



October 2012 Federal Electronics Challenge Webinar

FY2012 Annual Reporting and
2013 Award Applications





Overview of Annual Reporting

- FEC requests data once per year on the electronics stewardship activities of Facility Partners
 - Best available data for **previous** fiscal year

- All Facility Partners must submit their Annual Reporting Form
 - Annual reporting forms are due January 31 of each year
 - Partners that do not submit their form will be removed from the program



Overview of Annual Reporting

- Your “organization” is the organizational unit registered as an FEC Facility Partner
 - Only report at the level of your organization, **do not report agency-wide data**
 - If a question is not applicable or data is unavailable follow the instructions
- There are no correct/incorrect answers
- Your organization will not be evaluated by FEC based on the reported data
 - The FEC may use this data to verify information submitted in a 2013 FEC Award application




FY2012 Annual Reporting Process

- Form and instructions are available for download as Adobe Acrobat (PDF) files
- Forms must be submitted online through FedCenter
- Forms should cover FY2012 data
- Forms are due January 31, 2013
- <http://www.epa.gov/fec/reporting.html>



Federal Electronics Challenge (FEC) Program Reporting Tool

Welcome to the **FedCenter.gov** website. You have requested access to a restricted area. Please sign-in or register for an account.

 You do not have the proper permissions to view the requested page.

- If you already have a FedCenter member account, **please sign in** below.
- When signing in, please type your username and password in manually as opposed to copy/paste.

Username:

Password:

[Forgot your password?](#)

- If you would like to request membership to the FedCenter website, [click here to register online for an account or review our membership policies](#).

For more information or questions regarding membership accounts, please e-mail the FedCenter Manager, at fedcentermgr@www.fedcenter.gov or call 217-373-5894.

Login to the FEC reporting system at FedCenter: <http://www.fedcenter.gov/fec/>.

If your FedCenter username and/or password are forgotten or misplaced, please go to:
<http://www.fedcenter.gov/kd/Security/dialogs.cfm?dialog=RequestUserInfo>.

[Home](#) » [Assistance](#) » [FEDRPTS](#) »

Federal Electronics Challenge (FEC) Program Reporting Tool

Private reporting area for the Federal Electronics Challenge (FEC) Program partners.

FEC Reporting Menu

[Reporting Home](#)[Baseline Survey & Annual Reporting](#)[Request Award Application](#)[Award Nominations](#)[Return to FEC Home](#)

Members

[Logout FEC Administrator](#)

FEC Administrator
fec@epa.gov

[Comments/Suggestions?](#)

Welcome FEC Partners!

Congratulations for making it to the Federal Electronics Challenge (FEC) Reporting Tool hosted by FedCenter.gov. Your FedCenter account will be used for online access to your FEC required reporting forms, award application and nomination forms, and agency-level rollup reports. You may wish to bookmark this page for future reference as you work through your FEC reporting requirements each fiscal year.

This tool will be home to the following FEC reporting activities:

- **Baseline Survey and Annual Reporting**, including:
 - Submittal of Facility Partner FY2013 baseline surveys
 - Submittal of Facility Partner FY2012 annual reports
 - Viewing Facility Partner baseline surveys and annual reports submitted since October 1, 2010
 - Agency Partner and EPA Regional Champion rollup reports
- **Award Application Requests** (for 2013 awards)
- **Award Nominations**, including:
 - Facility Partner 2013 award nomination submittal for the FY2012 performance period
 - Viewing Facility Partner 2012 award nominations submitted since October 1, 2010
 - Agency Partner and EPA Regional Champion award rollup reports

For questions regarding the FEC nomination and awards process, please contact FEC Program Support, fec@epa.gov.

For assistance with filling out and submitting the online forms, please contact the FedCenter Manager, stephen.t.luzzi@usace.army.mil.

Last Updated: September 28, 2012

[Back to Top](#)

Select “Baseline Survey & Annual Reporting” from the FEC Reporting Menu in the left sidebar or “Baseline Survey and Annual Reporting” in the main text.



Search FedCenter

[Home](#) » [Assistance](#) » [FEDRPTS](#) » [Federal Electronics Challenge \(FEC\) Program Reporting Tool](#) »

Baseline Survey and Annual Reporting

Page for baseline reporting, annual reporting, and agency/regional rollup reports.

This page contains 1) the FEC Baseline Survey forms for FEC Facility Partners who have joined the FEC since October 1, 2010, 2) the FEC Annual Reporting forms for FEC Facility Partners who are required to report their electronics stewardship activities for FY2010 and future years, and 3) Agency Partner and EPA Regional Champion reporting rollups.

To complete your baseline survey or annual report, Facility Partners must click on the name of your facility contained in the list below and then follow the online instructions for inputting your data. A sample reporting form can be viewed [here](#), or you can click on the [Print Project] button within your facility's report to view how the report will look online.

Once you submit a form, it will be routed to the FEC program for approval. Please allow five business days for program approval.

As a reminder, annual reports for the 2012 reporting season are due by January 31, 2013.

Facility Partner - Baseline Surveys

Facility Partner - Annual Reports

Agency Partners and EPA Regional Champions can review their baseline survey and annual report rollups from the list(s) below. (Click down-facing arrows on the titlebar if list is not open.)

Agency Partner & EPA Regional Champion Rollup Reports - Baseline Surveys

Agency Partner & EPA Regional Champion Rollup Reports - Annual Reports FY2010

Agency Partner & EPA Regional Champion Rollup Reports - Annual Reports FY2011

Members

[Logout FEC Administrator](#)

FEC Administrator
fec@epa.gov

[Back to Top](#)

If the forms table is not visible, click the arrow on the “Facility Partner - Annual Reports” bar.

In the Facility Partner - Annual Reports table, look for the row with **"FY2012"** in the Fiscal Year column and "Annual Report" in the Report Type column.

Only forms for your facility will be visible.

The screenshot shows the FedCenter.gov website interface. At the top, there is a search bar and a navigation menu. The main content area is titled "Baseline Survey and Annual Reporting" and includes instructions for reporting. Below the text, there are two dropdown menus: "Facility Partner - Baseline Surveys" and "Facility Partner - Annual Reports". The "Facility Partner - Annual Reports" dropdown is expanded, showing a table with the following data:

Agency	Facility	Fiscal Year	Report Type	Primary POC	Last Updated	Updated By	Status
DOL	Adjudicatory Boards	FY2010	Annual Report	Mahesh (Chuck) Patel	12/08/2010 2:44 PM	Mahesh Patel	Approved
DOL	Adjudicatory Boards	FY2011	Annual Report	Mahesh (Chuck) Patel	01/23/2012 10:35 AM	Mahesh Patel	Approved
DOL	Adjudicatory Boards	FY2012	Annual Report	Mahesh (Chuck) Patel			Not started

A red dashed box highlights the row for "FY2012 Annual Report" for "Adjudicatory Boards".

Click on your Facility name in the applicable row to enter/edit/submit your Annual Reporting data.



Baseline Survey and Annual Reporting

View Project

EPA-Training site-Annual Report-FY2012

Section 1: General Information ? Section 2: Acquisition & Procurement Section 3: Operation & Maintenance Section 4: End-of-L

1. FEC Point-of-Contact Information

Agency / Department	?	EPA
Facility	?	Training site
EPA Region	?	
State	?	
FEC Primary Contact	?	
Phone	?	
E-Mail	?	

2. Report Type

This form is being submitted for my facility as our:	?	Annual Report
Data is being submitted for fiscal year:	?	FY2012

3. Electronics Stewardship Relationship to EMS

Does your organization`s EMS address electronics stewardship?	?
---	---

Edit Project Data Delete Project Print Project Project History

The form will open in read-only view. To edit the form, click on “Edit Project Data” below the form.

Your Agency and Facility will be listed above the form.

