

Environmental Management Program EPA Region 8

1. PROGRAM NAME:	Electronic Stewardship		
2. Significant Environmental Aspect: Consumption of Energy Consumption of Materials	3. Document Control Code:	Electronic Stewardship	
	4. Date:	December 4, 2008	
	5. Program Lead:	Lead: [Name deleted] Lead support: [Names deleted]	
6. Revision History (This table shows significant changes to this record over time, with the most recent change shown in the top row.)			
<i>Electronics Stewardship</i> , Original Issue		Effective Date: 12/04/2008	
7. Objectives and Targets:			
Objectives:	Targets:	Progress Indicators (PIs):	
Promote electronic stewardship through purchase of Electronic Product Environmental Assessment Tool (EPEAT)-registered products, operation (including enabling Energy Star features of products), and end of life management strategies for electronic assets and by integrating electronic assets into personal property management systems and programs.	1. 95% of eligible electronic equipment purchased or leased annually will be EPEAT-registered	% of electronic equipment EPEAT registered	
	2. 100% of eligible computers and monitors in operation at the facilities will have ENERGY STAR® features enabled	% of eligible computers and monitors with ENERGY STAR® features enabled	
	3. Establish electronic equipment procurement policy SOP	SOP completion	
	4. Establish policy & procedures to enable & maintain energy saving features	SOP completion Policy completion	
	6. Provide support to 2 federal agencies to implement sustainable electronics management	2 Federal agencies supported	
	7. Establish procedures for appropriate re-use, recycling & disposal of electronics	SOPs completed	
	8. 100% of non-reusable electronic equipment disposed of annually will be recycled using environmentally sound management, as defined by EPA's Plug-In To eCycling guidance	Excess equipment logs	
	9. Regional Office and Laboratory equipment will continue to have an average life span of five years (includes equipment logged into the property management database)	Property Management database report	
	10. Scientific / Analytical Instruments located at the Laboratory will continue to have an average life span of at least five years (includes equipment logged into the property management database)	Property Management database report	

12/04/08

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Electronic Stewardship EMP

11. Develop SOP to procure and manage laboratory instrumentation (energy, decontamination)

SOP completion

8. Potential Environmental/Organizational Impacts:

Consumption of Energy and Consumption of Materials both lead to a Reduction of Natural Resources. Reducing energy use decreases the environmental impact and provides a cost benefit to the government. Better management of materials lessens the impact to our natural resources and it will also decrease the amount of solid waste materials in landfills.

9. Reason(s) for Significance:

Electronic equipment is part of an increasing and complex waste stream that poses challenging environmental management problems for federal agencies because of the hazardous constituents in many of these products. EPA has established Agency-wide Objectives, Targets and Metrics to manage procurement, use and disposition of electronic equipment, making this a Significant Aspect.

10. Legal and Other Requirements (applicable to aspects/activities):

Legal Requirements

- Laws
 - Energy Independence and Security Act (EISA), 2007, PL 110-140, (H.R. 6),
 - Title III – Energy Savings Through Improved Standards for Appliance and Lighting
 - Subtitle A – Appliance Energy Efficiency
 - Subtitle B – Lighting Energy Efficiency
 - Energy Policy Act of 2005
 - Title I – Energy Efficiency
 - Subtitle C –Energy Efficiency Products
 - Resource Conservation and Recovery Act (RCRA)
 - Toxic Substance Control Act (TSCA)
 - Pollution Prevention Act (PPA) (1990) US Code Title 42 Chapter 133 13101(b)

State Requirements

Colo. Stat. Ann. 25-17-101 et seq. - Waste Diversion and Recycling

Other Requirements

- Executive Orders
 - 13423 “Strengthening Federal Environmental, Energy, and Transportation Management”
- Safety, Health and Environmental Management Division (SHEMD) Guidelines
 - Guideline 16: Office Environmental Compliance
- Other
 - EPA Agencywide EMS Objectives, Targets, and Metrics
 - EPA Memorandum, Mandatory Use of Blanket Purchase Agreement (BPA) for Green Office Supplies, 1 May 2005
 - Memorandum of Understanding (MOU) “Federal Leadership in High Performance and Sustainable Building”
 - OMB Energy, Environmental Stewardship, and Transportation Scorecards
 - Instructions for Implementing EO 13423 (March 2007)

