

HSO SPOTLIGHT No. 013-2007: Red Striped versus Plain Brown Paper Burn Bags

What is the issue:	The use of Red Striped or Plain Brown Paper Burn Bags When Collecting Matter for Destruction
Why do we need this?:	Clarify use of burn bags for the collection of non-accountable classified matter and Unclassified Controlled Information (UCI)
Who is impacted?:	All persons who handle classified matter or UCI
What does the HSO need to do?:	Distribute to your organizational personnel

This HSO Spotlight clarifies the use of Red Striped and Plain Brown Paper Burn Bags when sorting material for destruction.

Red Striped Burn Bags are authorized only for the collection of non-accountable classified matter. Non-accountable classified matter is any matter classified as Secret or Confidential that is not required to be entered into an accountability system.

The non-accountable classified matter must be sorted into separate Red Striped Burn Bags prior to delivery to the collection site as follows:

Paper only, or
Plastics (including floppy disks), or
Metal (including metallic computer discs and removable hard drives). Note – do not include the plastic carriers for removable hard drives when gathering matter for destruction. Wiring and wiring harnesses must be removed from hard drives prior to placing in burn bags.

Additionally, the name, routing symbol, telephone number, and room number of the person responsible for the burn bag, and the type of matter contained within, must be clearly marked on the side of each bag for identification purposes. Filled Red Striped Burn Bags are limited to 15 pounds each. Personal or nonofficial matter is not to be included in the burn bags.

Note: Accountable classified matter must be destroyed by the Classified Document Custodian and witnessed by another person from the same organization. Accountable Classified Removable Electronic Media (ACREM) must be destroyed by the ACREM custodian or alternate with a cleared witness. As such, at Germantown only, Red Striped Burn Bags may be used by the custodian and witness when personally transporting accountable classified matter to the Germantown Classified Destruction Facility. Accountable classified matter transported from the Forrestal facility to the Germantown facility must be appropriately double wrapped/boxed and addressed in accordance with applicable requirements for the transmission of classified matter outside the facility. Appointments at the Classified Destruction Facility in Germantown are required for ACREM destruction; please call 301-903-4483.

Plain Brown Burn Bags are authorized for the collection of Unclassified Controlled Information (UCI). UCI is information that may be exempt from public release under the Freedom of Information Act including Official Use Only information, Unclassified Controlled Nuclear Information (UCNI), and Personally Identifiable Information (PII).

The above mentioned rules on the sorting of matter, bag identification information, weight limit, and the exclusion of personal/nonofficial matter identified for Red Striped Burn Bags also apply to Plain Brown Burn Bags. Red Striped and Plain Brown Burn Bags are available in the DOE self-service supply stores.

Information on HQ collection sites time and location is provided below:

FORS Building – Room GI-007 between 3:00 pm and 4:00 pm, Mondays, Wednesdays, and Fridays. Questions may be referred to (202) 586-8600.

GTN Building – Room R-002 between 9:30 am and 10:30 am, Mondays, Wednesdays, and Fridays. Questions may be referred to (301) 903-4483.

