NSA/CSS Evaluation Submittal Form

Note: This form may reveal more or less content based on the selections of the user.

1 General Information

1.1 Vendor Information

Company Name:

POC Name:

U.S. Address:

Street Address:

City:

State:

Zip:

Email:

U.S Phone:

Is this product a rebrand?: ◯ Yes ◯ No

If yes, list all of the other names of the product? Also provide formal notice of rebrand from original vendor.

1.2 Equipment Description

Product Name:	
Model Name/Number:	
Marketing Description:	
(Optional) Webpage Address:	

1.3 Categories

Select which Evaluated Products List (EPL) categories that this product falls into using the check boxes below:

- ☐ Section 6 - Magnetic Degaussers
- ☐ Section 7 - Hard Disk Destruction Devices
- ☐ Section 8 - Paper Shredders
- ☐ Section 9 - Paper Disintegrators
- ☐ Section 10 - Optical Destruction Devices
- ☐ Section 11 - Punched Tape Disintegrators
- ☐ Section 12 - Solid State Disintegrators

If you have selected more than one EPL category, select the EPL category that the product primary falls into with the dropdown menu below:

1.4 Accepted Materials

Using the check boxes below, select all the materials that this product accepts and sanitizes to the latest standards set by the NSA/CSS Center for Storage Device Sanitation Research (CSDSR):

- ☐ Paper
- ☐ CDs
- ☐ DVDs
- ☐ Blu-ray Disks (BD)
- ☐ USB/Flash/Thumb Drives
- ☐ Tablets
- ☐ Magnetic Stripe Cards
- ☐ Hard Disk Drives
- ☐ CDs, DVDs, and BDs when mixed with other storage devices.
- ☐ Other
- ☐ Circuit Boards
- ☐ Solid State Drives
- ☐ SIM Cards
- ☐ EMV Credit Cards
- ☐ CAC IDs
- ☐ Keytape
- ☐ Enterprise Solid State
- ☐ Drives Cell Phones

If you selected other, list all the other materials this product accepts and sanitizes to the CSDSR's latest standards:

For each items selected and listed, give the general particle size of the debris when destroy by this product. If this does not apply to your product then write "N/A":

1.5 Boundaries

The boundaries of the product must be clearly defined. There are three boundaries: the destruction boundary, the support boundary and the outside boundary. **Note, failure to provide accurate and correct boundaries may lead to the failure or rejection of the product. Any modifications within destruction boundary and/or the support boundaries require notification, and a potential reevaluation.**

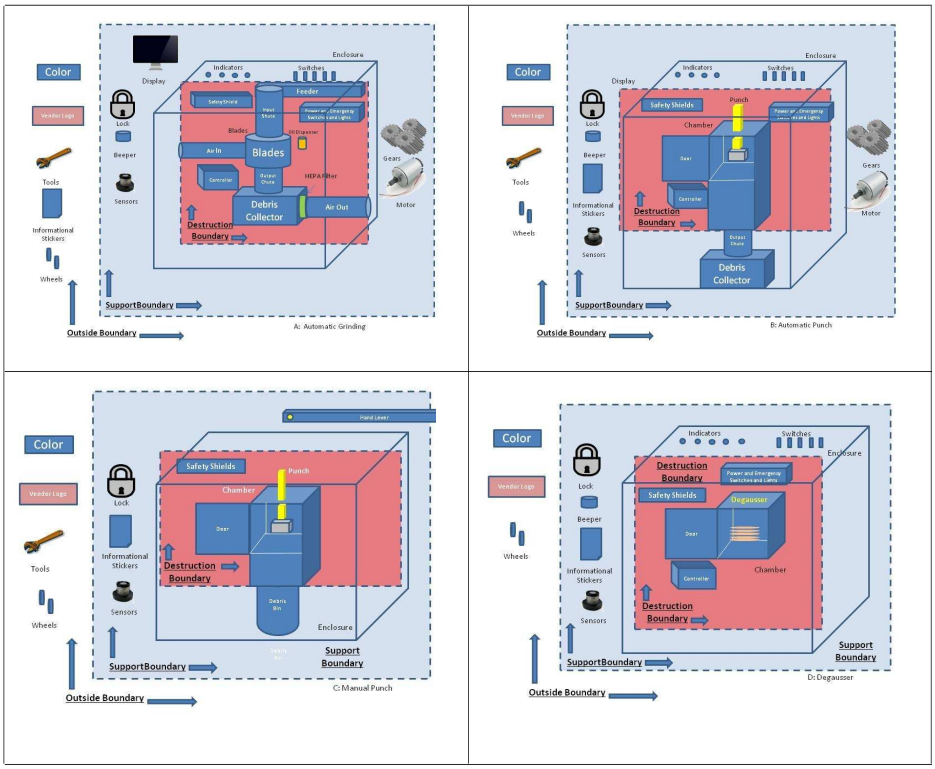
The destruction boundary contains the components that directly destroys or sanitizes the storage media, or protects the operator. As shown in Figure 1 these components are different depending on the type of device. Some examples are: blades, punches, degaussers, containment chambers, filters, air handlers 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 then the evaluation is nullified and that product is not approved to sanitize classified storage media. That product will have to go through a separate evaluation to be placed on the EPL. Failure of theses components during an evaluation will cause the evaluation to fail.

