

ERA Business Process Number: 11.#

ERA Business Process Name: ERA Destruction of Materials – Paper

Process Owner: Erum Welling

Parent Business Process: Operations

Description: This SOP defines the overall process for destroying sensitive paper. Please note; ERA materials are secured in Room 209 while awaiting disposition.

Primary Product:

Triggers: SOC Hardware Engineer (ABL) receives a valid request to destroy ERA materials or is directed to destroy materials by an established SOP.

Shared Path:

Steps	Description of Activity	Responsibility
1.	Identify paper that needs to be destroyed.	ABL Personnel
2.	Destroy paper using shredder located in Room 209. <u>SOP: SOG Chapter 46</u> <u>Paper Shredder User Guide: SOG Chapter 46</u>	ABL Personnel
3.	Collect and bag shredded paper.	SOC HW Engineer
4.	Handoff bag(s) of shredded paper to IMC FSO. <u>SOP: SOG Chapter 46</u>	SOC HW Engineer
5.	Handoff bag(s) of shredded paper to IMC Vendor.	IMC FSO
6.	Render shredded paper to pulp.	IMC Vendor

ERA – Materials Destruction Paper

