

MEDIA RE-USE & MEDIA DISPOSAL GUIDE

HIPAA Mandates Are Now In Effect.
To comply, you must establish formal policies and procedures for **media re-use and media disposal.**

Garner Products has created this guide to assist you with implementing HIPAA media disposal and media re-use requirements.

Garner Products has manufactured media erasure (sanitizing) equipment for over 45 years. **Garner Products' degaussers are designed to sanitize your media of all Protected Health Information to meet HIPAA media re-use and media disposal requirements.** Garner Products' degaussers are recommended by industry leading companies like Hewlett Packard, Quantum, and Benchmark.

For more information, call [1-800-624-1903](tel:1-800-624-1903).



HIPAA Media Re-Use and Media Disposal Requirements

HIPAA **requires** medical facilities to completely remove **Protected Health Information (PHI)** from electronic media before the media is disposed of or re-used. (HIPAA Sections 164.310(d)(2)(i) and 164.310(d)(2)(ii)) Electronic media includes, but is not limited to, hard drives, diskettes and backup tape. The process of removing PHI from electronic media is commonly referred to as “sanitization”.

HIPAA **requires** that medical facilities develop formal policies and procedures regarding disposal and re-use of electronic media that contain PHI. The policies and procedures established by medical facilities **must** address PHI as it is acquired; PHI movement into, out of and within the facilities; and disposal of media containing PHI. In addition, the policies and procedures **must** document the following:

- 1) Who has control of the media § 164.310(d)(1);
- 2) Who is accountable for the actions of the entity in control of the media § 164.310(d)(2)(iii);
- 3) Procedures for data backup § 164.310(d)(2)(iv);
- 4) Procedures for data storage § 164.310(d)(2)(iv);
- 5) Procedures for media re-use § 164.310(d)(2)(ii); and
- 6) Procedures for media disposal § 164.310(d)(2)(i).

Note: To meet HIPAA mandates, damaged and non-working hard drives must be sanitized of PHI before disposal.

**Department of Health and Human Services
Office of the Secretary
45 CFR Parts 160, 162, and 164
Health Insurance Reform: Security
Standards; Final Rule**

§ 164.310 Physical safeguards.

A covered entity must, in accordance with § 164.306: ...

(d)(1) *Standard: Device and media controls.* Implement policies and procedures that govern the receipt and removal of hardware and electronic media that contain electronic protected health information into and out of a facility, and the movement of these items within the facility.

(2) *Implementation specifications:*

(i) **Disposal (Required).** Implement policies and procedures to address the final disposition of electronic protected health information, and/or the hardware or electronic media on which it is stored.

(ii) **Media re-use (Required).**

Implement procedures for removal of Electronic protected health information from electronic media before the media are made available for re-use.

Degaussing – The Best Method For Securing Protected Health Information

Degaussing has proven to be the most thorough, time efficient and cost effective process for sanitizing magnetic media. In fact, leading manufactures like Quantum, Hewlett Packard and Benchmark recommend Garner Degaussing Products. Garner Products' Degaussers ensure quick and complete erasure of all sensitive information contained on hard drives, tapes and diskettes. The following are excerpts from articles and guides addressing data security:

*“To ensure that no one could ever recover data from a disk, you need to **degauss** or destroy it or keep it in a secure location until the disk is needed again.” HIPAAtech Disk Sanitization, (HIPAAadvisory)*

“**[D]egaussing** is the best method for purging most magnetic storage media...”

“A Guide to Understanding Data Remanence in Automated Information Systems”, The National Computer Security Center)

Degaussing helps you meet HIPAA compliance by:

- ◆ Sanitizing all types of hard drives even non-functioning hard drives before disposal. ([§ 164.310\(d\)\(2\)\(i\)](#))
- ◆ Sanitizing all magnetic media quickly (less than 30 seconds).
- ◆ Simplifying HIPAA documentation requirements by keeping media control in-house. ([§ 164.310\(d\)\(1\)](#))
- ◆ Removing PHI allowing re-use of expensive backup tapes. ([§ 164.310\(d\)\(2\)\(ii\)](#))
- ◆ Simplifying the security procedure - degaussing requires no technical computer knowledge.
- ◆ Preparing hard drives and tapes for disposal – degaussed media is immediately ready for disposal. ([§ 164.310\(d\)\(2\)\(i\)](#))
- ◆ Removing all PHI, formatting, data, partitions, viruses, etc. ([§ 164.310\(d\)\(2\)\(ii\)](#))
- ◆ Maintaining in-house control of PHI contained on magnetic media.

Choosing the Proper Garner Degausser

With so many different media formats, choosing the proper degausser is slightly more complicated than it first appears. It is important to choose a degausser based on the type and quantity of media needing to be sanitized. The following guide will help you determine the proper degausser for your facility.

Type of Media

Degaussers are designed for specific media types with specific magnetic properties. There are over 25 different media formats; the Garner Products degaussers listed below will erase all current product formats in their category. In addition to the degausser models listed below, Garner Products manufactures a complete line of degaussers solving almost any degaussing need. To simplify your degausser selection, we have listed Garner models that erase the most commonly used formats.

