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: https://postalpro.usps.com/mailing/intelligent-mail-barcode

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).

3. Use existing Electronic Product Fulfillment (EPF) account or complete an EPF Web Access Request Form which can be found at http://epf.usps.gov

4. 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 https://postalpro.usps.com/mailing/secure-destruction

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
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

1. **USPS Mail Processing**
   - Letter or Flat size First-Class Mail is processed using our Postal Automated Redirection Systems (PARS).
2. **Label and Sort Mailpieces**
   - UAA RTS mail is labeled and sorted for Secure Destruction.
3. **Verify Mailpieces**
   - All Secure Destruction Mail is verified by USPS® employees prior to destruction.
4. **Shred Mailpieces**
   - All verified Secure Destruction mail is fed into an industrial cross-cut shredder at the USPS® facility.
5. **Recycle Shredded Paper**
   - USPS® facilities recycle shredded Secure Destruction mail.
6. **Electronic Notifications**
   - Daily reports of UAA mail processed for Secure Destruction are available on the USPS® Electronic Product Fulfillment (EPF) website.