

NSA/CSS

Sanitization Device Evaluation Manual

1 (U) Introduction

(U) This manual is for vendors of sanitization devices and provides guidance for the NSA/CSS evaluation process. These devices must undergo an evaluation performed by the NSA/CSS and satisfy the requirements mandated for the type of storage devices being destroyed. Once the evaluation is successful, the device will be included in the next update of the Evaluated Product List (EPL). The EPL is meant to serve as guidance, inclusion in this document is not an endorsement by the NSA/CSS or the U.S. Government. All listed products are sanitize TS/SCI and below.

(U) Storage devices must be disposed of or recycled in accordance with NSA/CSS Policy Statement 9-12, "NSA/CSS Storage Device Sanitization" (Reference A). Information stored on these devices may range from UNCLASSIFIED to TOP SECRET and may include compartmented, sensitive, or limited-distribution material. This manual applies to all NSA/CSS elements and pertains to disintegrators, destruction or sanitization systems of storage devices utilized by NSA/CSS elements, contractors, and personnel.

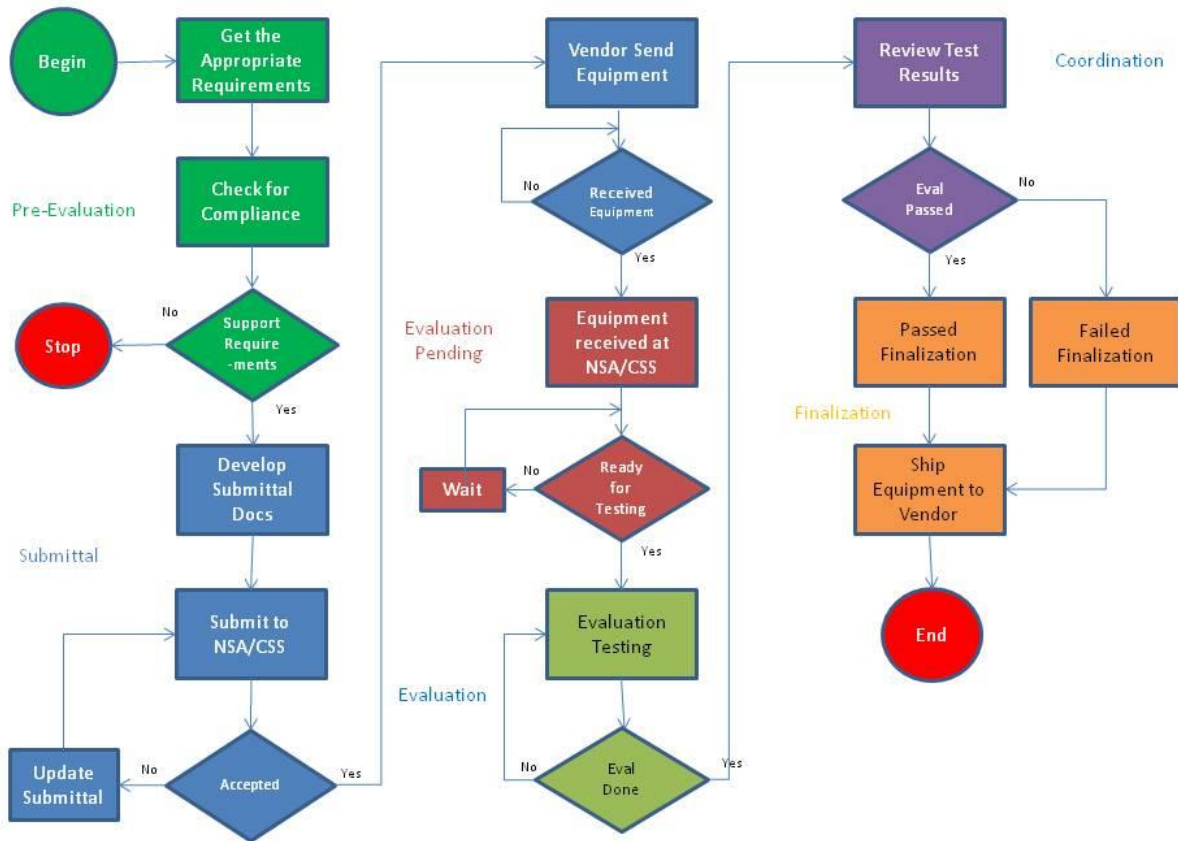


Figure 1: Vendor Process

2 (U) Pre-Evaluation

(U) The procedure begins when the vendor reviews the requirements, see Figure 2, for the type of sanitization device being evaluated for inclusion in the EPL. The NSA/CSS recommends the vendor perform their own evaluation and, if necessary, set of tests to check compliance. If the equipment does not support the requirements, the equipment should not be submitted for evaluation.

