Secure Destruction Checklist for Interested Mailers

SD Mailer Assistance Tool



This checklist has been developed to assist mailers interested in taking advantage of the USPS® Secure Destruction Mail Service offering. The checklist can be used as a guide to the steps interested mailers should take prior to registering for the Secure Destruction Service.



General

The United States Postal Service® has developed a number of informational resources for the Secure Destruction (SD) Mail Service. These resources have been developed to support mailers interested in knowing more about the Secure Destruction opt in mail service and how it can benefit their organization. The steps below serve as a guide for 1) **evaluating** what SD Mail Service is and how it can benefit your business and, 2) understanding the basic **preparation** tasks to confirm and/or complete prior to obtaining SD Mail Service.

		•		
1)			vice Evaluation	
		1.	Have the following mailer support resource documents that provide information about the	
			·	if "yes")
			a. Primer for Mailers (PowerPoint Presentation)	
			b. Secure Destruction Fact Sheet and Pamphlet	П
			c. Secure Destruction Frequently Asked Questions	Н
			d. SD eNotification Guide	Н
		_	e. SD Data Security Considerations and Comparisons Guidance	
		2.	Now that you know what Secure Destruction is, has the letter or flat sized First-Class	
		_	Mail® that would benefit from this service offering at your organization been identified?	
		3.	Have the current in-house costs that are expended to handle return to sender (RTS)	
			mail in a secure manner been identified?	
			nal Information on Secure Destruction visit the D Webpage at: PostalPro Secure Destruction Page	PRO
2)	SD S	Serv	vice Preparation Tasks: The steps below provide guidance on how to prepare and register	for Secure
	Des	truc	ction service.	
		<u>Tar</u>	get Eligible Mail	
		1.	Does the targeted mail meet the following requirements?	
			a. First-Class Mail®	
			b. Letter or Flat-sized	
			c. Would otherwise be RTS if undeliverable-as-addressed (UAA)	
			d. Compatible with Intelligent Mail® barcodes (IMb)	
			mplete Registration	
		2.	If you are not using ACS, have you registered for ACS [™] with the USPS National	
			Customer Service Center (NCSC)?	ш
		3.	If you do not have an Electronic Product Fulfillment (EPF) account, have you	
			submitted an EPF Web Access Request Form?	
		4.	Have you completed and submitted the Secure Destruction Enrollment Form	
		_	to the USPS NCSC?	
		_	ganizational Mail Preparation	
		5.	Have you prepared your mailings using one of the sixteen available SD	
		_	Service Type Identifiers (STID) embedded in the Intelligent Mail® barcode (IMb)?	
		ь.	Are there NO Printed Endorsements on the mailpieces or the only printed endorsements	
			used are either "Electronic Service Requested" or "Change Service Requested?"	

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