



## 2008 FEC Award Mandatory Activities Checklist (for 2007 activities)

Updated: 02/22/2007




Federal Electronics Challenge (FEC) Partners may apply for annual recognition at one of three levels: Gold, Silver or Bronze. This checklist outlines the mandatory activities that must be completed to apply for a 2008 Federal Electronics Challenge Gold, Silver or Bronze Award.

### INSTRUCTIONS




To qualify for a 2008 FEC Award, a FEC Partner must complete:

- [Baseline Survey of Current Practices](#) (submitted once after joining FEC)
- [Goals Identification Form](#) for 2007 and 2008
- [Annual Reporting Form](#) for FY2007




All the mandatory activities for the required number of life-cycle phases, from this 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 [2008 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: **No** mentoring activities
-  Bronze: **No** mentoring activities

### *Please note the following:*

- **Award requirements have changed!** Please see the list of [Frequently Asked Questions about the 2008 Awards](#).
- 2008 award applications are due to the FEC by January 31, 2008. **There will be no extensions to this deadline.** Award applications must be submitted online, using the form available in [Member Services](#).
- Mandatory and optional activities must be **completed** between January 1 and December 31 of 2007. These activities should be implemented for at least computer desktops, laptops, and monitors, if the type of equipment is not specified in the requirement.
- Click on blue hyperlinks throughout the checklist for FEC forms, resources and other useful documents related to completion of the mandatory activities.



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- When you apply for an award online, you will be required to *briefly* describe how your facility completed **each** mandatory and optional activity. Please note that simply indicating "Yes/No" or restating the words of the requirement are not sufficient descriptions. Specific examples are encouraged.
- If an activity specifies a certain percentage or other numeric information, please provide the specific data for your facility (percentage or number) in the activity description. If any of this data is calculated, please provide a brief explanation of how this data was calculated.
- When you apply for an award online, you will be given the opportunity to attach files that support your application. Please reference any supporting material in your activity description(s) by document name. **Supporting materials are required for Gold Award applications, and optional for Silver and Bronze Award applications.**
- The FEC Gold, Silver and Bronze Awards are considered "High-Visibility Recognition." In accordance with Office of the Federal Environmental Executive and U.S. Environmental Protection Agency policy for high-visibility awards, each award applicant will be subject to a compliance screen. This screen will utilize the Online Tracking Information System (OTIS) which is publicly available online at: <http://www.epa.gov/idea/otis/>. In general, facilities that have recent criminal (within the last five years) or certain civil (within the last three years) enforcement activity will be disqualified from award consideration. Applicants should review their compliance history prior to award application submission. A Policy Overview of the compliance screening process is available online at: <http://www.epa.gov/performance/track/program/guidance.pdf>.
- [Examples](#) of Gold, Silver and Bronze award applications are available online.

### APPLICATION INFORMATION

Agency: \_\_\_\_\_

Partner: \_\_\_\_\_

This application is for the:

- 2008 Gold Level Award
- 2008 Silver Level Award
- 2008 Bronze Level Award

My organization completed the mandatory activities for the following life-cycle phase(s):

- Acquisition and Procurement
- Operations and Maintenance
- End-of-life Management



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### ACQUISITION & PROCUREMENT MANDATORY ACTIVITIES

- 1. Complete the [FEC Acquisition and Procurement Checklist](#) for the appropriate award level, as it pertains to acquisition and procurement activities completed between January 1 and December 31, 2007.
- 2. Modify existing procurement policies, directives, memoranda and/or guidance to require, or give preference for, [environmentally preferable electronic products](#).
- 3. Establish and promote a policy, directive, memorandum and/or guidance requiring, or giving preference to, the procurement of [EPEAT-registered electronics](#).
- 4. Ensure that 95 percent of computer desktops, laptops and monitors purchased or leased this year are [EPEAT-registered products](#).<sup>1</sup>
- 5. Ensure that 75 percent of all printers, copiers, fax machines, and televisions purchased or leased this year a) are certified under an [eco-label program](#) OR b) include at least three positive environmental attributes identified in [Key Environmental Attributes to Consider for the FEC](#).<sup>1</sup>

### OPERATION & MAINTENANCE MANDATORY ACTIVITIES

- 1. Ensure that your organization's [Environmental Management System \(EMS\)](#) addresses electronics stewardship.
- 2. Establish and promote a policy, directive, memorandum and/or guidance for [Information Technology Asset Management](#).
- 3. Establish and promote a policy, directive, memorandum and/or guidance for [monitor and personal computer power management](#). Ensure the policy addresses exceptions for sensitive equipment.
- 4. Ensure the [ENERGY STAR "Sleep" function](#) is enabled on 100 percent of computer monitors. Exemptions from this requirement must be outlined in a power management policy, directive, memorandum and/or guidance.
- 5. Conduct at least one employee training activity on energy conservation for electronics. Include information about your policies, directives, memoranda and/or guidance for monitor and personal computer power management.

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<sup>1</sup> If your facility relies on higher level Office, Department or Agency procurement vehicle which does not meet criteria 4 and/or 5, send a request to the appropriate contact to implement criteria 4 and/or 5.



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### END-OF-LIFE MANAGEMENT MANDATORY ACTIVITIES

- 1. Establish a policy, directive, memorandum and/or guidance requiring [environmentally sound electronic equipment disposition](#) at end of life.
- 2. Establish a policy, directive, memorandum and/or guidance promoting internal reuse, donation through Computers for Learning, federal government reuse, and donation to States or non-profits (in that order) as the preferred disposition methods for electronic equipment at the end of its first 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.
- 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.
- 5. Use the Recycling Electronics and Asset Disposition (READ) Services or UNICOR for electronics recycling OR use a third-party certified recycler OR conduct physical [on-site reviews](#) of all recycling and processing facilities that your organization utilizes at least every three years.

### CONTACT INFORMATION

If you have questions related to this award application and checklist 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.federalectronicchallenge.net/champions.htm>.

Partners may also request technical assistance by sending an 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)