Home » Assistance » FEDRPTS » Federal Electronics Challenge (FEC) Program Reporting Tool » Baseline Survey and Annual Reporting »

Baseline Survey and Annual Reporting

[View Project](#)

EPA-Training site-Annual Report-FY2012

Section 1: General Information ? Section 2: Acquisition & Procurement Section 3: Operation & Maintenance Section 4: End-of-Life Management

1. FEC Point-of-Contact Information

Agency / Department	?	EPA
Facility	?	Training site
EPA Region	?	
State	?	
FEC Primary Contact	?	

Each section of the form has its own tab. Click on a tab to enter data for that section. Data must be entered on all tabs.

When selected, tabs will also have a “?” after them. Click the “?” for more information on entering data in that tab. Click the “?” again to hide the additional information.

Enter the requested data on all of the tabs, utilizing the text boxes and lists. Gray fields are required, blue fields are optional.

Home » Assistance » FEDRPTS » Federal Electronics Challenge (FEC) Program Reporting Tool » Baseline Survey and Annual Reporting »

Baseline Survey and Annual Reporting

[Edit Project](#)

EPA-Training site-Annual Report-FY2012

Section 1: General Information | Section 2: Acquisition & Procurement | ? | Section 3: Operatio

1. How many electronic products purchased, leased, and/or newly provisioned under seat management

Desktop Computers

No. EPEAT registered Desktop Computers (Bronze) *	?	<input type="text"/>
No. EPEAT registered Desktop Computers (Silver) *	?	<input type="text"/>
No. EPEAT registered Desktop Computers (Gold) *	?	<input type="text"/>
No. Desktop Computers <u>not</u> EPEAT registered *	?	<input type="text"/>

Each field has a “?” after it. Click the “?” for more information on entering data for that question. Click the “?” again to hide the additional information.

[Edit Project](#)**EPA-Training site-Annual Report-FY2012**

Section 1: General Information ? Section 2: Acquisition & Procurement Section 3: Operation & Maintenance Section 4: End-of-Life Manager

1. FEC Point-of-Contact Information

Agency / Department *	?	EPA
Facility *	?	Training site
EPA Region *	?	
State *	?	
FEC Primary Contact *	?	<input type="text"/> Select Existing Value
Phone *	?	<input type="text"/> Select Existing Value
E-Mail *	?	<input type="text"/> Select Existing Value

2. Report Type

This form is being submitted for my facility as our: *	?	Annual Report
Data is being submitted for fiscal year: *	?	FY2012

3. Electronics Stewardship Relationship to EMS

Does your organization's EMS address electronics stewardship? *	?	
---	---	--

[Update and Save Data](#) [Update and Publish Data](#) [Cancel Current Changes](#) [Cancel All Changes](#)

Click “Update and Save Data” to save your current changes to draft status for later editing.

Click “Update and Publish Data” to validate your data and then review, annotate and submit your changes. Publishing the form will send it to the FEC for approval.

Click “Cancel Current Changes” to erase the changes you have made in your current session.

Click “Cancel All Changes” to erase all changes you have made in your current session and those you’ve made in previously saved drafts.

If you select to Publish Data or Cancel Changes, a confirmation form will appear. The form allows you to enter comments related to the form or changes made.

Home » Assistance » FEDRPTS » Federal Electronics Challenge (FEC) Program Reporting Tool » Baseline Survey and Annual Reporting »

Baseline Survey and Annual Reporting

EPA-Training site-Annual Report-FY2012

Review Changes

The following fields have been changed. Please review your changes before continuing, then scroll to the bottom of the page to complete the action. An viewable from the Field History link after publishing the data.

Field	Old Value	New Value	Comments
Section 2: Acquisition & Procurement - No. EPEAT registered Desktop Computers (Bronze)		10	<input type="text"/>

If your project has workflow enabled (an approval chain), optionally add any comments for your changes you are committing to the project:

Click “Commit Changes and Publish Data” to submit your form to the FEC for approval.

Click “Cancel All Changes” to erase the changes you have made.

Click “Continue Editing Project” to return to the form without submitting it.



Baseline Survey and Annual Reporting

View Project

EPA-Training site-Annual Report-FY2012

- Section 1: General Information ?
- Section 2: Acquisition & Procurement
- Section 3: Operation & Maintenance
- Section 4: End-of-Life M

1. FEC Point-of-Contact Information

Agency / Department	?	EPA
Facility	?	Training site
EPA Region	?	
State	?	
FEC Primary Contact	?	
Phone	?	
E-Mail	?	

2. Report Type

This form is being submitted for my facility as our:	?	Annual Report
Data is being submitted for fiscal year:	?	FY2012

3. Electronics Stewardship Relationship to EMS

Does your organization's EMS address electronics stewardship?	?
---	---

- Edit Project Data
- Delete Project
- Print Project
- Project History

The "Print Project" button will open the form in a new window.

Section 1: General Information

1. FEC Point-of-Contact Information

Agency / Department	EPA
Facility	Training site
EPA Region	
State	
FEC Primary Contact	
Phone	
E-Mail	

2. Report Type

This form is being submitted for my facility as our:	Annual Report
Data is being submitted for fiscal year:	FY2012

3. Electronics Stewardship Relationship to EMS

Does your organization's EMS address electronics stewardship?	
---	--

Section 2: Acquisition & Procurement

1. How many electronic products purchased, leased, and/or newly provisioned under seat management we

Desktop Computers

No. EPEAT registered Desktop Computers	
--	--

This version can be printed from your web browser.

2. Recycle information (optional)

Equipment Recycler(s) Used (select all that apply)	
Due Diligence Method(s) Used (check all that apply)	

This printable version was generated on by 10/17/2012 at 03:33 PM by [FEC Administrator](#)



Click "Convert To Microsoft Excel" at the bottom of the print page to open and save the data in spreadsheet format.



General Information

1. Please check your facility's contact information and make any necessary revisions.
 - *Instructions*
 - Online reporting system automatically enters information on file
 - Enter changes, corrections or missing information
2. The form is being submitted as your Annual Reporting Form for FY2012. This data is not editable.



General Information

3. Does your organization's Environmental Management System (EMS) address electronics stewardship?

□ *Instructions*

- Yes: your organization has an EMS that addresses electronics stewardship
- No: your organization has an EMS that does not address electronics stewardship
- Not Applicable: your organization does not have an EMS
- Don't Know: you are unsure whether your organization has an EMS and/or whether it addresses electronic management



Acquisition and Procurement

1. How many electronic products purchased, leased, and/or newly provisioned under seat management were, or were not, EPEAT registered?

□ *Instructions*

- Enter the total number of specified electronic product units which had the specified attributes (e.g., EPEAT-registered or not EPEAT-registered).
 - Data on computer desktops, laptops and displays is **required**
 - Data on imaging equipment, TVs, servers, and mobile devices is **optional**
- Enter "0" if your organization did not procure any electronic products with the specified attribute
- Leave the field blank if you do not know whether or not your organization procured any electronic products with the specified attribute
- PLEASE NOTE: During FY2012, there were no CRT displays registered with EPEAT



Operation and Maintenance

1. How many computers and displays are in use at your organization?

□ *Instructions*

- Enter the total number of desktop computers, laptops/notebooks, LCD displays, and CRT displays in use at your organization
- Enter "0" if your organization does not have any of a particular electronic product in use
- Leave the field blank if you do not know



Operation and Maintenance

2. Are ENERGY STAR® power management features (e.g., sleep, standby, hibernate) enabled on non-exempt computers (desktop and laptop/notebook computers) and/or displays (monitors and laptop/notebook displays) at your organization?
 - Instructions
 - Yes: some or all of the non-exempt computers and some or all of the non-exempt displays in use at your organization have ENERGY STAR features enabled
 - Enter the estimated percentage of enabled computers (compared to the total number of non-exempt computers in use) and the estimated percentage of enabled displays (compared to the total number of non-exempt displays in use)
 - No: none of the non-exempt computers and displays in use at your organization has ENERGY STAR features enabled
 - Don't Know: you are unsure if any of the non-exempt computers and/or displays in use at your organization has ENERGY STAR features enabled



Operation and Maintenance

3. What is the average lifespan of a desktop computer at your organization?

□ *Instructions*

- Enter the average lifespan, **in months**, of a desktop computer system in your organization
- Leave the field blank if you do not know



Operation and Maintenance

4. Are eligible computers, printers, copiers, and multifunction devices at your organization set to default to double-sided printing?

