



Sample Policy and Guidance Language for Purchasing Green Electronics

Updated: 5/24/2012

PURPOSE

Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, requires federal agencies to 1) ensure procurement preference for Electronic Product Environmental Assessment Tool (EPEAT) registered, ENERGY STAR qualified, and FEMP designated electronics; and 2) advance sustainable acquisition of products that are environmentally preferable.

DISCLAIMER

The policy language in this document is provided as an example of the type of language your organization can include in a sustainable acquisition policy, directive, memorandum, or guidance. The information in this example **does not** supersede any federal agency's policies, procedures, guidance, or requirements with respect to sustainable acquisition. The Federal Electronics Challenge (FEC) encourages you to check within your own agency for existing sustainable acquisition policies, procedures and guidance.

Please feel free to edit this language to fit your organizational needs, and to adhere to your organization's own policies and guidance. Text in brackets must be customized for your organization.

SAMPLE POLICY AND GUIDANCE LANGUAGE FOR SUSTAINABLE ACQUISITION

[Organization Name] is participating in the Federal Electronics Challenge (FEC). The FEC is a program that has been developed by the U.S. Environmental Protection Agency (EPA) and the Office of the Federal Environmental Executive (OFEE) to improve the environmental management of the federal government's information technology (IT) products and other electronic assets.

The program and award requirements of the FEC, Executive Orders 13514 and 13423, the Federal Acquisition Regulation (FAR), and the [Organization Name's] Environmental Management System, all direct the [Organization Name] to purchase and lease environmentally preferable electronics products and in particular, Electronics Product Environmental Assessment Tool (EPEAT) registered products; ENERGY STAR® qualified products; and Federal Energy Management Program (FEMP) designated products, when applicable.

Environmentally preferable products may be products that contain fewer toxins, such as lead or mercury; have recycled content; or are more easily recyclable or reusable, for example. These requirements apply to many types of electronics, not just computers, monitors, and laptops, but also office equipment such as printers, copiers, fax machines, and hand held devices such as cell phones and personal digital assistants.

Below is information about how you can purchase or lease equipment that will help us meet these goals.

- Acquire EPEAT registered electronic products. The EPEAT program makes it easy to evaluate the environmental performance of electronics across many attributes, such as energy efficiency, reduced toxin content, and product longevity. For more information on the program visit www.epeat.net.
 - EPEAT registered products are included on [Organization Name's contract vehicle].
 - If you need to purchase or lease a product that is not on the [Organization Name's contract vehicle] you can find registered products by visiting the EPEAT product registry at <http://ww2.epeat.net/searchoptions.aspx>. Begin your search by entering the type of product, manufacturer name, and EPEAT level.
 - [Agency] policy requires the acquisition of EPEAT Silver registered products, or higher.
- Acquire ENERGY STAR qualified products. The ENERGY STAR program qualifies a variety of energy-using products that meet their energy efficiency standards. For more information on the program visit www.energystar.gov.
 - ENERGY STAR qualified products are included on [Organization Name's contract vehicle].

- If you need to purchase or lease a product that is not on the [Organization Name's contract vehicle] you can find qualified products by searching the ENERGY STAR qualified product lists at http://www.energystar.gov/index.cfm?c=products.pr_find_es_products. Begin your search by selecting a type of product, and then selecting "Find a Model" from the right side bar.

EPEAT-registered products are required to meet the technical specifications of ENERGY STAR, but are not automatically on the ENERGY STAR qualified product lists. Please be sure that applicable products are on both the EPEAT Registry and ENERGY STAR Qualified Product Lists.

- Acquire FEMP designated products. FEMP identifies energy efficiency requirements for a variety of energy-using products. For more information on the program visit http://www1.eere.energy.gov/femp/technologies/procuring_eeproducts.html.
 - FEMP designated products are included on [Organization Name's contract vehicle].
 - If you need to purchase or lease a product that is not on the [Organization Name's contract vehicle] you must select products that meet the FEMP requirements for energy efficiency and low standby power. You can find products meeting FEMP's low standby power requirements at http://www1.eere.energy.gov/femp/technologies/search_standbypower_center.aspx.

ENERGY STAR qualified electronic products meet the FEMP requirements for energy efficiency. Most, but not all, ENERGY STAR qualified electronic products meet the FEMP requirements for low standby power. Please be sure applicable products are on both the ENERGY STAR Qualified Product Lists and the FEMP Standby Power Data Center as meeting FEMP low standby power requirements.

EPEAT-registered products are required to meet the technical specifications of ENERGY STAR, and therefore the FEMP energy efficiency requirements, but not necessarily the FEMP low standby power requirements. Please be sure that applicable products are on the EPEAT Registry, ENERGY STAR Qualified Product Lists, and the FEMP Standby Power Data Center as meeting FEMP low standby power requirements.

- If you are purchasing or leasing a type of equipment that is not yet part of the EPEAT program, the environmental preferability of a product can be evaluated by reviewing the environmental data sheets that are available for many products. Environmental data sheets are found on manufacturer websites, and often indicate many of the same criteria that define an EPEAT registered product.
 - If an environmental data sheet is not available for a product you are considering, you may ask a vendor to complete the FEC resource, *Product Environmental Information Sheet for Electronics*, at: <http://www2.epa.gov/fec/product-environmental-information-sheet-electronics-6192012>.
 - For more information on different eco-labels that define environmental preferability for electronics, please see the FEC resource, *Understanding Eco-labels for Electronics*, at: <http://www2.epa.gov/fec/understanding-eco-labels-electronics-6192012>.
 - To learn about how to identify key environmental attributes that define environmental preferability, please see the FEC resource, *Key Environmental Attributes for Electronics Acquisition*, at: <http://www2.epa.gov/fec/key-environmental-attributes-electronics-acquisition-6192012>.

Once you have selected your equipment, note if the equipment is EPEAT registered and at what level - Bronze, Silver, or Gold - in the justification section of the purchase request. Also note the ENERGY STAR qualification status and whether the product meets FEMP requirements. For equipment that is not registered by EPEAT, list any eco-labels, or at least three environmentally preferable attributes, that the product has, in the justification section. At the end of the year this information will be crucial for the [Organization Name] to prepare its Federal Electronics Challenge award nomination and annual report.



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Your participation is key to the [Organization Name] meeting these goals, so thank you for your assistance. If you need assistance with identifying green equipment, or have any questions regarding the Federal Electronics Challenge, EPEAT, ENERGY STAR, or FEMP, you can contact: [Contact(s)].

REFERENCES

The text of Executive Order 13514 is available at: <http://www.fedcenter.gov/programs/eo13514/>.

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