



# 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:
- Phone: 804.897.8347

