



# November 2009 Federal Electronics Challenge Partner Call

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FY2009 Annual Reporting and  
2010 Award Applications





# Overview of Annual Reporting

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- FEC requests data once per year on the electronics stewardship activities of Facility Partners
  - Best available data for previous fiscal year
  
- All Facility Partners must submit their Annual Reporting Form
  - Annual reporting forms are due January 31 of each year



# Overview of Annual Reporting

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- Your “organization” is the organizational unit registered as an FEC Facility Partner
  - Only report at the level of your organization, **do not report agency-wide data**
  - If a question is not applicable or data is unavailable follow the instructions
- There are no correct/incorrect answers
- 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



# FY2009 Annual Reporting Process

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- Form and instructions are available for download as Adobe Acrobat (PDF) and Microsoft Word files
- Forms must be submitted online through Member Services
- Forms should cover FY2009 data
- Forms are due January 31, 2010
- <http://www.federalelectronicschallenge.net/report.htm>



# General Information

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1. Please check your facility's contact information and make any necessary revisions.

## □ *Instructions*

- Online reporting system automatically enters information on file
- Enter changes, corrections or missing information



# General Information

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2. Does your organization's Environmental Management System (EMS) address electronics stewardship?

□ *Instructions*

- Yes: your organization has an EMS that addresses electronics stewardship
- No: your organization has an EMS that does not address electronics stewardship
- Not Applicable: your organization does not have an EMS
- Don't Know: you are unsure whether your organization has an EMS and/or whether it addresses electronic management



# Acquisition and Procurement

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

□ *Instructions*

- Enter the total number of specified electronic product units (e.g., computer desktops, laptops and monitors) which had the specified attributes (e.g., EPEAT-registered or 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
- PLEASE NOTE: During FY2009, there were no CRT monitors registered with EPEAT



# Operation and Maintenance

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

□ *Instructions*

- Enter the total number of desktop computers, CRT monitors, LCD monitors and laptops/notebooks in use at your organization
- Enter "0" if your organization does not have any of a particular electronic product in use
- Leave the field blank if you do not know



# Operation and Maintenance

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

□ *Instructions*

- Yes, only monitors: some or all of the monitors, but none of the computers, in use at your organization have ENERGY STAR 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
- Yes, only computers: some or all of the computers, but none of the monitors, in use at your organization have ENERGY STAR 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
- Yes, monitors and computers: some or all of the monitors and some or all of the computers in use at your organization have ENERGY STAR 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)
- No: none of the monitors and computers in use at your organization has ENERGY STAR features enabled
- Don't Know: you are unsure if any of the monitors and/or computers in use at your organization has ENERGY STAR features enabled



# Operation and Maintenance

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

□ *Instructions*

- Enter the average lifespan, in months, of a desktop computer system in your organization
- Leave the field blank if you do not know



# End-of-Life Management

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

□ *Instructions*

- Enter the total number of specified electronic product units (e.g., computer desktops, laptops and monitors) that were disposed of via the specified methods (e.g., reused, recycled, sold, disposed)
- Enter "0" if your organization did not utilize a listed method
- Leave blank if you do not know



# End-of-Life Management

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2. If your organization sent electronic equipment to be recycled, which of the following did you use? What, if any, due diligence measures did your organization take to ensure that the equipment was recycled in an environmentally sound manner?

□ *Instructions*

- 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



# Overview of FEC Recognition

- FEC annually recognizes Facility Partners that have completed specific electronics stewardship activities in the prior year
  - Three progressively more challenging award levels: Bronze, Silver and Gold
- Any Facility Partner may apply for an annual award, provided they have met the requirements
  - Award applications are due January 31 of each year



# 2010 Award Application Process

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- Mandatory and Optional Activities Checklists are available for download as Adobe Acrobat (PDF) and Microsoft Word files
- Applications must be submitted online through Member Services
- Applications should cover fiscal year 2009 activities
- Applications are due January 31, 2010
- <http://www.federalelectronicschallenge.net/alevels.htm>