Components in the support boundary are critical, however they don't directly destroy storage devices or protect the operator. These support components allows components and mechanisms in the destruction boundary to function properly. 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 components, mechanisms, or operations in the destruction boundary. This should be reported to the NSA/CSS CSDSR within 5 business days. Failure of theses components during an evaluation will cause of the evaluation to fail.

Everything that doesn't fit into the destruction boundary or support boundary is considered to be 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. Failure of theses component will not impact evaluation results.

Review the block diagram below, and use the spaces in Table 1 and Table 2, on pages 5-7, to describe the product that being submitted. It's especially important to describe, in detail, every subsystem from the Destruction Boundary.

Figure: Boundaries



***Please provide a simple drawing to identify major systems & subsystems of the boundary they fit into as an attachment**

Table 1: Subsystem General Analysis Table

#	Subsystem	Boundaries	Description
1	Blades	----	
2	Input Chute	----	
3	Output Chute	----	
4	Chamber	----	
5	Cabinet	----	
6	Name/Serial/Model Indicator	----	
7	Mechanical Feeder	----	
8	Computer/Controllers	----	
9	Chamber Door	----	
10	Debris Collector	----	
11	Filter	----	
12	High-Efficiency Particle Air (HEPA) Filter	----	
13	Lubrication Dispenser	----	
14	Indicators	----	
15	Switches	----	
16	Knobs	----	
17	Motor	----	
18	Gear	----	
19	Locks	----	

#	Subsystem	Boundaries	Description
20	Sensors	----	
21	Safety Shields	----	
22	Beepers/Warning Sounds	----	
23	Degausser	----	
24	Monitor	----	
25	Special Tools	----	
26	Wheels	----	
27	Mechanical Levers	----	
28	Warning Labels or Sticker	----	
29	Outside Door	----	
30	Windows	----	
31	Punch	----	
32	Fans	----	
33	Feeder/Conveyer Belt	----	
34	Ball Bearings	----	
35	Door Handles	----	
36	Brackets	----	
37	Power System	----	
38	Rollers	----	

Table 2: Subsystem Specific Analysis Table

#	Subsystem	Boundaries	Description
1		----	
2		----	
3		----	
4		----	
5		----	
6		----	
7		----	
8		----	
9		----	
10		----	
11		----	
12		----	
13		----	
14		----	
15		----	

2 Administrative

2.1 Labels

The product must have a label that can be easily viewed and includes:

- Company Name
- Model
- Serial Number

Is this Supported? ◯ **Yes** ◯ **No**

2.2 Feature Claims

Vendors must clearly state in their documentation all media the product is capable of destroying. The NSA/CSS will not test the device for media unclaimed by the vendor, nor will NSA/CSS approve untested media destruction capabilities. Failure to claim a requirement in the documentation may result in disqualification for evaluation.

Is this Supported? ◯ **Yes** ◯ **No**

2.3 User/Operator Guide

The product must have an English version of the user/operator manual. The manual must include the following:

- An accurate description of the products
- List of media it will destroy
- An accurate summary of each feature and function
- List of specifications (i.e., power consumption, motor size, etc.)
- Operator allowed maintenance procedures that do not alter calibration:
  - Changing Filters
  - Remove a jam
  - Lubrication
  - Safety procedures

Is this Supported? ◯ **Yes** ◯ **No**

For each of the questions that were answered no in the Administrative section, give an explanation on why they are not supported in the space below:

3 Power

3.1 Electronic Operation

The product will be approved for a power source that is evaluated in testing. Every power source for a product must be individually tested to claim approval.

