

NIH Data Center Media Sanitization Service

The Federal Information Security Management Act (FISMA) requires that media containing sensitive data be overwritten or sanitized prior to recycling, reusing, donating, or disposing of the data storage media. The Center for Information Technology (CIT) offers a media sanitization service through the NIH Data Center. This document describes CIT's procedures for sanitizing (degaussing) data storage media and includes a form for requesting this service.

Sanitization Service

Media containing sensitive data that cannot be erased using an approved repeated overwrite operation should be sanitized to completely erase data prior to recycling, reusing, donating, or disposal of the storage media.

The NIH Data Center's sanitization equipment meets the DoD requirements for sanitizing all data storage media and is listed on NSA Degausser Approved Product List (NSA/CSS EPL-9-12A-C). The equipment sanitizes data from the following data storage media:

- Hard disk drives up to 3.5" diameter and 1.6" high
- Hard disks up to 5300 Oersted (OE)
- CDs and DVDs, floppy disks, and zip disks
- Tapes up to 2600 Oersted (OE) and up to 1/2" wide (type 3480)
- Other tapes -- DLT, LTO, QIC, DAT, 8mm, TRAVAN, and AIT tapes

IMPORTANT NOTE: *Disk drives and disks are rendered permanently unusable by the sanitization equipment. These should be submitted for sanitization only if they are no longer needed, are technically obsolete, or have already been damaged. Tapes can be reused, but may require reformatting. The sanitization process will destroy CDs and DVDs.*

Requesting Sanitization Services

To request sanitization services:

- Submit an Online Service Request through the NIH Help Desk (<http://ITHelpDesk.nih.gov>) with "Media Sanitization" in the description of the service request and provide the necessary customer contact information.
- Fill out the attached form online, print it, and get it signed. Submit it to the NIH Data Center via fax (301.402.3529).

The NIH Data Center will contact you to schedule an appointment to bring the media to building 12A, room 1007. Do not bring in the media until you have an appointment. For most sanitization jobs of 10 units or fewer, the sanitization is completed while you wait. Otherwise, the Data Center will contact you when the sanitation is finished. You may then retrieve the media from the Data Center or have the Data Center recycle it.

Please note: Customers are responsible for transporting their media to and from the NIH Data Center.

Request for Media Sanitization

Requestor's Name:
(PLEASE PRINT)

IC:

Phone Number:

Type of Media:

Number of Units:

For disk and tape media, do you want the media returned? Yes No

Media Labels or Serial Numbers (if any):

Comments, including any time constraints for the return of the media:

Financial Approval by the Administrative Officer:

Signature: _____ Date:

Name:
(PLEASE PRINT)

CIT Account Number:

NIH Customer: CAN:

Non-NIH Customer: ALC:

/DUNS Number:

CIT Use only:

Operator Initial: _____

Date work completed: _____