# 2010 Requirements

- All the mandatory activities for the required number of life-cycle phases, from the [2010 FEC Award Mandatory Activities Checklist](#)
  - Gold: All three life-cycle phases
  - Silver: Two of three life-cycle phases
  - Bronze: One of three life-cycle phases
- The required number optional activities, from the [2010 Optional Award Activities Checklist](#)
  - Gold: Nine optional activities
  - Silver: Six optional activities
  - Bronze: Three optional activities
- The required number of mentoring activities, as described in the [FEC Mentoring Fact Sheet](#)
  - Gold: Two mentoring activities
  - Silver and Bronze: No mentoring activities



# 2009 and 2010 Overlap

- ❑ Some award activities, completed between October 1, 2008 and December 31, 2008, may be used for both 2009 and 2010 award applications
- ❑ Activities which may be completed during this timeframe and be included in both applications are marked with “2009/2010”
- ❑ The same mentoring activities can not be used for both applications



# 2009 and 2010 Overlap

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- Activities must be completed again for your 2010 application if they:
  - Are not marked with “2009/2010”
  - Were completed during the October to December 2008 timeframe
  - Were included in your 2009 award application



# Supporting Your Application

- Brief descriptions are required for each activity
  - Describe how you met the requirement, do not restate it
  - Show how you calculated any numbers
  - Include references to your supporting documentation, and relevant page numbers
- Supporting Documentation is required for **ALL** applicants
- ★ See **Guidance for 2010 FEC Award Applications** for examples of descriptions and supporting documentation



# Mandatory Requirements: Acquisition and Procurement

1. Complete the [FEC Acquisition and Procurement Checklist](#) for the appropriate award level, as it pertains to electronics acquisition and procurement activities completed, or to be completed, during fiscal year 2009.
  - *Award Review Committee Criteria*
    - Did the applicant complete the Checklist?
    - When was the Checklist completed, and who completed it?



# Mandatory Requirements: Acquisition and Procurement

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## □ *Sample Application Text*

- Facility Z completed the Acquisition and Procurement Planning Checklist for FY2009 on November 18, 2008. The Checklist was completed during one of our quarterly FEC Team meetings. Please see FEC\_Checklist.doc.

## □ *Supporting documentation*

- Copy of the completed Checklist



# Mandatory Requirements: Acquisition and Procurement

2. Establish a new, or promote an existing, written policy, directive, memoranda and/or guidance that requires or gives preference for environmentally preferable electronic products.
- *Award Review Committee Criteria*
    - Does the applicant have a written policy, directive, memoranda and/or guidance?
    - Was the document developed in, substantially updated in, or promoted to the employees at the applicant facility during, fiscal year 2009?
    - Does the document address office electronics in general (not just computers and monitors)?
    - Does the document specify preference for environmentally preferable electronics?
    - How is environmental preferability defined (e.g., specific attributes, reference to FEC guidance)?



# Mandatory Requirements: Acquisition and Procurement

## □ *Sample Application Text*

- Facility Z finalized and distributed a memorandum on January 26, 2009. The memo, "Purchasing Green Electronics," requires the consideration of key environmental attributes for all purchases and leases of office electronics, which includes computer desktops, laptops, monitors, printers, copiers, fax machines, and cell phones. The memo references the FEC resource, "Key Environmental Attributes for Electronics Acquisition." The memo was signed by Facility Z's director and was distributed to all staff in a mass email. Please see [Green\\_Purchasing\\_Memo.doc](#).

## □ *Supporting documentation*

- Copies of, or excerpts from, the referenced document (please provide applicable page numbers if the document contains other content).
- Documentation of promotion of existing document (e.g., presentation file, email, newsletter).



# Mandatory Requirements: Acquisition and Procurement

3. Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance requiring the procurement of EPEAT-registered electronics.
- *Award Review Committee Criteria*
    - Does the applicant have a written policy, directive, memoranda and/or guidance?
    - Was the document developed in, substantially updated in, or promoted to the employees at the applicant facility during, fiscal year 2009?
    - Does the document address all electronics with EPEAT standards (either generally or specifically - computer desktops, laptops and monitors)?
    - Does the document require acquisition of EPEAT-registered electronics?
    - Are exceptions to this requirement specified in the policy, directive, memoranda and/or guidance?