Does the device have only one power source? ◯ Yes ◯ No

3.2 Manual Operation Force

A manually powered product must take less than 30 Newtons of force by human operator to destroy the media.

Is this Supported? ◯ Yes ◯ No

3.3 On/Off Mechanism

The product must have an on/off mechanism that an operator can use safely. If your device does not have an emergency stop mechanism, this on/off mechanism must follow all the functions outlined in the 7.1 Emergency Off section in the CSDSR's requirement.

Is this Supported? ◯ Yes ◯ No

3.4 Power Indication

The product must have a power indication display that can be clearly seen by the operator. NOTE: some devices that are not electrically powered may be excluded from this requirement.

Is this Supported? ◯ Yes ◯ No

3.5 Ready Indication

If the product requires a warm-up period before the operation, it must have a ready indication display.

Is this Supported? ◯ Yes ◯ No

For each of the questions that were answered no in the Power section, give an explanation on why they are not supported in the space below:

4 Safety and Environmental

4.1 Emergency Off

The product must have an emergency stop mechanism that is identified. This stopping mechanism should be initiated in a single human action and override all other functions without hindering protective operations. The stop mechanism must be within 0.5 meters from the location where the storage media is fed into the machine for sanitization. Disengaging the emergency stop mechanism should not start the machine. The emergency procedure must be documented, which should include directions on how to reset the device. NOTE: some devices that are not electrically powered may be excluded from this requirement

Is this Supported? ◯ **Yes** ◯ **No**

4.2 Operator Protection

The product must protect the operator. The operator must not come into contact with any moving parts or projectiles during operation. The destruction mechanism must be in an enclosed chamber that will not allow the destruction operation to function until the section is sealed.

Is this Supported? ◯ **Yes** ◯ **No**

4.3 Debris Collection

Any debris that is created during the deformation or destruction process must deposit the majority (99%) of the particles into the debris bin/ bag/ containment system.

Is this Supported? ◯ **Yes** ◯ **No**

4.4 Debris Handling

The product operator must have the ability to remove and empty the debris quickly.

Is this Supported? ◯ **Yes** ◯ **No**

4.5 Noise

Sound levels for the device must meet both the National Institute for Occupational Safety and Health (NIOSH) and the Occupational Safety and Health Administration (OSHA) standards. CSDSR requires the sound level of devices that create impulse noise to be less than 120 dB. Machines that make continuous noise must follow Permissible Noise Exposures table in the noise section of the CSDSR's requirements. Since operation time varies among users, the CSDSR requires the sound level of devices to be less than 85 dBA.

Is this Supported? ◯ **Yes** ◯ **No**

For each of the questions that were answered no in the Safety and Environmental section, give an explanation on why they are not supported in the space below:

5 Mechanical

5.1 Fit and Finish

The product should have a tight fit with no gaps greater than 2 millimeters between panels, loose panels, faulty doors, loose windows, or sharp edges that could cause safety or operational issues. The product should be a complete production unit, and all claimed features should be operational. Special features for service engineer diagnoses are allowed but should not be available to the operator.

Is this Supported? ◯ Yes ◯ No

5.2 Vibration

The effects of vibration can be severe. Unchecked vibration can accelerate rates of wear (e.g., reduce bearing life) and damage equipment. Vibrating machinery can create noise, cause safety problems and lead to degradation. The machine must not exhibit vibration velocity in the unsatisfactory or unacceptable range shown in Table 2 in the section Vibration of the CSDSR's requirements. The inadequate or inappropriate ranges differ among the four different listed machine classes:

- Class A: small machines to 15 kW
- Class B: 15-75 kW on light foundations and 15-300 kW on heavy foundations
- Class C: above 300 kW on heavy and rigid foundations
- Class D: above 300 kW on flexible foundations (soft mount).

Is this Supported? ◯ Yes ◯ No

5.3 Heat Generation

ASTM C1055 (the Standard Guide for Heated System Surface Conditions that Produce Contact Burn Injuries) recommends that surface temperatures remain at or below 44°C (Table 3 in the section Vibration of the CSDSR's requirements.)At that temperature, the average operator can touch a 44°C surface for up to six hours without causing damage to the skin. Heat measurements will be taken in various places on each side of the machine, and no measurement should be above 44°C. Measurements will be taken inside the machine in areas that the operator can access (e.g., to empty debris, perform maintenance, reset motors, etc.). Warning labels must be visible if the temperature in these locations can exceed 44°C. No temperature above 60°C in accessible areas will be allowed.