- Colorado Guidance for Responsible Management of Old Electronics -- <http://www.cdphe.state.co.us/HM/electronics/business.htm>
 - USGBC LEED for Existing Buildings: Operations & Maintenance Building Certification System
 - MRC2.1 Sustainable Purchasing - Durable Goods, Electric

11. Program Description:

Property Procurement

Region 8 uses the EPEAT tool when purchasing electronic equipment to ensure electronic equipment purchased is EPEAT registered. R8 RO electronic equipment (<\$5K) is purchased by the Information Systems Program. All ISP purchases are made using the EPEAT tool. R8 Lab electronic equipment purchases are made by Pcard holders

Property Management

Electronic and laboratory equipment located at the Regional Office and Lab is managed via the IFMS/Fixed Asset Subsystem Database.

[Name deleted] is the person responsible for updating the inventory database at the RO.

[Name deleted] is the person responsible for updating inventory database for Lab equipment and communicating that information to the RO.

IT equipment allocation and distribution is managed locally by ISP on the "ISP Inventory Database"

Property Disposal

EPA's Region 8 uses the READ contract to increase the number of electronic devices collected and recycled. When notified by users that electronic equipment is no longer needed, R8 attaches a disposal code to each piece of electronic equipment (1 = New, 4 = Usable, 7 = Repairable, X = Salvage, S = Scrap) be affixed to each piece.

If in usable condition it is advertised within EPA for 2 weeks, and transferred to any interested EPA office. If there is no interest, R8 will remove it from the originators Custodial Area, place into the holding Custodial Area and transfer the item to storage. Consideration will be given to donate the item or we will report to GSA for its availability to other Federal Agencies and/or public auction. If there is no interest the equipment beyond this point, R8 will send the equipment to the READ contractor for recycling.

12. Operational Controls (OCs):

a. Activities that give rise to the aspect	b. Operational Control(s)	c. Person(s) responsible for controls	d. Monitoring & Measurement of OCs	e. Records generated by controls	f. Actions to be taken if controls fail
Procurement of electronic equipment	<p><i>ISP SOP Federal Electronic Stewardship</i>, dated 12/18/07</p> <p><i>ISP SOP Federal Electronic Stewardship Maintenance</i>, dated 2/06/08 and updated 11/24/2006</p>	[Name deleted]	Local custodian receiving log	ISP Inventory updates	<p>Originator of Purchase Order is instructed to return equipment for refund.</p> <p>Notify EMS Coordinator to conduct root cause analysis and develop corrective action plan in accordance with the <i>Region 8 EMS Procedure for Nonconformances, Corrective and Preventive Action</i> if appropriate</p> <p>Document Actions on Corrective Action Plan Form</p>

Property Inventory	Property Inventory database	[Name deleted]	Property Inventory database	Inventory records	Notify EMS Coordinator to conduct root cause analysis and develop corrective action plan in accordance with the <i>Region 8 EMS Procedure for Nonconformances, Corrective and Preventive Action</i> Document Actions on Corrective Action Plan Form
Property Disposal	GSA Property Excessing Regulations EPA Property Manual	[Name deleted]	Property Inventory database	Excess/ Disposal list of equipment	Notify EMS Coordinator to conduct root cause analysis and develop corrective action plan in accordance with the <i>Region 8 EMS Procedure for Nonconformances, Corrective and Preventive Action</i> Document Actions on Corrective Action Plan Form