Category of Media Formats:

| Tape Cartridge Formats | |
|-------------------------------|-----------|
| 3480 | DAT |
| 3490 | DDS |
| 4mm | DLT |
| 8mm | Super DLT |
| AIT | Travan |

| Hard Drives Types |
|---|
| Full height |
| Half height |
| All interfaces (IDE, EIDE, SCSI, and more) |

Degausser Guide:

| Garner Degausser | Tape Cartridges | Hard Drives |
|-------------------------|------------------------|--------------------|
| 4000 Eliminator | Yes | Yes |
| CDS-2500A | Yes | |
| HD-1 | Yes | Yes |
| MDS-5 | Yes | |

For more information about the magnetic properties for your specific media, contact Garner Products at 1-800-624-1903.

Quantity of Media

The quantity of media to be sanitized is the second main factor to be considered when purchasing a degausser. It is important to determine if large amounts of media will be degaussed at one time. If so, a conveyor belt style degausser should be considered. If large amounts of media can be divided into smaller batches, then a table-top style degausser is a good choice. For pure speed and operator consistency, conveyor belt style degaussers make the degaussing process effortless.





Garner Products manufactures both table-top and conveyor belt degaussers to meet our customers' needs. Listed below are some points to consider when choosing a degausser.

Table-Top degaussers:

- 1) Accept a wide variety of media sizes including large tape reels.
- 2) Degauss 1 piece of media at a time.
- 3) Are lightweight and portable.
- 4) Operate on standard 110 VAC outlets.
- 5) Are less expensive than conveyor belt degaussers.

Conveyor Belt Degaussers:

- 1) Allow many tapes to be degaussed at one time.
- 2) Have optional down-stackers helping to automate the degaussing process.
- 3) Are very time efficient.
- 4) Provide less room for operator error.

| Degausser Model | Media Types | Style | |
|-----------------|---------------------------------|-----------|---|
| MDS-5 | All Tape Formats | Table-Top |  |
| HD-1 | All Tape Formats Hard Drives | Table-Top |  |
| CDS-2500A | All Backup Tape Formats | Conveyor |  |
| Eliminator 4000 | All Tape Formats Hard Drives | Conveyor |  |

Understanding the Degaussing Process

Background:

Magnetic media, hard drives, diskettes, and tape all operate on the same basic principle. A tiny recording head creates magnetic patterns by magnetizing small magnetic particles embedded in the surface of the media. These patterns remain on the media until changed by an opposing magnetic field with a field strength greater than the coercivity level of the magnetic particle. This means that to completely purge, i.e., *sanitize*, protected health information, the media must be passed through a very strong and concentrated magnetic field. Garner Products' degaussers produce strong horizontal and vertical degaussing fields to ensure complete sanitization of all PHI on magnetic media.

The degaussing process is a complete and separate process from the computer system. The media is simply placed on the degaussing surface or placed on the degaussing conveyor belt. A strong magnetic field encompasses the entire media, sanitizing large sections at a time.

Degaussing Process: Table-top Degaussers

In order to properly degauss media on a table-top degausser, simply follow the steps listed below:

- 1) Turn the degausser "ON".
- 2) Place media in the "Erase Zone" on surface of degausser.
- 3) Rotate media 3 revolutions.
- 4) Flip the media over.
- 5) Rotate media 3 revolutions.
- 6) Remove the media.
- 7) Turn the degausser "OFF".

Number of media degaussed: 1

Total time: Less than 15 seconds

Degaussing Process: Conveyor Belt Degaussers

Conveyor belt degaussers are designed for speed and efficiency. The process to degauss 40 DLT tapes is outlined below utilizing Garner Products CDS-2500 degausser with the optional FH-4 Feed Hopper.

| Example of erasure of 40 DLT tapes | Time |
|--|-------------|
| 1) Arrange media to the same orientation. | 1-3 Minutes |
| 2) Load 17 DLT tapes into the feed hopper face up. | 15 Seconds |
| 3) Turn the degausser "ON". | |
| 4) As the media is being degaussed, continue to load remaining tapes into feed hopper. | 30 Seconds |
| 5) Turn off degausser. | 1 Second |
| 6) Arrange media to the same orientation | 30 Seconds |
| 7) Load 17 DLT tapes into the feed hopper face down. | 15 Seconds |
| 8) As the media is being degaussed, continue to load remaining tapes into feed hopper. | 30 Seconds |
| 9) Turn the degausser "OFF". | 1 Second |

Number of media degaussed: 40
Total time: Less than 5 Minutes
Approximate time per tape: 7.5 Seconds

Garner Degaussing Products

For over 45 years, Garner Products has specialized in the manufacture of high quality degaussers and has provided media security services to healthcare institutions worldwide. **Garner Products degaussers guard against the release of protected health information and help ensure compliance with stringent HIPAA requirements.**

Recommended by Quantum, HP and Benchmark.