



How to Become an FEC Partner

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US EPA, Region 10
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Steps to Become an FEC Partner: An Overview

1. Register
2. Establish a Baseline
3. Set Goals
4. Report Annual Progress
5. Apply for an Award

Step 1: Register On-Line

- Complete a simple two-page registration form on-line:
<http://www.federalelectronicschallenge.net/pledge.htm>



 **Partner Registration Form**

Yes! My facility(ies) is/are ready to join the Federal Electronics Challenge.
(Please complete all sections)

Section A: Contact Information
Agency/Facility*: _____
Web Address: _____
Primary Contact: _____
Title: _____ Department: _____
Primary Function:
 Purchasing Information Technology Operation & Maintenance
 Environment General Administration Other (Please specify): _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____

Below, please provide the names of others in your facility(ies) who would be interested in receiving electronic communications and periodic updates from FEC.
Contact: _____ Email: _____
Contact: _____ Email: _____

Section B: Federal Electronics Challenge Pledge
Our facility or agency supports having the federal government lead by example in environmentally sound and cost effective management of electronic assets. We pledge to participate in the Federal Electronics Challenge as a partner and understand that we can apply to receive recognition at the bronze, silver, or gold award level. We recognize that the ultimate goal of the challenge is to improve the management of electronic assets during all three life-cycle phases—acquisition and procurement, operation and maintenance, and end-of-life management.

Signature of Primary Contact: _____ Date: _____

*A facility is any office building, lab, installation, or organizational unit that can make decisions about their electronics management.

Step 2: Establish a Baseline

- Complete the **Baseline Survey of Current Practices** within six weeks of joining
 - Develop an understanding of current **purchasing, operations, & end of life management practices**
 - Help identify strengths and weaknesses
 - Assist in identifying priorities and setting goals
 - Creates baseline for measuring progress
- **Don't let the perfect get in the way of the good**
 - Collect and report what is feasible in the timeframe
 - Baseline assists in completing the annual report form
- *There are no right or wrong answers!*

Step 3: Assess Current Activities

- Use the award level checklists to take a snapshot of current activities as compared to FEC program requirements
 - Bronze, silver and gold requirements
- Select **life cycle phase(s)** to focus on
 - Interest of FEC team or management
 - Needs most attention
 - Builds on other programs and initiatives

Step 4: Set Goals

- Develop SMART goals

S Specific

M Measurable

A Achievable

R Results-Oriented

T Timely

- Use **Goals Identification Form**

Why Set Goals?

- Identify priorities and common interests
- Provide focal point for determining specific actions
- Provide a basis for prioritization in decision-making and time management
- Increase participation and commitment within organization
- Measure and communicate accomplishments and program effectiveness

How to Identify Goals

- Adopt **FEC program goals** or requirements
 - Quantitative goals
 - Bronze, silver, gold requirements
 - Optional activities list
- Tailor sample goals from **Goals Identification Form** to your organization
- Borrow from **other partners**
- Leverage or build on **existing programs**
 - Environmental Management System
- Target a problem or life-cycle phase

.....lots of ideas out there!

Examples of Partner Goals

- **Bonneville Power Administration (2005 Gold Award Recipient)**
 - Establish cross-agency education and awareness about impacts of e-waste, both environmentally and economically
 - Acquire new end-of-life recycling facility for equipment and develop audit criteria consistent with FEC guidelines
 - Minimize turnover of electronic equipment
 - Educate about e-waste total life cycle costs

Examples of Partner Goals

(continued)

- EPA Region 10 (2005 Silver Award Recipient)
 - Increase lifecycle of desktop computers & peripherals from 4-6 years (50%)
 - Reduce electric power consumptions by computers through various means
 - Donate 100% of useable computer equipment to acceptable parties
 - Ensure an accurate inventory of all computers, peripherals and other electronic equipment from purchasing to end of life


Step 5: Report Your Progress

1. Go to the [Recognition webpage](#) on the FEC website
2. Download & Complete:
 - Reporting Form
<http://www.federalelectronicschallenge.net/report.htm>

Reporting Form

- Track your own progress & help us track progress of national FEC program
- Fill out areas related to your target lifecycle phase(s)
- Mandatory for all FEC Partners
- Certain agencies may wish to submit a centralized report

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Reporting Form

Please complete this form each spring to measure your progress.

Name: _____ Agency: _____ Facilities Included: _____
Number of Employees: _____ Position: _____ Department: _____

Acquisition & Procurement:

1. Please specify how your agency or facilities procure electronic equipment by filling in a percentage next to the appropriate method.