▣ Instructions

- Yes: some or all of the eligible computers and some or all of the eligible imaging equipment in use at your organization default to double-sided printing
 - ▣ Enter the estimated percentage of enabled computers (compared to the total number of eligible computers in use) and the estimated percentage of enabled imaging equipment (compared to the total number of eligible imaging equipment in use)
- No: none of the eligible computers and imaging equipment in use at your organization default to double-sided printing
- Don't Know: you are unsure if any of the eligible computers and/or imaging equipment in use at your organization default to double-sided printing



End-of-Life Management

1. How did your organization manage electronic equipment taken out of service?

Instructions

- Enter the total number of specified electronic product units that were disposed of via the specified methods (e.g., reused, recycled, landfilled, unknown)
 - Data on computer desktops, laptops and displays is **required**
 - Data on imaging equipment, TVs, servers, and mobile devices is **optional**
- Enter "0" if your organization did not utilize a listed method
- Leave blank if you do not know



End-of-Life Management

2. If your organization sent electronic equipment to be recycled, which of the following did you use? What, if any, due diligence measures did your organization take to ensure that the equipment was recycled in an environmentally sound manner?

□ *Instructions*

- If your organization utilized an electronics recycling service, check the service(s) utilized
- If you checked “*Manufacturer Take-Back Program (for non-EPEAT registered products)*” or “*Other*” check any due diligence measures that your organization took to ensure that the equipment was recycled in an environmentally sound manner
- Do not check any of the boxes if your organization did not recycle any electronics, or if you don’t know if your organization recycled any electronics
- This question is only optional if you **did not** recycle anything in FY2012!



Overview of FEC Recognition

- FEC annually recognizes Facility Partners that have completed specific electronics stewardship activities in the prior year
 - Four award levels: Bronze, Silver, Gold, and Platinum

- Award applications are due January 31 of each year for activities completed in the prior fiscal year
 - This is **not** flexible!



Overview of FEC Recognition

- ❑ Any FEC Facility Partner that has joined prior to October 1, 2012 may apply for an Award
- ❑ FEC Facility Partners may only apply for a Platinum Award if they have previously received a Gold Award
- ❑ Facility Partners may only receive one Bronze award, one Silver award and one Gold award in 2012 and future years
- ❑ Facility Partners may receive **any number** of Platinum awards in 2012 and future years
- ❑ Facility Partners **may not receive an award level lower** than an award received in 2012 or subsequent years



2013 Award Application Process

1. Check your compliance status
2. Complete required mandatory, optional and mentoring activities between October 1, 2011 and September 30, 2012
3. Ensure that your facility submitted your Baseline Survey (once after joining the FEC)
4. Submit the FY2012 Annual Reporting Form by January 31, 2013*
5. Submit the 2013 Award Application by January 31, 2013*

**All forms must be submitted online*



[Federal Electronics Challenge \(FEC\) Program Reporting Tool](#)

Welcome to the **FedCenter.gov** website. You have requested access to a restricted area. Please sign-in or register for an account.

 You do not have the proper permissions to view the requested page.

- If you already have a FedCenter member account, **please sign in** below.
- When signing in, please type your username and password in manually as opposed to copy/paste.

Username:

Password:

[Forgot your password?](#)

- If you would like to request membership to the FedCenter website, [click here to register online for an account or review our membership policies](#).

For more information or questions regarding membership accounts, please e-mail the FedCenter Manager, at fedcentermgr@www.fedcenter.gov or call 217-373-5894.

Login to the FEC reporting system at FedCenter: <http://www.fedcenter.gov/fec/>.

If your FedCenter username and/or password are forgotten or misplaced, please go to:
<http://www.fedcenter.gov/kd/Security/dialogs.cfm?dialog=RequestUserInfo>.

[Home](#) » [Assistance](#) » [FEDRPTS](#) »

Federal Electronics Challenge (FEC) Program Reporting Tool

Private reporting area for the Federal Electronics Challenge (FEC) Program partners.

FEC Reporting Menu

[Reporting Home](#)[Baseline Survey & Annual Reporting](#)[Request Award Application](#)[Award Nominations](#)[Return to FEC Home](#)

Members

[Logout FEC Administrator](#)[Comments/Suggestions?](#)

Welcome FEC Partners!

Congratulations for making it to the Federal Electronics Challenge (FEC) Reporting Tool hosted by FedCenter.gov. Your FedCenter account will be used for online access to your FEC required reporting forms, award application and nomination forms, and agency-level rollup reports. You may wish to bookmark this page for future reference as you work through your FEC reporting requirements each fiscal year.

This tool will be home to the following FEC reporting activities:

- **Baseline Survey and Annual Reporting**, including:
 - Submittal of Facility Partner FY2013 baseline surveys
 - Submittal of Facility Partner FY2012 annual reports
 - Viewing Facility Partner baseline surveys and annual reports submitted since October 1, 2010
 - ~~Agency Partner and EPA Regional Champion rollup reports~~
- **Award Application Requests** (for 2013 awards)
- **Award Nominations**, including:
 - Facility Partner 2013 award nomination submittal for the FY2012 performance period
 - Viewing Facility Partner 2012 award nominations submitted since October 1, 2010
 - Agency Partner and EPA Regional Champion award rollup reports

For questions regarding the FEC nomination and awards process, please contact FEC Program Support, fec@epa.gov.

For assistance with filling out and submitting the online forms, please contact the FedCenter Manager, stephen.t.luzzi@usace.army.mil.

Last Updated: September 28, 2012

[Back to Top](#)

FEC Administrator
fec@epa.gov

Select "Request Award Application" from the FEC Reporting Menu in the left sidebar or "Award Application Requests" in the main text.

Search FedCenter



Home » Assistance » FEDRPTS » Federal Electronics Challenge (FEC) Program Reporting Tool »

Request Award Application

Page to request setup of an FEC award nomination form.

FEC Reporting Menu

Please use the form below to request setup of a 2013 FEC award nomination form for your facility's FY2012 activities.

Once your nomination form has been set up for your use (generally the same day), we will contact you via e-mail and direct you to the nomination form.

FEC Award Request

Agency *	?	Select an Agency:	<input type="text"/>
Facility *	?		<input type="text"/>
EPA Region *	?	Select a Region:	<input type="text"/>
State *	?		<input type="text"/>
Name *	?		<input type="text"/>
E-mail Address *	?		<input type="text"/>

Submit Form

Reporting Home

Baseline Survey &
Annual Reporting

Request Award
Application

Award Nominations

Return to FEC Home

Members

Logout FEC Administrator


Complete the entire form to request a 2013 Award Application. Please use the name and email address of the main point of contact for your facility. This person must have a FedCenter account and be a point of contact for your facility.

Please allow three (3) business days for FedCenter to create your Award Application.



[Federal Electronics Challenge \(FEC\) Program Reporting Tool](#)

Welcome to the **FedCenter.gov** website. You have requested access to a restricted area. Please sign-in or register for an account.

 You do not have the proper permissions to view the requested page.

- If you already have a FedCenter member account, **please sign in** below.
- When signing in, please type your username and password in manually as opposed to copy/paste.

