



## 2012 FEC Award Optional Activities Checklist (for FY2011 activities)

Updated: 6/27/2011

Federal Electronics Challenge (FEC) Facility Partners may apply for annual recognition at one of four levels: Platinum, Gold, Silver or Bronze. This checklist outlines the optional activities that may be completed to apply for a particular 2012 Federal Electronics Challenge Award. Supporting documentation is required from all award applicants.

### INSTRUCTIONS

In addition to completing the required Mandatory Activities, a FEC Facility Partner must complete the following number of optional activities to qualify for a 2012 FEC Award:

- Platinum: **Three** optional activities
- Gold: **Nine** optional activities
- Silver: **Six** optional activities
- Bronze: **Three** optional activities

#### *Please note the following:*

- Optional activities **do not** need to be in the same life-cycle phase(s) as the mandatory activities completed for an award application.
- A Facility Partner may receive credit for completion of an electronics stewardship activity not listed on the Optional Activities Checklist. These activities should be listed in the appropriate life-cycle category, next to the checkbox for "Other." The FEC Award Review Committee will determine if the listed activity provides award credit. If you have a question about receiving credit for your own optional activity, please send an email to [partner@electronicschallenge.net](mailto:partner@electronicschallenge.net).
- Please see the [2012 FEC Award Mandatory Activities Checklist](#) for more information about the 2012 award requirements.

### APPLICATION INFORMATION

Agency: \_\_\_\_\_

Partner: \_\_\_\_\_

This application is for the:

- 2012 Platinum Level Award, our facility won a Gold Award in \_\_\_\_\_
- 2012 Gold Level Award
- 2012 Silver Level Award
- 2012 Bronze Level Award



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### GENERAL OPTIONAL ACTIVITIES

1. Complete a mandatory activity from the [2012 FEC Award Mandatory Activities Checklist](#) that you did not already complete (i.e., from a life-cycle phase you did not select for your award application or a higher level award). This optional activity is only available to Bronze and Silver Award applicants.
2. Complete a mentoring activity, as described in the [FEC Mentoring Fact Sheet](#). Gold and Platinum applicants must complete an additional mentoring activity above their mandatory requirements to receive credit for an optional activity.
3. Evaluate and provide the [environmental benefits](#) of the activities implemented under your FEC program.
4. Develop and maintain a system to track the product life-cycle of specific electronic equipment within your organization.
5. Present on one of the [FEC Partner Calls](#) during FY2011.
6. Submit a new [electronics stewardship case study](#) to the FEC. This case study must be reviewed by the FEC and approved prior to claiming credit for this activity.
7. Submit a new [electronics stewardship resource](#) to the FEC. This resource must be reviewed by the FEC and approved prior to claiming credit for this activity.

### ACQUISITION & PROCUREMENT OPTIONAL ACTIVITIES

1. Complete the [Acquisition and Procurement Planning Checklist](#), to plan for purchases or leases. This optional activity is only available to organizations that will purchase or lease electronics in FY2011, or are planning for purchases or leases in FY2012.
2. Complete an assessment that compares the advantages and disadvantages of purchasing new electronics versus one or more alternatives (e.g., leasing, internal reuse, upgrading equipment, purchasing services instead of products).
3. Complete a [total cost of ownership analysis](#) of two or more potential product purchases (e.g., desktop vs. laptop, traditional vs. thin client, keeping old CRTs vs. buying new LCDs).
4. Reduce the number of new electronics bought per employee by 10 or more percent from a chosen baseline year. Report your baseline year, the baseline number, the reduction goal, and the current number.
5. Meet with your agency's Office of Small and Disadvantaged Business Utilization (OSDBU) and [provide information on EPEAT](#).
6. Other



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### OPERATIONS & MAINTENANCE OPTIONAL ACTIVITIES

1. Develop/Purchase and utilize a software system for tracking the implementation of [ENERGY STAR® power management features](#).
2. Develop/Purchase and utilize a software system to automatically enable duplex printing and/or copying on computers and imaging equipment.
3. Reduce energy consumption of electronic equipment per employee by 10 or more percent from a chosen baseline year. Report your baseline year, the baseline number, the reduction goal, and the current number.
4. Reduce printer and copier paper consumption per employee by 10 or more percent from your chosen baseline year. Report your baseline year, the baseline amount, the reduction goal, and the current amount.
5. Develop and implement a [policy to shut down electronic equipment](#) at the end of each work day and/or over weekends and holidays.
6. Other

### END-OF-LIFE MANAGEMENT OPTIONAL ACTIVITIES

1. Reuse 30 or more percent of electronic equipment at the end of its first life. Reuse may include internal reuse, donation through Computers for Learning, federal government reuse, or donation to States or non-profits.
2. Offer recipients of donated equipment take-back of equipment when it is no longer useful.
3. Transport all excess and surplus equipment for reuse or recycling within a 250 mile radius of your facility for processing.
4. Implement an employee electronics collection/recycling program, to collect non-federally owned equipment for recycling.
5. Other

### CONTACT INFORMATION

If you have questions related to this checklist 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 by sending an email to [partner@electronicschallenge.net](mailto:partner@electronicschallenge.net).



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### FEDERAL ELECTRONICS CHALLENGE

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

E-mail: [info@electronicschallenge.net](mailto:info@electronicschallenge.net)