
MCD Planning Resources Inc.

Confidential Data Handling - Sanitizing or Recovery

250-744-0989 Victoria BC Canada

Objective

Ship Hard Drive(s) to a Canadian Company to Sanitize (securely wipe - data destruction) the drives

Overview

Shipping your Hard Drives to Canada

- Use Fedex - they have next day delivery and are more secure than most.
- Make a shipping list of contents with serial numbers of Hard Drives
- Mark on the shipping list that the Hard Drives originate from the user (you or your company), and are to be returned after processing.

A sample statement for Fedex and Customs:

TO: MCD Planning Resources Inc (copy for Fedex, copy for Customs)

FROM: *you or your company name*

CONTENTS: Hard Drives

INSTRUCTIONS: Sanitize the Hard Drives using SECURE methods and return to sender by Fedex.

COMMENTS: Hard Drives originate from the user, or company, named above. They are to be returned to the user, or company, named above - after sanitization.

Note for Customs

The Hard Drives are not being sold, transferred or otherwise leaving the ownership of the user, or company, named above.

This documentation, and the list of Hard Drive serial numbers, should accompany the shipment in both directions.

Packaging

For one Hard Drive

Enclose the Hard Drive in an Anti-static bag and then in a bubble pack bag. Ship it in a small box using filler to minimize movement while in transit.

For several Hard Drives

Enclose the Hard Drives in Anti-static bags and then in bubble pack bags. Line an appropriate-sized box with 1/2 inch or 1 inch foam and pack the Hard Drives in the box. Fill with more foam or other filler to minimize movement while in transit.