Username:

Password:

[Forgot your password?](#)

- If you would like to request membership to the FedCenter website, [click here to register online for an account or review our membership policies](#).

For more information or questions regarding membership accounts, please e-mail the FedCenter Manager, at fedcentermgr@www.fedcenter.gov or call 217-373-5894.

Login to the FEC reporting system at FedCenter: <http://www.fedcenter.gov/fec/>.

If your FedCenter username and/or password are forgotten or misplaced, please go to:
<http://www.fedcenter.gov/kd/Security/dialogs.cfm?dialog=RequestUserInfo>.



[Home](#) » [Assistance](#) » [FEDRPTS](#) »

Federal Electronics Challenge (FEC) Program Reporting Tool

Private reporting area for the Federal Electronics Challenge (FEC) Program partners.

FEC Reporting Menu

[Reporting Home](#)

[Baseline Survey & Annual Reporting](#)

[Request Award Application](#)

[Award Nominations](#)

[Return to FEC Home](#)

Members

[Logout FEC Administrator](#)

[Comments/Suggestions?](#)

Welcome FEC Partners!

Congratulations for making it to the Federal Electronics Challenge (FEC) Reporting Tool hosted by FedCenter.gov. Your FedCenter account will be used for online access to your FEC required reporting forms, award application and nomination forms, and agency-level rollup reports. You may wish to bookmark this page for future reference as you work through your FEC reporting requirements each fiscal year.

This tool will be home to the following FEC reporting activities:

- **Baseline Survey and Annual Reporting**, including:
 - Submittal of Facility Partner FY2013 baseline surveys
 - Submittal of Facility Partner FY2012 annual reports
 - Viewing Facility Partner baseline surveys and annual reports submitted since October 1, 2010
 - Agency Partner and EPA Regional Champion rollup reports
- **Award Application Requests** (for 2013 awards)
- **Award Nominations**, including:
 - Facility Partner 2013 award nomination submittal for the FY2012 performance period
 - Viewing Facility Partner 2012 award nominations submitted since October 1, 2010
 - Agency Partner and EPA Regional Champion award rollup reports

For questions regarding the FEC nomination and awards process, please contact FEC Program Support, fec@epa.gov.

For assistance with filling out and submitting the online forms, please contact the FedCenter Manager, stephen.t.luzzi@usace.army.mil.

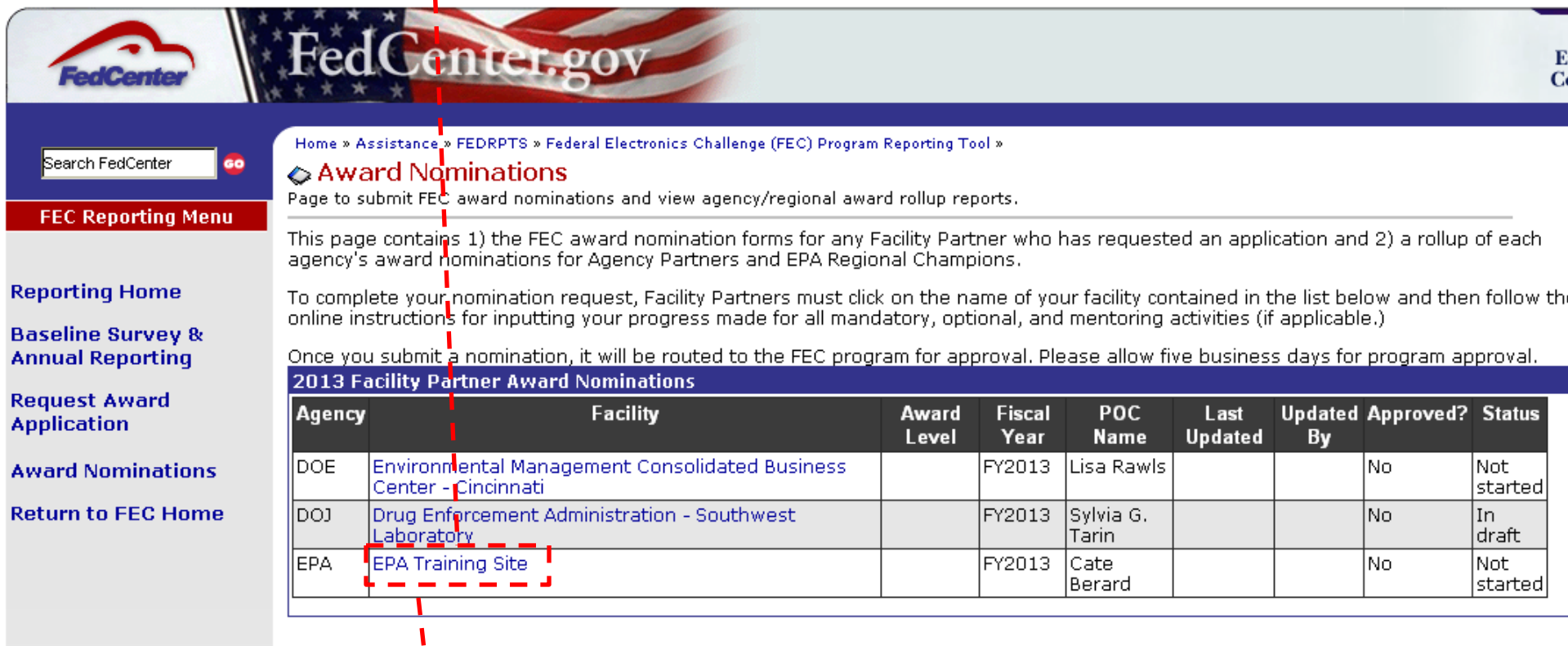
Last Updated: September 28, 2012

[Back to Top](#) 

FEC Administrator
fec@epa.gov

Select "Award Nominations" from the FEC Reporting Menu in the left sidebar or in the main text.

In the 2013 Facility Partner Award Nominations table, look for the row with your Facility name.



The screenshot shows the FedCenter.gov website interface. At the top left is the FedCenter logo. The main header area contains the text 'FedCenter.gov' and a search bar. Below the header is a navigation breadcrumb: 'Home » Assistance » FEDRPTS » Federal Electronics Challenge (FEC) Program Reporting Tool »'. The main content area is titled 'Award Nominations' and includes a sub-header: 'Page to submit FEC award nominations and view agency/regional award rollup reports.' Below this is a paragraph explaining the page's purpose and a list of instructions for submitting a nomination. A table titled '2013 Facility Partner Award Nominations' is displayed, with columns for Agency, Facility, Award Level, Fiscal Year, POC Name, Last Updated, Updated By, Approved?, and Status. The table contains three rows: DOE (Environmental Management Consolidated Business Center - Cincinnati), DOJ (Drug Enforcement Administration - Southwest Laboratory), and EPA (EPA Training Site). A red dashed box highlights the 'EPA Training Site' facility name in the table.

Home » Assistance » FEDRPTS » Federal Electronics Challenge (FEC) Program Reporting Tool »

Award Nominations

Page to submit FEC award nominations and view agency/regional award rollup reports.

This page contains 1) the FEC award nomination forms for any Facility Partner who has requested an application and 2) a rollup of each agency's award nominations for Agency Partners and EPA Regional Champions.

To complete your nomination request, Facility Partners must click on the name of your facility contained in the list below and then follow the online instructions for inputting your progress made for all mandatory, optional, and mentoring activities (if applicable.)

Once you submit a nomination, it will be routed to the FEC program for approval. Please allow five business days for program approval.

2013 Facility Partner Award Nominations

Agency	Facility	Award Level	Fiscal Year	POC Name	Last Updated	Updated By	Approved?	Status
DOE	Environmental Management Consolidated Business Center - Cincinnati		FY2013	Lisa Rawls			No	Not started
DOJ	Drug Enforcement Administration - Southwest Laboratory		FY2013	Sylvia G. Tarin			No	In draft
EPA	EPA Training Site		FY2013	Cate Berard			No	Not started

Click on your Facility name to view your Award Application data.



