

**04 AUGUST 2004**



**Security**

**BASE DESTRUCTION FACILITY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 30 SCS/SCBR (Joseph L. Jiles)

Certified by: 30 SCS/SCBS  
(SMSgt Tenita R. Williams)

Supersedes 30 SWI 31-105, 30 March 2002.

Pages: 5

Distribution: F

---

This instruction implements Air Force Policy Directive (AFPD) 31-1, **Physical Security**. This instruction describes responsibilities, policies, and procedures for using the Vandenberg Air Force Base Destruction Facility (BDF) in Building 7423 to destroy classified and sensitive materials. Types of records media that are officially destroyed in the BDF are: paper; laminates; transparencies; audio and videocassette tapes and typewriter ribbons. All tapes and ribbons must be completely removed from casings and unwound before actual destruction. In addition, the BDF houses a microfiche and CD-ROM destroyer. Base Records Management (30SCS/SCBR) personnel will provide instructions for use of these machines and the “two-person” policy is strictly imposed at all times during facility usage. This instruction applies to all 30th Space Wing and subordinate units assigned or attached to Vandenberg AFB. Send comments and suggestions for this instruction on AF Form 847, **Recommendation for Change of Publication**, through applicable channels, to Base Records Management (30SCS/SCBR) Building 6525, 105 13th Street, Suite B-31, Vandenberg Air Force Base, California 93437-5209. Maintain and dispose of records created as a result of the processes described in this instruction in accordance with Air Force Manual (AFMAN) 37-123, **Management of Records**, and Air Force WebRIMS Records Disposition Schedule located at <https://webrims.amc.af.mil/rds/index.cfm>. Public Law 104-13, **Paperwork Reduction Act of 1995**, affect this publication.

**SUMMARY OF REVISIONS**

Functional address symbols updated for personnel realignment. The BDF is located on the corner of 10th and Nevada. Location changed to send AF Form 847, **Recommendation for Change of Publication** for comments and suggestions to 30SCS/SCBR, Building 6525, 105 13th Street, Suite B-31, Vandenberg AFB, CA 93437-5209. Duty phone for BDF Manager DSN lines 276-6545/DSN 276-4212 or 276-0682, and commercial lines (805) 606-6545/606-4212/606-0682. Base Records Management personnel will remain on premises during destruction. The BDF is NSA approved for Top Secret (TS) media destruction and special arrangements must be made with the Records Manager before destruction. Contact Wing

Information Assurance at 606-4295, for hard drives destruction. Deleted the requirement for Point of Contact Memorandum. A bar (|) indicates a revision from the previous edition.

## 1. Responsibilities:

### 1.1. Base Records Management (30SCS/SCBR):

- 1.1.1. Controls and manages the BDF in Bldg 7423.
- 1.1.2. The Facility Manager will open the BDF before users' arrival.

### 1.2. Users/Operators will:

- 1.2.1. Comply with this instruction while operating the BDF.
- 1.2.2. Ensure facility is secure during equipment usage in Bldg 7423.
- 1.2.3. Comply with all applicable security directives during media destruction.
- 1.2.4. Immediately report equipment breakdown to facility manager in person if facility manager is unable to witness.

## 2. Policy:

2.1. **Equipment Failure:** In event of equipment breakdown, users must never abandon the area until all materials are completely cleared and the facility manager (30SCS/SCBR) ext 606-6545/606-4212, Unit Security Manager, and the Vandenberg Information Security Officer (30SFS/SFAI) 606-4615 are officially notified and present. If equipment breakdown and or failure requires a trouble call to Base Control Maintenance and it is determined by the facility manager that it was caused by misuse or abuse, users can be held financially liable for all costs acquired for repair. Misuse is defined as use other than that prescribed in this instruction (refer to **paragraph 3.**, **paragraph 4.**, and **Attachment 1**).

2.2. **Operators Orientation:** All personnel requesting use of the facility must first complete the Base Destruction Facility User Orientation in Building 7423 on the day of their appointment.

2.3. **Top Secret (TS) Materials:** If the machine becomes jammed while destroying TS materials, users must provide an individual with the appropriate security clearance to monitor the clearing process. Users are responsible for providing and signing off on AF Form 143, **Top Secret Register Page**. The BDF Manager is not required to sign off on AF Form 143.

3. **Facility Operating Procedures:** Ensure the below listed procedures are performed before usage of the BDF. Deviations from these measures could result in misuse or abuse of equipment.

### 3.1. Start-Up Procedures (Facility Manager) will.

- 3.1.1. Turn on switch located inside building by front entrance for complex lights.
- 3.1.2. Turn on water valve (counter clockwise) at base of sink.
- 3.1.3. Shake dust (several times) from tall filter tubes situated adjacent to pulverizer. Ensure this is completed before operating the machinery.

- 3.1.4. Put on hearing protection (located in metal cabinet). Users can use their own hearing protection.
- 3.1.5. Turn on airlock switch located at Panel # 1.
- 3.1.6. Turn on fan switch located at Panel # 2.
- 3.1.7. Turn on Baler switch located at Panel # 3.
- 3.1.8. Turn disintegrator switch located at Panel # 4.
- 3.1.9. Turn on conveyor ramp switch located at Panel # 5. NOTE: Preset speed for the conveyor is between 30-40 ramp speeds and must not be altered.

