

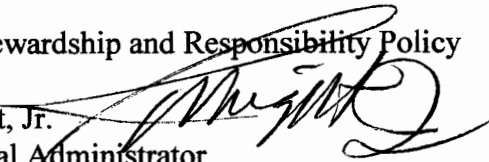


UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 4  
ATLANTA FEDERAL CENTER  
61 FORSYTH STREET  
ATLANTA, GEORGIA 30303-8960

MEMORANDUM

JAN 11 2007

SUBJECT: R4 Electronic Stewardship and Responsibility Policy

FROM: Russell L. Wright, Jr.   
Assistant Regional Administrator  
Office of Policy and Management

TO: Region 4 Employees

**Purpose:** The purpose of this policy is to update the Region 4 Electronic Stewardship Program. It establishes governance of the program; sets the direction for the environmental management of electronic assets<sup>1</sup> throughout the life cycle of these investments; and establishes business processes and practices to comply with the broadest intent and spirit of Sustainable Environmental Stewardship<sup>2</sup> for our electronic assets.

**Applicability:** Region 4's significant commitment to "The Federal Electronics Challenge" (FEC) guides regional policy, strategies and procedures for sound life-cycle management. This policy applies to all employees and users of electronic assets.

**FEC Background:** The Federal government purchases more than 60 billion dollars in electronic equipment annually. By law, executive order, and regulation, the Federal government is obligated to consider the environmental impacts of its purchasing decisions.

The growing number of discarded electronics is a significant environmental concern for the Agency. The FEC is a comprehensive, voluntary partnership program developed to help Federal facilities and agencies promote sustainable environmental stewardship of their electronic assets. Region 4's active leadership and participation in the FEC will assist in reducing the environmental impacts of electronic waste, the fastest growing category of the municipal solid waste stream. We are committed to doing our part to promote best management practices that will contribute meaningfully to fulfilling EPA's environmental and public health mission.

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1. Electronic assets covered in this policy include, but are not limited to, computers, laptops, monitors, printers, fax machines, telephones (cellular and desktop), copiers and blackberries. The region will consider the life-cycle of electronic equipment broadly to include acquisition, operation and maintenance, and end-of-life uses and disposition.

2. Sustainable Environmental Stewardship, as defined, includes concepts, strategies, tools, practices, and approaches that lead to environmental improvement in a manner that is sustainable over time. It considers the long term effects as well as the shorter term, more immediate effects that contribute positively, even if indirectly, to social and economic conditions.

**Policy:** All employees must demonstrate the highest level of commitment to the Electronics Stewardship Policy. These steps cover the full range of activities in the three electronics life cycle phases: (1) acquisition and procurement; (2) operation and maintenance; and (3) end-of-life cycle. An example of Region 4's commitment to enhancing operations and maintenance is codified in the Workplace Energy Savings Policy Statement, dated September 26, 2005.

Activities addressed in the Electronic Stewardship Program include, but are not limited to:

- exclusively purchasing computer products (desktops, laptops, and monitors) registered on [www.epeat.net](http://www.epeat.net) as EPEAT Silver or better,
- using best available life cycle management practices,
- identifying and promoting processes and procedures that enhance both energy efficiency and environmental sustainability,
- incorporating procurement language to promote the acquisition of energy efficient and environmentally sustainable equipment,
- improving standards and specifications for the environmental attributes of equipment, and
- identifying surplus equipment reuse and recycling applications.

#### **Roles and Responsibilities:**

The Assistant Regional Administrator (ARA) serves as the champion for the Region's Electronic Stewardship Program, is responsible for executive oversight, and communicates its value as a tool to promote sustainable environmental stewardship, including use of EPEAT web-based tool.

The Deputy ARA for Human Capital, Planning, IT and Enterprise Management provides program leadership and management strategies for effective implementation and operations.

The RCRA Programs and Materials Management (RP&MM) Branch provides technical assistance and coordinates with designated stakeholders to ensure that current management approaches, government and industry information, and responsible resource contacts are available for the Region's decision making regarding electronics life-cycle management.

The Environmental Information Services Branch (EISB) implements cost-effective, acquisition procedures for the procurement of environmentally sustainable electronic equipment and assures that all computer products selected are registered on [www.epeat.net](http://www.epeat.net) as EPEAT Silver or better. Enables EnergyStar features on computers to maximize energy savings.

The Facilities Management Branch manages end-of-life management procedures and ensures electronic equipment disposal complies with environmentally sound practices. Maintains data on recycling, reuse, and disposal of electronics.

The Acquisition Management Section reviews all purchase requests and ensures compliance with all applicable Federal acquisition regulations. Assuring that all acquisitions include EPEAT language as required.

The Office of Budget Operations and Management (OBOM) reviews all electronic

purchase requests to ensure appropriate policy considerations are complied with prior to approval of funding.

The Pollution Prevention (P2) Program Manager oversees the annual FEC Program assessment for policy compliance, and provides findings to the DARA for Human Capital, Planning, IT and Enterprise Management. Prepares the FEC annual Report.

**Authorities:** Resource Conservation and Recovery Act (P.L. 94-580, as amended), Energy Policy Act of 1992 (P.L. 102-486, as amended), Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (P.L. 96-510, as amended), Emergency Planning and Community Right-To-Know Act of 1986 (Title III of the Superfund Amendments and Reauthorization Act, P.L. 99-499, as amended), Pollution Prevention Act of 1990 (P.L. 101-508, as amended), Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition," Executive Order 13123, "Greening the Government Through Efficient Energy Management," Executive Order 13148, "Greening the Government Through Leadership in Environmental Management," and Federal Acquisition Regulation, Executive Order 12999, "Educational Technology: Ensuring Opportunity for All Children in the Next Century."

**Policy Review Date:** Annual from the approval date.