

Personal Identifiable Information (PII) Physical Transport—Double Wrap Procedures

Instructions:

USDA processes all types of sensitive information and it is essential that this information be properly handled and protected. PII is considered Sensitive But Unclassified (SBU) Information. Careless handling and transporting PII information puts USDA at risk.

USDA policy prescribes specific procedures for the transport of PII. When Physical Transport is necessary:

1. Encrypt **portable media** containing PII
2. Use NIST approved encryption method
3. **Double wrap** portable media
4. Transport by Postal Service or another authorized delivery service
5. Transmit decryption key separately via certified mail
6. Mark physical documents containing PII: “Sensitive But Unclassified / Sensitive Security Information—Disseminate on a Need-to-Know Basis Only”
7. Documents should be **double wrapped**
8. Transport by Postal Service or another authorized delivery service

Portable media should be double-wrapped in an opaque package or container that is sealed sufficiently to prevent inadvertent opening and to show signs of tampering. The package must be sent via a certified carrier with an ability to track pickup, receipt, transfer, and delivery.

Portable media may be transmitted by interoffice mail or briefcase provided it is double-wrapped to afford sufficient protection against inadvertent or unauthorized access.

Please follow the instructions below when transporting PII information. The steps listed on the chart, must be followed with no exceptions. If you have any questions or concerns, please contact cyber.communication@usda.gov or 1-877-744-2968.

“Protect It Like Your Own”

	STEP 1 Properly mark document and include name and address of recipient.		STEP 2 Use opaque inner envelope.
	STEP 3 Cover ALL envelope seams with tamper-resistant tape (e.g. duct, packing or acrylic tape).		STEP 4 Affix classification markings to inner envelope. Markings must be clear on the envelope.
	STEP 5 Address inner envelope to the recipient by name and insert into another opaque envelope. This becomes the outer wrapping.		STEP 6 Recipient's name is optional if hand carrying, but it is required when sent via U.S. Postal Service certified or any authorized delivery service (e.g., US Parcel Service, Federal Express, DHL, or private courier).

