
PURPOSE

This guidance is intended to assist Federal Electronics Challenge (FEC) 2010 Award applicants in developing a robust award application.

GUIDANCE FOR 2010 FEC AWARD APPLICATIONS

In an effort to streamline the FEC award application and review process, FEC has assembled this guidance for 2010 FEC award applicants. For each mandatory requirement, this guidance provides:

1. The criteria used by the award review committee to evaluate whether the applicant completed the activity and met the spirit of the award requirement;
2. Sample activity descriptions, which are short but provide the information necessary for the award review committee to evaluate the application;
3. Examples of supporting documentation that the applicant may submit to confirm completion of the activity.

This guidance is intended to provide examples of the type of information the award application review committee is looking for in FEC award applications. The review committee will consider differing activity descriptions and supporting documentation, provided that they adequately support the specific award activity.

The FEC encourages all applicants to contact their FEC Champion, or the FEC program, if they have questions or need assistance with their award application. Please see the "Contact Information" section at the end of this document.

ACQUISITION & PROCUREMENT MANDATORY ACTIVITIES



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.

Award Review Committee Criteria

- Did the applicant complete the Checklist?
- When was the Checklist completed, and who completed it?

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 completed Acquisition and Procurement Planning Checklist.



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.

Award Review Committee Criteria

- Does the applicant have a written policy, directive, memoranda and/or guidance?
- Was the policy, directive, memoranda and/or guidance developed in fiscal year 2009, substantially updated in fiscal year 2009, or promoted to the employees at the applicant facility during fiscal year 2009?
- Does the policy, directive, memoranda and/or guidance address office electronics in general (not just computers and monitors)?
- Does the policy, directive, memoranda and/or guidance specify preference for environmentally preferable electronics?
- How is environmental preferability defined (e.g., specific attributes, reference to FEC guidance)?

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.

Facility Y is required to adhere to our agency's Green Purchasing Plan, which requires that all purchased office electronics (computer, monitors, and imaging equipment) have three positive environmental attributes: energy efficiency, recyclable or returnable packaging, and manufacturer product take-back. Imaging equipment must also be able to use remanufactured toner or ink cartridges and provide duplex printing or copying. The Green Purchasing Plan is posted on our intranet and employees were directed to the Plan during their mandatory annual EMS training. Please see pages 12-14 of Agency_GPP.doc and slides 7-8 of EMS_training.ppt.

Supporting Documentation

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



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 policy, directive, memoranda and/or guidance developed in fiscal year 2009, substantially updated in fiscal year 2009, or promoted to the employees at the applicant facility during fiscal year 2009?
- Does the policy, directive, memoranda and/or guidance address all electronics with EPEAT standards (either generally or specifically - computer desktops, laptops and monitors)?
- Does the policy, directive, memoranda and/or guidance require acquisition of EPEAT-registered electronics?
- Are exceptions to this requirement specified in the policy, directive, memoranda and/or guidance?

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.

Facility Y developed an electronics purchasing flowchart for all of our purchasers this year, and completed it in June 2009. The flowchart reminds purchasers that they must acquire EPEAT registered products if they are purchasing a computer desktop, laptop or monitor. All exceptions must be approved in writing by the IT Director and Property Officer. Please see Electronics_flowchart.pdf.

Facility X does not purchase its own electronics. All our office equipment is purchased by our agency's Central Purchasing Office. The Central Purchasing Office adheres to our agency's Affirmative Procurement Plan, which requires acquisition of EPEAT-registered electronics for applicable acquisitions. Each Division Administrative Specialist is required to confirm with the Central Purchasing Office that applicable

acquisitions are EPEAT-registered. We provide a fact sheet to recipients of new computers and monitors that describes EPEAT and our federal requirements. Please see page 50 of Agency_APP.pdf and EPEAT-Fact.doc.

Supporting Documentation

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



Ensure that 95 percent of all computer desktops, laptops and monitors purchased or leased during fiscal year 2009 are EPEAT-registered products.

Award Review Committee Criteria

- How many total desktops, laptops and monitors were purchased in fiscal year 2009?
- How many of these desktops, laptops and monitors 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?

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.

Facility Y purchases computers and monitors solely through Contract Vehicle 123. Contract Vehicle 123 only supplies EPEAT-registered equipment; see Desktop_Spec1.pdf, Desktop_Spec2.pdf and Monitor_Spec.pdf. The EPEAT registration status of delivered equipment is verified on delivery by the Facility's Property Manager.

Facility X did not purchase or lease any computer desktops, laptops or monitors in fiscal year 2009. Our Facility Directive requires the purchase of EPEAT registered products when we purchase these products in the future. Please see page 2 of Green_Directive.doc.

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).



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.

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.

Award Review Committee Criteria

- How many total printers, copiers, fax machines and televisions were purchased in fiscal year 2009?
- How many of these printers, copiers, fax machines and televisions 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?

