

FEC Partner Teleconference

May 14, 2009

**Extending the Life of Electronics and
Donation for Reuse**

What is the Problem?

- ⦿ Computer hardware is expected to last 7 years
- ⦿ Federal equipment is used for an average of 3 years
- ⦿ New products require raw materials and energy for manufacturing and transportation
- ⦿ Old products must be disposed of properly, which may be time consuming and costly
- ⦿ Used equipment may still be useful or valuable

Federal Requirements

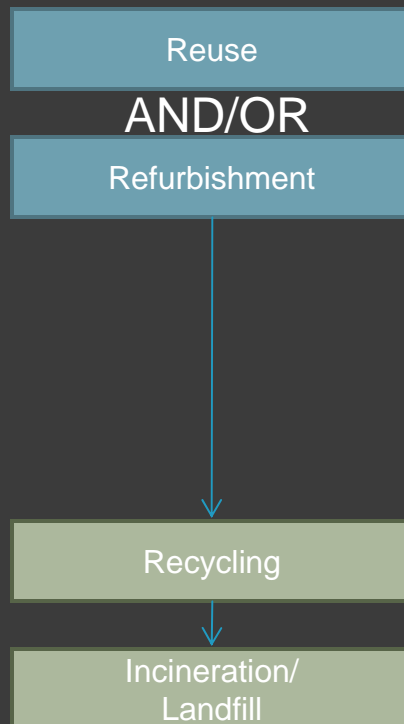
- ⦿ Executive Order 13423, Section 2(h)(iii)
 - Ensure that the agency “establishes and implements policies to extend the useful life of agency electronic equipment”
- ⦿ Implementing Instructions
 - Agencies shall “(h)ave policies and programs to extend the useful lifetime of electronic equipment”
 - “Strive to extend the useful lifetime of electronic equipment to four (4) or more years”

Federal Requirements

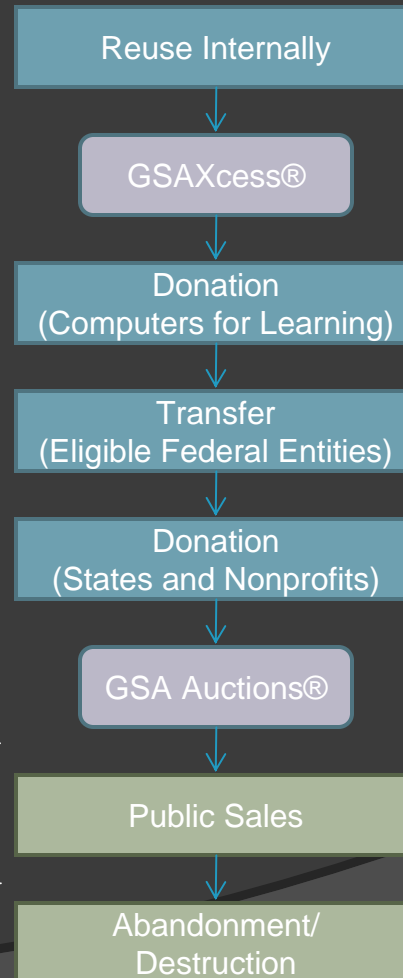
- ⦿ Executive Order 13423, Section 2(h)(iv)
 - Ensure that the agency “uses environmentally sound practices with respect to disposition of agency electronic equipment that has reached the end of its useful life”
- ⦿ Implementing Instructions
 - Agencies shall “(i)mplement procedures to ensure the timely reuse and donation of equipment”
 - ...“comply with GSA procedures for the transfer, donation, sale and recycling of electronic equipment”
 - ...“comply with GSA’s Computers for Learning Program (CFL) under E.O. 12999 when transferring their computers and other eligible equipment”

Electronics End-of-Life

Environmental Hierarchy



GSA Hierarchy



Extending the Life of Equipment and Internal Reuse

- Evaluate and revise
- Prevent and maintain
- Extend usefulness for individual or organization
- Educate users

Evaluate

- ⦿ Review long-term policies, procedures and plans
- ⦿ Conduct **life-cycle analysis**
- ⦿ Consider
 - Hardware and software needs
 - Purchase, lease or seat management?
- ⦿ Remember
 - All **users** are not equal
 - All **equipment** is not equal
- ⦿ Look for “culture” issues

Revise

- ⦿ If possible and necessary, change policies, procedures and plans
 - Define IT and user **roles and responsibilities**
 - Specify a **four year**, or more, refresh rate
- ⦿ Notify IT, acquisition and procurement, and end users

Prevent and Maintain

- ◎ Security can lead to longevity
 - Regularly update **virus/spyware/malware protection** and schedule regular scans
 - Apply operating system and software updates
 - Immediately apply critical updates
 - Schedule non-critical updates
 - Block users from **administrative functions**

Prevent and Maintain

- ⦿ Manage software
 - Manage software installation
 - Remove **unused** programs
 - Limit or eliminate **autostarting** programs
- ⦿ Manage hardware
 - Check, fix and defragment drives
 - Consider regular physical cleaning

Extend for the Individual

- ⦿ Add memory (RAM)
- ⦿ Replace **broken** components
 - Damaged cables
 - Peripherals
 - Drives
- ⦿ Replace **problematic** components
 - Upgrade just the desktop computer or monitor