<u>Percentage</u>	<u>Method</u>
_____	Purchase (If your agency or department purchases electronic equipment, please specify the method.) <input type="checkbox"/> Credit Card <input type="checkbox"/> Interagency contract (other than an existing Government Wide Acquisition Contract or GWAC) <input type="checkbox"/> Contracts office acquisition <input type="checkbox"/> Blanket purchase agreement <input type="checkbox"/> Other
_____	Lease
_____	Service contract
_____	Open market

2. Which policies and regulations affect electronic equipment purchases at your facility?

Office of Federal Procurement Policy (OFPP) Directive or Circular (e.g., OFPP Policy Letter 92-4)
Please specify: _____

Step 6: Apply for an Award

Award Application Form

- Your contact information
- The DATE you signed on as a Partner *(from your Partner Registration Form)*
- Award Level
- Targeted Lifecycle Phases



Award Application Form

Contact Information

Agency: _____

Facilities to Be Included: _____

Primary Contact: _____

Title: _____ Department: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Date my facility signed up as a Federal Electronics Challenge partner: _____

My facility submits this application for the:

2004 Bronze Level Award 2004 Silver Level Award 2004 Gold Level Award

My facility completed the mandatory activities for the following life-cycle phase(s):

Acquisition & Procurement Operation and Maintenance End-of-Life Management

Please submit a hard copy of this Award Application Form to the FEC Steering Committee along with the Reporting Form, the appropriate award level checklist, and supporting materials. Mail or fax them to:

Christopher Kent
U.S. EPA
1200 Pennsylvania Ave., NW (7409M)
Washington, DC 20460
(phone) 202 564-8842
(fax) 202 564-8899

The application deadline is July 30, 2004.

Bronze, Silver, or Gold Checklist



Bronze Award Level Checklist

- **Check off Activities you completed**
- **Don't forget the Optional Actions**
- **Check the box to highlight your facility as a CASE STUDY!**

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To qualify for the bronze award level, partners must complete the Acquisition & Procurement Checklist, the End-of-Life Management Survey, and the activities listed below.

Choose one of the three life-cycle phases (acquisition and procurement, operation and maintenance, or end-of-life management) and complete all of the mandatory activities listed below for the phase you select.

Acquisition & Procurement Mandatory Activities

- Ensure that at least 50 percent of all electrical equipment purchased is ENERGY STAR® compliant.
- Require vendors to complete a Product Information Sheet.

Operation & Maintenance Mandatory Activities

- Include ENERGY STAR® requirements in the special terms and conditions in 30 percent of all grants and contracts.
- Meet all federal regulations for electronic equipment that address energy efficiency.

End-of-life Management Mandatory Activities

- Offer excess equipment for reuse in other activities within your agency that are located in proximity to your physical location.
- Store all surplus equipment properly prior to transfer.
- Properly package excess material to minimize potential for breakage during transfer.

Choose two activities from the "Optional Actions" menu and list them below. Do not select activities that you are using to fulfill the mandatory requirements for the life-cycle phase you chose above.

1)

2)

- Please check this box to indicate that the FEC Steering Committee can contact you for further details about the activities you implemented.

To learn more about the three challenge award levels and set goals, visit our Web site at <www.federalectronicchallenge.net>.

At the end of the Checklist,

- **Include brief examples from your facility**
 - **1-2 sentences describing how your facility accomplished each activity**
 - **Example of ENERGY STAR® purchasing:**
 - “For purchases made between January - June 2005, we included a specification in our acquisition contracts requiring purchase of ENERGY STAR® compliant electronic equipment. Of the 300 computer systems purchased, 250 (75%) were ENERGY STAR® compliant.”

Supporting Documentation

- **Required for Gold Level Award**
- **Encouraged for Bronze and Silver levels**
- **Examples**
 - **Photographs**
 - **[Newsletters](#)**
 - **[Flyers](#)**
 - **[Press releases](#)**
 - **Other materials and information not captured in the other forms**

Your examples and supporting documents are very important!



Bronze Award Level Checklist

To qualify for the Bronze award level, partners must complete the Acquisition & Procurement Checklist, the End-of-Life Management Survey, and the activities listed below.

Choose one of the three lifecycle phases (acquisition and procurement, operation and maintenance, or end-of-life management) and complete all of the mandatory activities listed below for the phase you select.

