

# Tracking and Reporting Electronics Stewardship Activities

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# Disclaimer

- The information in this presentation is not official guidance of the Office of Management and Budget, the Office of the Federal Environmental Executive, the Environmental Protection Agency, or the Federal Electronics Stewardship Working Group
- The guidance in this presentation **does not** supersede any federal agency's policies, procedures, guidance, or requirements with respect to tracking and reporting of electronic stewardship activities
- FEC Partners should always follow the tracking and reporting requirements and guidelines of their federal agency

# Required Electronics Stewardship

- Executive Order 13423
  - Section 2(h)
- Implementing Instructions
  - Section XII
- Office of Management and Budget (OMB)  
Environmental Stewardship Scorecard
  - Electronics stewardship standards
- Agency Electronics Stewardship Plans

# Reporting Electronics Stewardship

- Agency requirements
  - Office of Management and Budget Environmental Stewardship Scorecard
  - Electronics Stewardship Plan
- Facility requirements
  - Environmental Management System (EMS)
- FEC requirements
  - Annual reporting form
  - Award applications

# The EPEAT™ Goal

- Activity:
  - Purchase or lease of electronic products
- Goal:
  - 95% of all purchases and leases must be Electronic Product Environmental Assessment Tool (EPEAT)-registered
- Applies to:
  - All electronic equipment with an EPEAT standard

# Tracking the EPEAT Goal

- Require vendors to report registration status of all purchases or leases
  - FEC and EPEAT recommend quarterly reports
- Add and/or utilize an EPEAT registration data field in your facility's property and/or asset registration, tracking, or management system
- Prevent the purchase or lease of non-registered electronic products

# Reporting the EPEAT Goal

- Copies of policies, directives, memoranda and/or guidance requiring the purchase and lease of EPEAT-registered electronic products
- Data on the EPEAT registration status of all purchases and leases of eligible electronic products

	Gold	Silver	Bronze	Unregistered	Total
Computer Desktops					
Notebooks/ Laptops					
Monitors					
Integrated Systems					

# The ENERGY STAR® Goal

- Activity:
  - Enabling of power management features on electronic products
- Goal:
  - 100% enabling of computers and monitors
- Applies to:
  - Eligible computer desktops, notebooks/laptops, and monitors

# Tracking the ENERGY STAR Goal

- Utilize software programs to enable and/or report on power management settings
  - Free and commercial software solutions
  - Set and reset settings
  - Poll equipment across the network and report enabling rate
- Manually enable and/or check power management settings
  - Equipment not connected to a network
  - Older equipment
  - Lock settings through administrator

# Reporting the ENERGY STAR Goal

- Copies of policies, directives, memoranda and/or guidance requiring the enabling of ENERGY STAR features on electronic products
- Reason(s) for ineligible equipment, documentation of exemption(s)
- Data on percentage or number of eligible products that are enabled

	Number of Eligible Products	Number of Ineligible Products	Percentage or Number of Eligible, Enabled Products
Computer Desktops			
Notebooks/Laptops			
Monitors			

# The Lifecycle Extension Goal

- Activity:
  - Extend the useful life of electronic equipment
- Goal:
  - Four or more years
- Applies to:
  - All electronic equipment

# Tracking the Lifecycle Extension Goal

- Add and/or utilize entry and exit dates in your facility's property and/or asset registration, tracking, or management system
- Estimate lifecycle based on total inventory and annual replacement rates
  - 30% replacement rate each year leads to a three-year lifecycle
- Require four-year technology refreshes

# Reporting the Lifecycle Extension Goal

- Copies of policies, directives, memoranda and/or guidance requiring the extension of the useful life of electronic products
- Data on the lowest, highest, and average lifecycle of indicator electronic products

	Computer Desktops	Notebooks/Laptops	Monitors	Multifunction Devices	Cellular Phones
Lowest Lifecycle					
Highest Lifecycle					
Average Lifecycle					

# The Environmentally Sound Disposition Goal

- Activity:
  - Electronic product disposition
- Goal:
  - Using environmentally sound management practices for all electronics reuse, donation, sale, and recycling
- Applies to:
  - All electronic equipment

# Tracking the Environmentally Sound Disposition Goal

- Add and/or utilize a disposition data field in your facility's property and/or asset registration, tracking, or management system
  - Consider adding or utilizing an internal user count
- Utilize other property disposition reports:
  - General Services Administration (GSA)
  - Defense Reutilization and Marketing Service (DRMS)
  - Computers for Learning (CFL)
- Keep records of due diligence activities

# Reporting the Environmentally Sound Disposition Goal

- Copies of policies, directives, memoranda and/or guidance requiring the environmentally sound disposition of electronic products at end-of-life
- Copies of due diligence documentation
- Data on the disposition of indicator electronic products

	Computer Desktops	Notebooks/Laptops	Monitors	Multifunction Devices	Cellular Phones
Reused					
Recycled					
Sold					
Disposed					

# Information Technology Asset Management (ITAM)

- ITAM is a system that:
  - Combines contract, property and financial functions
  - Covers all electronics lifecycle phases: acquisition, use and disposition
  - Provides consistent policies and procedures throughout the electronics lifecycle
  - Supports electronics life-cycle management decisions
- ITAM may be supported by property and/or asset registration, tracking, or management systems
- Check for agency guidance on ITAM

# References

- EPEAT contract language  
[http://www.federalelectronicschallenge.net/resources/docs/epeat\\_contract.pdf](http://www.federalelectronicschallenge.net/resources/docs/epeat_contract.pdf)
- Power management solutions  
[http://www.energystar.gov/index.cfm?c=power\\_mgt.pr\\_power\\_mgt\\_implementation\\_res#tech\\_assistance](http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_implementation_res#tech_assistance)
- Sample policy for four-year refresh cycle  
[http://www.federalelectronicschallenge.net/resources/docs/four\\_year.pdf](http://www.federalelectronicschallenge.net/resources/docs/four_year.pdf)
- Due diligence for recyclers  
<http://www.federalelectronicschallenge.net/resources/eolmngt.htm#three>
- Information Technology Asset Management  
<http://www.federalelectronicschallenge.net/resources/docs/assetman.pdf>

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