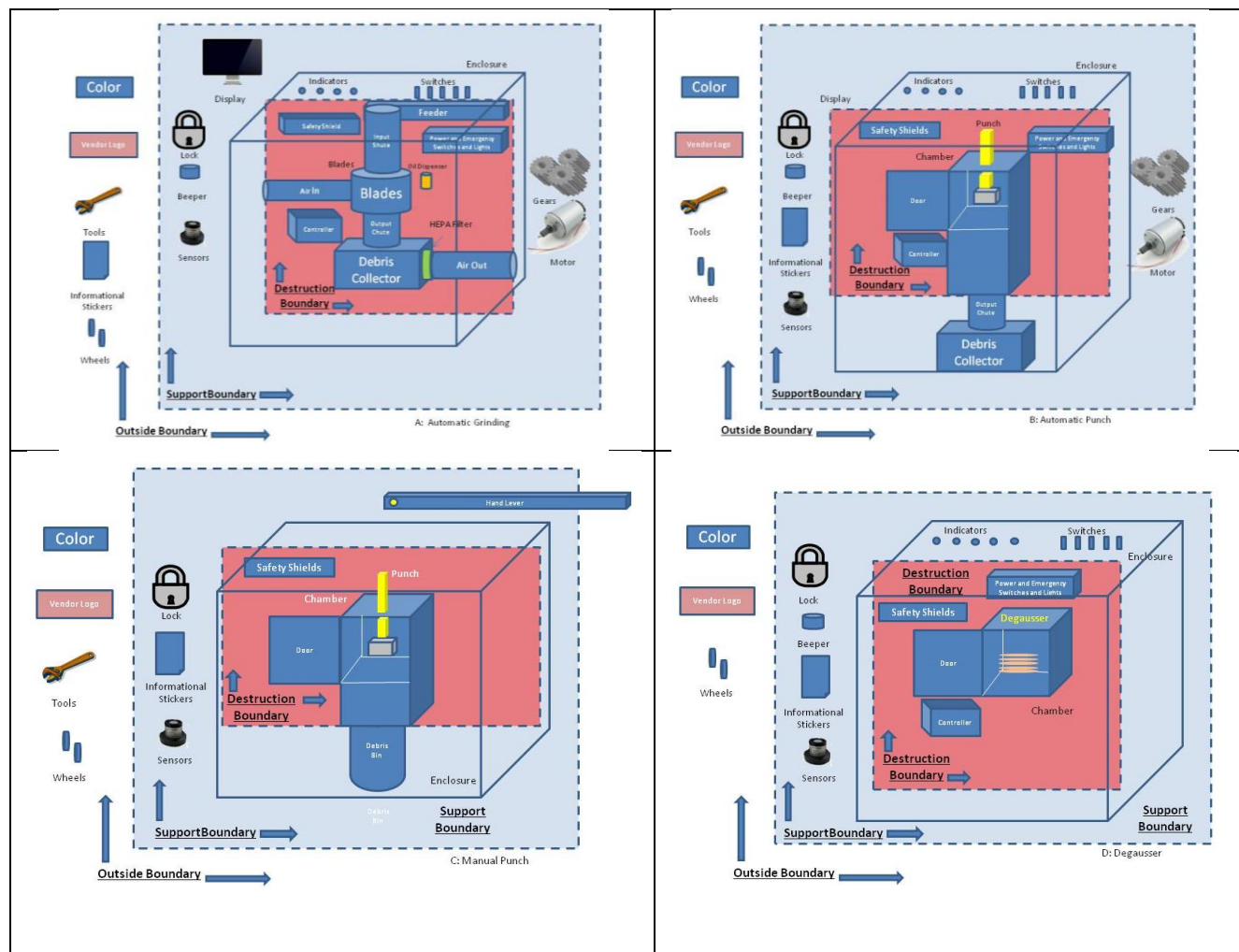


Figure 2: Boundaries

3 (U) Submittal

3.1 (U) Develop Documents

3.1.1 (U) Define Boundaries

(U) The Vendor must define the boundaries of their machine. There are three boundaries: the destruction boundary, the support boundary and the outside boundary.

