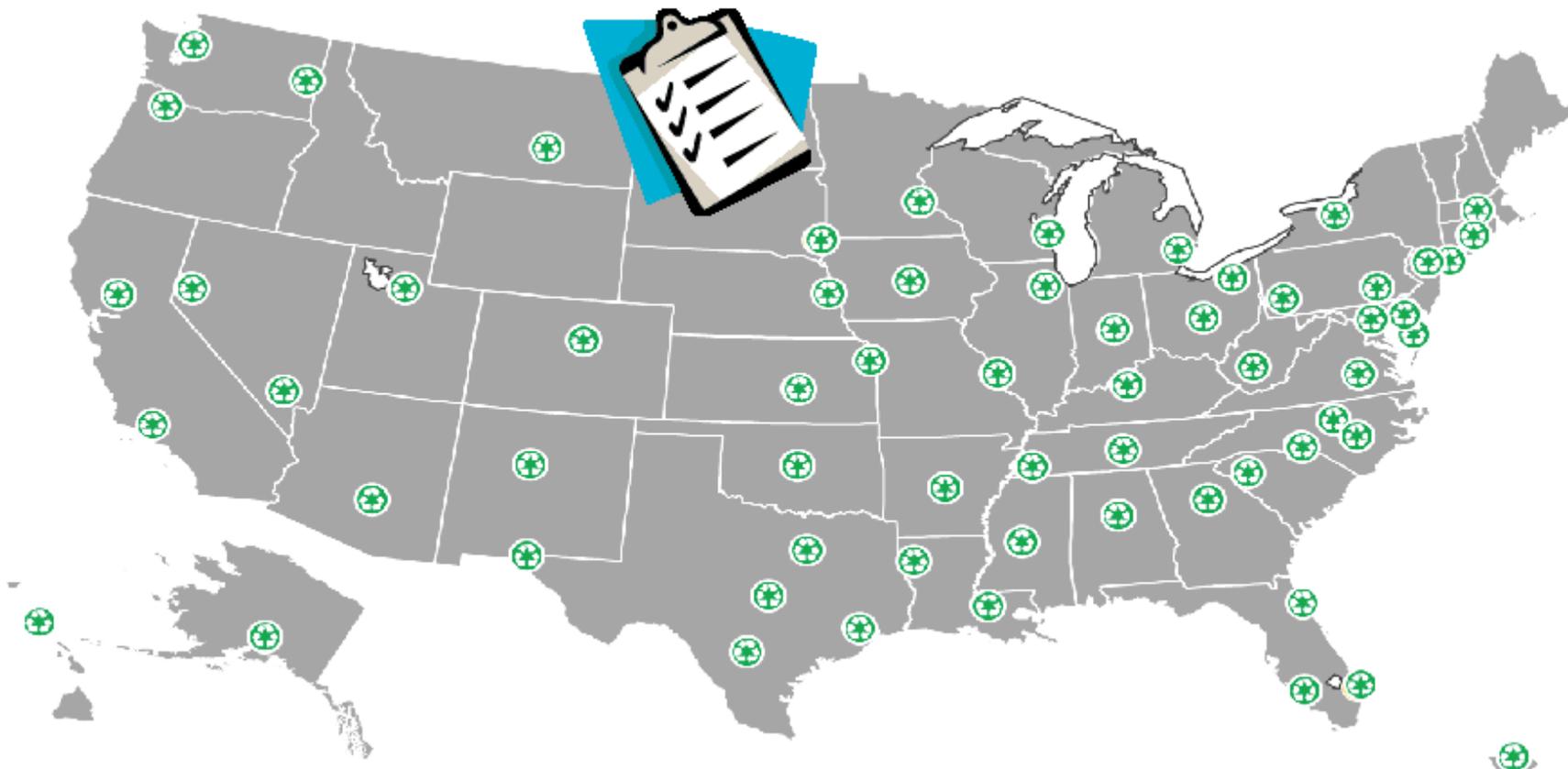


A USPS Secure Destruction industrial cross-cut shredder and paper shred size is pictured below





As of “TODAY” November 18, 2014 “Secure Destruction Service is available nationwide at all 61 CIOSS plants across the country”