13. Structure, Authorities, Responsibilities:

Target	Tasks to accomplish target	Task date	Person(s) responsible for task (title or name):	Resources/funding available:
1. 95% of eligible electronic equipment purchased or leased annually will be EPEAT-registered	% of electronic equipment purchased that is EPEAT registered	Reporting date 09/09	[Name deleted]	TMS Operating Budget
2. Establish electronic equipment procurement policy SOP	Complete SOP	Completed 12/07	[Names deleted]	TMS Operating Budget P2 Operating Budget
3. Establish policy & procedures to enable & maintain energy saving features	Complete SOP and policy	Completed 2/5/08; revised 10/31/2008	[Names deleted]	TMS Operating Budget P2 Operating Budget
4. Provide support to 2 federal agencies to implement sustainable electronics management.	Target Federal agencies for support. Provide support.	09/09	[Names deleted]	TMS Operating Budget
5. Establish procedures for appropriate re-use, recycling & disposal of electronics	Revise existing <i>IT Asset Management</i> procedure to include elements for <i>disposal</i> of electronics	01/30/09	[Names deleted]	TMS Operating Budget P2 Operating Budget
6. 100% of eligible computers and monitors in operation at the facilities will have ENERGY STAR® features enabled	% of eligible computers and monitors with ENERGY STAR® features enabled	Ongoing verification per SOP; Report on EZ-Save annually, 9/30/09	[Name deleted]	TMS Operating Budget

7. 100% of non-reusable electronic equipment disposed of annually will be recycled using environmentally sound management, as defined by EPA's Plug-In To eCycling guidance	Excess equipment logs	Ongoing	[Name deleted]	TMS Operating Budget
8. Regional Office and Laboratory equipment will continue to have an average life span of five years (includes equipment logged into the property management database)	Property Management database report	Ongoing	[Names deleted]	TMS Operating Budget
9. Scientific / Analytical Instruments located at the Laboratory will continue to have an average life span of at least five years (includes equipment logged into the property management database)	Property Management database report	Ongoing	[Names deleted]	TMS Operating Budget
10. Develop SOP to procure and manage laboratory instrumentation (energy, decontamination)	SOP completion	05/09	[Name deleted]	TMS Operating Budget
14. Other records generated by this EMP:				
Not Applicable				
15. Relevant reference document(s) used with this EMP:				
Document Name:		Location:		
Federal Electronics Challenge website		http://www.federalelectronicschallenge.net/resources/index.htm		
EPA Recycling Electronics and Asset Disposition		http://www.epa.gov/oam/read		
Electronic Product Environmental Assessment Tool		http://www.epeat.net/		
Electronic Stewardship Procurement, 2/5/2008 Federal Electronics Stewardship, 12/18/07 EZ-Save Monitor Power Savings and Reporting, 3/17/2008 Federal Electronics Challenge (FEC), Power Monitoring and Reporting, 1/28/2008 Network Common Use Printing Paper Consumption, 3/4/2008 Electronic Stewardship Maintenance, 2/6/2008 Hard Drive Wipe/Erasing Procedure for Donation/Transfer, 3/20/2007 Electronic Computer Equipment Internal Reuse, Donation, and Recycling Procedures, April 6, 2007		R8Net Computer Standards		

16. Competence of persons responsible for controls or tasks	
Title or Name:	Basis for Competence:
Lan Manager/[Name deleted]	Professional training, job experience and EMS-specific training
Recycling Coordinator/[Name deleted]	Professional training, job experience and EMS-specific training
Property Management Specialist (RO)/ [Name deleted]	Professional training, job experience and EMS-specific training
Property Manager (Lab)/ [Name deleted]	Professional training, job experience and EMS-specific training
Information Systems Program Director /[Name deleted]	
Secretary (Lab)/ [Name deleted]	Professional training, job experience and EMS-specific training
Laboratory Quality Assurance Officer / Position Vacant	Professional training, job experience and EMS-specific training
17. Remarks	
The Region 8 Electronic Stewardship program is in a development period. Cross programmatic relationships are being built in order to streamline efforts. The R8 RO and Lab continue to work toward further defining their relationship in this area.	
18. Authorization	
Printed Name:	
Deputy ARA, Technical and Management Services (TMS): _____	
Lead (Director: Information Systems Program <ISP>): _____	
Lead Support (Director: Pollution Prevention, Pesticides and Toxics <P3T>): _____	
Lead Support (Director: Infrastructure): _____	
Signatures:	
Deputy ARA, Technical and Management Services (TMS): _____	(date) _____
Lead (Director: Information Systems Program <ISP>): _____	(date) _____
Lead Support (Director: Pollution Prevention, Pesticides and Toxics <P3T>): _____	(date) _____
Lead Support (Director: Infrastructure): _____	(date) _____