

Baseline Survey of Current Practices

Please complete this survey, along with your Goals Identification Form, within six weeks of joining the Federal Electronics Challenge (FEC) as a Facility Partner. When you are ready to submit the collected information, please login to the Member Services section of the FEC Web site to submit your information using the online interactive forms: <www.federalectronicschallenge.net/partnerlog.htm>

This survey will:

- Help you identify strengths and weaknesses in your facility's life-cycle management of electronics.
- Help you complete the Goals Identification Form.
- Establish a baseline, allowing you to measure progress in the future.

Section 1: Contact Information

Agency: _____
 Facility: _____
 Contact: _____ Title: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone : _____ Email: _____

Section 2: Acquisition & Procurement

1. How much did your facility spend on the procurement of Information Technology (IT) equipment last year?

\$ _____ For Fiscal Year _____

2. Of the total spending you identified in Question 1, what is the percentage of leased versus purchased equipment?

Percentage of
Total Spending

_____ % Purchased Equipment
 _____ % Leased Equipment

3. If possible, please break down your spending on electronic equipment further than you did in Question 2.

Purchased Equipment

Percentage of
Total Spending

_____ % Retail/Open Market
 _____ % GSA Schedule

_____ % Governmentwide Acquisition Contract (GWAC) (e.g., NASA SEWP, NIH ICS, DOC's Commits)

Which GWACs does your facility use? _____

_____ % Small Business Set Aside
 _____ % Other. Please specify: _____

Leased Equipment

Percentage of Total Spending

Procurement Method

_____ % Retail/Open Market
 _____ % GSA Schedule
 _____ % Governmentwide Acquisition Contract (GWAC) (e.g., NASA SEWP, NIH ICS, DOC's Commits)
 Which GWACs does your facility use? _____
 _____ % Small Business Set Aside
 _____ % Other. Please specify: _____

4. Did your facility include environmental specifications in bids, contracts, or leases for IT equipment last year?

- Yes No Only some bids, contracts or leases Don't Know

Which environmental attributes did your facility request? Please check all that apply.

- EPEAT Registered
 ENERGY STAR® Qualified Take Back and Recycling Services
 Reduced Toxics or Heavy Metal Content Recycled Content in Product
 Recycled Content in Packaging Reduced Packaging (e.g., multipacks)
 Meets Ecolabel Standard. Please specify: _____
 Other. Please specify: _____

5. Please provide a breakdown of the number of units purchased last year by category. Did these products have ANY environmental attributes from the list above?

<u>Product Category</u>	<u>Number of Units</u>	<u>Contained Environmental Attributes</u>		
Desktop computers (CPU plus monitor)	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know
CPUs (not included in desktop computers)	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know
Computer monitors (not included in desktop computers)	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know
Laptop computers	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know
Printers	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know
Fax	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know
Copier machines	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know

Televisions _____ Yes No Don't Know
 Cellular telephones _____ Yes No Don't Know
 Other (please specify): _____ Yes No Don't Know

Section 3: Operation & Maintenance

6. Are the ENERGY STAR functions enabled on monitors and computers at your facility?

- Yes, monitors only
- Yes, computers only
- Yes, monitors and computers
- No

Estimated percentage of enabled monitors: _____ %
 Estimated percentage of enabled computers: _____ %

(If applicable) Why is ENERGY STAR not enabled on some monitors and/or computers at your facility?

7. What is the average lifespan of a computer at your facility? _____ years

8. Are PCs and copiers in your facility set to default to double sided printing?

Section 4: End-of-Life Management

9. Approximately how many units (including computers, copiers, facsimiles, and printers) did your facility take out of service last year? _____ units

10. What was your approximate budget for the disposition of electronic equipment last year?
 \$ _____

11. Please specify how your facility manages electronic equipment at end of life by filling in a percentage next to the appropriate method.

<u>Percentage</u>	<u>Method</u>
_____	GSA Federal Supply Vendor
_____	Transfer to Another Federal Agency
_____	Donate to Schools or Nonprofit Entities
_____	Recycle
_____	Sell
_____	Dispose
_____	Unknown
_____	Other

12. If your facility sends electronic equipment to be recycled, do you ensure that the equipment is recycled in an environmentally sound manner?

- Yes No

Please describe any requirements or procedures for end-of-life management at your facility. For example, does your facility audit recyclers, provide guidelines on safe handling and disposal of electronics to vendors, use agency or department approved contractors, or use vendor take-back services?

13. On average, how long does your facility store computers and other pieces of electronic equipment before excessing, recycling, or disposing of them?

- Less than one month 1-6 months 6-12 months
 1 year 1-2 years More than 2 years

Survey Prepared By:

Print Name

Signature

Date

THANK YOU for taking the time to complete the Baseline Survey! When you are ready to submit the collected information, please login to the Member Services section of the FEC Web site to submit your information using the online interactive forms: <www.federalelectronicschallenge.net/partnerlog.htm>