



SECURE EQUIPMENT SHIPPING COMPLIANCE

PURPOSE

The purpose of this document is to provide clear and concise guidelines for clients to ship equipment to our organization. This SOP ensures compliance with NIST 800-171 standards and internal security policies, while safeguarding the integrity and security of all shipments.

SCOPE

This SOP applies to all clients shipping equipment to our organization and outlines the required steps for packaging, documentation, insurance, and handling damaged goods.

RESPONSIBILITIES

Clients are responsible for adhering to this SOP and ensuring secure and accurate shipping of equipment. pim will provide assistance with insurance claims and incident resolution, as necessary.

REFERENCES

NIST 800-171 Standards
pim's Internal Security Policies

Compliance

- Follow all NIST 800-171 guidelines for the protection of Controlled Unclassified Information (CUI) when necessary.
- For more information on the CUI Program and its elements, please visit the CUI Registry @ <https://www.archives.gov/cui>.
- Ensure compliance with our organization's internal security policies and any additional client-specific requirements provided.

How to Send CUI in Packages and Mail

CUI may be shipped through:

- Interagency mail systems
- United States Postal Service
- Commercial Delivery Services
- Automated Tracking is a best practice



DO NOT

Place Markings on
Packages or Envelops!



Contact

- If you have any questions or require additional details, please contact us at:
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