

NIH Data Center Media Sanitization Service

The Federal Information Security Management Act (FISMA) requires that media containing sensitive data be overwritten or sanitized prior to recycling, reuse, donation, or disposal of the data storage media. The Center for Information Technology (CIT) offers media sanitization service through the NIH Data Center. This document describes CIT's procedures for sanitizing (degaussing) data storage media and how to request the service.

Sanitization Service

Media containing sensitive data that cannot be erased using an approved repeated overwrite operation should be sanitized to completely erase data prior to recycling, reuse, donation, or disposal of the storage media.

The NIH Data Center's sanitization equipment meets the Department of Defense requirements for sanitizing all data storage media and is listed on the NSA Degausser Approved Product List (NSA/CSS EPL-9-12A-C). The equipment sanitizes data from the following storage media:

- Hard disk drives up to 3.5" diameter and 1.6" high
- Hard disks up to 5300 Oersted (OE)
- CDs and DVDs, floppy disks, and zip disks
- Tapes up to 2600 Oersted (OE) and up to 1(OE) and up to up
- Other tapes -- DLT, LTO, QIC, DAT, 8mm, TRAVAN, and AIT tapes

IMPORTANT NOTE: Disk drives and disks are rendered **permanently unusable** by the sanitization equipment. Disk drives and disks should be submitted for sanitization only if they are no longer needed, are technically obsolete, or have already been damaged. Tapes can be reused, but may require reformatting. The sanitization process destroys CDs and DVDs.

Requesting Sanitization Services

To request sanitization services, have your Administrative Officer (AO) submit an Online Service Request through the NIH IT Service Desk (<http://ITServiceDesk.nih.gov>) with "Media Sanitization" in the description of the service request and provide the following information on the ticket:

- Name of Requestor
- CIT Account
- Phone Number
- IC
- Type of Media
- Number of Units (*see Cost*)
- For disk and tape media, do you want the media returned? If yes, are there any time constraints for the return of the media?
- Media Labels or Serial Numbers (if any)

To ensure the request is processed as quickly as possible, please be sure to include all the information listed above.

Cost

To estimate your costs, see the [Data Center Rates web page](#) and use the following information:

Media	How to estimate cost	Example
Tapes, hard drives	Rate per unit x Number of units = Total Cost	\$2.30 per tape x 100 tapes = \$230
DVDs, diskettes, and/or CDs	Rate per half pound x Number of half pounds = Total Cost	\$4.10 x 40 half pounds (20 pounds) = \$164

NOTE: If someone other than an AO/Account Sponsor submits the ticket, CIT will contact the AO/Account Sponsor and request financial authorization for the request via email.

Transporting Media

Customers are responsible for transporting their media to and from the NIH Data Center.

An NIH Data Center staff member will contact you to schedule an appointment to bring your media to building 12A, room 1007. Please do not bring media to the Data Center until you have an appointment. For most sanitization jobs of 10 units or fewer, the sanitization is completed while you wait. Otherwise, CIT will contact you when the sanitation is finished. You may then retrieve the media from the Data Center or have the Data Center recycle it.