 **SD CIOSS Plant Locations**



Secure Destruction CLOSS Plant Locations (61 Nationwide)*

Area	SD Plants	
Capital Metro	Baltimore MD	North Metro GA
	Charlotte NC	Raleigh NC
	Greensboro NC	Richmond VA
	Greenville SC	Southern MD
Eastern	Charleston WV	Memphis TN
	Cleveland OH	Nashville TN
	Columbus OH	Pittsburgh PA
	Lancaster PA	Rochester NY
	Louisville KY	
Great Lakes	Detroit MI	Palatine IL
	Indianapolis IN	St Louis MO
	Milwaukee WI	
Northeast	Central MA	Morgan NY #1
	Hartford CT	San Juan PR
	Northern NJ	
Pacific	Honolulu HI	Sacramento CA
	Industry CA	

Area	SD Plants	
Southern	Austin TX	Little Rock AR
	Baton Rouge LA	North Houston TX
	Birmingham AL	North Texas
	El Paso TX	Oklahoma City OK
	Fort Myers FL	San Antonio TX
	Jackson MS	Shreveport LA
	Jacksonville FL	West Palm FL
Western	Albuquerque NM	Phoenix AZ
	Anchorage AK	Portland OR
	Billings MT	Reno NV
	Denver CO	Salt Lake City UT
	Des Moines IA	Seattle WA
	Kansas City MO	Sioux Falls SD
	Las Vegas NV	Spokane WA
	Minneapolis MN	Wichita KS
	Omaha NE	

* **Note:** Initial pilot sites shown in bold text



Regardless of where an SD mail piece originates, all UAA SD mail will be processed at one of the 61 CIOSS plants

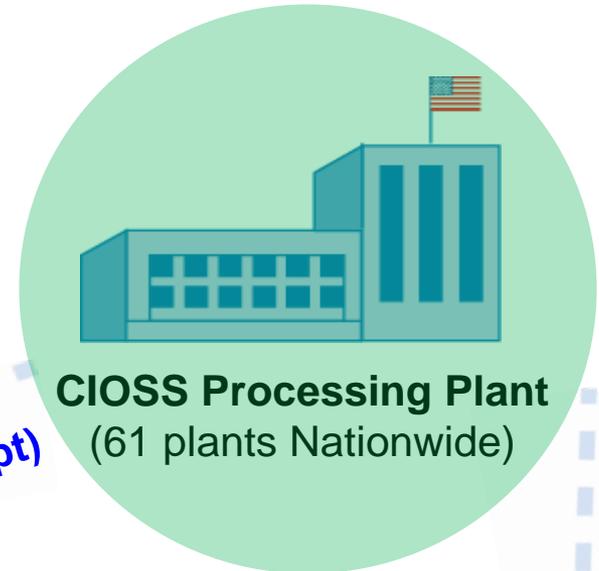
1st Class IMb SD Letter Mail



Business Mail Entry Unit
(Anywhere Nationwide)

All UAA SD Mail (Intercept)

Deliverable Mail



CIOSS Processing Plant
(61 plants Nationwide)



Mail Address Location

UAA SD Mail (CIF and RTS)

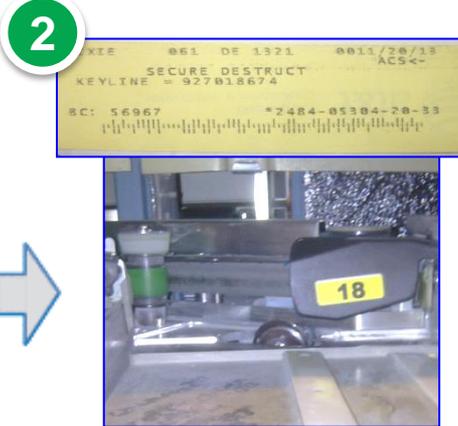


Existing and new equipment will be used to complete the process



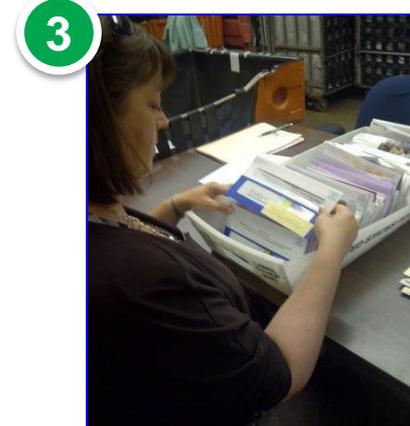
1

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.