Award Nominations

View Project

EPA-EPA Training Site-FY2013

Application Information	General Mandatory Activities	Lifecycle Mandatory Activities	Optional Activities	Mentor
Agency / Department	? EPA			
Partner / Facility	? EPA Training Site			
EPA Region	? 3			
State	? DC			
POC Name	? Cate Berard			
POC Email	? berard.cate@epa.gov			
Award application is being submitted for fiscal year:	? FY2013			
This application is for the following award level:	?			
NOTE: Please select only the number of life-cycle phases appropriate for your award application. The FEC will only based on the specified award level and, for instance, will not evaluate activities in all three life-cycle phases for a l				
My organization completed the mandatory activities for the following life-cycle phase(s):	?			

- Edit Project Data
- Delete Project
- Print Project
- Project History

The application will open in read-only view. To edit the application, click on “Edit Project Data” below the form.

Your Agency and Facility will be listed above the application.

Home » Assistance » FEDRPTS » Federal Electronics Challenge (FEC) Program Reporting Tool » Award Nominations »

Award Nominations

Edit Project

EPA-EPA Training Site-FY2013

Application Information | **General Mandatory Activities** | ? | Lifecycle Mandatory Activities | Optional Activities | Me

1.a. (Gold, Silver, Bronze) Does your facility have written policies, directives, memoranda and/or guidance on electronic stewardship?

2.a. (Platinum) Has your facility conducted a review of its written policies, directives, memoranda and/or guidance on electronics stewardship?

3.a. (Platinum, Gold) Has your facility conducted at least one employee training or educational activity on electronics stewardship?

Update and Save Data | **Update and Publish Data** | Cancel Current Changes | Cancel All Changes

Each section of the application has its own tab. Click on a tab to enter data for that section. You must enter data on all the tabs.

When selected, tabs will also have a “?” after them. Click the “?” for more information on entering data in that tab. Click the “?” again to hide the additional information.

The basic application information will be completed based on the information you provided in your request for an award application.

FedCenter.gov

Home » Assistance » FEDRPTS » Federal Electronics Challenge (FEC) Program Reporting Tool » Award Nominations »

Award Nominations

Edit Project
EPA-EPA Training Site-FY2013

Application Information	General	Mandatory Activities	Lifecycle Mandatory Activities	Optional Activities	Mentoring Act
Agency / Department *	?	EPA			
Partner / Facility *	?	EPA Training Site			
EPA Region *	?	3			
State *	?	DC			
POC Name *	?	Cate Berard			
POC Email *	?	berard.cate@epa.gov			
Award application is being submitted for fiscal year: *	?	FY2013			
This application is for the following award level: *	?				

NOTE: Please select only the number of life-cycle phases appropriate for your award application. The FEC will only accept based on the specified award level and, for instance, will not evaluate activities in all three life-cycle phases for a Bronze

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

- Acquisition and Procurement
- Operations and Maintenance
- End-of-life Management

Update and Save Data Update and Publish Data Cancel Current Changes Cancel All Changes

Select the appropriate number of lifecycle phases for your application, based on your selected award level. **Your application will be rejected and returned to you for revisions if you select too many or too few lifecycle phases.**

Select "Yes" from the drop down boxes to indicate that your facility completed a specified Mandatory Activity. Select "No" if your facility did not complete a particular activity.

Edit Project

EPA-EPA Training Site-FY2013

Application Information | General Mandatory Activities | Lifecycle Mandatory Activities

Acquisition & Procurement

1.a. Ensure 95% of computer desktops/laptops/monitors purchased, leased, or newly acquired under seat mgt during the FY are EPEAT registered when purchased?

?

Yes
No

Fill out additional information as needed for activities marked as "Yes."

2.a. Ensure 75% of printers/copiers/faxes/TVs purchased, leased, or acquired under seat mgt in FY include three positive attributes from Key Attribute Guide?

?

2.c. Please provide Key Environmental Attributes information for the products listed below:

Printers

No. Printers Acquired

?

No. Printers with Env. Attributes

?

Indicate "Yes" for the appropriate number of Mandatory Activities, in the correct lifecycle phases, based on your selected award level and lifecycle phases. **Your application will be rejected and returned to you for revisions if you answer "Yes" to too many or too few Mandatory Activities, or select "Yes" for activities in the wrong lifecycle phase(s).**

On the Optional Activities tab, select “Yes” to indicate that your that your facility completed a specified activity. Select “No” if your facility did not complete a specified Optional Activity.

Edit Project

EPA-EPA Training Site-FY2013

Application Information	General Mandatory Activities	Lifecycle Mandatory Activities	Optional Activities	?
-------------------------	------------------------------	--------------------------------	----------------------------	---

General

1.a. (Silver, Bronze) Has your facility completed one additional mandatory activity from this FY's FEC Award Mandatory Activities Checklist?	?	<input type="text"/> Yes No
2.a. Has your facility completed a mentoring activity?	?	<input type="text"/>

Other Optional Activities

1.a. Did your facility complete an Optional Activity not listed here?	?	<input type="text"/> Yes No
2.a. Did your facility complete an Optional Activity not listed here?	?	<input type="text"/> Yes No
3.a. Did your facility complete	?	<input type="text"/>

Enter “Other” Optional Activities at the bottom of the tab, by selecting “Yes” to indicate that your facility completed another Optional Activity. You may enter up to nine “Other” Optional Activities.

Indicate “Yes” for the appropriate number of Optional Activities, based on your selected award level. **Your application will be rejected and returned to you for revisions if you answer “Yes” to too few Optional Activities.**

For each Mandatory and Optional Activity you indicate as completing by selecting “Yes,” the form will provide a new field for entering a description of that activity. **Please limit the description to 2-3 complete sentences.** If additional explanation is necessary, please attach a file with the additional information.

Edit Project

EPA-EPA Training Site-FY2013

Application Information	General Mandatory Activities ?	Lifecycle Mandatory Activities ?	Optional Activities ?
1.a. (Gold, Silver, Bronze) Does your facility have written policies, directives, memoranda and/or guidance on electronic stewardship?	<input type="text" value="Yes"/>		
1.b. Briefly describe written policies, directives, memoranda and/or guidance. *	<div style="border: 1px solid gray; height: 40px;"></div> <p>Attach File</p>		
2.a. (Platinum) Has your facility conducted a review of its written policies, directives, memoranda and/or guidance on electronics stewardship?	<input type="text"/>		

For each description field, the form will provide an opportunity to attach supporting documentation. Please upload files applicable to the specified activity.

Each field has a “?” after it. Click the “?” for more information on entering data for that question. Click the “?” again to hide the additional information.

On the Mentoring Activities tab, select “Yes” to indicate that your facility completed a Mentoring Activity.

Edit Project

EPA-EPA Training Site-FY2013

Application Information	General Mandatory Activities	Lifecycle Mandatory Activities	Optional Activities	Mentoring Activities	?
(Platinum, Gold) Did your facility complete a mentoring activity during the fiscal year reporting period?	?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(Gold only) Did your facility complete a second mentoring activity during the fiscal year reporting period?	?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attach a description of the Mentoring Activity by clicking on the “Attach File” link.

Indicate “Yes” for the appropriate number of Mentoring Activities, based on your selected award level. **Your application will be rejected and returned to you for revisions if you answer “Yes” to too few Mentoring Activities.**

Bronze and Silver applicants that chose to do a Mentoring Activity to fulfill an Optional Activity requirement should **enter this information under the Optional Activities tab.**

On the Compliance Concurrence tab, select “Yes” to indicate that your that your facility concurs with the compliance history listed in OTIS. Select “No” if you do not concur.