Is this Supported? ◯ Yes ◯ No

5.4 Calibration and Maintenance

All required calibration or maintenance tasks performed by the operator must be safe and easy to perform. Some specific requirements:

- Unit jams must be cleared within 5 minutes.
- The machine must be able to reset within 10 minutes after a thermally induced shutdown.

Is this Supported? ◯ Yes ◯ No

For each of the questions that were answered no in the Mechanical section, give an explanation on why they are not supported in the space below:

Fill out the following Pages that correspond to your product

6 Magnetic Degausser

magnetic degausser magnetic degausser
. Magnetic degausser

evaluation may take up to 9 month to complete.

6.1 Magnetic Degausser Passes

Magnetic degaussers requiring a multiple pass procedure, special adapters for accommodating specific magnetic storage devices, or prior disassembly of magnetic storage devices must be identified.

Is this Supported? ◯ **Yes** ◯ **No**

6.2 Magnetic Degausser Onboard Sanitization Verification

Electromagnetic degaussers, in particular, must have a built-in capability for verifying that the magnitude of the magnetic field produced by the degausser is sufficient for purging data from the magnetic media. (See the section on Magnetic Degausser Magnetic Field).

Is this Supported? ◯ **Yes** ◯ **No**

6.3 Magnetic Degausser Storage Media Capability

Magnetic degausser vendors must specify the types, form factors, and quantity of magnetic storage devices that can be accommodated in the magnetic medium chamber. Explicit instructions must be provided if removal of magnetic media from the storage device is required before sanitization.

Is this Supported? ◯ **Yes** ◯ **No**

6.4 Magnetic Degausser Eraser Specification

Magnetic degaussers must permanently erase all recorded magnetic patterns representing data to the magnetic medium noise level, making the patterns unrecognizable and unable to be reconstructed by any known means.

Is this Supported? ◯ **Yes** ◯ **No**

6.5 Magnetic Degausser Magnetic Field

The magnitude of the magnetic field produced by magnetic degaussers must be large enough to permanently alter the magnetic alignment of all magnetized domains in the magnetic medium so that the readback signal from all areas of the magnetic medium that previously contained recorded magnetic patterns has been reduced to the magnetic medium noise level. Due to advances in magnetic recording technology, the CSDSR will only accept for evaluation magneticdegaussers capable of producing 30,000 Gauss or greater field magnitude in all areas of the media chamber.

Is this Supported? ◯ **Yes** ◯ **No**

6.6 Operational Time

Magnetic degaussers must be able to operate continuously for 1 hour. The magnetic degaussers may jam or require cooling up to three times during that one hour of continuous use. Electromagnetic degaussers must be capable of sanitizing at least 40 magnetic storage devices within that one-hour time frame. Permanent magnetic degaussers must be capable of sanitizing at least 100 magnetic storage devices within that one-hour time frame. The various magnetic storage devices will have different media types, form factors, and manufacturers.

Is this Supported? ◯ **Yes** ◯ **No**

For each of the questions that were answered no in the Magnetic Degausser section, give an explanation on why they are not supported in the space below:

7 Hard Disk Drive Destruction Device

. Hard Disk Drive Destruction Device evaluation may take up to 4 month to complete.

7.1 Destruction

A hard disk drive destruction device has the ability to deform the platter(s) of a hard disk drive in 30 seconds or less, by bending, punching, or waffling.

Is this Supported? ◯ **Yes** ◯ **No**

7.2 Operational Time

The hard disk drive destruction device must operate continuously for one hour while destroying at least 100 hard disk drives made by various manufacturers. The disk drive destruction device may jam up to 3 times during the hour; however, a jam must be cleared within 5 minutes.

Is this Supported? ◯ **Yes** ◯ **No**

7.3 Hard Drive Types

A hard disk drive destruction device needs to be at least able to destroy these hard disk drive:

- 3.5" form factor used in desktop computers and data centers
- 2.5" form factor used in laptop computers and other portable applications, and some data centers

Is this Supported? ◯ **Yes** ◯ **No**

7.4 Manual Operation Force

A manually powered hard disk drive destruction device must take less than 30 Newtons of force by a human operator to destroy the media.

Is this Supported? ◯ **Yes** ◯ **No**

7.5 Deformed Hard Drive Handling

The operator must have the ability to remove the deformed hard disk drive easily.

Is this Supported? ◯ **Yes** ◯ **No**

For each of the questions that were answered no in the Hard Disk Drive Destruction section, give an explanation on why they are not supported in the space below:

8 Paper Shredders

paper shredders paper shredders,
. Paper Shredders evaluation
may take up to 4 month to complete.

