

## Security Column:

# Security Awareness

## Destroying sensitive data protects our future

by Pat Tomaselli, Director ES<sup>3</sup> Security

The security of our country's and our company's vital information is one of the essential building blocks for the future of our business.

The good news is that in areas where we utilize automated systems, we have optimum security, excellent firewalls, positive identification and good audit trails. The bad news is that during several recent security checks, printed proprietary information was found in the trash.

Utilizing the sector's theme of "Perform, Protect, Win and Grow", this year's 2000 security campaign focused on recognizing effective destruction systems for disposing of proprietary information.

### Proprietary Information Destruction Program

One of our sector's best programs is administered by our Marine Systems facility in Sunnyvale, California. The *Proprietary Information Destruction Program* has been in place for more than 15 years and is designed to ensure that all proprietary and NOFORN information is properly destroyed.

"NOFORN," explained Marine Systems security manager Debra Martin, "means 'No Foreign Nationals', a caveat used to protect naval nuclear propulsion information by ensuring access only to U.S. Citizens."

Special shred cans were installed around the 84-acre facility for destroying unclassified but sensitive information. The cans are baffled so you cannot reach in and touch the paper and

are also locked to restrict access.

"The cans are emptied each week by Security," explained Martin, "and the contents are then placed in large locked bins provided by the Weyerhaeuser Corporation. Weyerhaeuser then transports the bins to their facility in Milpitas, California where they use high-speed shredders to destroy the contents.

The process is witnessed by an ES<sup>3</sup> security department employee to ensure the material is completely destroyed. Then, the shredded material is recycled and used for pulp paper products—it's a great way to ensure the material is safe while protecting the environment.

"The ES<sup>3</sup> facility in Woodland Hills, California uses a similar system," explained Buck Blanton, security manager for our California Microwave Systems operations. "*Shred-It Systems* provides the container, a square gray box with a baffled slot, to protect the unclassified material, and their employees collect the contents for destruction. The twist to the service is that the material never leaves our property intact. Their truck sits in our driveway and shreds the paper before it leaves. As in the case of Sunnyvale's program, this material is also recycled."

The same program is used at Project Hoggar in Troy Hill, a site approximately five miles from our BWI Maryland complex.

"We were searching for a cost-effective method to ensure complete destruction of our program data,"



Sunnyvale plant protection officer Valerie Salas unlocks the bin so that it may be transported off-site for destruction.

explained program manager P.B. "Buz" Kalafos. "This method did something else—gave our visiting customers the opportunity to observe their sensitive information being protected and destroyed."

The *Shred-It* system is currently being tested at the West Quest facilities in Baltimore, Maryland to determine its cost-effectiveness. Containers located in each copy and service center are available 24 hours a day.

### Information Protection Program

"A recent visit to the newest members of our ES<sup>3</sup> family, Amherst Systems, reveals that they have a robust information protection program in place. "Locked and baffled containers are placed in each of our facilities," explained Amherst Systems' Carol Mueller, "and the containers for paper are emptied weekly into recycling vehicles and transferred to a recycling facility. A separate locked and baffled container is used for protection of viewgraphs, which are also transferred to the recycling facility less frequently. Hopefully, this program will encourage reduction in the volume of sensitive paper and plastic material produced. We want to ensure that

### Do you know how to destroy proprietary material at your facility?

Site security representatives can give you specific information for your location. E-mail us at ES<sup>3</sup> Security or visit our website at the eHR Portal off your home page on the intranet.

**Cheryl Wareheim-Boye**  
Airport Plaza, Annapolis, ATL,  
BWI, Friendship Square,  
WestQuest

**Carol Mueller**  
Amherst Systems

**Dick Aced**  
Azusa

**Buck Blanton**  
California Microwave Systems

**Katie Hoyer**  
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**John Eagan**  
Norden—Melville

**Bob Selkis**  
Norden—Norwalk

**Jim Stefanisin**  
Defensive Systems Division,  
Rolling Meadows

**Sandy Spates**  
Sunnyvale

**Sandy Meade**  
Sykesville

protecting company information is simple and effective."

Norden Systems, Norwalk and Defensive Systems Division, Rolling Meadows operate destruction programs using in-house personnel, as everyone does their part to ensure company material is protected.