Edit Project

EPA-EPA Training Site-FY2013

Application Information General Mandatory Activities Lifecycle Mandatory Activities Optional Activities Mentoring Activities **Compliance Concurrence** ?

Recognizing that compliance with environmental regulatory requirements is a fundamental responsibility of Federal agencies and Federal employees at all levels, each applying facility will be subject to a review of background information on their environmental regulatory compliance status and enforcement history. This process will include consideration of information in the Environmental Protection Agency's Online Tracking Information System (OTIS), which is available online at: <http://www.epa-otis.gov/otis/> as well as other available compliance and enforcement information. In general, chronic non-compliance in any environmental media and/or recent or ongoing criminal or certain civil enforcement activity will be considered a basis for disqualification.

Do you concur with your facility's compliance history listed in OTIS? *

?

Attach File

If you select “No,” you must attach explanatory documentation by clicking on the “Attach File” link. **Your application will be rejected and returned to you for revisions if you answer “No” and do not provide additional documentation.**



Award Nominations

[Edit Project](#)

EPA-EPA Training Site-FY2013

Application Information General Mandatory Activities Lifecycle Mandatory Activities Optional Activities

Recognizing that compliance with environmental regulatory requirements is a fundamental responsibility of Fed facility will be subject to a review of background information on their environmental regulatory compliance status information in the Environmental Protection Agency's Online Tracking Information System (OTIS), which is available compliance and enforcement information. In general, chronic non-compliance in any environmental management activity will be considered a basis for disqualification.

Do you concur with your facility's compliance history listed in OTIS? *

?

[Attach File](#)

Update and Save Data

Update and Publish Data

Cancel Current Changes

Cancel All Changes

Click "Update and Save Data" to save your current changes to draft status for later editing.

Click "Update and Publish Data" to validate your data and then review, annotate and submit your changes. Publishing the application will send it to the FEC for approval.

Click "Cancel Current Changes" to erase the changes you have made in your current session.

Click "Cancel All Changes" to erase all changes you have made in your current session and those you've made in previously saved drafts.

If you select to Publish Data or Cancel Changes, a confirmation form will appear. The form allows you to enter comments related to the application or changes made.



FedCenter.gov

Home » Assistance » FEDRPTS » Federal Electronics Challenge (FEC) Program Reporting Tool » Award Nominations »

Award Nominations

EPA-EPA Training Site-FY2013

Review Changes

The following fields have been changed. Please review your changes before continuing, then scroll to the bottom of the page to complete the action. An viewable from the Field History link after publishing the data.

Field	Old Value	New Value	Comments
General Mandatory Activities - 1.a. (Gold, Silver, Bronze) Does your facility have written policies, directives, memoranda and/or guidance on electronic stewardship?		Yes	<input type="text"/>

Click “Commit Changes and Publish Data” to submit your application to the FEC for approval.

Click “Cancel All Changes” to erase the changes you have made.

Click “Continue Editing Project” to return to the application without submitting it.

Award Nominations

View Project

EPA-EPA Training Site-FY2013

Application Information	General Mandatory Activities	Lifecycle Mandatory Activities	Optional Activities	Mentor
Agency / Department	? EPA			
Partner / Facility	? EPA Training Site			
EPA Region	? 3			
State	? DC			
POC Name	? Cate Berard			
POC Email	? berard.cate@epa.gov			
Award application is being submitted for fiscal year:	? FY2013			
This application is for the following award level:	?			
NOTE: Please select only the number of life-cycle phases appropriate for your award application. The FEC will only based on the specified award level and, for instance, will not evaluate activities in all three life-cycle phases for a l				
My organization completed the mandatory activities for the following life-cycle phase(s):	?			

[Edit Project Data](#)[Delete Project](#)[Print Project](#)[Project History](#)

The "Print Project" button will open the form in a new window.

FEC Award Applications - EPA-EPA Training Site-FY2013

Application Information	
Agency / Department	EPA
Partner / Facility	EPA Training Site
EPA Region	3
State	DC
POC Name	Cate Berard
POC Email	berard.cate@epa.gov
Award application is being submitted for fiscal year:	FY2013
This application is for the following award level:	
<p>NOTE: Please select only the number of life-cycle phases appropriate for your award application. The F cycle phases based on the specified award level and, for instance, will not evaluate activities in all the</p>	
My organization completed the mandatory activities for the following life-cycle phase(s):	

This version can be printed from your web browser.

Applying agency will be subject to a review of background information on their environment. This review will include consideration of information in the Environmental Protection Agency's Online Training System (OTIS) at www.epa.gov/otis/ as well as other available compliance and enforcement information. In cases where there is ongoing criminal or certain civil enforcement activity will be considered a basis for disqualification.

Do you concur with your facility's compliance history listed in OTIS?

This printable version was generated on by 10/19/2012 at 11:45 AM by [FEC Administrator](#)

 [Convert To Microsoft Excel](#)

Click "Convert To Microsoft Excel" at the bottom of the print page to open or save the data in spreadsheet format.



General Mandatory Activities

- ❑ *(Gold, Silver, Bronze)* Ensure that your facility has one or more written policies, directives, memoranda and/or guidance on electronics stewardship. These document(s) must include specific requirements for each lifecycle phase, based on the award level that you are applying for.
 - Bronze: one or more lifecycle phases
 - Silver applicants: two or more lifecycle phases
 - Gold applicants: all three lifecycle phases

- ❑ The lifecycle phase(s) addressed in the document(s) must match the lifecycle phase(s) for which your organization is completing the remainder of its Lifecycle Mandatory Activities for the award application.



General Mandatory Activities

- Acquisition and Procurement:
 - Require the acquisition of environmentally preferable electronic products.
 - Require acquisition of EPEAT® registered, ENERGY STAR® qualified and FEMP designated products, when applicable.
- Operations and Maintenance:
 - Require enabling of ENERGY STAR power management features on all non-exempt computers and monitors.
 - Define exemptions for power management requirements.
 - Require double-sided printing set as default on all eligible computers, printers, copiers and multifunction devices.
- End-of-life Management:
 - Require reuse and donation of used electronic equipment, to the maximum extent possible.
 - Require recycling of broken, obsolete, or otherwise nonreusable electronic equipment.
 - Require the use of a certified recycler or that due diligence be conducted when selecting an electronics recycler.



General Mandatory Activities

- Tell us:
 - Title of the document(s)
 - When the document(s) was/were drafted, finalized or revised
 - What sections of the document(s) address the requirements
 - How employees may access the document(s)



Example Language

- Facility X has a Directive on Electronics Stewardship (see attachment) that was sent out in 2011. The Directive specifies our requirements for purchasing, use and disposal, as well as roles and responsibilities of staff. The Directive is available to employees on our intranet.



General Mandatory Activities

- Supporting Documentation
 - Copies of, or excerpts from, the referenced written policies, directives, memoranda and/or guidance (please provide applicable page numbers if the document contains other content)



General Mandatory Activities

- *(Platinum)* Conduct a review of your written policies, directives, memoranda and/or guidance on electronics stewardship:
 - Evaluate the document(s) with regards to any changes in federal requirements or any changes in your agency's policies, directives, memoranda and/or guidance.
 - The document(s) must include the requirements for all three lifecycle phases, as specified above for Gold applicants.
 - The document(s) must be renewed, if they expired.
 - Complete revisions as necessary.



General Mandatory Activities

- Tell us:
 - Title of the document(s)
 - When the document(s) was/were reviewed and if there were revisions
 - What sections of the document(s) address the requirements
 - How employees may access the document(s)



Example Language

- Facility Y has an Electronics Stewardship Plan (see attachment) that was developed in 2009 and was last revised in May 2012. The Plan identifies our goals and progress in purchasing, use and disposition of office electronics. The Plan is available to employees on a network drive.