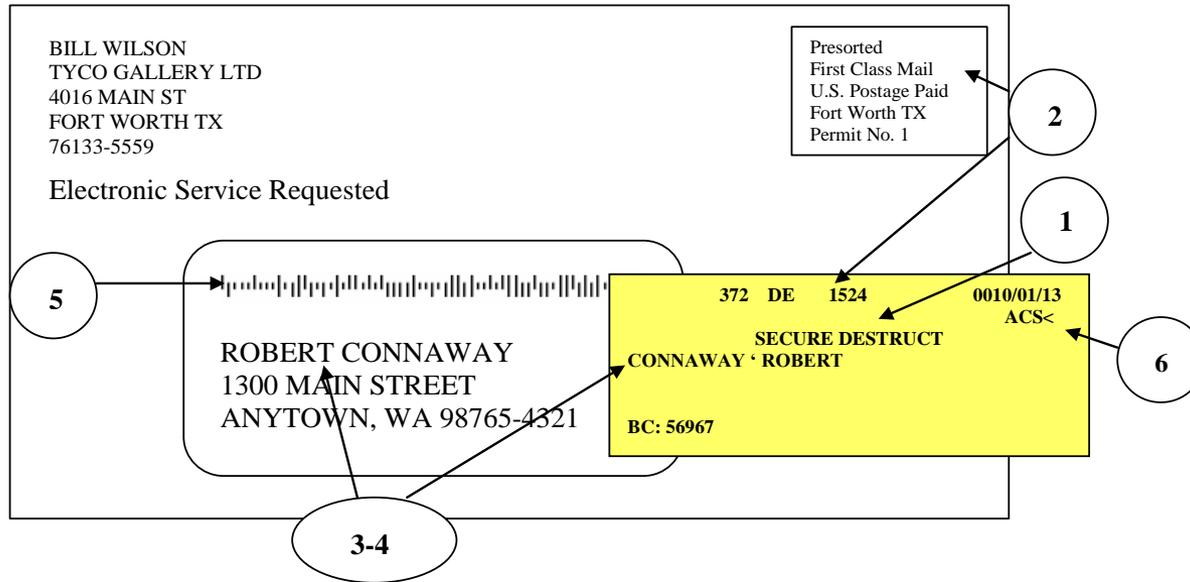


4

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



USPS mail verification staff follow a detailed process to evaluate that all mailpieces are properly marked for secure destruction



- 1** Verify that the yellow label says “Secure Destruct”.
- 2** Verify that the mail class printed on the label matches the mail class on the letter. *Note all SD mail should have a “1” on the SD label to indicate first class mail*
- 3** If there is a surname on the label, verify that it matches the last name on the letter.
- 4** If there is also a first name on the label, verify that it matches the first name on the letter.
- 5** Verify that the mailpiece has a mailer applied IMB.
- 6** Verify that “ACS<-” appears on the yellow label in the upper right.



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™



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 USPS BlueEarth®
Secure Destruction 



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			
Traditional ACS™ Format – Change Service Requested Opt 2 w/Secure Destruction	Available for Traditional ACS™ Participants			

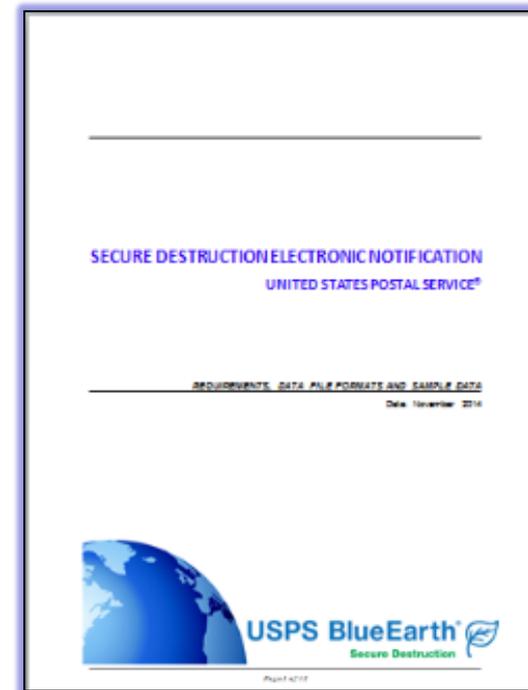
 **STID will be provided after registration is complete**

