Data Sanitization: Drive Overwrite Procedure - **(Triple Pass)**

Explanation

This is the approved procedure to utilize when a workstation or laptop hard drive requires data sanitization.

This process completes 3 passes of overwriting all sectors of media with unknown characters strings.

Equipment Required

- OTS Darik's Boot and Nuke (DBAN) boot image on CD, DVD, or USB device.
- SATA \ IDE Drive Cradle (if drive has been extracted from the parent asset)
- OTS Laptop

Procedure

If drive has been extracted from the asset:

1. Insert DBAN bootable media to OTS Laptop.
   1.1. Power on OTS Laptop and boot to DBAN.
    1.2. Go To Step 2. (below)

If drive is still in a workstation:

1. Power on device and boot to the bios.
    1.1. Change boot sequence to begin with CD or USB (depending on device functionality or your boot media).
    1.2. Insert CD or USB and restart (boot) device.

2. Boot into DBAN Utility:
    2.1. Press "Enter" key to boot DBAN when prompted.
    2.2. At the DBAN menu, press the "Spacebar" to select the hard drive to wipe. The word "WIPE" will appear next to drive.
    2.3 Press F10 key to initiate the wipe.
    2.4 DBAN will automatically perform a "Short DoD" overwrite of the hard drive (3 passes of character overwrites).

3. IF the drive does not show up in boot menu:
    3.1. Extract the drive and mark for destruction.
    3.2. Follow Process outline in OTS Data Sanitization – Standards and Requirements

4.   IF DBAN fails with any error messages:
    4.1. Extract the drive and mark for destruction.
    4.2. Follow Process outline in OTS Data Sanitization – Standards and Requirements

Note:
- An 80 GB hard drive takes an average of 80 minutes a 20 GB hard drive takes about 20 minutes to complete the DBAN process.
- If DBAN process cannot be performed for any reason, the hard drive will be required to be degaussed or appropriately destroyed.
- Refer back to the OTS Data Sanitization – Standards and Requirements: Approved Processes

5. When DBAN completes successfully (screenshot below) the drive will not be identified as a usable drive.
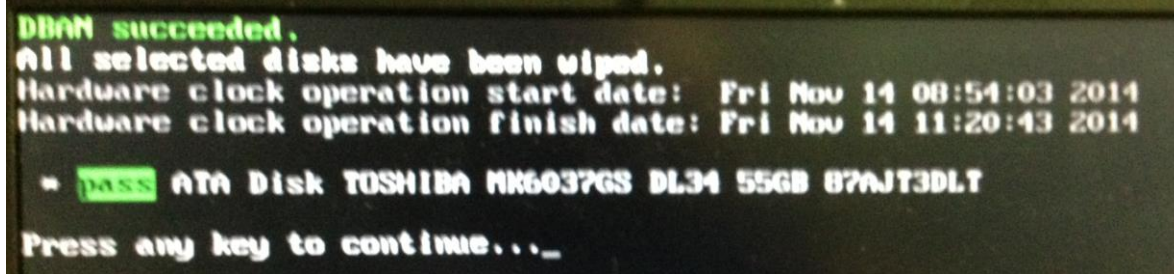
6. Place an LPAA label on the device

7. Generate a Sanitization Log Record that complies with the Log Requirements Section of the OTS Data Sanitization – Standards and Requirements.

8. Place the device in the appropriate area that is designated for successfully sanitized equipment.

Related Policies, Standards, Guidelines
IT POL 1-26 Data Classification Policy
IT POL 1-04 Data Sanitization Policy
IT STD 1-17 Data Sanitization - Standards and Requirements

Owner
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