### 3.2. Operating Equipment.

- 3.2.1. Two personnel are required to operate the BDF at all times—one to feed the materials on the conveyor and one to monitor the baler. The person monitoring the baler can assist in feeding materials on the conveyor and will ensure the shredder does not jam. If the shredder jams, immediately notify the facility manager (refer to **paragraph 2.1.**).
- 3.2.2. Feed materials into the disintegrator via conveyor ramp. Feed a few sheets at a time, and slowly increase the amount to about ¼ - inch to ½- inch (thickness will vary depending on media type). Be sure to lay all materials flat on conveyor ramp. CAUTION: Overfeeding can cause the machine to overload and jam.
- 3.2.3. The “pitch” or sound of the blades will change as soon as materials drop into the hopper. You may need to pause while feeding materials into the machine to let the disintegrator properly cut and move it to the baler.
- 3.2.4. Bound materials must be broken down before feeding into the machine.
- 3.2.5. The baler alarm may activate with a loud siren and flashing light alerting users to change the trash bag, or the BDF manager will instruct users at that time. When this happens, stop feeding the machine, turn off the conveyor ramp, and set the baler control switch to “Hand.” This will turn off the siren and flashing light. Do not turn off any other systems.
- 3.2.6. Reverse the baler ram by holding the start and reverse buttons simultaneously for approximately 2 minutes or until you hear a “locking” sound which tells you the “ram” is retracted and ready to use.
- 3.2.7. Separate baled materials from the end of the baler using gloves located in the metal cabinet. Users can use their own gloves. Tie off the trash bag and dispose of it in the dumpster outside and adjacent to Bldg 7423 ensuring proper back lifting procedures are used when transporting the bales as they each can weigh between 50 to 70 pounds.
- 3.2.8. Put a new trash bag on the baler. Double bagging is suggested when large volume of data is destroyed.
- 3.2.9. If the system jams, do not attempt to fix the equipment by yourself!
- 3.2.10. Turn off the main power during any emergency and notify the facility manager.

### 3.3. Shutdown Procedures.

- 3.3.1. After the last piece of media has dropped into the hopper turn off the conveyor ramp switch at Panel # 5.
- 3.3.2. Wait 3- to 5-minutes before turning off the disintegrator switch at Panel # 4.
- 3.3.3. Turn off the baler switch located at Panel # 3.
- 3.3.4. Wait 1- to 2-minutes before turning off the fan switch located at Panel # 2 and the airlock switch located at Panel # 1. This will give the system proper time to clear.
- 3.3.5. Shake tall dust filter tubes and then open the hatch and vacuum out the bottom if needed.
- 3.3.6. Clean the area and all equipment used.
- 3.3.7. Replace all equipment to its original location and put all cleaning supplies back in the metal cabinet.
- 3.3.8. Ensure no classified or sensitive materials are left lying about in the BDF.
- 3.3.9. Turn water off (clockwise) at base of sink. At this time, the Facility Manager or Base Records Management personnel will be present to make final visual inspection before users are permitted to depart.
- 3.3.10. Turn off house light switch by the front entrance.
- 3.3.11. Lock the facility.

### 4. Equipment Safeguard Items: Failure to observe the following instructions can cause personal injury or serious equipment damage.

- 4.1. Do not change the baler count—the bales get heavier the bigger they get.
- 4.2. Do not shake the dust filter while equipment is operational.
- 4.3. Do not deviate from established feed rates and ratios ([Attachment 1](#)). This could result in serious equipment damage.
- 4.4. Never operate equipment alone not even for a moment.
- 4.5. Do not speed up equipment in order to accomplish task faster.
- 4.6. Do not attempt to clear the equipment.
- 4.7. Do not overfeed equipment; establish a safe feed rate by “feel” or sound of cutting blades
- 4.8. Do not look into the hopper while the disintegrator is running.

### 5. Adopted forms. AF Form 143, **Top Secret Register Page**, AF Form 847, **Recommendation for Change of Publication**

ALAN CLAYPOOL, Lt Col, USAF  
Commander, 30th Space Communications Squadron

## Attachment 1

### FEED RATES AND RATIOS

**A1.1.** Laminates and transparencies must be destroyed with paper to facilitate the cutting process. Too little paper will cause the blades to overheat and melt the plastic instead of cutting it. This will result in jams, unnecessary wear on the blades, and could cause a fire.

**Table A1.1. Table of Feed Rates and Ratios**

<b>Material Thickness</b>	<b>Ramp Speed</b>	<b>Paper Ratio</b>	<b>Maximum</b>
Paper	30-40	NA	½ inch
Laminate	30	3:1	½ inch
Transparencies	30	3:1	½ inch
Typewriter Ribbons	30	4:1	NA
Tapes	30	4:1	NA

**A1.2.** Typewriter ribbons, audiotapes, videotapes, and other materials must be taken apart, and then placed in an envelope or paper bag before actual destruction to prevent tape from wrapping around the blades.

**A1.3.** Plastic Comb bindings can remain in any documents as long as the materials do not exceed ¼-inch in thickness. All other fastening devices must be removed (i.e., paper clips, staples, fasteners, screw posts, etc.) to prevent the blades from getting dull.