

HIPAA Media Destruction

SOP

Purpose: Ensure compliant sanitization/destruction of media with ePHI (HIPAA 45 CFR §164.310(d); NIST SP 800-88).

Section A: Authorization

Complete Media Destruction Form; obtain required approvals.

Section B: Method Selection

Determine Clear/Purge/Destroy based on media type and reuse.

Section C: Execution

Perform selected method (e.g., crypto erase, degauss, shred).

Document tool, serials, operator, witness, timestamps.

Section D: Verification

Validate results (hash/visual/certification) and record certificate #.

Section E: Disposal & Recycling

Use vetted vendor; maintain BAA if applicable.

Ensure environmental compliance and documentation.

Section F: Records & Review

Update asset records; store forms and certificates 6 years.

Review failures and implement corrective actions.

Sign-Off

- Performed By (print/sign/date): _____

- Witness (print/sign/date): _____

- Security/Privacy Review (print/sign/date): _____

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