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*Just the Facts ...*

**Recycling of Outdated CD-ROM Discs  
October 2003**

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1. **BACKGROUND.** Reference Memorandum, 11 February 1993, subject: Destruction of CD ROMs - Interim Guidance, from the Office of the Assistant Secretary of Defense. The referenced memorandum was provided to Mr. Whitman by the National Security Agency (NSA). The guidance provided by NSA recommended storing CD-ROMs, rather than "burning, shredding, or pulverizing . . . pending development of final disposition instructions."

2. Burning, shredding or pulverizing of *non-classified* CD-ROMs by end-users is not recommended by USACHPPM, and is unnecessary for the type data that is normally used within MEDCOM. CD-ROM discs such as the MIDI, HMIS, ARMYLOG, and FEDLOG discs do not require extensive destruction. Discs that are outdated or no longer needed may be rendered unreadable by cutting in half or deep scratching the data side (the shiny side without the label) with a nail, screwdriver, or similar tool. Two deep radial scratches extending from the small inner hole to the outer edge are sufficient to prevent unauthorized access to the data. These discs may be placed in the general waste stream for disposal.

3. Recycling of outdated CD-ROM discs is acceptable as long as the discs have been rendered unreadable. Most recyclers will accept both the CD and the jewel case but require them to be separated when shipped. Check with the recycler for their current policies. Several known CD-ROM recycling operations are:

NESAR Systems  
420 Ashwood Road  
Darlington, PA 16115  
724.827.8172

Plastic Recycling  
3307 Southe Londale Ave.  
Chicago, IL 60623  
773.890.9000

Digital Audio Disk Corporation  
Attention: Disc Recycling Program  
1800 Fruitridge Ave.  
Terre Haute, IN 47804-1788  
812.462.8323

GreenDisk Services  
2200 Burlington  
Columbia, MO 65202  
800.305.3475  
425.883.9165  
[www.greendisk.com](http://www.greendisk.com)

MRC Polymers  
c/o DADS Recycling Program

Hewlett-Packard  
CD-ROM Recycling Center

1426 Indianhead Drice  
Menomonie, WI 54751

Ecodisk

5640 S. Durango  
Tacoma, WA 98409

<http://www.ecodisk.com/destruction.html>

2015 S. Pennsylvania  
Indianapolis, IN 46225  
317.780.6100

Data Management Services  
99 Mulberry St.  
Terre Haute, IN 47807

**Note** that USACHPPM does not endorse any of the vendors listed above, but provides the information for those interested in contacting the companies for further information.

4. Discs produced by NSA and other agencies in the intelligence field should be handled as directed by the generating activity and applicable security regulations. Any CD-ROM discs containing classified information must be handled in accordance with standard procedures for classified documents and electronic media. **THESE DISCS ARE NOT TO BE PROVIDED FOR RECYCLING.** See USACHPPM Information Paper, subject: *Destruction of Classified CD-ROM and Diskette Materials*, for further information.

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[Back to Fact Sheet Index](#)