Extend for the Organization

- ◎ Implement a “bumping” or “trickle-down” policy for electronics
- ◎ Assess used equipment
 - Future use
 - Condition
 - Age
- ◎ Utilize property/asset management software to track available equipment

Educate Users

- ⦿ Provide information about policies, procedures and plans
 - Highlight federal requirements and **benefits**
- ⦿ Protect hardware
 - Maintain **air flow**
 - Clear **clutter**
 - Use a **surge protector or power strip**

Educate Users

- ◎ Clean up electronic clutter
 - Clean out temporary files
 - Empty trash bin
- ◎ Save smart
 - Encourage saving on network or external drives and media
 - Backup

Leasing and Seat Management

- Set **technology refresh rate** to four years
- Require **maintenance** or extended warranties to keep equipment running for four years

External Reuse

- ◎ If you can't use it, someone else may be able to:
 - Within your department or agency
 - Computers for Learning
 - Other federal agencies
 - State and non-profits

Excess Equipment

- Report unneeded equipment to your **Property Utilization Officer (PUO)**
- PUO declares property “excess”
 - Directly transferred to eligible recipients under E.O. 12999
 - Referred to GSA for **CFL and government-wide screening** through GSAXcess®
- Work with PUO to complete necessary documentation

Computers for Learning (CFL)

- CFL matches the computer needs of schools and educational nonprofits with federal excess equipment
- Assists federal agencies in meeting the requirements of Executive Order 12999, “Educational Technology: Ensuring Opportunity for All Children in the Next Century”
- **Title transfers** - recipients gain ownership of the property upon receipt

Computers for Learning

(Continued)

GSAXcess®

- ⦿ Federal agencies report electronics as excess property
- ⦿ Electronics are automatically offered through CFL for seven days
- ⦿ Electronics revert to excess property process after seven days

Post Transaction Module

- ⦿ Federal agencies may directly transfer excess electronics without reporting it through GSAXcess®
- ⦿ Recorded transfers entered in the agency's Annual Non Federal Recipient's Report

Federal Reuse of Excess Equipment

- ⦿ Excess equipment must be:
 - Reported to GSA and offered through GSAXcess®
 - Directly transferred to other federal agencies if certain conditions are met
- ⦿ Federal Agencies must use excess property as the **first source of supply**
- ⦿ Care, handling, and transportation are paid by the receiving Agency
- ⦿ Unneeded excess equipment is declared **surplus**

Non-federal Reuse of Surplus Equipment

- ⦿ Non-federal organizations may obtain surplus property through State Agencies for Surplus Property (SASPs)
- ⦿ Includes non-federal public agencies (state and local governments) and private nonprofit organizations and institutions
- ⦿ **Clear title to donated property** is only granted:
 - After a specified period of time has elapsed
 - Donee has fulfilled all federal and state restrictions imposed on the property

Sale of Surplus Equipment

- Used electronics may be sold for reuse, remanufacturing or recycling through GSA Auctions®
- Environmentally sound disposition of sold electronics is currently **not guaranteed**

Special Note for Defense Facilities

- Defense Reutilization and Marketing Service (DRMS) manages all electronic equipment end-of-life activities for DoD
- DoD-owned electronic equipment, when excess to an organization's needs, must be reported as excess to DRMS
- Equipment in the DRMS inventory is available for any school registered for the DRMS application of the CFL program

Assess Used Equipment

◎ Future use

- Internet browsing, e-mail, word processing, spreadsheets, presentations, and finances
- Educational software

◎ Condition

- Operational
- Safe

◎ Age

- Less than five years old
- Exceptions: laptops, laser printers, flat panel monitors

Assess Used Equipment

- ⦿ Hardware (varies widely)
 - CPU: Pentium III or better
 - Hard drive: 10 GB or larger
 - Memory: 512 MB of RAM or more
 - Monitor: 17 inches or larger
 - Peripherals (keyboard, mouse, speakers), cables and connectors available and working
 - Preferred: CD/DVD, sound card, video card, network card, USB port(s)
- ⦿ Software
 - License transfer

Know When to Recycle

- Obsolete or broken equipment should be recycled
- Excess equipment that may not be donated or sold can be labeled for **abandonment/destruction** and subsequently recycled
- Agencies can donate to a public body in lieu of abandonment
 - UNICOR is a public body and provides electronics remanufacturing and recycling

Preparing to Donate

- ⦿ Collect all peripherals, cables, manuals, and any transferring software media and documentation
- ⦿ Complete **media sanitization** of internal and external media
- ⦿ Remove property decals (if recipient takes ownership)
- ⦿ Remove external media (disks, CDs, DVDs, USB drives, paper)
- ⦿ Properly package equipment to reduce breakage
- ⦿ Include fact sheet on end-of-life options for the recipient
- ⦿ Complete necessary documentation

Resources

- ◎ FEC (End-of-life)
 - <http://www.federalelectronicschallenge.net/resources/eolmngt.htm>
- ◎ CFL
 - <http://computersforlearning.gov/>
- ◎ GSAXcess® and GSA Auctions®
 - <http://gsaxcess.gov/>
 - <http://gsaauctions.gov/>
- ◎ GSA (Personal Property Disposal)
 - <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeld=8211&channelId=-13012>
- ◎ DRMS
 - <http://www.drms.dla.mil/>

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Federal Electronics Challenge

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