



## Instructions for Completing the FY2009 Annual Reporting Form

Updated: 06/23/2009

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### PURPOSE

This document provides instructions for completing the FY2009 Federal Electronics Challenge (FEC) Annual Reporting Form. All FEC Partners are asked to complete the form, reporting activities completed in fiscal year 2009.

### GENERAL INSTRUCTIONS

- All FEC Facility Partners that joined prior to October 1, 2009 should complete the FY2009 Annual Reporting Form by January 31, 2010.
- Answer all questions to the best of your knowledge and with the best available data for **fiscal year 2009**. While some questions allow a response of "Don't Know," the FEC encourages you to make an attempt to find the appropriate data.
- The reporting form references your "organization," which refers to the organizational unit registered as an FEC Facility Partner. **Please only report at the level of your organization, do not report agency-wide data.** If a question is not applicable or data is unavailable at the level of your organization, follow the instructions for properly reporting this.
- There are no correct/incorrect answers for the reporting form. Your organization will not be evaluated by FEC based on the reported data. The FEC may use this data to verify information submitted in a 2010 FEC Award application. The FEC may also contact you to verify the entered data, if needed.
- Please use the Adobe Acrobat or Microsoft Word versions of the FY2009 Annual Reporting Form, available at: <http://www.federalelectronicschallenge.net/report.htm>, to collect the necessary information and then login to the Member Services section of the FEC Web site to submit your information using the online interactive form: <http://www.federalelectronicschallenge.net/partnerlog.htm>.

### HOW DO I FILL OUT THE FORM?

#### Section 1: General Information

1. *Contact Information:* The online reporting system automatically enters contact information the FEC has on file. Review this information and enter any changes, corrections, or missing information.
2. *Facility Environmental Management System (EMS):*
  - Select "Yes" if your organization has an EMS that includes electronics stewardship.
  - Select "No" if your organization has an EMS that does not address electronics stewardship.
  - Select "Not Applicable" if your organization does not have an EMS.
  - Select "Don't Know" if you are unsure whether your organization has an EMS and/or whether it addresses electronic stewardship.

### Section 2: Acquisition and Procurement

#### 1. *Purchasing/Leasing/Seat Management data:*

- Enter the total number of specified electronic product units (e.g., computer desktops, laptops/notebooks and monitors) purchased, leased, or provided under a seat management contract, which had the specified attributes:
  - EPEAT Bronze-registered
  - EPEAT Silver-registered
  - EPEAT Gold-registered
  - Not EPEAT-registered
- Enter "0" if your organization did not procure any electronic products with the specified attribute.
- Leave the field blank if you do not know whether or not your organization procured any electronic products with the specified attribute.

### Section 3: Operations and Maintenance

#### 1. *Computers and monitors in use:*

- Enter the total number of desktop computers, the total number of cathode ray tube (CRT) monitors, the total number of liquid crystal display (LCD) monitors and the total number of laptops/notebooks in use at your organization.
- Enter "0" if your organization does not have any of a particular electronic product in use.
- Leave this field blank if you do not know if your organization has any of a particular electronic product in use.

#### 2. *ENERGY STAR features:*

- Select "Yes, only monitors" if some or all of the monitors, but none of the computers (desktops and laptops/notebooks), in use at your organization have ENERGY STAR power management features enabled. Enter the estimated percentage of enabled monitors (compared to the total number of monitors in use) and leave blank the estimated percentage of enabled computers.
- Select "Yes, only computers" if some or all of the computers (desktops and laptops/notebooks), but none of the monitors, in use at your organization have ENERGY STAR power management features enabled. Enter the estimated percentage of enabled computers (compared to the total number of computers in use) and leave blank the estimated percentage of enabled monitors.
- Select "Yes, monitors and computers" if some or all of the monitors and some or all of the computers (desktops and laptops/notebooks) in use at your organization have ENERGY STAR power management features enabled. Enter the estimated percentage of enabled monitors (compared to the total number of monitors in use) and the estimated percentage of enabled computers (compared to the total number of computers in use).
- Select "No" if none of the monitors and computers (desktops and laptops/notebooks) in use at your organization has ENERGY STAR power management features enabled.
- Select "Don't Know" if you are unsure if any of the monitors and/or computers (desktops and laptops/notebooks) in use at your organization has ENERGY STAR power management features enabled.

3. *Average lifespan of computers in your facility:*

- Enter the average lifespan, in months, of a desktop computer at your organization.
- You can determine the average computer lifespan if you currently track the date computers are put into service and the date they are excessed. If these data aren't available, you can estimate the average lifespan by the percentage of computers replaced and/or excessed each year. For example, one facility estimates that the average lifespan of computers at their facility is four years because they aim to replace 25 percent of computers each year.

### Section 4: End-of-Life Management

1. *End-of-life management data:*

- Enter the total number of specified electronic product units that were disposed of via the specified methods.
  - Reused: includes anything reused internally, donated through Computers for Learning, reused in the federal government, or donated to States or non-profits.
  - Recycled: includes anything sent to an electronics recycler or returned to an electronics vendor or manufacturer, even if it may be refurbished and reused.
  - Sold: includes anything with an unknown final disposition.
  - Disposed: includes anything sent to a landfill or waste-to-energy facility.
- Enter "0" if your organization did not utilize a listed method.
- Leave blank if you do not know whether or not your organization utilized a listed method.

2. *Electronics recycler:*

- If your organization utilized an electronics recycling service, check the service(s) utilized.
- If you checked "DRMS," "GSA Vendor" or "Other," check any due diligence measures that your organization took to ensure that the equipment was recycled in an environmentally sound manner.
- Do not check any of the boxes if your organization did not recycle any electronics, or if you don't know if your organization recycled any electronics.

### CONTACT INFORMATION

If you have questions related to the annual reporting form or need other assistance, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalectronicchallenge.net/champions.htm>.

Partners may also request technical assistance via email to [partner@electronicschallenge.net](mailto:partner@electronicschallenge.net).

### FEDERAL ELECTRONICS CHALLENGE

Web site: <http://www.federalectronicchallenge.net/>

E-mail: [info@electronicschallenge.net](mailto:info@electronicschallenge.net)