# Mandatory Requirements: Acquisition and Procurement

## □ *Sample Application Text*

- Facility Z has a Facility Directive requiring the purchase or lease of EPEAT-registered products for all electronic product that have an EPEAT standard. The directive was signed by our Facility Director in 2007, and we have a copy posted on our network drive. All purchasers are reminded of the Directive in an annual email that addresses green purchasing. Last year, the email was sent out on March 4, 2009. Please see page 2 of Green\_Directive.doc, and Green\_email.pdf.

## □ *Supporting Documentation*

- Copies of, or excerpts from, the referenced document (please provide applicable page numbers if the document contains other content).
- Documentation of promotion of existing written document (e.g., presentation file, email, newsletter).



# Mandatory Requirements: Acquisition and Procurement

4. Ensure that 95 percent of all computer desktops, laptops and monitors purchased or leased during fiscal year 2009 are EPEAT-registered products at the time of purchase.
- *Award Review Committee Criteria*
    - How many total desktops, laptops and monitors were purchased in fiscal year 2009?
    - How many of these products were EPEAT registered at the time of purchase?
    - If all acquisitions came from one or more specific sources, do these sources exclusively require delivery of EPEAT-registered products?
    - If the applicant did not purchase any products in fiscal year 2009, will their written policy, directive, memoranda and/or guidance ensure they do in the future; or are they using a contract that will ensure this in the future?



# Mandatory Requirements: Acquisition and Procurement

## □ *Sample Application Text*

- Facility Z purchased 50 desktops and 50 LCD monitors in FY2009. Forty-eight desktops were Manufacturer Brand ABC, which are EPEAT Gold registered. All 50 monitors were Manufacturer Brand DEF, which are EPEAT Silver registered. 98% of our applicable purchases were of EPEAT registered equipment. All acquisitions are recorded in a spreadsheet which includes information on their EPEAT registration level. Please see Property\_Worksheet.xls.

## □ *Supporting Documentation*

- Property records (from a database, spreadsheet or other forms) indicating EPEAT registration levels for purchased equipment.
- Manufacturer environmental attribute fact sheets for purchased equipment.
- Excerpts from applicable contracts requiring delivery of EPEAT registered equipment (please include applicable page number).



# Mandatory Requirements: Acquisition and Procurement

5. Ensure that 75 percent of all printers, copiers, fax machines, and televisions purchased or leased during fiscal year 2009 include at least three positive environmental attributes identified in [Key Environmental Attributes to Consider for the FEC.](#)
- *Award Review Committee Criteria*
    - How many total printers, copiers, fax machines and televisions were purchased in fiscal year 2009?
    - How many of these products had positive environmental attributes? What, specifically, were the three positive environmental attributes for each purchased product?
    - If all acquisitions came from one or more specific sources, do these sources exclusively require delivery of products with a least three positive environmental attributes?
    - If the applicant did not purchase any applicable products in fiscal year 2009, will their written policy, directive, memoranda and/or guidance ensure they do in the future; or are they using a contract that will ensure this in the future?



# Mandatory Requirements: Acquisition and Procurement

## □ *Sample Application Text*

- At Facility Y, all of our imaging equipment (including printers, copiers, and fax machines) are purchased by our agency, for us, through our Agency Contract 101. Agency Contract 101 requires that all delivered products be ENERGY STAR qualified; RoHS compliant; and delivered in multipacks that can be returned to the manufacturer for reuse. In FY2009, Facility Y acquired 4 printers; 3 copiers; and one multifunction device from the Agency Contract 101. Facility Y did not purchase any televisions in FY2009. Please see Contract101\_Delivery.xls.

## □ *Supporting Documentation*

- Property records (from a database, spreadsheet or other forms) indicating environmental attributes for purchased equipment.
- Manufacturer environmental attribute fact sheets for purchased equipment.
- Excerpts from applicable contracts requiring delivery of equipment with positive environmental attributes (please include applicable page number).



# Mandatory Requirements: Operations and Maintenance

1. Ensure that your organization's Environmental Management System (EMS) addresses electronics stewardship.
  - *Award Review Committee Criteria*
    - Does the applicant have an EMS, or does the applicant fall under a larger organization's EMS?
    - Does the EMS address electronics stewardship, through a consideration of electronics management as an aspect; identification of electronics stewardship related objectives and targets; or addressing electronics stewardship in an Environmental Management Plan (EMP) or similar document?
    - If the applicant falls under a larger organization's EMS, and that EMS does not address electronics stewardship, has the applicant requested consideration of electronics management as a significant aspect during the next review and update?
    - "Addressing electronics stewardship" means that the EMS considers and addresses as needed the impacts of purchasing, using, and disposing of electronic equipment.



