



# Instructions for Completing the Federal Electronics Challenge Baseline Survey and Annual Reporting Form

Updated: 4/25/2013

## PURPOSE

This document provides instructions for completing the Federal Electronics Challenge (FEC) Baseline Survey and Annual Reporting Form. All FEC Facility Partners are required to submit a baseline survey when they join the program, and report annually on their electronics stewardship activities, for each fiscal year after they join.

## GENERAL INSTRUCTIONS

- All new FEC Facility Partners should complete the Baseline Survey Form within six weeks of registering with the program. If you are reporting your baseline, please use the best available data for the most recent **fiscal year** that you have data for.
- All existing FEC Facility Partners that join prior to October 1, 2013 should complete the Annual Reporting Form by January 31, 2014. If you are reporting your annual activities, please use the best available data for **fiscal year 2013**.
- Answer all questions to the best of your knowledge and with the best available data. While some questions allow a response of "Don't Know," the FEC encourages you to make an attempt to find the appropriate data.
- This form references your "organization," which refers to the organizational unit registered as an FEC Facility Partner. **Please only report at the level of your organization, do not report agency-wide data.** If a question is not applicable or data is unavailable at the level of your organization, follow the instructions for properly reporting this.
- There are no correct/incorrect answers for this form. 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 2014 FEC Award application. The FEC may also contact you to verify or correct the entered data, if needed.
- You may use the Adobe Acrobat or Microsoft Word versions of the FEC Baseline Survey and Annual Reporting Form, available at: <http://www2.epa.gov/fec/baseline-survey-reporting>, to collect the necessary information. Please login to FedCenter.gov to submit your information using the online interactive form.

## HOW DO I FILL OUT THE FORM?

### Section 1: General Information

1. *Contact Information:* The online reporting system automatically enters contact information the FEC has on file. Review this information and contact the FEC at [fec@epa.gov](mailto:fec@epa.gov) with any changes or corrections.
2. *Form Information:* The form type and reporting year should be automatically selected in the online form.
3. *Facility Environmental Management System (EMS):*
  - Select "Yes" if your organization has an EMS that addresses electronics stewardship.
  - Select "No" if your organization has an EMS that does not address electronics stewardship.
  - Select "Not Applicable" if your organization does not have an EMS.

- Select "Don't Know" if you are unsure whether your organization has an EMS and/or whether it addresses electronic stewardship.

## Section 2: Acquisition and Procurement

### 1. EPEAT registered equipment data:

- Enter the total number of specified electronic product units purchased, leased, or newly provisioned under a seat management contract, which had the specified attributes:
  - EPEAT Bronze-registered
  - EPEAT Silver-registered
  - EPEAT Gold-registered
  - Not EPEAT-registered
- Enter "0" if your organization did not procure any electronic products with the specified attribute.
- Products with grayed out boxes for EPEAT registration tiers in the Word/Adobe Acrobat version of this form do not yet have an EPEAT standard, or there are no EPEAT registered products in this category. The online form will only accept data for purchases that were not EPEAT registered for these product categories.
- Reporting acquisition information for products marked with a \* in the Word/Adobe Acrobat version of this form is optional for partners completing this form for annual reporting. These optional fields are marked as "(optional)" and are in blue in the online form.

## Section 3: Operations and Maintenance

### 1. Computers and monitors in use:

- Enter the total number of desktop computers, the total number of laptop/notebook computers, the total number of liquid crystal display (LCD) monitors, and the total number of cathode ray tube (CRT) monitors in use at your organization which are not exempt from federal power management requirements.
- Enter "0" if your organization does not have any of a particular electronic product in use.

### 2. ENERGY STAR power management features (e.g., sleep, standby, hibernate):

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

### 3. Average lifespan of a desktop computer in your facility:

- Enter the average lifespan, in months, of a desktop computer at your organization.
- You can determine the average computer lifespan if you currently track the date computers are put into service and the date they are excessed. If these data aren't available, you can estimate the

average lifespan by the percentage of computers replaced and/or exceeded each year. For example, one facility estimates that the average lifespan of computers at their facility is four years because they aim to replace 25 percent of computers each year.

4. *Default double-sided printing:*

- Select "Yes" if some or all of the eligible computers, printers, copiers, and multifunction devices in use at your organization have double-sided printing set as the default. Enter the estimated percentage of computers (compared to the total number of eligible computers in use) and the estimated percentage of printers, copiers and multifunction devices (compared to the total number of eligible imaging products in use) set to default double-sided printing.
- Select "No" if none of the eligible computers, printers, copiers, and multifunction devices in use at your organization have double-sided printing set as the default.
- Select "Don't Know" if you are unsure if any of the eligible computers, printers, copiers, and multifunction devices in use at your organization have double-sided printing set as the default.
- Eligible computers are desktops or laptops connected to one or more imaging products capable of double-sided printing. Eligible printers, copiers, and multifunction devices are imaging products capable of double-sided printing.

**Section 4: End-of-Life Management**

1. *End-of-life management data:*

- Enter the total number of specified electronic product units that were handled at end-of-life via the specified methods.
  - Reused: includes anything reused internally, donated through Computers for Learning, reused in the federal government, or donated to States or non-profits
  - Recycled: includes anything sent to an electronics recycler or returned to an electronics vendor or manufacturer, even if it may be refurbished and reused
  - Landfilled/Incinerated: includes anything sent to a landfill or waste-to-energy facility
  - Unknown (including sales): includes anything sold at auction, sold through other government sales, or otherwise has an unknown final disposition
- Enter "0" if your organization did not utilize a listed method.
- Equipment may be reported in units of specific products and/or by weight of mixed loads. **Please do not report the same equipment in both units and as part of a mixed load.** Please note that most (but not all) equipment sent for reuse and donation is reported in units, and most (but not all) equipment sent for recycling and disposal is reported by weight of mixed loads.
- Reporting disposition information for products marked with a \* in the Word/Adobe Acrobat version of this form is optional for partners completing this form for annual reporting. These optional fields are marked as "(optional)" and are in blue in the online form.

2. *Electronics recycler:*

- If your organization utilized an electronics recycling service, select the service(s) utilized.
- If you selected "Other," please provide a brief description of the recycler used.
- If you selected "Manufacturer Take-Back Program (for non-EPEAT registered products)," or "Other," select any due diligence measures that your organization took to ensure that the equipment was recycled in an environmentally sound manner. If your facility did not perform due diligence activities, select "No followup conducted."
- If you selected "Other" as the due diligence measure, please provide a brief description of the due diligence performed.
- **Do not select any of the choices if your organization did not recycle any electronics in the fiscal year.**



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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://www2.epa.gov/fec/technical-assistance>.

Visit the FEC online: <http://www2.epa.gov/fec/>

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