Darik's Boot and Nuke (DBAN) SOP:

Purpose:

The purpose of this SOP is to provide guidelines for deployment of the DBAN software on employee laptops when they outprocess.

Authorship:

This SOP was written by Juan Maldonado.

Scope:

This SOP applies to all new hires – volunteer, part time, and full time – who are out processing from the company.

Responsibilities:

The following personnel are responsible for implementing this SOP:

1. HR department – preforming out-process
2. IT dept/contractors – execute and configure the DBAN program.

Prerequisites:

Prior to sanitizing the laptop, the following tasks must be complete:

1. The necessary software – DBAN – must be installed.
2. The employee has meet with HR department to conduct out-process interview.
3. The employee must bring in the laptop he/she/they have been assigned to.

Procedure:

1. Install DBAN and execute on the laptop of employee leaving the company.
2. Go through the setup wizard and select the Gutmann erasure method for maximum security santization.
3. Review the device to make sure data has been sanitized
4. Give device back to employee set to out-process.

References:

1. DBAN documentation: https://dban.org/help-center/

Definitions:

1. Darik Boot and Nuke (DBAN): Open source software designed for securely erasing the data on storage devices, it wipes the entire contents of a hard drive.

Revision History:

11/16/2023 -- "Darik's Boot and Nuke (DBAN) Setup SOP" created by Juan Maldonado