# Mandatory Requirements: Operations and Maintenance

## □ *Sample Application Text*

- Facility Y does not have an EMS, but our Regional Office has an EMS which applies to our facility. The Regional Office EMS evaluated the impacts of our electronics purchasing, use, and disposal during the last EMS review in October 2008. As the result of this review, the EMS has an electronics stewardship objective, with appropriate goals. Please see page 34 of RO\_EMS.pdf.

## □ *Supporting Documentation*

- Copies of, or excerpts from, the referenced EMS document (please provide applicable page numbers if the document contains other content).
- Documentation of request to appropriate parties for consideration of electronics stewardship as an aspect.



# Mandatory Requirements: Operations and Maintenance

2. Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance for Information Technology Asset Management.
- *Award Review Committee Criteria*
    - Does the applicant have a written policy, directive, memoranda and/or guidance?
    - Was the document developed in, substantially updated in, or promoted to the employees at the applicant facility during, fiscal year 2009?
    - Does the document provide a map or guidance on how the applicant manages electronics throughout the lifecycle, including purchasing, use, and disposition?
    - Does the document include one or more of the following for all three life-cycle phases: 1) electronic stewardship goals; 2) roles and responsibilities; 3) standard operating procedures or practices; and 4) references to applicable facility or agency policy and guidance?



# Mandatory Requirements: Operations and Maintenance

## □ *Sample Application Text*

- Facility Z has a web site outlining our lifecycle management of electronics (see <http://www.facilityz.gov/ems/electronics>), which was posted in June 2009. This web site outlines the goals Facility Z has for purchasing, use and disposition of our electronic equipment. Each goal is linked to a page containing staff roles and responsibilities for these goals, and further links to Facility Z guidance; agency policy; and FEC resources.

## □ *Supporting Documentation*

- Copies of, or excerpts from, the referenced document (please provide applicable page numbers if the document contains other content).
- Documentation of promotion of existing document (e.g., presentation file, email, newsletter).



# Mandatory Requirements: Operations and Maintenance

3. Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance for monitor and personal computer power management.
- *Award Review Committee Criteria*
    - Does the applicant have a written policy, directive, memoranda and/or guidance?
    - Was the document developed in, substantially updated in, or promoted to the employees at the applicant facility during, fiscal year 2009?
    - Does the document require the enabling of power management features on all applicable computers and monitors?
    - Does the document define enabling, either by defining settings for sleep, standby and hibernate; or by referencing FEC or ENERGY STAR guidance?
    - Are exceptions to this requirement specified in the document?
    - Do exceptions only apply to mission-critical or sensitive equipment (e.g., uninterruptible systems control, security monitoring, laboratory testing)?
    - Shutting down/powering off computers and monitors is not the same as enabling ENERGY STAR power management features.



# Mandatory Requirements: Operations and Maintenance

## □ *Sample Application Text*

- The December 2008 issue of Facility Y's quarterly EMS email newsletter included an article on our power management policy. The article included an explanation of our power management software features, and a reminder to shut down computers and monitors at the end of the work day. The article also provided contact information for the IT staff responsible for maintaining the power management software, and a link to the online posting of our policy, "Automatic Power Management at Facility Y." Please see page 3 of EMS\_Newsletter.pdf and PM\_Policy.pdf.

## □ *Supporting Documentation*

- Copies of, or excerpts from, the referenced document (please provide applicable page numbers if the document contains other content).
- Documentation of promotion of existing document (e.g., presentation file, email, newsletter).



