



## Program Support Center

**MANAGING**  
THE BUSINESS OF  
**GOVERNMENT™**

## SHREDDING

### Secure Document Destruction and Disposal

Ensuring proper disposal of sensitive information helps mitigate catastrophic data breaches within federal agencies. It is critical for federal agencies to properly destroy sensitive printed data following standard guidelines and procedures.

#### ABOUT PSC

The Program Support Center (PSC) is the largest multi-function shared service provider to the federal government. Hosted by the U.S. Department of Health and Human Services (HHS), PSC provides our customers support services focused on their needs — so they can focus on their core missions.

Established 20 years ago to reduce HHS's annual spending and to increase the quality of its administrative services, PSC today offers over 40 services to HHS and other federal agencies. PSC operates on a competitive fee-for-service basis in four key markets: administrative operations, real estate and logistics, financial management and procurement, and occupational health.

The **Program Support Center (PSC)** Shredding service collects, destroys and disposes of paper documents in accordance with established federal regulations, Health Insurance Portability and Accountability Act (HIPAA), and recommended industry and environmental best practices at every point of the chain-of-custody process. As a federal agency within the Department of Health and Human Services (HHS) PSC is a trusted provider of shredding services to all federal agencies within the Baltimore-Washington metropolitan area.

**PSC shreds over 250 tons of paper and media every year.**

### NAID Certified and Federally Compliant

PSC safeguards sensitive materials from pick up to destruction. Destruction is performed by a National Association for Information Destruction (NAID) certified partner to ensure the security of customer data. All PSC shredding technicians undergo appropriate government background investigation and those who visit customer sites to pick up documents for shredding, carry a Homeland Security Presidential Directive 12 (HSPD-12) Personal Identity Verification (PIV) card.



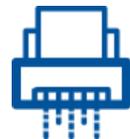
#### PROVIDE

Secure, lockable storage containers.



#### TRANSPORT

documents to a NAID certified, local site.



#### SHRED

paper under close circuit surveillance.

The process is simple. PSC supplies customers with lockable collection containers placed at the customer location to securely store materials in-between service intervals. Highly trained staff collect and transport the paper to a NAID certified, local and secured site for destruction under closed circuit surveillance. When shredding is complete, PSC receives verification of the destruction to ensure service is conducted according to required specifications.

For more information contact  
**(301) 492-4600**  
**www.psc.gov**

## FEDERAL SHARED SERVICES

### Accounting Services

Accounting  
Debt Collection  
Financial Reporting

### Acquisition Management Services

Acquisitions

### Behavioral Health Services

Employee Assistance Program  
Organizational Development and Leadership  
Psychological Testing and Evaluation Program  
Work / Life Programs

### Building Operations Services

Facilities Operations and Maintenance  
Room Management  
Shredding

### Clinical Health Services

*FedStrive*  
Health Clinics  
Medical Employability  
Medical Surveillance  
Workers Compensation Management

### Environmental Health and Safety Services

Automated External Defibrillator  
Environmental Health and Safety

### FedResponse Services

Customer Contact Center

### Grants Finance and Administration Services

Grants Management  
Indirect Cost Negotiations

### Mail and Publishing Services

Departmental Forms Management  
Digital Document Management  
Graphic Arts  
Mail Operations  
Mail Screening  
Printing Program Management  
Section 508 Compliance

### Real Property Management Services

Real Estate Strategy  
Real Property Disposal  
Space Design and Construction

### Supply Chain Management Services

Labor and Moving  
Medical Supply Fulfillment  
Personal Property Disposal  
Personal Property Management  
Publications Fulfillment  
Storage

### Transportation Services

Fleet Operations  
Transit Subsidy Program Management  
Travel Program Management

### Wellness and Health Promotion Services

Wellness and Fitness

## Reliable Federal Agency Shredding Partner

PSC Shredding Services can be implemented quickly through Interagency Agreements which are:

- **Simple.** Tailor the agreement to fit each customer's unique needs and requirements.
- **Fast.** The process can be completed in days.
- **Flexible.** As needs dictate, customers can make modifications quickly by simply appending an existing IAA.
- **Convenient.** Payment for services may be made through funds transfer electronically using the agency's preferred method.

**PSC** offers Shredding on an as needed basis or as a regular scheduled service program. Partnering with PSC gives customers peace of mind their sensitive paper materials remain secure from collection until destruction while staying in compliance with stringent federal regulations.