Sample Application Text

Facility Z purchased 5 printers in FY2009. Each printer is ENERGY STAR qualified; has duplex capabilities; can use remanufactured toner cartridges; and has an extended six year warranty. We also purchased one television which was ENERGY STAR qualified; had 10% recycled content; and packaging that was taken back by the manufacturer. We did not purchase any copiers or fax machines in FY2009. Please see Printer_EnvSheet.pdf and TV_EnvSheet.pdf.

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.

Facility X did not purchase any printers, copiers, fax machines and televisions in FY2009. The imaging products are purchased off of our Imaging Equipment Blanket Purchase Agreement. All of these products must be ENERGY STAR qualified; come in fully recyclable packaging; and contain recycled content (see page 12 of IE_BPA.pdf). All imaging equipment purchased in the next four years will be purchased off the BPA and will meet these requirements. Facility X does not purchase televisions.

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).

OPERATIONS & MAINTENANCE MANDATORY ACTIVITIES



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.

Sample Application Text

Facility Z addresses electronics management in its EMS through an Environmental Management Plan, "Electronic Equipment Management" (see Electronics_EMP.doc). This EMP defines our biannual goals for electronics stewardship and includes roles and responsibilities for meeting these goals.

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 September 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.

Facility X does not have an EMS or fall under another EMS, but we do have a plan addressing our lifecycle management of electronics, "Electronics Management Plan for Facility X" (please see EMP.doc).

Supporting Documentation

- Copies of, or excerpts from, the referenced Environmental Management System 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.



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.

Award Review Committee Criteria

- Does the applicant have a written policy, directive, memoranda and/or guidance?
- Was the policy, directive, memoranda and/or guidance developed in fiscal year 2009, substantially updated in fiscal year 2009, or promoted to the employees at the applicant facility during fiscal year 2009?
- Does the policy, directive, memoranda and/or guidance provide a map or guidance on how the applicant manages electronics throughout the lifecycle, including purchasing, use, and disposition?
- Does the policy, directive, memoranda and/or guidance 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?

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.

Facility Y developed a flowchart with the steps for management of our electronic assets in May 2009. Each step lists the staff person responsible for that action, and the Facility guidance for completing that step. The flowchart starts with evaluation of new IT needs and ends with disposition of owned equipment. Please see [Electronics_Flowchart.pdf](#).

Facility X distributed a memorandum to all staff, via email, on March 2, 2009. This memorandum, "Electronics Stewardship Guidance for Facility X," outlined our goals for electronics lifecycle management, and linked to Facility X's policies on purchasing green electronics; enabling power management; and donation/recycling of used electronics. Please see [ES_Email_Copy.pdf](#).

Supporting Documentation

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



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.

Award Review Committee Criteria

- Does the applicant have a written policy, directive, memoranda and/or guidance?
- Was the policy, directive, memoranda and/or guidance developed in fiscal year 2009, substantially updated in fiscal year 2009, or promoted to the employees at the applicant facility during fiscal year 2009?
- Does the policy, directive, memoranda and/or guidance require the enabling of power management features on all applicable computers and monitors?
- Does the policy, directive, memoranda and/or guidance 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 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)? Broad exemptions may not be applied to all computers and monitors for issues that can be addressed by power management software applications. For example, computers can not be exempt for IT security patching since many power management software applications allow computers to be power managed and patched appropriately.
- Shutting down/powering off computers and monitors is not the same as enabling ENERGY STAR power management features. Significant energy saving opportunities exist during daytime peak loads, which is why E.O. 13423 and the FEC is interested in power management policies and practices for electronics that reduce daytime electricity demand. Applicants may gain optional activity credit for policies and guidance requiring shutting down/powering off of computers and monitors.

Sample Application Text

Facility Z developed our Power Management guidance in October 2008. The guidance specifies sleep settings for monitors, and standby settings for computers, as suggested in the FEC guidance on power management. This guidance further specifies that the power management settings will be enabled by the IT staff on all machines; locked down under administrative rights; and verified annually by a computer-by-computer check of the settings. Exemptions are provided for the three computers in our Emergency Operations Center which monitor emergency notification channels. Please see PM_Guidance.doc.

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 written policy, directive, memoranda and/or guidance (please provide applicable page numbers if the document contains other content).
- Documentation of promotion of existing written policy, directive, memoranda and/or guidance (e.g., presentation file, email, newsletter).



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.

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)? Broad exemptions may not be applied to all computers and monitors for issues that can be addressed by power management software applications. For example, computers can not be exempt for IT security patching since many power management software applications allow computers to be power managed and patched appropriately.
- Shutting down/powering off computers and monitors is not the same as enabling ENERGY STAR power management features. Significant energy saving opportunities exist during daytime peak loads, which is why E.O. 13423 and the FEC is interested in power management policies and practices for electronics that reduce daytime electricity demand. Applicants may gain optional activity credit for shutting down/powering off of computers and monitors.

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.

