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## **SOLICITATION AMENDMENT**

## **MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

### **Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

### **Issuing Office - Bureau de distribution**

Public Works and Government Services  
Canada/Travaux publics et Services gouvernementaux  
Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

<b>Title - Sujet</b> Shredding Services	
<b>Solicitation No. - N° de l'invitation</b> G4608-130001/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> HRSDC	<b>Date</b> 2014-02-10
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-097-6184	
<b>File No. - N° de dossier</b> CAL-3-36079 (097)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-02-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Levesque-Welch, Nicole	<b>Buyer Id - Id de l'acheteur</b> cal097
<b>Telephone No. - N° de téléphone</b> (403) 292-4716 ( )	<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

G4608-130001/A

Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

cal097

Client Ref. No. - N° de réf. du client

HRSDC

File No. - N° du dossier

CAL-3-36079

CCC No./N° CCC - FMS No/ N° VME

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This amendment is being raised to add a PDF copy of RCMP Guide G1-001, Destruction Equipment Selection - Section 2 to solicitation G4608-130001/A:

Royal Canadian  
Mounted PoliceGendarmerie royale  
du Canada

Canada

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## Security Equipment Guide

G1-001

### Destruction

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## Destruction Equipment Selection - Section 2

[Section 1:](#) General destruction information[Section 2:](#) Paper and text based media[Section 3:](#) IT media[Section 4:](#) Commercial destruction services[Section 5:](#) Incineration[Section 6:](#) Service Provider Equipment

### Selection Guide (paper and other text based media)

[Section 1: Introduction](#) should be read and understood before these tables are used.

Type II destruction equipment is defined as shredders and disintegrators for paper and text based media that have been assessed as capable of reducing information classified Secret, Top Secret and Protected C or lower to a size that, under the threat and risk conditions existing in urban Canada and with known reconstruction methodology, is deemed safe to dispose of or recycle as unclassified waste.

Type III destruction equipment is defined as shredders and disintegrators for paper and text based media that have been assessed as capable of reducing information classified Confidential and Protected B or lower to a size that, under the threat and risk conditions existing in urban Canada and with known reconstruction methodology, is deemed safe to dispose of or recycle as unclassified waste.

When Type II or Type III equipment is used as per approved operating procedures and is maintained in good working order, the resultant chaff may be disposed of or recycled as unclassified waste. Note that shredder approval for Type II and Type III destruction is based upon written text in 12 point font or larger on standard bond paper. Disintegrators are approved on the basis on screen size.

**Table 1: Approved Office Category Paper Shredders and Disintegrators Selection Guide**

Classification		Type	Shred Size (Maximum)	Disintegrator Screen Size See Note 3	Comments
Protected B (where a TRA recommends the use of approved equipment)	General office use	Type IIIA	2mm x 15mm	10mm	See note 1.  Type IIIB equipment is approved for bulk destruction only and must not be used for periodic destruction.
	Bulk destruction	Type IIIB	6mm x 50mm	13mm	

<b>Protected C</b>	General office use	Type II	1mm x 14.3mm	6mm	Select Type II (level 6) equipment where a TRA recommends.
<b>Confidential</b>	General office use	Type IIIA	2mm x 15mm	10mm	Type IIIB equipment is approved for bulk destruction only and must not be used for periodic destruction.
	Bulk destruction	Type IIIB	6mm x 50mm	13mm	
<b>Secret</b>	General office use	Type II	1mm x 14.3mm	6mm	Select Type II (level 6) equipment where a TRA recommends.
<b>Top Secret</b>					

#### Notes to Table 1:

1. Appendix B to the Operational Security Standard on Physical Security permits Protected A information to be destroyed by commercially available strip shredders (max 10mm width). Therefore Protected A is not included in Table 1, which is a selection guide for approved (SEG listed) equipment only. Appendix B also permits - as a minimum standard - Protected B information to be destroyed by commercially available strip shredders - where a TRA does not recommend selecting approved (SEG listed) equipment. Therefore, as indicated by the reference to a TRA, departments should consider if strip shredding is appropriate for their Protected B information. In light of the risks to protected information because of identity theft and the ease of reconstructing strip shreds, serious consideration should be given to selecting appropriate SEG listed shredders for Protected B information.
2. The DNI Standard permits a larger particle size for Type IIIB in recognition of the reduced reconstruction risk due to the large volume of chaff generated by bulk destruction.
3. Nominal screen size refers to the diameter or cross dimension of the hole in the screen as per manufacturer's technical literature. Actual performance depends on machine characteristics. Where manual verification of chaff is performed using a screen, this static (particles are not under pressure or force) screening of chaff after destruction is conservative (more secure).
4. The Type III category included strip shredders until the Destruction Standard was revised in 2005. While strip shredders are still permitted by the Operational Security Standard on Physical Security Standard for Protected A and Protected B (subject to a TRA) information, Type III shredders are primarily intended for Confidential information and now limited to crosscut particles. Departments using strip shredders for Protected B information should consider upgrading to currently listed Type III (crosscut) shredders. Departments using strip shredders for Confidential information should replace them as soon as possible with currently listed Type III (crosscut) shredders.
5. The security ratings and corresponding size standards in this table do not apply to microfilm or microfiche, which must be destroyed by equipment specifically approved for micrographic media.

### Selection Guide for Information Technology (IT) Media Destruction

All destruction equipment for media other than paper is categorized and listed with direct specification of the medium and the security rating for which the equipment is approved. Destruction equipment for IT equipment may include devices such as degaussers which erase the information, but do not physically destroy the media. In addition, there are often additional security measures required before or in conjunction with media destruction. See [Section 5: Destruction of IT Media - Application Guidance](#).

### Industrial Destruction Equipment

Industrial equipment is approved on a case by case basis. Disintegrators utilizing a screen do not require RCMP testing to assure security provided the screen perforations meet the size requirements for the security classification of the material (see Tables above and in section 5). However, only disintegrators listed in the SEG have also been evaluated for throughput rate, reliability, service and maintenance availability in Canada and issues such as noise and dust generation. Industrial shredders should not be procured without an RCMP evaluation. Contact the RCMP TSB for advice.

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### Terms in the Glossary

[Availability](#) , [Bulk Destruction](#), [Destruction equipment](#), [DNI](#), [Information](#), [Material](#),  
[Physical security](#), [Protected information](#), [Risk](#), [Shredding](#), [Threat](#), [UL](#)

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Last Updated: 2013-04-11



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