

Degaussing Process Questionnaire

Pertains to Certification Spec 4.6 and 4.7

Please fully respond to each of the questions below, as well as indicating where (page or section) it is addressed within your company's policies and procedures. Please attach a separate sheet with your responses.

1. Do you provide your Clients with any written information diagramming or describing the stages of your degaussing process?
2. Briefly describe the receipt/acceptance of media, identification and recording of serial numbers/unique identifier for Magnetic Media, and labeling of media for either degaussing or physical destruction.
3. How are media for degaussing, media for sanitization (if applicable), media for physical destruction and media that require no destruction services identified and segregated?
4. Do you stage/hold media identified for degaussing in an area other than where they will be degaussed? If so, describe when and how these are moved to the degaussing area.
5. Do you stage/hold Electronic Media identified for physical destruction in an area other than where they will be destroyed? If so, describe security and when and how these are moved to the physical destruction area.
6. How are media to be degaussed and those to be physically destroyed secured from unauthorized access and isolated from commingling with other equipment or media for disposal, resale or some other purpose?
7. Identify the degaussing equipment used and describe the specific media degaussed with that equipment.
 - Manufacturer:
 - Model/Version Number:
 - Serial Number/Unique Identifier:
 - Range of Oersted listed on NSA EPL-D:
8. Describe the process for evaluating media to determine the type of media, whether the media is included on the list of approved media for the degaussing equipment used, and whether any data is stored on solid state components.
9. Describe the process for routinely verifying and calibrating degaussing equipment. What is the equipment OEM's recommendation for verifying ongoing equipment effectiveness?
10. Describe the process for testing sample media by a third-party data recovery service; including method of recovery and the frequency that testing is conducting. What is the process for addressing reports of recoverable data, including corrective actions? What method and frequency of testing does the equipment OEM recommend?
11. Briefly describe your firm's Quality Control Process.
12. After degaussing and quality control, how is media tagged/identified and separated/isolated from those still to be sanitized or destroyed?
13. Describe or provide a sample of the recordkeeping audit trail for Electronic Media throughout the entire sanitization process.
14. Provide a sample copy of the certificate or confirmation of media degaussing and/or physical destruction provided to the Client. This should, at minimum, include:
 - Original receipt date of media
 - Serial numbers (or Unique Identifiers) of media
 - Completion date for degaussing and/or physical destruction
15. Do you use a common carrier, subcontractor or another non-employee or entity to transport media for degaussing or destruction? If yes, please describe the process and include a list of all entities used within the last year.