# Mandatory Requirements: Operations and Maintenance

4. Ensure ENERGY STAR power management features are enabled on 100 percent of non-exempt computers (desktops and laptops) and monitors.
  - *Award Review Committee Criteria*
    - Are power management features enabled on all applicable computers and monitors?
    - Are monitors set to go to "Sleep" after a specified period of time?
    - Are computers (desktops and laptops) set to go to "Standby" or "Hibernate" after a specified period of time?
    - Are these settings ensured because they are 1) unchangeable by the user; 2) regularly set/reset by software; or 3) checked by appropriate staff and recorded?
    - Does the applicant have a report demonstrating compliance that is either completed by staff or automatically generated by a software application?
    - Are exceptions to this requirement specified in a policy, directive, memoranda and/or guidance?
    - Do exceptions only apply to mission-critical or sensitive equipment (e.g., uninterruptible systems control, security monitoring, laboratory testing)?
    - Shutting down/powering off computers and monitors is not the same as enabling ENERGY STAR power management features.



# Mandatory Requirements: Operations and Maintenance

## □ *Sample Application Text*

- Facility Z uses Cate's Power Management Software to ensure that power management is enabled on 434 of 439 computers/monitor configurations in use in our office. Cate's software allows us to automatically enable power management over the network and sets monitors to sleep after 15 minutes and computers to standby after 30 minutes of inactivity. Cate's software also provides an on-demand report on the status of power management settings on all connected machines (please see Cate\_report\_Sept09.pdf). Five computers/monitors connected to medical equipment are exempt, per our Power Management Directive. Please see page 2 of PM\_Directive.doc.

## □ *Supporting Documentation*

- Documentation of power management verification, for example, manually or automatically generated reports or logs.
- If any equipment is exempt, copies of, or excerpts from, the referenced written policy, directive, memoranda and/or guidance (please provide applicable page number with exemption text).



# Mandatory Requirements: Operations and Maintenance

5. Conduct at least one employee training activity on energy conservation for electronics. Include information about your written policies, directives, memoranda and/or guidance for monitor and personal computer power management.
  - ▣ *Award Review Committee Criteria*
    - Did the applicant engage in at least one employee training activity on energy conservation for electronics?
    - Did the training address office electronics and their energy use?
    - Did the training provide information on the applicant's policies, directives, memoranda and/or guidance on power management?



# Mandatory Requirements: Operations and Maintenance

## □ *Sample Application Text*

- During the celebration of Earth Day, Facility Y had an energy conservation booth at our Environmental Fair. At this booth, we had fact sheet on energy use by office equipment at our Facility. We invited ENERGY STAR to answer questions from our staff, and had copies of our Power Management Guidance for review. During that week, we also posted posters on power management; shutting down equipment, and duplex printing in every division. Please see [Energy\\_Factsheet.pdf](#), [Energy\\_Poster1.pdf](#), [Energy\\_Poster2.pdf](#), [Printing\\_Poster.pdf](#).

## □ *Supporting Documentation*

- Copies of presentation file, newsletter, email, poster, fact sheet or other training materials.
- Copies of promotional materials for training event.



# Mandatory Requirements: End-of-Life

1. Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance requiring environmentally sound recycling of broken or obsolete electronics, in accordance with the [Implementing Instructions for Executive Order 13423](#).
  
- *Award Review Committee Criteria*
  - Does the applicant have a written policy, directive, memoranda and/or guidance?
  - Was the document developed in, substantially updated in, or promoted to the employees at the applicant facility during, fiscal year 2009?
  - Does the document address recycling of electronic equipment in accordance with the Implementing Instructions of E.O. 13423?
  - Does the document require the use national standards, best management practices, or a national certification program to select an electronics recycler? In particular, does the applicant reference the Responsible Recycling (R2) practices, Plug-In To eCycling Guidelines for Materials Management, UNICOR, READ, FEC's On-Site Review tools, or FEC's guidance for recycling?



# Mandatory Requirements: End-of-Life

## □ *Sample Application Text*

- In June 2009, Facility Y sent out an email reminding all staff of our electronics recycling requirements. These requirements were specified in guidance signed by Facility Y's Director in June 2008. The guidance, "Donation and Recycling of Electronic Equipment," requires Facility Y to use an electronics recycler that adheres to EPA's Plug-In To eCycling Guidelines for Materials Management. This guidance will be updated next year to reflect the new Responsible Recycling (R2) practices. The email also reminded staff that Facility Y is currently using a local recycler, ABC Recycling, which Facility Y completed an on-site review of in 2007. Please see Recycling\_Email.doc.