 **Not Applicable for SD**



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



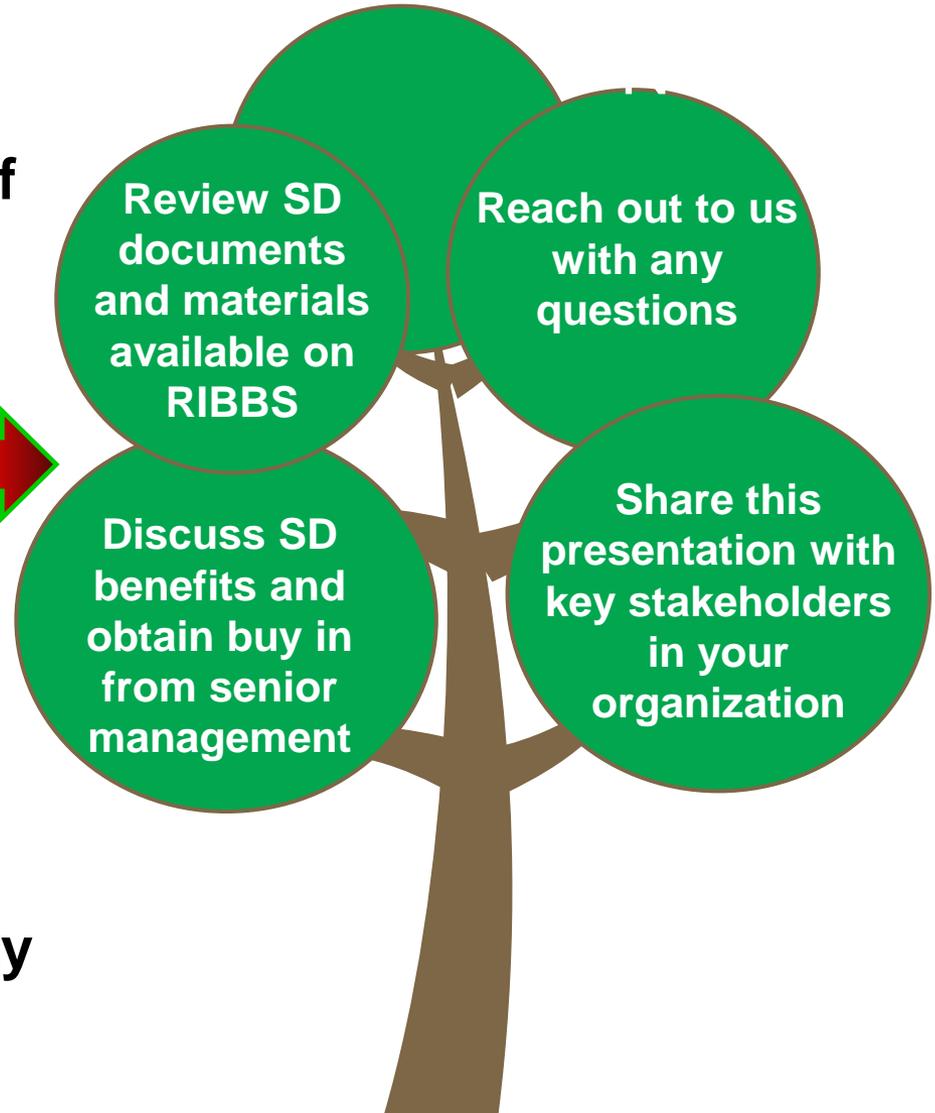
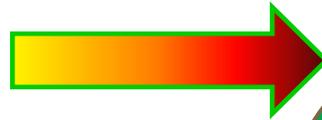
Secure Destruction eNotifications Data File Record

SD File	Mailer ID	Mailer IMb™	Scan Date and Time	Facility ID (i.e. CROSS Plant Zip)
D,200383	,0051320038312345678938134754857,		04/14/2013,15:16:42,	38111,
D,200383	,0051320038312345678938111206591,		04/14/2013,16:20:33,	38111,
D,912345678,	0051391234567865432138134754857,		04/14/2013,17:25:54,	38111,
D,912345678,	0051391234567812345638134754857,		04/14/2013,18:45:54,	38111,



NEXT STEPS

- **Increase mailer awareness of Secure Destruction Service**
 - Some steps mailers can take to become more familiar with the SD service option
- **Continuous ImprovementTrouble-shoot issues in collaboration with Major Mailers**
- **Evaluate economic feasibility of extending service to 1st class flats (i.e. FPARS)**





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



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

Questions?