

Goals Identification Form

Please use this form to share the goals that your organization plans to meet through the Federal Electronics Challenge (FEC). Try to establish goals that are Specific, Measurable, Achievable, Results-Oriented, and Timely (SMART).

Please complete this form, along with your Baseline Survey of Current Practices, within six weeks of joining the FEC as a Facility Partner. Adobe Acrobat and Microsoft Word versions of both forms are available to facilitate collecting and recording the necessary information. 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:
<http://www.federalelectronicschallenge.net/partnerlog.htm>.

Need additional help establishing goals?

- Select milestones that will help you achieve the federal goals specified in Executive Order 13423.
- Establish milestones that will help you achieve your Agency's or Department's goals.
- Develop goals based on the results of your Baseline Survey of Current Practices.
- Adopt any of the activities required for award recognition as goals.
<www.federalelectronicschallenge.net/recognition.htm>
- Please check page 2 of this form for specific examples.

Goals:

Agency: _____

Contact Name: _____

Facility: _____

Date: _____

THANK YOU for taking the time to identify your Goals!

When you are ready to submit the form, please login to the Member Services section to submit your information using the online interactive form: <http://www.federalelectronicschallenge.net/partnerlog.htm>.

Sample Goals

Below are some sample goals for Facility Partners. Goals which will meet FEC's national program goals, and the federal government's goals as outlined in Executive Order 13423, are marked with an asterisk. Please adopt any of the sample goals listed or develop your own goals to meet your organization's electronics stewardship needs.

GENERAL

- Incorporate electronics stewardship in our Environmental Management System (EMS).
- Apply for a Bronze, Silver or Gold Level FEC Award at the end of this year.
- Develop a report of the environmental benefits of our electronics stewardship activities this year, utilizing the Electronics Environmental Benefits Calculator.
- Mentor a new FEC Facility Partner.

ACQUISITION & PROCUREMENT

- Purchase or lease EPEAT-registered electronic products when acquiring eligible electronic products.*
- Purchase or lease imaging equipment and small electronics that include at least three positive environmental attributes.
- Collect Environmental Information Sheets for electronics products that we purchase or lease, but which are not registered by EPEAT.
- Complete the FEC Acquisition and Procurement Checklist as it relates to our electronics acquisitions this year.
- Complete a Total Cost of Ownership analysis for our electronics acquisitions this year.

OPERATION & MAINTENANCE

- Enable ENERGY STAR® features on 100 percent of eligible computers and monitors in operation.*
- Extend the life span of electronic equipment in operation at our organization to an average of at least four years.*
- Conduct at least one employee training activity on energy conservation for electronics.

END-OF-LIFE MANAGEMENT

- Dispose of 100 percent of our non-reusable electronic equipment by recycling it using environmentally sound management, as defined by EPA's Plug-In To eCycling guidance.*
- 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.
- 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.
- Use the Recycling Electronics and Asset Disposition (READ) Services or UNICOR for 100% of our electronics recycling.
- Conduct an on-site review of the recycling facility that our organization utilizes this year.