- Acquisition & Procurement Mandatory Activities:**
 - Complete at least 50 percent of the technical equipment purchased is Emaxx One*
 - Request to complete a Procurement Checklist.
- Operation & Maintenance Mandatory Activities:**
 - Include Emaxx One components in the top 50 terms and conditions in 30 percent of all grants and contracts.
 - Meet all federal requirements for electronic equipment that address energy efficiency.
- End-of-life Management Mandatory Activities:**
 - Offer excess equipment for reuse to other agencies within 30 days that are located in proximity to your physical location.
 - Store all surplus equipment properly and securely.
 - Properly package excess material to minimize damage and breakage during shipping.

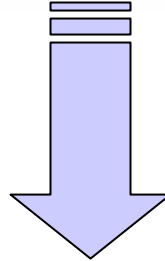
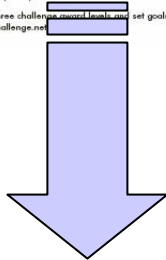
Choose two activities from the "Optional Actions" listed below. Do not select activities that you are using to fulfill the mandatory requirements for the lifecycle phase you chose above.

- 1)
- 2)

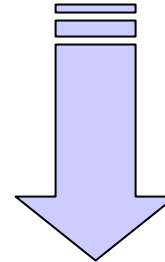
Please check this box to indicate that the FEC Steering Committee can contact you for further details about the activities you implemented.

To learn more about the three challenges award levels, our set goals, visit our Web site at www.federalelectronicchallenge.net

Completed Checklist
With examples



Supporting Documentation



October Electronics Stewardship One Byte @ A Time

Case Studies, Program Promotion, & More!



Examples of Partner Actions

- Lawrence Livermore National Lab
 - Highlight Environmental Concerns of Electronics at Earth Day Event
- Bonneville Power Administration
 - Fliers outline Electronics Issues and BPA's FEC program
- EPA Region 9
 - Brown Bag to solicit volunteers, briefings for each Division

Send All Completed Forms by January 31, 2007 to:

**Cate Berard
U.S. EPA (7409M)
Washington, DC 20460
(fax) 202 564-8847
email: berard.cate@epa.gov**

Award Timeline: Spring/Summer 2007

- **National Press Release**
- **Local Award presentations**
- **Recognition from White House**
- **Gold level recipients featured in OFEE Closing the Circle newsletter**

When you are done, Calculate your Benefits

You do make a difference!

Use the Electronics Environmental
Benefits Calculator (EEBC)

The EEBC allows you to:

- Quantify the environmental benefits of electronics stewardship:
 - Purchasing EPP products
 - Reducing energy consumption during use
 - Extending product life
 - Reuse and recycling of equipment
- Measures benefits of:
 - Selecting EPEAT-registered products
 - Participating in the Federal Electronics Challenge

AVAILABLE DECEMBER 2006

With the EEBC you can ...

- Translate performance criteria and activities into estimates of quantifiable environmental benefits
 - Support decision making and resource allocation
 - Report on program achievements
- Evaluate results of facility, agency or programmatic initiatives

Currently focuses on computer equipment only
(Cell phone by February 2007)

Sample Data Agency Can Get from Environmental Benefits Calculator

Purchase 1000 EPEAT qualified products
Donate 200 computers
Recycle 800 computers

Agency achieved the following environmental benefits:

- X kWh of energy use reduced
- X pounds of GHG emissions reduced
- X pounds of toxic materials and hazardous wastes reduced
- X pounds of non-hazardous materials reduced
- X pounds of air and water emissions reduced
- X pounds of waste diverted from landfills
- X dollars of costs reduced or saved

QUESTIONS?

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References

- Ten Steps:
<http://www.federalelectronicschallenge.net/forms/10steps5.pdf>
- Registration Form:
<http://www.federalelectronicschallenge.net/pledge.htm>
- Baseline Survey of Current Practices:
<http://www.federalelectronicschallenge.net/baseline.htm>
- Goals Identification:
<http://www.federalelectronicschallenge.net/goals.htm>
- Partner calls: <http://www.federalelectronicschallenge.net/partcall.htm>
- Outreach materials (linked beneath presentation file):
<http://www.federalelectronicschallenge.net/resources/presenta.htm>

Federal Electronics Challenge

Web site:

- <http://www.federalelectronicschallenge.net/>

E-mail:

- info@electronicschallenge.net
- partner@electronicschallenge.net
- stakeholder@electronicschallenge.net

Contact Us



- Cate Berard (US EPA, Headquarters) (202)564-berard.cate@epa.gov
- Kim Bartels (US EPA, Region 8) (303) 312-6346
bartels.kim@epa.gov
- Zac Appleton (US EPA, Region 9) (415) 972-3321
appleton.zac@epa.gov
- Vicky Salazar (US EPA, Region 10) 206-553-1060
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