

# Meeting the Four Year Goal: Extending the Life of Electronic Equipment

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# [ 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 will “(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”

# 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



# [ Why Three Years? ]

- Three year hardware **warranties** are typical
- **Changes** to operating systems and software
- **Rapid advances** in hardware technology
- Outdated policies and procedures
- **Culture** - “That's what we've always done.”

# [ What Can You Do? ]

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

# [ Evaluate ]

- Review long-term policies, procedures and plans
- Conduct **life-cycle analysis**
- Considerations
  - Hardware and software needs
  - All **users** are not equal
  - All **equipment** is not equal
  - Purchase, lease or seat management?
- 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**

# [ Measure and Report ]

- Use property/asset management software to determine life span
- Estimate life span based on replacement rates
- Report actual or estimated average life spans
- Report policies, procedures and plans

# Leasing and Seat Management

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



# [ Reuse First! ]

- 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

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