

How to Register

Mailers interested in the Secure Destruction Service can complete the following steps to register:

1. Use existing or register for an Intelligent Mail® barcode (IMb™) for letter-sized Full Service or Basic IMb™ First-Class Mail®.

For additional information visit:
https://ribbs.usps.gov/index.cfm?page=intellmail_mailpieces

2. Use existing or register for a SingleSource ACS™, OneCode ACS®, or Traditional ACS™ account.

Not currently registered? Contact acs@usps.gov to set up an account

3. Use existing Electronic Product Fulfillment (EPF) account or complete an EPF Web Access Request Form.

Access the form at: <http://epf.usps.gov/>

4. Complete the Secure Destruction enrollment form.

Obtain the form after 9/30 by contacting:
acs@usps.gov

5. Receive notification of the national launch of the Secure Destruction Service.

6. Begin using the appropriate Secure Destruction Service Type Identifier (STID) based on ACS™ type and ancillary service option.



Secure Destruction Will be Available Nationwide on November 18, 2014

A cost effective, secure, and convenient way to manage letter-sized First-Class Mail® with personal protected information.

Secure Destruction Processing Facilities



Additional Resources:

Intelligent Mail® Service and Mail Updates:
<https://ribbs.usps.gov/>

Postal Explore for links to all USPS websites:
<http://pe.usps.com/>

Point of Contact:

Ron Robbins
ronald.f.robbins@usps.gov
(203) 574-6590



Secure Destruction A New Intelligent Mail® Service



USPS BlueEarth®
Secure Destruction 

What is Secure Destruction?

Secure Destruction is a new opt-in mail service offered by the United States Postal Service® as part of the USPS BlueEarth® sustainability initiative.

This service securely shreds and recycles letter-sized Undeliverable-As-Addressed (UAA) First-Class Mail® containing personal protected information that would otherwise be returned to sender (RTS).

UAA mailpieces marked for secure destruction are verified and shredded by USPS® Employees at USPS® facilities. Shredded mailpieces are rendered unreadable prior to recycling.

Secure Destruction Benefits

This new service is good for business and good for the environment.



Securely destroying mail within USPS® processing facilities strengthens mailer information security programs, processes and procedures.



Recycling and eliminating unnecessary reverse logistics associated with returning physical mailpieces to sender reduces the carbon footprint of UAA mail.

Who Should Use the Service?

This service is of interest to companies or agencies that are currently securely destroying documents with the following personal protected information in-house or with third party contractors:

- **Health records** protected under the Health Insurance Portability & Accountability Act of 1996
- **Financial records** protected under the Financial Services Modernization Act of 1999
- **Consumer records** protected by State Security Breach Notification Laws
- **Federal government records** protected under the Privacy Act of 1974
- **Credit card records** governed by Payment Card Industry Data Security Standard
- **Personal records** that would create liabilities for companies or customers if not properly and securely destroyed

Secure Destruction Process



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



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



Verify Mailpieces
All Secure Destruction Mail is verified by USPS® employees prior to destruction.



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



Recycle Shredded Paper
USPS® facilities recycle shredded Secure Destruction mail.



Reporting

Electronic Notifications
Daily reports of mail sorted for Secure Destruction are available on the USPS® Electronic Product Fulfillment (EPF) website.