General Mandatory Activities

- Supporting Documentation
 - Copies of, or excerpts from, the referenced written policies, directives, memoranda and/or guidance (please provide applicable page numbers if the document contains other content)



General Mandatory Activities

- (*Platinum, Gold*) Conduct at least one employee training or educational activity on electronics stewardship.



General Mandatory Activities

- Tell us:
 - Name(s) and date(s) of the event(s)
 - General information about content covered during the event(s)
 - How employees accessed the event(s)



Example Language

- Facility Z developed an online training course that reviews our electronics stewardship goals and requirements for staff. The annual training is required to be completed by all employees by September 30 of each year. The training is web-based and produces a certificate of completion for employees that finish it. Attached are screenshots from the training.



General Mandatory Activities

- Supporting Documentation
 - Copies of presentation file, newsletter, email, poster, fact sheet or other training materials
 - Copies of promotional materials for training event



Lifecycle Mandatory Activities: Acquisition and Procurement

- Ensure that 95 percent of all computer desktops, laptops and displays purchased, leased, or acquired under seat management during fiscal year 2012 are EPEAT-registered products at the time of purchase.
- The Award Application Review Committee will review your Annual Reporting Form for relevant data.



Lifecycle Mandatory Activities: Acquisition and Procurement

□ Tell us:

- Percentage of desktops, laptops and displays purchased, leased or acquired under seat management in fiscal year 2012 that were EPEAT registered at time of acquisition
- How EPEAT status is verified and/or recorded



Example Language

- 100% of the desktop computers and LCD displays purchased this year were EPEAT Gold-registered. 95% of notebook computers purchased this year were EPEAT Silver-registered. Registration status is recorded in our property management system. See attached manufacturer product fact sheets.



Lifecycle Mandatory Activities: Acquisition and Procurement

□ Supporting Documentation

- Property records (from a database, spreadsheet or other forms) indicating EPEAT registration levels for purchased equipment.
- Manufacturer environmental attribute fact sheets for purchased equipment.
- Excerpts from applicable contracts requiring delivery of EPEAT registered equipment (please include applicable page number).
- Documentation of request to appropriate parties for consideration of inclusion of EPEAT registration requirements in contracting documents.



Lifecycle Mandatory Activities: Acquisition and Procurement

- Ensure that 75 percent of all printers, copiers, fax machines, and televisions purchased, leased, or acquired under seat management during fiscal year 2012 include at least three positive environmental attributes identified in Key Environmental Attributes for Electronics Acquisition.

Product	Total Acquired	Number with Env. Attributes	Env. Attribute 1	Env. Attribute 2	Env. Attribute 3
Printers					
Copiers					
Fax Machines					
Televisions					



Lifecycle Mandatory Activities: Acquisition and Procurement

□ Tell us:

- Percentage of printers, copiers, fax machines, and televisions purchased, leased or acquired under seat management in fiscal year 2012 that had three or more positive environmental attributes
- How environmental attributes are verified and/or recorded



Example Language

- 100% of the multifunction devices purchased this year had at least three positive attributes. Attributes are recorded in our Green Purchasing Record spreadsheet. See attached spreadsheet and manufacturer specifications from their website.



Lifecycle Mandatory Activities: Acquisition and Procurement

□ Supporting Documentation

- Property records (from a database, spreadsheet or other forms) indicating environmental attributes for purchased equipment.
- Manufacturer environmental attribute fact sheets for purchased equipment.
- Excerpts from applicable contracts requiring delivery of equipment with positive environmental attributes (please include applicable page number).
- Documentation of request to appropriate parties for consideration of inclusion of environmental attributes in contracting documents.



Lifecycle Mandatory Activities: Acquisition and Procurement

- Ensure that 25 percent of all cellular phones and personal digital assistants purchased, leased, or acquired under seat management during fiscal year 2012 include at least one positive environmental attribute identified in Key Environmental Attributes for Electronics Acquisition.

Product	Total Acquired	Number with Env. Attribute	Env. Attribute
Cellular Phones			
Personal Digital Assistants (PDAs)			



Lifecycle Mandatory Activities: Acquisition and Procurement

- Tell us:
 - Percentage of cellular phones and personal digital assistants purchased, leased or acquired under seat management in fiscal year 2012 that had one or more positive environmental attributes
 - How environmental attributes are verified and/or recorded



Example Language

- 100% of the cellular phones purchased this year at least one positive attribute. The cellular phones were all the same manufacturer and model. See attached photo of product manual with specifications.



Lifecycle Mandatory Activities: Acquisition and Procurement

□ Supporting Documentation

- Property records (from a database, spreadsheet or other forms) indicating environmental attributes for purchased equipment.
- Manufacturer environmental attribute fact sheets for purchased equipment.
- Excerpts from applicable contracts requiring delivery of equipment with positive environmental attributes (please include applicable page number).
- Documentation of request to appropriate parties for consideration of inclusion of environmental attributes in contracting documents.



Lifecycle Mandatory Activities: Acquisition and Procurement

- Note for all three A&P activities:
 - If your facility relies on higher level Office, Department or Agency procurement vehicle which does not meet activity 1, 2 or 3, send a request to the appropriate contact to implement activity 1, 2, or 3.
- Supporting documentation must include a copy of the request



Lifecycle Mandatory Activities: Operations and Maintenance

- Ensure that your organization's Environmental Management System (EMS) addresses electronics stewardship or considered electronics stewardship as a significant aspect during the last review.

- Note for this activity:
 - If your facility is part of a higher level Office, Department or Agency EMS which does not meet activity 1, send a request to the appropriate contact to implement activity 1.



Lifecycle Mandatory Activities: Operations and Maintenance

- Tell us:
 - If you have an EMS or fall under a larger organizational EMS
 - How the EMS addresses electronics stewardship
 - Relationship to identified aspects, objectives and targets
 - Environmental Management Plan (EMP) or similar document
 - If electronics stewardship is not currently covered, was it considered during the last EMS review or audit?
 - If you do not have an EMS, do you have some other sustainability plan or policy?



Example Language

- Facility Y has an Environmental Management Plan for Electronics Stewardship (attached), which is part of our EMS. Progress on meeting targets are reviewed once a year at a quarterly EMS meeting. Targets are adjusted as needed. Our EMS was last audited in April 2012.



Lifecycle Mandatory Activities: Operations and Maintenance

- Supporting Documentation
 - Copies of, or excerpts from, the referenced Environmental Management System document (please provide applicable page numbers if the document contains other content).
 - Documentation of request to appropriate parties for consideration of electronics stewardship as an aspect.



Lifecycle Mandatory Activities: Operations and Maintenance

- ❑ Ensure that ENERGY STAR power management features are enabled on 100 percent of non-exempt computers (desktops and laptops) and displays. Exemptions from this requirement must be outlined in a written power management policy, directive, memorandum and/or guidance.
- ❑ Exemption from power management requirements are provided for equipment running mission critical applications (i.e., facility security displaying, air traffic control, uninterruptable laboratory experiments). Exemptions are not provided for the purposes of computer patching or virus scanning.
- ❑ The Award Application Review Committee will review your Annual Reporting Form for relevant data.



Lifecycle Mandatory Activities: Operations and Maintenance

- Tell us:
 - Percentage of eligible computers and displays that are enabled
 - Time frame until enabled displays go to sleep and enabled computers go to standby or hibernate
 - Describe how settings remain in effect
 - Number of exempt computers and displays and description of exemptions



Example Language

- 100% of our non-exempt computers are set to go to standby after 30 minutes of inactivity. 100% of our non-exempt displays are set to go to standby after 15 minutes of inactivity. Facility X has 8 desktop computers and displays that are exempt because they run uninterruptable laboratory experiments. These exemptions are defined in our Power Management Policy (attached). Settings are enabled and can be verified using our Software Solution Y. Please see attached report verifying equipment settings from Software Solution Y.