## □ *Supporting Documentation*

- Copies of, or excerpts from, the referenced document (please provide applicable page numbers if the document contains other content).
- Documentation of promotion of existing document (e.g., presentation file, email, newsletter).



# Mandatory Requirements: End-of-Life

2. Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance promoting reuse of electronics at the end of its first life.
- *Award Review Committee Criteria*
    - Does the applicant have a written policy, directive, memoranda and/or guidance?
    - Was the document developed in, substantially updated in, or promoted to the employees at the applicant facility during, fiscal year 2009?
    - Does the document address reuse and donation of electronic equipment in accordance with the Implementing Instructions of E.O. 13423?
    - Does the document require internal reuse; donation through Computers for Learning; federal government reuse; and donation to States or non-profits, in accordance with U.S. General Services Administration procedures? In particular, does the applicant reference the GSA or DRMS personal property disposition process, the Computer for Learning program, or FEC's guidance for reuse?



# Mandatory Requirements: End-of-Life

## □ *Sample Application Text*

- Facility Y adheres to our Agency policy on Electronics Reuse and Recycling, which was finalized in 2006. As part of our annual property management training, Facility Y provided information on the internal reuse, external donation, and recycling of used electronic equipment. This training was provided at our Property Management Workshop on December 2, 2008 and as part of our EMS training week in March 2009. Please see [Agency\\_Electronics.pdf](#) and [EOL\\_Training.ppt](#).

## □ *Supporting Documentation*

- Copies of, or excerpts from, the referenced document (please provide applicable page numbers if the document contains other content).
- Documentation of promotion of existing document (e.g., presentation file, email, newsletter).



# Mandatory Requirements: End-of-Life

3. Develop and maintain a system for tracking the percentage of used electronic equipment that is reused internally, transferred to other federal agencies, donated, recycled or sent for disposal. Document each equipment transfer.
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- *Award Review Committee Criteria*
    - Does the applicant have a system in place for tracking disposition of electronic equipment? The system may be electronic (through a software asset management system or database) or paper-based (through completion of forms or reports by appropriate staff).
    - Does the system allow the applicant to track the number or percentage of used electronic equipment handled via each disposition method?
    - How are equipment transfers documented?



# Mandatory Requirements: End-of-Life

## □ *Sample Application Text*

- Facility Z uses Berard Asset Management software to track disposition of all of our electronic equipment. The software allows us to track the property by a serial number that is assigned when the property is delivered to Facility Z. At end-of-life, our property managers record the equipment's condition, approximate value, and disposition method and recipient. The system allows us to store appropriate forms, like GSA's SF122 (Transfer Order - Excess Personal Property) related to each piece of electronic equipment. The system provides a summary report, on demand, for disposition. Please see [Berard\\_Report\\_FY08.pdf](#).

## □ *Supporting Documentation*

- Summary reports or forms containing disposition information for individual pieces or loads of electronic equipment.
- Screenshots from software applications or copies of forms used for tracking.
- Examples of equipment transfer documentation (copies of forms, screenshots from GSA systems).



# Mandatory Requirements: End-of-Life

4. Provide all recipients of donated equipment with proper instructions on how to dispose of the equipment in an environmentally sound manner at the end of life.
  - *Award Review Committee Criteria*
    - Does the applicant provide instructions to all donation recipients?
    - Does the applicant use the FEC fact sheet; or another fact sheet with similar information covering the importance of recycling electronics and where to find a responsible electronics recycler?
    - How are the instructions provided to recipients?



# Mandatory Requirements: End-of-Life

## □ *Sample Application Text*

- Facility Y provides the FEC fact sheet to all recipients of our used electronics. We work with our GSA Area Property Officer and State Agency for Surplus Property contact to provide this fact sheet with all equipment donated through CFL, or to States and nonprofits, when we complete our transfer forms. For an example, please see [Transfer\\_email.pdf](#).

## □ *Supporting Documentation*

- Copies of the instructions provided to donation recipients.



