



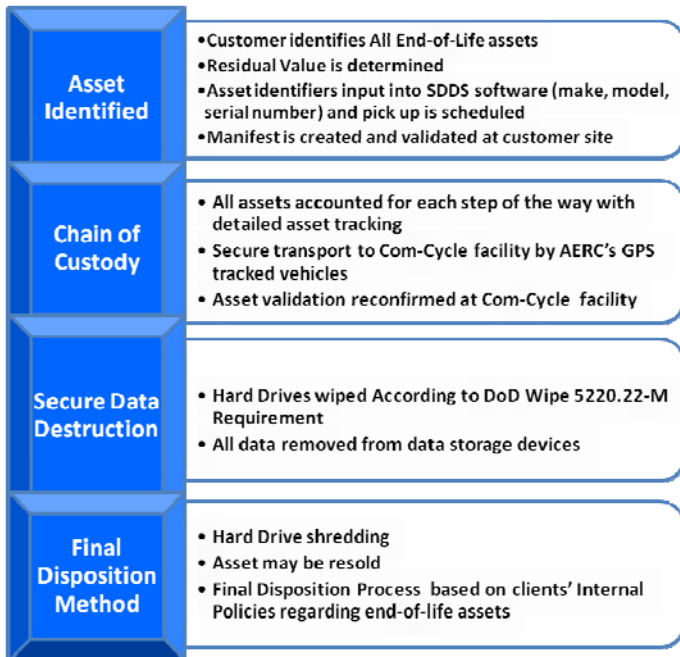
# Secure Data Destruction Service (SDDS)

Secure Data Management and End-of-Life Asset Management

The SDDS program facilitates asset removal, tracking, identification of any residual value and provides a detailed audit of asset disposition. This program is ideal for your organization if responsible security of corporate data and disposition of your electronic waste are a priority.

- All processes are in compliance with Federal, State, and Local laws and regulations. AERC wipes accepted hard drives according to the standards set by the Department of Defense and is an EPA compliant company.
- Audit Trail in place throughout the system to ensure that all equipment is managed appropriately
- AERC is dedicated to secure data destruction while maintaining a 100% Green Zero-Waste-to-Landfill Policy.
- Online/web SDDS application manages processes and disposition of each asset.
- Equipment will follow a logical path from the client's desktop. The SDDS application is responsible for identifying the process and the disposition of each physical asset.

## THE PROCESS



## THE AERC ADVANTAGE

We offer flexible, customized solutions for any organization concerned with data security. We meet or exceed client's internal policies and all applicable Local, State and Federal legislative requirements while providing an unsurpassed quality of service.

With eleven secure facilities around the country and a constant eye on legislative requirements, we can assure our clients that their electronics are safe with us.

## SDDS BENEFITS AND FEATURES

Data displays and entry screens can be customized to look similar to existing forms and use existing data labels.

**SDDS uses an automated e-mail notification system to eliminate unnecessary delays in equipment approvals and pick-up scheduling.**

Approvals and Referrals move to next step immediately.

### Paperless Forms

All forms are filled out electronically and uploaded in to the SDDS application.

### Redundant Data Entries Eliminated

Data is entered once, and automatically filled into forms when needed.

The SDDS automated system, which includes e-mail notifications, eliminates unnecessary waiting for approvals and pickup times.

### Electronic storage of asset information gives us the capability to Handle Large Quantities of Equipment

Since all asset information is stored electronically, the SDDS Program facilitates processing many pieces of equipment at one time.

## OUR OPERATING PRINCIPALS & BEST PRACTICES

AERC's first priority is to adhere to and maintain all the requirements of the law and to meet customer expectations. This includes operating under the provisions of current permits as well as being in compliance with all Federal, State, and local laws. Ask your sales representative for more information.



# Secure Data Destruction Service

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## APPLICATION ACCESSIBILITY

Connection to the SDDS application is through a standard Internet connection and a commercially available browser such as Microsoft Internet Explorer or Netscape Navigator. The application data base is backed up daily and all data transactions retain an audit trail using a user accessible history log. Guidelines for use are based on rules established with the client.

## NATIONAL PRESENCE

### Corporate and Administrative Offices

Flanders, NJ  
3 Gold Mine Rd.  
Flanders, NJ 07836  
p. 973.691.3200

Allentown, PA  
2591 Mitchell Avenue  
Allentown, PA 18103  
p. 610.433.4011

**AERC Electronics Processing Com-Cycle Facilities are Certified Electronics Recycler® facilities and are R2 / RIOS™ Certified**

Allentown, PA  
2330 Southwest 26th Street  
Allentown, PA 18103  
p. 610.433.4011

Ashland, VA  
116 Sylvia Road, Suite G.  
Ashland, VA 23005  
p. 804.550.1762

Hayward, CA  
1475 Crocker Ave.  
Hayward, CA 94544  
p. 510.429.1129

West Melbourne, FL  
4301 Woodland Park Dr., Suite 105  
West Melbourne, FL 32904  
p. 321.984.1772

Houston, TX  
1610 Greens Road, Suite 200  
Houston, TX 77032

### Transfer Stations

Macon, GA  
5692 Zebulon Rd., #233

Pomona, CA  
1976 West Holt Avenue

## COMPLIANCE

### Sarbanes-Oxley Public Company Accounting Reform & Investor Act

Regulates accounting and information handling of all publicly traded companies to help prevent accounting fraud.

#### Penalties & Fines

Directors and Officers per violation - \$1,000,000.00

Institution penalty per violation - \$5,000,000.00

Years in prison – 20

### Gramm-Leach-Bliley Act (GLB) Financial Service Modernization Act

Ensures the security and confidentiality of customer records and information in the banking, credit, insurance, investing and financial services industries.

#### Penalties & Fines

Directors and Officers per violation - \$10,000.00

Institution penalty per violation - \$100,000.00

Years in Prison – 5 to 12; Impact on operations—Cease and Desist

FDIC Insurance – Terminated; Individual fines - \$1,000,000.000

Institutional (civil fines) – 1% of assets

### Health Insurance Portability and Accountability Act (HIPAA)

Regulates healthcare organizations in the secure electronic transmissions, secure storage and disposal of patient information.

#### Penalties & Fines

Institution – \$50,000.00 to \$250,000.00

Years in prison – 1 to 10

Individual civil fines - \$25,000.00

### Fair and Accurate Credit Transactions Act (FACTA)

Contains provisions intended to combat consumer fraud including identity theft by regulating the destruction of papers containing consumer information.

#### Penalties & Fines

Institution - -\$11,000.00

Individual – civil fines