



2010 FEC Award Mandatory Activities Checklist (for FY2009 activities)

Updated: 07/23/2009




Federal Electronics Challenge (FEC) Facility 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 2010 Federal Electronics Challenge Gold, Silver or Bronze Award.

INSTRUCTIONS




To qualify for a 2010 FEC Award, a FEC Facility Partner must complete:

- [Baseline Survey of Current Practices](#) (submitted once after joining FEC)
- [Annual Reporting Form](#) for FY2009




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 of optional activities, from the [2010 FEC Award Optional 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:

- Due to the overlap between the 2009 and 2010 award application time frames, some mandatory and optional activities, completed between October 1, 2008 and December 31, 2008, may be used for both award applications. Activities which may be completed during this timeframe and be included in both applications are marked with "2009/2010." Any activities that 1) are not marked; 2) are completed during the October to December 2008 timeframe; and 3) are included in your 2009 award application, will have to be completed again for your 2010 award application. The same mentoring activities can not be used for both applications.

The FEC award review committee will have discretion to determine if you have met the "spirit" of this intent in completing your activities. For instance, please do not promote a policy one week for your 2009 application and promote the same policy one week later for your 2010 application.

- 2010 award applications are due to the FEC by January 31, 2010. **There will be no extensions to this deadline**. Award applications must be submitted online, using the form available in [Member Services](#).



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- Mandatory, optional and mentoring activities must be **completed** during fiscal year 2009 - October 1, 2008 and September 30, 2009. Mandatory and optional activities should be implemented for at least computer desktops, laptops, and monitors, if the type of equipment is not specified in the requirement.
- When you apply for an award online, you will be required to *briefly* describe how your facility completed **each** mandatory, optional and mentoring activity. Please note that simply indicating "Yes/No" or restating the words of the requirement are not sufficient descriptions. Specific examples are encouraged. Please see the [Guidance for 2010 FEC Award Applications](#) for examples of award activity descriptions.
- 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.
- A number of award activities require Facility Partners to establish "policy, directive, memorandum and/or guidance." Facility Partners should consider their organizational level and any higher level policy or guidance when completing these activities.
- If your organization relies on an existing policy, directive, memorandum or guidance, at either the facility or agency level, you must complete some activity during fiscal year 2009 to **promote** the existing policy, directive, memorandum or guidance among the employees at your organization. Examples of promotion include sending out a mass email message, conducting employee training, or publishing the information in a facility newsletter. Publishing this information on a Web site is not sufficient unless your employees have been specifically directed to visit that Web site during fiscal year 2009.
- 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 all award applications.**
- Recognizing that compliance with environmental regulatory requirements is a fundamental responsibility of Federal agencies and Federal employees at all levels, each applicant will be subject to a review of background information on their environmental regulatory compliance status and enforcement history. This process will include consideration of information in the [Environmental Protection Agency's, Online Tracking Information System \(OTIS\)](#), as well as other available compliance and enforcement information. In general, chronic non-compliance in any environmental media and/or recent or ongoing criminal or certain civil enforcement activity will be considered a basis for disqualification. Applicants should review their compliance status and history prior to submission and must affirm that the compliance information on the OTIS system for the relevant facility or installation has been reviewed and concur with the information presented. Applicants may elect non-concur and provide information for consideration in the compliance screen where they believe the OTIS data is incorrect or not applicable to the application.



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APPLICATION INFORMATION

Agency: _____

Partner: _____

This application is for the:

- 2010 Gold Level Award
- 2010 Silver Level Award
- 2010 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

ACQUISITION & PROCUREMENT MANDATORY ACTIVITIES

- 1. Complete the [FEC Acquisition and Procurement Planning Checklist](#) for the appropriate award level, as it pertains to electronics acquisition and procurement activities completed, or to be completed, during fiscal year 2009.
- 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](#).

NOTE: The document must address all office electronic equipment, not just equipment currently registered under EPEAT.

- 3. Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance requiring the procurement of [EPEAT-registered electronics](#).
- 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.¹
- 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 for Electronics Acquisition](#).¹

NOTE: Electronic equipment certified under a multi-attribute [eco-label program](#) may count, as long as the equipment includes three different positive attributes. ENERGY STAR® qualification is one positive attribute.

¹ 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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OPERATIONS & MAINTENANCE MANDATORY ACTIVITIES

- 2009/
2010**
- 1. Ensure that your organization's [Environmental Management System \(EMS\)](#) addresses electronics stewardship.²
 - 2. Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance for [Information Technology Asset Management](#).

NOTE: The document must address how your organization handles its electronic equipment throughout the lifecycle, including: acquisition and procurement, operation and maintenance, and end-of-life management.
 - 3. Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance for [monitor and personal computer power management](#).

NOTE: The document must require the enabling of ENERGY STAR features on 100 percent of eligible computers (desktops and laptops) and monitors, and address any exceptions for sensitive or mission-critical equipment.
 - 4. Ensure [ENERGY STAR power management features are enabled](#) on 100 percent of non-exempt computers (desktops and laptops) and monitors.

NOTE: Exemptions from this requirement must be outlined in a written 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 written policies, directives, memoranda and/or guidance for monitor and personal computer power management.

END-OF-LIFE MANAGEMENT MANDATORY ACTIVITIES

- 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](#).

NOTE: The document must address how your organization uses national standards, best management practices, or a national certification program to select an electronics recycler. The FEC encourages use of the [Responsible Recycling \(R2\) Practices](#).

² If your facility is part of a higher level Office, Department or Agency EMS which does not meet criteria 1, send a request to the appropriate contact to implement criteria 1.



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- 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.

NOTE: The document must address how your organization implements 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.

- 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. 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.³

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.federalelectronicschallenge.net/champions.htm>.

Partners may also request technical assistance by sending an email to partner@electronicschallenge.net.

FEDERAL ELECTRONICS CHALLENGE

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

E-mail: info@electronicschallenge.net

³ Your organization may rely on a physical on-site review conducted by another federal entity, if you have a copy of the record of that review.