

Creating a Successful FEC Program in your Organization

Team Building, Taking a Baseline and
Setting Goals

Michelle Boyd

EPA, Region 4

Agenda

- Management support of sustainable environmental stewardship
- Getting started
- Gaining momentum
- Sustaining pace
- Achieving your goal
- Success is...

Management Support of Sustainable Environmental Stewardship

- Senior Management Support
 - Assistant Regional Administrator (ARA) launched FEC Program at a national meeting in October 2004
 - Regional Administrator and Region 4 Management Team was briefed in November 2004
 - Region 4 ARA signed the FEC Pledge Form to accept the challenge in November 2004

Getting Started

- Goal Setting
 - Review FEC Program Goals * and EMS Goals
 - Where possible develop FEC Goals that align with your EMS Goals and the FEC Program Goals *

Getting Started

- FEC Program Goals:
 - By 2008, 95 percent of computer units* purchased by eligible** FEC Partners are [EPEAT Bronze qualified or higher](#).
 - By 2008, 100 percent of computer units purchased by eligible FEC Partners will have an average life span of at least four years.
 - By 2008, ENERGY STAR® features will be enabled on 100 percent of computer monitors in operation at eligible FEC Partner facilities.
 - By 2008, 100 percent of eligible FEC Partners' non-reusable computer units will be recycled using environmentally sound management, as defined by [EPA's Plug-In To eCycling guidance](#).



*Computer units include desktops, laptops, and monitors.

**Eligible FEC Partners are Partners that have elected to focus on this phase of the electronics life cycle.

Getting Started

- Determine work areas you can impact/improve in your organization within a CY
 - R4 Chose Gold Award Level
 - Acquisition & Procurement
 - Operation & Maintenance
 - End-Of-Life Management
 - Mentored Army and AF
 - Silver
- Complete the Baseline Survey of Current Practices
 - Collect data for FEC Baseline Survey: snapshot of current state of organization
 - Benchmark for measuring your progress

Getting Started

- Creating a Team
 - Choose key players
 - Primary work areas, i.e, IT, Facilities, Purchasing, Budget
 - Empower key players
 - Promote the importance of FEC program to staff and how it ties into your organization's mission
 - Outreach to key player's immediate management the value in attaining this time sensitive task

Gaining Momentum

- Assign appropriate tasks to appropriate team members
- Ensure accountability and close the loop
- Meet as needed only to discuss what can't be adequately explained through convenience technologies, (phone, email)
- Encourage collaboration within your team



Gaining Momentum

- Provide regular updates to Senior Management:
 - Monthly updates to DARA of HCRM
- Use Influence of Management to help organization embrace change
 - R4 Stewardship and Responsibility Policy
 - Duplex Printing Practice
 - Energy Star power management practice



Sustaining Pace

- Address barriers timely
- Frequent communication
- Feasibility Review

Failure is not an Option!

Achieving Your Goal

- Ensure your interpretation of Program Activities
 - Program permits flexibility so Seek feedback from your organization's FEC point of contact, your FEC Champion or the FEC Committee on your interpretation of Activities
- Meet program deadlines
 - Baseline Survey of Current Events
 - Goals Identification Form
 - Award Application
 - Annual Reporting Form
- Celebrate accomplishments!

Success Is...

- Management's demonstrated support of the program
- Choosing the "Right" team player
- Obtaining management support and buy-in early on
- Open across-organization communication
- Closing the loop on all tasks
- Raising stumbling-blocks timely
- Soliciting feedback on your interpretation of FEC Activities
- Meeting deadlines
- Celebrate accomplishments
- Success is inevitable!

Questions?

Contact Info

Michelle Boyd

EPA, Region 4

Atlanta, GA 30303

(404) 562-8159

boyd.michelle@epa.gov