(U) The destruction boundary contains the components that directly destroy or sanitizes the storage devices or protects the operator. As shown in Figure 2 these components are different depending on the type of device. Some example are: blades, punches, degaussers, containment chambers, filters, air handlers or protection shields. These components are critical in meeting the destruction requirements of the classified storage devices. If a component is changed it must be replace with exactly the same component. If a different component is used the evaluation is nullified and the device is not approved to sanitize classified storage devices. The device must go through another evaluation.

(U) Components in the support boundary are still critical however they don't directly destroy storage devices or protect the operator. These components support components in the destruction boundary so they can do their job. Some examples are: motors, gears, brackets, enclosures, feeders, panels or maintenance indicators. If a component, in the support boundary, is changed it should be replaced with the same component, however another similar component can be used as long as it does not change the operation of components in the destruction boundary. This should be reported to the NSA/CSS within 5 business days.

(U) Everything else that doesn't fit into the destruction boundary or support boundary are in the outside boundary. These components have nothing to do with the destruction of the storage device or the protection of the operator and can be changed with other components if necessary.

(U) The Vendor must draw a block diagram, similar to one in Figure 2, to show what boundary each major subsystem are located. A parts list similar to Figure 3 must be generated by the Vendor. Each component in the destruction and support boundary needs to be included in this part list.

Part Name	Manufacturer	Part Number	Part Description	Boundary	Destruction Description	Primary
Electric Motor	MotorTech	927500	¼HP Electric Motor	Destruction	Used to drive blades	Yes
Electric Motor	PowerMotors	6767A	¼HP Electric Motor	Destruction	Used to drive blades	No
Blades	BladeTech	A476876	Steel blades	Destruction	Used to shred paper	Yes
Gear	Acme Gear	Gt393399	Mechanical gears	Destruction	Gear from motor that drives the blades	Yes
Rod	Sun Steel	4545777	Steel rod	Destruction	Connects gears to the motor	Yes
Left Panel	Moon Panels	200-200-1	Outside panel for the cabinet	Support	Enclose the destruction	Yes
Back Pane	Moon Panels	200-200-1	Outside panel for the cabinet	Support	Enclose the destruction	Yes
Right Panel	Moon Panels	200-200-1	Outside panel for the cabinet	Support	Enclose the destruction	Yes
Front Door	Moon Panels	111233432	Door to get into the device	Support	Enclose the destruction	Yes
Plastic Panel	Pond Plastics		Shatter proof plastic windows	Supprt	Enclose the destruction	Yes

Figure 3: Sample Part List

3.1.2 (U) Write Submittal Application

(U) The Vendor must prepare a submittal application and a MOU (Memo or Understanding). Until both of these are completed and approved the evaluation process will not proceed.

(U) The submittal application will detail how the device meets the requirements for that type of sanitization device. The types are:

1. NSA/CSS Requirements for Hard Disk Devices
2. NSA/CSS Requirements for Magnetic Degaussers
3. NSA/CSS Requirements for Optical Destruction Devices
4. NSA/CSS Requirements for Paper Disintegrator
5. NSA/CSS Requirements for Paper Shredders
6. NSA/CSS Requirements for Punch Tape Disintegrators
7. NSA/CSS Requirements for Solid State Disintegrator

(U) Each type of equipment must satisfy the appropriate requirements for the following categories as detailed in the respective requirements document:

1. Operational Requirements
2. Administrative Requirements
3. Power Requirements
4. Safety and Environmental Requirements
5. Mechanical Requirements

(U) Each type of sanitization device may have different requirements however the Vendors product must satisfy every appropriate requirement. The Vendor must document in detail how the product supports every requirement. To do this the vendor can use diagrams, pictures, documentation or a write-up.

(U) The submittal application will be reviewed by the NSA/CSS and if it looks like the product meets the requirements the Vendor will be instructed to move to the next step.

