



FY2009 Annual Reporting Form

Updated: 06/23/2009

Federal Electronics Challenge (FEC) Facility Partners are required to report annually on their electronics stewardship activities, for the past fiscal year. The FEC Annual Reporting Form was developed to measure progress against the FEC national program goals and the information collected is translated into the program's environmental benefits utilizing the Electronics Environmental Benefits Calculator.

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.
- This 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 this 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 this form 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>.
- Detailed explanations of these questions are available in "Instructions for Completing the FY2009 Annual Reporting Form," available at: http://www.federalelectronicschallenge.net/resources/docs/2009_rep_instruct.pdf.

SECTION 1: GENERAL INFORMATION

1. This information will automatically be populated in your Member Services form. Please check this information and make any necessary revisions when you submit your form.

Agency: _____

Facility: _____

FEC Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

2. Does your organization's Environmental Management System (EMS) address electronics stewardship? (If your organization does not have an EMS, check "Not applicable.")
- Yes
 - No
 - Don't know
 - Not applicable

SECTION 2: ACQUISITION & PROCUREMENT

1. For computer equipment purchased, leased, and/or provided under seat management, how many units had the following attributes:

	Desktop Computers	Cathode ray tube (CRT) Monitors	Liquid crystal display (LCD) Monitors	Laptop/ Notebook Computers
	<i># of units</i>	<i># of units</i>	<i># of units</i>	<i># of units</i>
EPEAT-Registered (Bronze)				
EPEAT-Registered (Silver)				
EPEAT-Registered (Gold)				
Not EPEAT-registered				

SECTION 3: OPERATION & MAINTENANCE

1. How many computers and monitors are in use at your organization?

_____ Desktop computers
 _____ CRT Monitors
 _____ LCD Monitors
 _____ Laptop/notebook computers



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2. Are ENERGY STAR® power management features enabled on computers (desktops and laptops/notebooks) and monitors at your organization?

- Yes, only monitors
- Yes, only computers
- Yes, monitors and computers
- No
- Don't Know

Estimated percentage of enabled monitors: _____ %

Estimated percentage of enabled computers: _____ %

3. What is the average lifespan of a computer at your organization?

_____ Months

SECTION 4: END-OF-LIFE MANAGEMENT

1. How did your organization manage computer equipment taken out of service?

	Desktop Computers	CRT Monitors	LCD Monitors	Laptop/ Notebook Computers
	<i># of units</i>	<i># of units</i>	<i># of units</i>	<i># of units</i>
Reused (including anything reused internally, donated through Computers for Learning, reused in the federal government, or donated to States or non-profits)				
Recycled (including anything sent to an electronics recycler or returned to an electronics vendor or manufacturer, even if it may be refurbished and reused)				
Sold (including anything with an unknown final disposition)				
Disposed (including anything sent to a landfill or waste-to-energy facility)				



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2. If your organization sent electronic equipment to be recycled, which of the following did you use? (Check all that apply.)

- EPA Recycling Electronics and Asset Disposition (READ) contract
- UNICOR
- Defense Reutilization and Marketing Service (DRMS)
- GSA Vendor
- Other (e.g., local recycler, manufacturer take-back)

(If you checked "DRMS," "GSA Vendor" or "Other") What, if any, due diligence measures did your organization take to ensure that the equipment was recycled in an environmentally sound manner? (Check all that apply.)

- Conducted onsite review of the recycler
- Relied on onsite review conducted by another federal facility or agency
- Ensured that recycler follows management practices that are consistent with EPA's Plug-In To eCycling Guidelines for Materials Management or the Responsible Recycling (R2) Practices
- Ensured that exported electronic products are being sent for legitimate reuse, recycling, or refurbishment
- Other (Please specify: _____)

CONTACT INFORMATION

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

Partners may also request technical assistance via email to partner@electronicschallenge.net.

FEDERAL ELECTRONICS CHALLENGE

Web site: <http://www.federalelectronicschallenge.net/>
E-mail: info@electronicschallenge.net