# **How to Register**

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

- 1. A Mailer Identifier (Mailer ID or MID) is required for Intelligent Mail® barcode (IMb™) mail. If you do not have one already, register for a Mailer ID for letter or flat-sized Full Service or Basic IMb™ First-Class Mail® For additional information visit: <a href="https://postalpro.usps.com/mailing/intelligent-mail-barcode">https://postalpro.usps.com/mailing/intelligent-mail-barcode</a>
- 2. Use existing account or register for a SingleSource ACS™, OneCode ACS®, or Traditional ACS™ account. To open an ACS account, contact the ACS Dept. at acs@usps.gov or call 877-640-0724 (opt. 1).
- Use existing Electronic Product Fulfillment (EPF) account or complete an EPF Web Access Request Form which can be found at http://epf.usps.gov
- Complete the Secure Destruction enrollment form which can be found at https://postalpro.usps.com/node/614
- 5. Begin using the appropriate Secure
  Destruction Service Type Identifier (STID)
  based on ACS™ type and ancillary
  service option.

# Secure Destruction Mail Service is Available Nationwide

Secure Destruction Mail Servicer is a cost effective, secure, and convenient way to manage letter and flat sized First-Class Mail® with sensitive personally identifiable information (PII).

#### **Secure Destruction Processing Facilities**



## **Additional Resources:**

For Additional Information on Secure Destruction visit the PostalPro Secure Destruction Webpage at <a href="https://postalpro.usps.com/mailing/secure-destruction">https://postalpro.usps.com/mailing/secure-destruction</a>

**SD Enrollment and eNotification Questions?**Contact the National Customer Support Center at:

Phone: 877-640-0724, Option 1

Email: acs@usps.gov

#### Other SD Questions?

Contact Ron Robbins, SD Program Mgr.

Phone: 203-574-6590

Email: ronald.f.robbins@usps.gov





# **Secure Destruction**

A Sustainable Intelligent Mail® Service



#### What is Secure Destruction?

Secure Destruction is an 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 and flat 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 service includes two electronic notices; 1) an ACS™ notice that identifies why the mail could not be delivered, and 2) an SD notice that indicates the piece was securely shredded at a USPS® facility.

## **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.



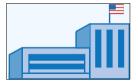
Recycling and eliminating unnecessary reverse logistics associated with returning physical mailpieces to sender reduces the carbon footprint of UAA mail.

#### Who Should Use the Service?

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

- Health records protected under the Health Insurance Portability and 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**



















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



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

# USPS Mail Processing Letter or Flat size First-Class Mail® is processed using our Postal Automated

Postal Automated Redirection Systems (PARS).

#### 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.