(U) If the submittal is accepted by the NSA/CSS the Vendor and NSA/CSS will work out the Memo of Understanding (MOU).

3.1.3 (U) Approval and Shipping

(U) When both the submittal application and the MOU is approved by the NSA/CSS the Vendors will be giving instructions on how and where to ship the product.

4 (U) Evaluation Pending

(U) Once the product is received by the NSA/CSS the product will be put into a queue and go into evaluation testing in a first come, first serve basis. The queue time will be a function of the number of product in the queue, availability of a destruction engineer, availability of tools and laboratory requirements.

5 (U) Evaluation Testing

(U) The evaluation testing will be executed at a NSA/CSS laboratory. The evaluation will verify that the Vendor's product meet the requirements for its type of sanitization device.

(U) A test plan will be generated for each product that goes through evaluation testing. The plan will include test cases to verify each requirement. The evaluation will continue until completion unless a test case fails or the machine become inoperable (i.e. gets jam, component failure etc.). It will be at the discretion of the NSA/CSS whether the evaluation will continue or is halted when a test case fails.

(U) If a machine has a failure it will be at discretion of the NSA/CSS whether the machine is sent back to the vendor or the vendor is allowed to send a fix. The vendor will only be allowed to send fixes that can easily be installed by the destruction engineer. When the evaluation is completed or halted the equipment will be shipped back to the vendor.

6 (U) Coordination

(U) When the evaluation is complete the NSA/CSS will go through coordination. During coordination the NSA/CSS will gather all the comments by the destruction engineers and will contact the vendor with any questions. Once the answers are received from the vendor the test document will be updated

and, if necessary, additional test will be initiated. When this is completed the NSA/CSS will make a determination whether or not the Vendor's product passes or fails the evaluation.

7 (U)Finalization

7.1 (U) Failed

(U) If the product does not satisfy the requirements the product will go through failed finalization and a letter and test summary will be sent to the vendor.

7.2 (U)Passed

(U) If the product satisfies the requirements a letter will be sent to the vendor and the product will be listed in the next update to the Evaluated Products List (EPL).

7.3 (U)Product Returned

(U) When finalization is complete the product will be shipped back to the vendor. The vendor is responsible for all costs in sending the destruction machine back.

8 (U) Vendor Tracking

(U) The NSA/CSS will have a Vendor process list that will be available on the NSA/CSS web site. Once the product is accepted it will be added to the NSA/CSS process list. This list will be updated and uploaded to the NSA web site once a week. This will help the vendor track the progress of the evaluation.

Product Name	Vendor Name	Evaluation Pending	Evaluation	Coordination	Finalization
Super Solid State Crusher	Acme Corp				
Gold Paper Shredder	Beta Office Equipment Corp				
Bulk Deguasser	Mac Magnetics Corp				
Optical Genie 1	Sun Shine Corp				
Paper Disintegrator One	Acme Corp				

Figure 4: Process List

Storage Device Sanitization Program Products In Process List

- **Evaluation Pending**
 - Complete set of approved submittal documents received by the NSA/CSS for review. The set includes: boundary drawing, part list, submittal application, MOU, User/Operation Guide and web-site information.

Unclassified

- Vendor product received by the NSA/CSS and is now in the queue waiting for its turn in evaluation testing.
- **Evaluation**
 - NSA/CSS Destruction Engineer assigned for Evaluation.
 - Destruction Engineer perform an initial review of the product.
 - Destruction Engineer will generated a test plan bases on the submittal document and the appropriate requirements.
 - Destruction Engineer will test the product.
- **Coordination** (this process may be iterative)
 - Comments coordinated by NSA/CSS reviewers and, if necessary, a consolidated set of comments sent to the Vendor.
 - Update Submittal Documents (if required).
 - Additional documentation (if required).
 - Comments resolution by Vendor resubmission to NSA/CSS.
 - Determination if the product fails or passes.
- **Finalization**
 - **Failed**
 - Final resolution of testing questions submitted by the NSA/CSS.
 - Letter of Failed Evaluation
 - Testing summary
 - **Passed**
 - Final resolution of testing questions submitted by the NSA/CSS.
 - Letter of Successful Evaluation.
 - Product listed in next update of Evaluation Product List.