8.1 Shredding

The device must shred paper or CDs to a maximum edge size of 1 millimeters by 5 millimeters.

Is this Supported? ◯ **Yes** ◯ **No**

8.2 Operational Time

The evaluation will includes the timed destruction of conventional office copy paper (letter size, 20-lb weight, uncoated) for a period of 1 hour. The vendor must define the volume classification of the paper shredder: The paper shredder may jam up to 3 times during the hour; however, a jam must be cleared within 5 minutes.

Table Throughput capacity of paper/CD shredders

Type	Volume (reams/hour)	Volume (lbs)	Sheets (20 lb)
Low	0 - 4	0 - 25	1,000
Medium	5 - 9	26 - 50	3,500
High	10	50 +	5,000

Is this Supported? ◯ **Yes** ◯ **No**

8.3 Paper

A paper shredder must define the maximum thickness, weight, and size of the paper it will shred.

Is this Supported? ◯ **Yes** ◯ **No**

8.4 Number of Sheets or Disks

The paper shredder must destroy the maximum number of sheets of paper, and the maximum number of optical disks feed into the machine simultaneously as claimed by the vendor. This test must not jam the device at least two out of three attempts. This test is performed separately from 4.2 Operational Time.

Is this Supported? ◯ **Yes** ◯ **No**

8.5 Reverse

A paper shredder with an automatic feeder for optical devices must either automatically or manually allow the reverse operation.

Is this Supported? ◯ **Yes** ◯ **No**

8.6 Debris Full

The paper shredder must have a full debris indicator and must automatically shut off. This must be an actual sensor measurement of the level of debris in the bin and not based on time or other criteria.

Is this Supported? ◯ **Yes** ◯ **No**

If no for any of the question in the Paper Shredders, explain why the item/ items on the list is not supported:

9 Paper Disintegrators Devices

paper disintegrators devices paper disintegrators devices,

. Paper Disintegrators Devices evaluation may take up to 4 month to complete.

9.1 Disintegration

The paper disintegrator must reduce paper, punched tape or CD to a maximum edge size of 3 millimeters by 5 millimeters (1/8" x 13/64").

Is this Supported? ◯ **Yes** ◯ **No**

9.2 Operational Time

The evaluation will includes the timed destruction of conventional office copy paper (letter size, 20-lb weight, uncoated) and/or CDs (if the device states) for a period of 1 hour. The vendor must define the volume classification as shown in Table below.

Table 3

Type	Volume (reams/hour)	Volume (lbs)	Sheets (20 lb)
Low	0 - 10	0 - 50	5,000
Medium	51 - 100	51 - 100	7,500
High	101 +	101 +	12,500

Is this Supported? ◯ **Yes** ◯ **No**

9.3 Paper

A paper disintegrator must define the maximum paper thickness, weight, and size it will disintegrate.

Is this Supported? ◯ **Yes** ◯ **No**

9.4 Number of Sheets or Disks

The paper disintegrator must destroy the maximum number sheets of paper and/or optical disks at the same time as claimed by the vendor. This test must not jam the machine at least 2 out 3 attempts. This test is performed separately from 4.2 Operational Time.

Is this Supported? ◯ **Yes** ◯ **No**

9.5 Reverse

A paper disintegrator outfitted with an automatic feeder for optical devices must allow for media to be reversed and extracted.

Is this Supported? ◯ **Yes** ◯ **No**

9.6 Debris Full

The paper disintegrator must have a full debris indicator and must automatically shut off. This must be an actual sensor measurement of the level of debris in the bin and not based on time or other criteria.

Is this Supported? ◯ **Yes** ◯ **No**

If no for any of the question in the Paper Disintegrators Devices, explain why the item/ items on the list is not supported:

10 Optical Destruction Devices.

optical destruction devices optical destruction devices

. Optical Destruction Devices evaluation may take up to 4 month to complete.

10.1 Destruction

The optical destruction device must have the ability to sanitize optical storage media (through grinding, milling, cutting, disintegrating, or knurling) for:

- CDs to a maximum edge size of 5 mm or less.
- DVDs and BDs to a maximum edge size of 2 mm or less.

Is this Supported? ◯ **Yes** ◯ **No**

10.2 Operational Time

The optical destruction device must be able to operate continuously for 1 hour while destroying at least 100 miscellaneous optical storage devices made by a variety of manufacturers. The optical storage device may jam up to 3 times per 100 units destroyed; however, a jam must be cleared within 5 minutes.

