

## Environmental Management Procedure (EMP) EMP 4.4.6.7.4 Tab 2

Subject: Operation of the Manual Hard Drive Degausser.

1. Purpose: This EMP describes the operation of the Hand powered Hard Drive Degausser.
2. Document Control: This is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and should be checked against the file version prior to use on the:  

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Enviromental/>
3. References:
  - A. JBLE-I 32-101, Environmental Management
  - B. EMP Dictionary
4. Scope: This EMP applies to all Activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis. The definition of an Activity can be found in JBLE I 32-101.
5. Hand operated Degausser:
  - A. Safety measures:
    - (1). Exercise extreme caution when moving this unit.
    - (2). Never attempt to lift the unit unassisted.
    - (3). Never insert steel, iron, tools or other ferromagnetic materials into the unit. Exceptions include media with small metallic components such as hard disk drives, tape cartridges and floppy disks.
    - (4). Magnetism from the unit can alter Cathode Ray Tube (CRT) displays.
    - (5). Always wear eye protection and gloves when operating this unit.
    - (6). Always secure and magnetic sensitive materials (I.E. ID cards, credit cards, cell phones etc.) at least five feet away from the unit when it is in operation.
    - (7). **Personnel with unshielded medical devices should remain at least five feet away when unit is in operation.**
  - B. Media specific instructions:
    - (1). Simple preparation and loading rules apply to a few specific media forms  

**CAUTION: Do not load unit with very thin media such as 3-1/2 floppy disks. Load such media in to a thicker container. Simply placing the media in several layers of paper and taping can provide adequate containment.**
    - (2). Intact hard drives are generally encased in an outer housing, Disassemble the outer housing to decrease wear and tear on the unit.

- (3). Remove all circuit boards to reduce the chance of pieces breaking off and causing operational and maintenance issues. (Removal is not required in emergency situations)
- (4). For loads of small media, multiple media, and media of mixed forms consider banding or boxing a requirement for use of the unit.
- (5). This unit is unlikely to have any affect on semiconductor media, I.E. Compact Flash cards.

C. Operation:

- (1). Insert operating crank into unit, aligning the pins and ensuring the edge of the red band is **BARELY** visible.

**Caution, do not attempt to operate the unit if the 1/8 inch wide red line is plainly visible. Personnel injury or equipment malfunction can occur.**

- (2). Operate the crank in either direction to locate the media tray at either end of the unit. Stainless steel cables will be visible at the other end of the unit.

**Never load media into an end where the stainless steel cable is visible**

- (3). Load the media in any orientation that it fits. "Circuit board" up orientation is preferred for hard disk drives to minimize debris created by the magnetic forces of the unit.
- (4). With media loaded, rotate crank approximately four full turns to locate the media tray at the opposite end of the unit.
- (5). Utilizing the four finger notches in the tray, remove the media from the unit.

**NOTE: There is no need to return the tray to the original empty position. Simply reload tray with media to be degaussed and rotate handle in opposite direction to erase that media.**

- (6). After operation unload tray, ensure any debris is cleared from unit, and remove handle for storage

D. Maintenance:

**CAUTION: Never attempt to remove the covers of the unit. Removal exposes personnel to magnetic hazards and the magnets are assembled under extreme pressure.**

- (1). (3000 LB of pressure between upper and lower half)
- (2). Immediately remove any debris observed in the loading tray. Adhesive tape can be used to remove small debris and dust.
- (3). Clean enclosure and tray with a soft, damp sponge or cloth. Mild soapy water may be used on those surfaces. Never use solvents or abrasive cleaners.
- (4). No lubrication is required or recommended.
- (5). If the stainless steel cable becomes loose, see operator's manual for instructions on how to re-tension the cable.
- (6). If the unit needs service beyond these simple steps or you have questions or concerns regarding this product contact Data Security Inc. at 402-434-5985 or [www.datasecurityinc.com](http://www.datasecurityinc.com).

- E. Questions or concerns concerning the operation of this equipment, or this memo can be directed to the SWRC at 878-4232.