# Mandatory Requirements: End-of-Life

5. For all electronics recycling in fiscal year 2009, use the [Recycling Electronics and Asset Disposition \(READ\) Services](#) OR [UNICOR](#) OR a manufacturer's take-back service for [EPEAT-registered electronics](#) OR an electronics recycler that your organization has conducted a physical [on-site review](#) of in the last three years.
  - *Award Review Committee Criteria*
    - Did the applicant recycle electronics in fiscal year 2009?
    - What recycler(s) did the applicant use?
    - If the applicant did not use UNICOR or READ, did they complete an on-site review of the recycler they are using, or are they using a recycler reviewed by another federal entity? Was the applicable on-site review completed in the last three years?
    - If the applicant did not recycle any products in fiscal year 2009, will their written policy, directive, memoranda and/or guidance ensure they use an environmentally sound recycler in the future; or are they using a contract that will ensure this in the future?



# Mandatory Requirements: End-of-Life

## □ *Sample Application Text*

- Facility Y recycled two desktop computers and three monitors with Electro, an electronics recycler, in FY2009. Please see Electro\_Receipt.doc. Another facility in our Agency, Facility A, performed an on-site review of Electro in April 2008 (please see Electro\_Onsite.pdf). We keep a copy of this review at our Facility.

## □ *Supporting Documentation*

- Excerpts from contracts, Memorandum of Understanding, or other applicable document with electronics recycler (please include applicable page number).
- Copies of on-site or other review documentation.



# Optional Activities

- ❑ Optional activities are intended to provide flexibility and allow Partners to highlight unique electronics stewardship activities
- ❑ Not all optional activities are achievable or appropriate for all Partners
- ❑ Optional activities do not need to be in the same life-cycle phase(s) as the mandatory activities completed for an award application
- ❑ Partner may receive credit for completion of an electronics stewardship activity not listed on the [2010 Optional Award Activities Checklist](#)
- ❑ If you have a question about receiving credit for your own optional activity, please send an email to [partner@electronicschallenge.net](mailto:partner@electronicschallenge.net)!



# Optional Activity Revisions

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- Removed

- As a WasteWise partner, participate in WasteWise's Electronics Challenge.



# Mentoring Requirements

- Mentoring activities are required of Gold award applicants
  - Provide **direct**, **specific** support to **federal** agency or facility
  - Develop a new tool or white paper for the FEC Web site
- More information is available in the [Mentoring Fact Sheet](#)
- If you have a question about receiving credit for a mentoring activity, please send an email to [partner@electronicschallenge.net](mailto:partner@electronicschallenge.net)!



# Award Application Process

1. Complete required mandatory and optional award activities between October 1, 2008 and September 30, 2009
2. Ensure eligibility
  - Submit your Baseline Survey (once after joining the FEC)
  - Submit the FY2009 Annual Reporting Form by January 31, 2010
  - Check your compliance status
3. Submit the 2010 Award Application by January 31, 2010

*\*All forms should be submitted online through Member Services*



# Compliance Check

- FEC award are “high visibility” awards
- Potential award recipients must undergo a compliance check, which utilizes OTIS
- Please check OTIS for errors and notify the appropriate regulatory authority
- Compliance issues do not necessarily disqualify applicants, but please be prepared to provide an explanation of your compliance history



# One Last Note...

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## ***THERE WILL BE NO AWARD APPLICATION EXTENSIONS***

- ❑ Please do not request one - the award review schedule is very tight and extensions can not be granted
- ❑ Please take the time to review the requirements now and have your questions answered
- ❑ If you have a question, please send an email to [partner@electronicschallenge.net](mailto:partner@electronicschallenge.net)!



# References

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- Annual Reporting Overview:
  - <http://www.federalelectronicschallenge.net/report.htm>
- Recognition Overview:
  - <http://www.federalelectronicschallenge.net/recognition.htm>
- 2010 Award Guidance
  - [http://www.federalelectronicschallenge.net/resources/docs/award\\_guidance.pdf](http://www.federalelectronicschallenge.net/resources/docs/award_guidance.pdf)
- Award Levels:
  - <http://www.federalelectronicschallenge.net/alevels.htm>
- Apply for an Award:
  - <http://www.federalelectronicschallenge.net/apply.htm>





# Contact Information

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- FEC Champions

- <https://db2.erg.com/fec/champions.asp>

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- [partner@electronicschallenge.net](mailto:partner@electronicschallenge.net)

- Cate Berard

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