Is this Supported? ◯ **Yes** ◯ **No**

10.3 Optical Device Types

An optical destruction device may be able to destroy all or some of these optical storage media:

- CDs
- DVDs
- Blu-ray Disks (BD)

Is this Supported? ◯ **Yes** ◯ **No**

10.4 Debris Full

The optical destruction device must have a debris full indicator and must automatically shut off. This must be an actual measurement of the level of debris that is in the bin and not based on time or other criteria.

Is this Supported? ◯ **Yes** ◯ **No**

For each of the questions that were answered no in the Optical Destruction Devices section, give an explanation on why they are not supported in the space below:

11 Punched Tape Disintegrators

punched tape disintegrators

punched tape disintegrators ,

. Punched Tape Disintegrators evaluation may take up to 4 month to complete.

11.1 Disintegration

The punch tape disintegrator must reduce plastic and paper/plastic laminate punched (key) tape materials to 2.5 millimeters by 0.5-millimeter edge size or less.

Is this Supported? ◯ **Yes** ◯ **No**

11. 1 Operational Time

The punch tape disintegrator must operate continuously for 1 hour while destroying at least 20 feet of punch (key) tape from various manufacturers. The punch tape disintegrator may jam up to 3 times during the hour; however, a jam must be cleared within 5 minutes.

Is this Supported? ◯ **Yes** ◯ **No**

11.2 Reverse

A punch tape disintegrator that feeds the punched tape into an input chute must either automatically or manually allow the reverse operation.

Is this Supported? ◯ **Yes** ◯ **No**

11. 3 Debris Full

The punch tape disintegrator must have a full debris indicator and must automatically shut off. This must be an actual measurement of the bin's level of debris and not based on time or other criteria.

Is this Supported? ◯ **Yes** ◯ **No**

If no for any of the question in the Punched Tape Disintegrators, explain why the item/ items on the list is not supported:

12 Solid State Disintegrator

solid state disintegrators solid state disintegrators , .

Solid State Disintegrator evaluation may take up to 4 month to complete.

12.1 Destruction

The solid state disintegrator must reduce a solid state storage device to a maximum edge size of 2 millimeter or less

Is this Supported? ◯ **Yes** ◯ **No**

12.2 Operational Time

The solid-state disintegrator must operate continuously for 1 hour while destroying at least 100 various solid-state storage devices made by multiple manufacturers. The solid-state disintegrator may jam up to 3 times during the hour; however, a jam must be cleared within 5 minutes.

Is this Supported? ◯ **Yes** ◯ **No**

12.3 Solid state storage device

A solid state disintegrator must be able to destroy all or some of these solid state storage devices:

- Cell phones
- Tablets
- USB/Flash/Thumb Drives
- Solid State Drives inside desktop computers and laptops
- Circuit Boards
- SIM Cards, EMV Cards, Credit Cards and other Magnetic Strip Cards
- Optical storage devices including:
  - CDs
  - DVDs
  - Blu-ray Disks (BD)

Solid-state disintegrators must be evaluated for each device type claimed by the manufacturer. Failure to meet the CSDSR requirements for any device claimed by the manufacturer will disapprove of the disintegrator. The solid-state storage device may need to be disassembled, and only individual components will go through the destruction process (i.e., LCD, batteries, sensors, or switches removed). The vendor is required to identify any such requirements for their disintegrator.

Is this Supported? ◯ **Yes** ◯ **No**

12.4 Debris Full

The solid-state disintegrator must have a full debris indicator with automatic shut-off. This must be an actual sensor measurement of the level of debris in the bin and not based on time or other criteria.

Is this Supported? ◯ **Yes** ◯ **No**

12 Solid State Disintegrator Continuation

12.5 Air Flow

During disintegration, the solid-state storage device heats up and breaks apart, creating toxic particles, dust, and gases that could affect the operator. All the exhausted air must go through a HEPA Filter. No dust or particulate should escape through other openings in the destruction system during operation.

Is this Supported? ◯ **Yes** ◯ **No**

If no for any of the question in the Solid State Disintegrator, explain why the item/ items on the list is not supported:

Additional Comments or Explanations

If there is any other relevant information that the CSDSR should be aware of about this product, please write it in the space below:

Note

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. Also when emailing this form back to the CSDSR, please ensure that the user manuals for the device, and any other documents that will go to the end user are attached in the email as well.

Vendor's POC - Electronic Signature

Date: