



## 2013 FEC Award Mandatory Activities Checklist (for FY2012 activities)

Updated: 4/18/2012

Federal Electronics Challenge (FEC) Facility Partners may apply for annual recognition at one of four levels: Platinum, Gold, Silver or Bronze. This checklist outlines the mandatory activities that must be completed to apply for a particular 2013 Federal Electronics Challenge Award. Supporting documentation is required from all award applicants.

### INSTRUCTIONS

To qualify for a 2013 FEC Award, a FEC Facility Partner must complete:

[Baseline Survey](#) (submitted once after joining FEC)

[Annual Reporting Form for FY2012](#)

All the General Mandatory Activities for the applicable award level from this Checklist, during fiscal year 2012.

All the Lifecycle Mandatory Activities for the applicable award level from this Checklist during, fiscal year 2012:

Platinum: **All three** life-cycle phases

Gold: **All three** life-cycle phases

Silver: **Two of the three** life-cycle phases

Bronze: **One of the three** life-cycle phases

The required number of optional activities, from the [2013 FEC Award Optional Activities Checklist](#), during fiscal year 2012:

Platinum: **Three** optional activities

Gold: **Nine** optional activities

Silver: **Six** optional activities

Bronze: **Three** optional activities

The required number of mentoring activities, as described in the FEC resource, [Mentoring within the Federal Electronics Challenge](#), during fiscal year 2012:

Platinum: **One** mentoring activity

Gold: **Two** mentoring activities

Silver and Bronze: **None**

### APPLICATION INFORMATION

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

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

This application is for the:

2013 Platinum Level Award, our facility won a Gold Award in \_\_\_\_\_

2013 Gold Level Award

2013 Silver Level Award

2013 Bronze Level Award

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

Acquisition and Procurement

Operations and Maintenance

End-of-life Management

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

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## GENERAL MANDATORY ACTIVITIES

- 1.** (*Gold, Silver, Bronze*) Ensure that your facility has one or more written policies, directives, memoranda and/or guidance on electronics stewardship.<sup>1</sup> These document(s) must include the following requirements for each lifecycle phase, based on the award level that you are applying for (see below):
- 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.

Bronze applicants must address one or more lifecycle phase in the document(s); Silver applicants must address two or more lifecycle phases; and Gold applicants must address 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 Mandatory Activities for this award application.

### *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).

(*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.

### *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).

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

### *Supporting Documentation*

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

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<sup>1</sup> Your facility may reference agency-level documents that apply to your facility, if these agency-level documents meet the requirements.



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### LIFECYCLE MANDATORY ACTIVITIES: ACQUISITION & PROCUREMENT

1. Ensure that 95 percent of all computer desktops, laptops and monitors purchased, leased, or newly acquired under seat management during fiscal year 2012 are [EPEAT-registered products](#) at the time of purchase.<sup>2</sup>

*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.

The Award Application Review Committee will review your Annual Reporting Form for relevant data.

2. 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](#).<sup>2</sup>

*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.

Please complete the table below:

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

3. 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](#).<sup>2</sup>

*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).

<sup>2</sup> 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.



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- Documentation of request to appropriate parties for consideration of inclusion of environmental attributes in contracting documents.

Please complete the table below:

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

### LIFECYCLE MANDATORY ACTIVITIES: OPERATION & MAINTENANCE

1. Ensure that your organization's [Environmental Management System \(EMS\) addresses electronics stewardship](#) or considered electronics stewardship as a significant aspect during the last review.<sup>3</sup>

*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.

2. Ensure that [ENERGY STAR power management features \(standby, hibernate or sleep\) are enabled](#) on 100 percent of non-exempt computers (desktops and laptops) and monitors. 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 monitoring, air traffic control, uninterruptable laboratory experiments). Exemptions are not provided for the purposes of computer patching or virus scanning.

*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).

The Award Application Review Committee will review your Annual Reporting Form for relevant data.

3. Conduct a baseline to determine if double-sided (duplexing) printing features are set as default on all eligible computers, printers, copiers, and multifunction devices.

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.

Eligible computers are any computers that can send jobs to imaging equipment. Eligible imaging equipment is any equipment capable of automatic duplexing per product specifications.

<sup>3</sup> 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.

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*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.

Please complete the table below:

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

### LIFECYCLE MANDATORY ACTIVITIES: END-OF-LIFE MANAGEMENT

- 1.** 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.

*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).

The Award Application Review Committee will review your Annual Reporting Form for relevant data.

- 2.** [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.

*Supporting Documentation*

- Copies of the instructions provided to donation recipients.

- 3.** 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.<sup>4</sup>

*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.

The Award Application Review Committee will review your Annual Reporting Form for relevant data.

<sup>4</sup> Your organization may rely on a physical on-site review conducted by another federal entity, if you have a copy of the record of that review.



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### CONTACT INFORMATION

If you have questions related to this resource or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion: <http://www.epa.gov/fec/technical.html>.

Visit the FEC online: <http://www.epa.gov/fec/>

E-mail the FEC: [fec@epa.gov](mailto:fec@epa.gov)