

## Getting Started for Partners

### 10 Steps to a Successful Federal Electronics Challenge Partner

Thank you for making a commitment to looking to reduce your facilities electronic environmental footprint. To help you get started, we recommend the following 10 step program.

#### **Step 1: Form a Team**

Identifying a program leader and support team/committee is a crucial first step in any successful program. Recruit representatives from different departments - from purchasing, operations and facilities management, and top management.

#### **Step 2: Assess you facility**

Completing a facility self-assessment is a fundamental step to launching your program. Use the Baseline survey as a tool to help you:

- Identify sources, quantities, and environmental issues associated with your electronics.
- Establish a baseline from which you can measure your facility's progress over time.
- Identify goals and action plans to continue to facilitate and expedite your good work.
- Gather information that will help you measure dollar savings over time.
- Generate ideas - in house - for ways to continue to address your electronic assets.

The Baseline survey is located on the FEC website:

<http://www.federalelectronicchallenge.net/baseline.htm>

#### **Step 3: Establish a Baseline**

Based on the results of the survey, establish a baseline of the environmental aspects of your electronic assets you are seeking to mitigate.

This is important for the following reasons:

- Understanding the volume and environmental attributes associated with your electronic assets will help identify goals and priorities
- The baseline will help track progress towards meeting your goal and to receive recognition for your efforts.

#### **Step 4: Set Goals**

Develop quantifiable goals annually, whether your facility has an established program or is just starting one. The goals should be practical, measureable and based on needs identified in your baseline survey. You can express your goals as reduction in overall waste, energy savings, cost savings, etc. Please see: <http://www.federalelectronicchallenge.net/goals.htm>

#### **Step 5: Develop an Action Plan**

Part of developing annual goals is establishing an action plan detailing how your facility will achieve these goals. Action plans should include ways track your progress. Example of action plans will soon be available on the Federal Electronics Challenge web site.

#### **Step 6: Kick off the Program**

Now that you have developed measurable goals and an action plan, it's time to launch your FEC program. Consider organizing a kick-off event, which provides an opportunity for your organization leaders to affirm the project and explain what your facility hopes to accomplish. Post articles in internal newsletter about your efforts, there are sample newsletter articles and press releases on the FEC website.

### **Step 7: Education Staff**

A successful program depends on the participation of all employees. Active promotion of the project is the best way to help staff understand the program and encourage their participation. For maximum success, communicate the goals and initiatives to all employees. Consider including program information in an orientation for new employees, on signs and posters, in newsletters and email updates or your facilities intranet.

### **Step 8: Do the Work**

Implement the action plans that will help you achieve your facility's goals. Join the monthly FEC conference calls to share information with your colleagues from across the country. You don't have to re-create a program from scratch - tell us what you need and chances are there's a tool or resource available. Please see: <http://www.federalelectronicchallenge.net/tools.htm>

### **Step 9: Track - Measure - Record Progress**

As you implement your purchasing, use and/or end of life asset management of electronics, it's important to establish a process to track and measure your progress. You might use your purchasing records or inventory records, or perhaps department representatives report monthly progress using a simple spreadsheet. At the end of the year, compare your progress to the baseline data collected at the start of the project. Record this progress on the reporting form. Please see: <http://www.federalelectronicchallenge.net/report.htm>

### **Step 10: Celebrate your Achievements**

Receive national recognition from the Office of the Federal Environmental Executive for your accomplishments. The awards aspect of the challenge has several levels of recognition. Becoming an award recipient can help your facility maintain momentum, enhance program awareness, and sustain upper management support. Even if you choose not to apply for national recognition, you should still promote your progress internally to congratulate employees and build enthusiasm for continued success. Also share your results with your community and other federal facilities. Please see: [http://www.federalelectronicchallenge.net/ap\\_proc.htm](http://www.federalelectronicchallenge.net/ap_proc.htm)