Lifecycle Mandatory Activities: Operations and Maintenance

- Supporting Documentation
 - Documentation of power management verification, for example, manually or automatically generated reports or logs.
 - If any equipment is exempt, copies of, or excerpts from, the referenced written policy, directive, memoranda and/or guidance (please provide applicable page number with exemption text).



Lifecycle Mandatory Activities: Operations and Maintenance

- Conduct a baseline to determine if double-sided printing features are set as default on all eligible computers, printers, copiers, and multifunction devices; or provide an update

Product	Total in Use	Number with Duplex Default	Number without Duplex Default	Reason(s) Duplex is not Default
Computers				
Printers				
Copiers				
Multifunction Devices				



Lifecycle Mandatory Activities: Operations and Maintenance

- Tell us:
 - How and when the baseline was conducted
 - Summary of the results of the baseline
 - Any planned actions to enable duplexing
 - If your facility conducted a baseline as part of a prior award application, please provide a description of activities taken during the fiscal year to improve or maintain default duplex settings since the baseline was taken



Example Language

- Facility Z completed a baseline in 2011 that demonstrated that 50% of eligible networked imaging equipment and 25% of computers were set to duplex by default. We are in the process of implementing a print management solution to enable duplexing settings. A check in 2012 indicated that we had increased our automatic duplexing to 80% of imaging equipment and 76% of computers. We anticipate completing implementation in 2013.



Lifecycle Mandatory Activities: Operations and Maintenance

- Supporting Documentation
 - Documentation of duplex verification, for example, manually or automatically generated reports or logs.
 - If any equipment is ineligible or unable to be set to duplex, please provide an explanation.



Lifecycle Mandatory Activities: End-of-Life Management

- Track the number, weight, and/or percentage of used electronic equipment that is reused internally, transferred to other federal agencies, donated, sold, recycled, or sent for disposal.
- The Award Application Review Committee will review your Annual Reporting Form for relevant data.



Lifecycle Mandatory Activities: End-of-Life Management

- Tell us:
 - Describe the electronic or paper-based system for tracking disposition
 - Who records the disposition?
 - How do they record the disposition?
 - How often are disposition records updated?



Example Language

- Our property management personnel record the final disposition of all of our used office electronics in our Property Management Solution system. The system allows us to note the recipient for each piece of equipment and attach applicable disposition forms. Property is disposed of, and recorded in the system, once a quarter. See attached for a report of equipment disposal from the system.



Lifecycle Mandatory Activities: End-of-Life Management

- Supporting Documentation
 - Summary reports or forms containing disposition information for individual pieces or loads of electronic equipment.
 - Screenshots from property management software applications or copies of forms used for tracking.
 - Examples of equipment transfer documentation (copies of forms, screenshots from GSA systems).



Lifecycle Mandatory Activities: End-of-Life Management

- Provide all recipients of donated equipment with proper instructions on how to dispose of the equipment in an environmentally sound manner at the end of life.



Lifecycle Mandatory Activities: End-of-Life Management

- Tell us:
 - Do you use the FEC fact sheet; or another fact sheet with similar information covering the importance of recycling electronics and where to find a responsible electronics recycler?
 - How instructions are provided to recipients



Example Language

- Facility X uses a version of the FEC fact sheet (see attached), which includes additional information about our site. The fact sheet is attached to reuse receipts that we require recipients of our used electronics to sign.



Lifecycle Mandatory Activities: End-of-Life Management

- Supporting Documentation
 - Copies of the instructions provided to donation recipients.



Lifecycle Mandatory Activities: End-of-Life Management

- Ensure that your organization used one or more of the following for all electronics recycling in fiscal year 2012:
 - An R2 Certified or e-Stewards Certified Recycler;
 - A manufacturer's take-back service for returning EPEAT-registered electronics; and/or
 - An electronics recycler that your organization has conducted a physical on-site review of in the last three years.
- The Award Application Review Committee will review your Annual Reporting Form for relevant data.



Lifecycle Mandatory Activities: End-of-Life Management

- Tell us:
 - The name and location of the recycler used
 - If you completed your own onsite review, when was this done?
 - If you relied on an onsite review conducted by another federal entity, when was this done?
Do you have a copy of the review?



Example Language

- In FY2012, our office recycled 23% of our electronics that reached end-of-life. All of this equipment was sent to an R2 certified electronics recycler, ABC Recycling. Attached is a copy of a 2012 receipt from ABC.



Lifecycle Mandatory Activities: End-of-Life Management

- Supporting Documentation
 - Excerpts from contracts, Memorandum of Understanding, or other applicable document with electronics recycler (please include applicable page number).
 - Copies of on-site or other review documentation.



Activities Not Applicable

- No purchases or dispositions in 2012?
- No problem!
 - The Award Review Committee will check to ensure that the written policies, directives, memoranda and/or guidance required under General Mandatory Activities requires adherence to the requirements in future years



Optional Activities

- Optional activities are intended to provide flexibility and allow Partners to highlight unique electronics stewardship activities
- Not all optional activities are achievable or appropriate for all Partners
- Optional activities do not need to be in the same life-cycle phase(s) as the mandatory activities completed for an award application



Optional Activities

- ❑ Partner may receive credit for completion of an electronics stewardship activity not listed on the [Optional Activities Checklist for 2013 Award Applications](#)
- ❑ These activities should be listed at the bottom of the form in the section labeled “Other Optional Activities”
- ❑ 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 fec@epa.gov!



Mentoring Activities

- Mentoring activities are required of all Gold and Platinum award applicants

- A single mentoring activity includes:
 - Providing direct support to a federal facility or agency to assist them in implementing more sustainable electronics management strategies
 - Presenting on one of the FEC Partner Calls during FY2012
 - Submitting a new electronics stewardship case study to the FEC, this case study must be reviewed by the FEC and approved prior to claiming mentoring credit for this activity
 - Submitting a new electronics stewardship resource to the FEC, this resource must be reviewed by the FEC and approved prior to claiming mentoring credit for this activity



Mentoring Activities

- More information is available in [Mentoring with the Federal Electronics Challenge](#)
- The FEC Award Review Committee will determine if the listed activity provides award credit
- If you have a question about receiving credit for a mentoring activity, please send an email to fec@epa.gov!



Supporting Documentation

- If the activity requires a document or you mention one in your description, please provide it
- In the activity description, please provide
 - The file name(s) of the supporting documentation you have uploaded
 - The page number(s) containing relevant text
- You are welcome to send excerpts from large documents
 - Include title page or executive summary



Compliance Check

- ❑ FEC awards are “high visibility”
- ❑ Potential award recipients must undergo a compliance check, which utilizes EPA’s Online Tracking Information System (OTIS)
- ❑ Compliance issues do not necessarily disqualify applicants



Compliance Check

- Please check OTIS for errors and notify the appropriate regulatory authority
 - Usually the state government or the Office of Enforcement and Compliance Assurance in EPA
 - The FEC can not fix any errors!
- The application will ask you to affirm that you have checked OTIS and agree with the compliance record on file
 - You may opt to disagree and provide details in your supporting documentation



One Last Note...

THERE WILL BE NO AWARD APPLICATION EXTENSIONS

- ❑ Please do not request one - the award review schedule is very tight and extensions can not be granted
- ❑ Please take the time to review the requirements now and have your questions answered
- ❑ If you have a question, please send an email to fec@epa.gov!



References

- More information is available on our website:

<http://www.epa.gov/fec/awards.html>



Contact Information

- FEC Champions

- <http://www.epa.gov/fec/technical.html>

- Partner E-mail

- fec@epa.gov

- Cate Berard

- berard.cate@epa.gov
- 202-564-8847