



Sample Memo for Purchasing of EPEAT and Other Environmentally Preferable Electronics

Updated: 04/17/2008

PURPOSE

The included document is an example of a federal memo requiring the purchase or lease of Electronic Product Environmental Assessment Tool (EPEAT)-registered and other environmentally preferable electronics. Executive Order 13423, *Strengthening Federal Environmental, Energy and Transportation Management*, requires federal agencies to 1) ensure when acquiring an electronic product to meet its requirements, meets at least 95 percent of those requirements with an EPEAT-registered electronic product, unless there is no EPEAT standard for such product; and 2) require in agency acquisitions of goods and services use of sustainable environmental practices, including acquisition of biobased, environmentally preferable, energy-efficient, water-efficient, and recycled-content products.

REFERENCES

The text of Executive Order 13423 and the Implementing Instructions are available at: http://ofee.gov/eo/eo13423_main.asp.

CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalelectronicschallenge.net/champions.htm>.

Partners may also request technical assistance via email to partner@electronicschallenge.net.

FEDERAL ELECTRONICS CHALLENGE

Web site: <http://www.federalelectronicschallenge.net/>

E-mail: info@electronicschallenge.net

Memorandum

To: [Recipients]

From: [Sender]

Re: Purchasing of EPEAT-registered and other environmentally preferable electronics

Date: [Date]

[Facility] is participating in the Federal Electronics Challenge (FEC). The FEC is a program that has been developed by the U.S. Environmental Protection Agency (EPA) and the Office of the Federal Environmental Executive to improve the environmental management of the federal government's information technology (IT) products and other electronic assets. This year's program will cover all parts of the IT life-cycle; which are purchasing, in-use, and end-of-life. The award requirements of the FEC, Executive Order 13423, and the [Facility's] Environmental Management System, all direct the [Facility] to purchase environmentally preferable electronics products and Electronics Product Environmental Assessment Tool (EPEAT) registered products, when applicable. Environmentally preferable products may be products that contain fewer toxins, such as lead or mercury, have recycled content, or are more easily recyclable or reusable, for example. This requirement applies to many types of electronics, not just computers, monitors, and laptops, but also includes other office equipment such as printers, copiers, fax machines, and televisions.

To meet our FEC goals this year we need to have 95% of computer desktops, laptops, and monitors purchased be EPEAT registered, and 75% of all printers, copiers, fax machines, and televisions purchased or leased this year be certified under an eco-label program or include at least three positive environmental attributes. Below is information about how you can identify if equipment you purchase will help us meet these goals.

- Purchasing EPEAT registered computer desktops, laptops, and monitors is uncomplicated. The EPEAT program was developed by EPA and other stakeholders to easily evaluate environmental performance of this equipment by examining attributes such as energy efficiency, reduced toxin content, and product longevity among over twenty other factors. For more information on the program visit www.epeat.net.

Finding EPEAT registered products is simple, and there are over 500 EPEAT registered products available from all major manufactures. EPEAT registered products are even included on [Facility's contract vehicle]. If you need to purchase a product that is not on the [Facility's contract vehicle] you can find registered products by visiting the EPEAT product registry at <http://www.epeat.net/Search.aspx>. Begin your search by entering the type of product, manufacture name, EPEAT level, or monitor size and type, either CRT or LCD.

- If you are purchasing a type of equipment that is not part of the EPEAT program, such as printers, copiers, fax machines, and televisions, the ‘greenness’ of a product can be evaluated by reviewing the environmental datasheets that are available for many products. Environmental data sheets are found on the manufactures website, and often indicate many of the same factors that go into an EPEAT registration. If the datasheet indicates that the project has an eco-label, this will satisfy the requirement for this activity. If the product does not have any eco-labels, then three environmental attributes, such as reduced toxins, ease of recycling, or recycled content for example, will satisfy this requirement. For more information on how to review environmental data sheets please visit <http://www.federalelectronicchallenge.net/resources/docs/prodinfo.pdf>.
 - For more information on different eco-labels that can meet this requirement visit the FEC’s ‘Understanding Eco-labels’ tool at: <http://www.federalelectronicchallenge.net/resources/docs/ecolabel.pdf>.
 - To learn about how to identify key environmental attributes that can meet this requirement visit: <http://www.federalelectronicchallenge.net/resources/docs/topenv.pdf>.

Then once you have selected your equipment, note that the equipment is EPEAT registered, if applicable, and at what level, bronze, silver, or gold, in the justification section of the purchase request. For equipment that is not registered by EPEAT list any eco-labels, or three environmentally preferable attributes, that the product might have, in the justification section. At the end of the year this information will be crucial for the [Facility] to prepare it Federal Electronics Challenge award nomination and annual report. Last year it is estimated that green IT management across their life cycle the [Facility’s] desktop and laptop computers is estimated to have the following environmental impacts:

- Reduced energy use approximately equal to powering 512 US households for one year
- Reduced greenhouse gas reductions approximately equal to removing 361 cars from the road for one year
- Reduced solid waste generation by approximately equal to what 10 households would generate in one year

Your participation is key to the [Facility] meeting these goals, so thank you for your assistance. If you need assistance with identifying ‘green’ equipment, or have any questions regarding the Federal Electronics Challenge or EPEAT you can contact [Contact(s)].