Due to the size of our facility, power management settings are manually enabled by our IT specialist on all of our 10 laptops, 3 desktops, and 7 monitors. The IT specialist uses the settings defined in our Power Management Memorandum from June 2007 (see Power_Memo.pdf). Our IT specialist checks all of our computers and monitors quarterly, to ensure that the power management settings are still enabled. He records the results of these checks in a spreadsheet, please see PM_Record_2008.xls.

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).



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?

Sample Application Text

Facility Z included information about the impacts of office of electronics in our annual "Energy Conservation at Facility Z" training. All staff were required to complete the training once during 2009. This online training course covers energy use at our facility, and opportunities for saving energy during the work day at the office. The course includes information on the amount of energy used by our computers and how users can reduce this energy use by supporting power management and shutting off their machines at the end of the day. The references for the training include a link to our Energy Conservation Policy. Please see web site screenshots in Energy_Training.ppt.

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.

END-OF-LIFE MANAGEMENT MANDATORY ACTIVITIES



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.

Award Review Committee Criteria

- Does the applicant have a written policy, directive, memoranda and/or guidance?
- Was the policy, directive, memoranda and/or guidance developed in fiscal year 2009, substantially updated in fiscal year 2009, or promoted to the employees at the applicant facility during fiscal year 2009?
- Does the policy, directive, memoranda and/or guidance address recycling of electronic equipment in accordance with the Implementing Instructions of E.O. 13423?
- Does the policy, directive, memoranda and/or guidance 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?

Sample Application Text

Facility Z finalized a new policy document Z10-1, "Electronics Disposition," in April 2009. This policy document requires the Facility to use UNICOR to recycle all broken and obsolete equipment - or equipment that can not otherwise be donated for reuse - per our Agency Memorandum of Understanding, signed in 2008. Please see pages 4-5 of Z10-1.pdf and UNICOR_MOU.pdf.

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 written policy, directive, memoranda and/or guidance (please provide applicable page numbers if the document contains other content).
- Documentation of promotion of existing written policy, directive, memoranda and/or guidance (e.g., presentation file, email, newsletter).



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.

Award Review Committee Criteria

- Does the applicant have a written policy, directive, memoranda and/or guidance?
- Was the policy, directive, memoranda and/or guidance developed in fiscal year 2009, substantially updated in fiscal year 2009, or promoted to the employees at the applicant facility during fiscal year 2009?
- Does the policy, directive, memoranda and/or guidance address reuse and donation of electronic equipment in accordance with the Implementing Instructions of E.O. 13423?
- Does the policy, directive, memoranda and/or guidance 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?

Sample Application Text

Facility Z finalized a new policy document Z10-1, "Electronics Disposition," in April 2009. This policy document requires the Facility to reuse and donate used electronics to the maximum extent possible. IT staff must first attempt to reuse equipment within Facility Z or within our Agency. If equipment is not reused internally, property specialists use the GSA personal property disposition process to attempt to find a donation recipient. Prior to going through the disposition process, property specialist may make a determination that the equipment is scrap and send it for recycling. Please see pages 2-3 of Z10-1.pdf.

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 written policy, directive, memoranda and/or guidance (please provide applicable page numbers if the document contains other content).
- Documentation of promotion of existing written policy, directive, memoranda and/or guidance (e.g., presentation file, email, newsletter).



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.

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?

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.

Facility Y tracks the installation and disposition of all office electronics using a spreadsheet developed and maintained by our IT support. The specifications for all installed equipment are stored on one sheet, and equipment that is disposed of is copied into a different sheet. Our IT specialist records whether the equipment was reused with our Agency, sent for donation, or recycled. Please see Electronic_Property.xls.

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).



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?

Sample Application Text

Facility Z has developed a fact sheet that we provide to all recipients of used electronics equipment under the Computers for Learning (CFL) program (see CFL_sheet.pdf). The fact sheet is based on the sample FEC fact sheet, but provides information on our Facility's take-back program for schools. We are able take-back donated equipment after schools are done with it and truck it off to UNICOR for recycling with our federally owned equipment. The fact sheet is provided to CFL

recipients when they pick up their donated equipment. All of our used electronics are either donated through CFL or recycled.

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.



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?

Sample Application Text

Facility Z recycled 232 desktop computers, 13 laptop computers, and 55 monitors in fiscal year 2009. We also recycled 2 printers, 1 copier, and 10 pounds of cellular phones. All of this equipment was sent to a READ contracted recycler in our state, EZ Recycling. Please see EZ_Receipt.doc.

Facility Y recycled two desktop computers and three monitors with Electro, an electronics recycler, in FY2009. 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.

Facility X did not recycle any electronics in FY2009, but we do have a standing Memorandum of Understanding with UNICOR, which we will use for future electronics recycling. Please see UNICOR_MOU.pdf.



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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.

REFERENCES

For more information about the FEC award application process, please see the FEC Web site at <http://www.federalelectronicschallenge.net/apply.htm>.

CONTACT INFORMATION

If you have questions related to this resource 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