

## Getting Started—10 Easy Steps for a Successful Federal Electronics Challenge Partnership

**T**hank you for committing to reduce your facility's environmental footprint by changing the way you manage electronic assets. We recommend the following 10-step approach to fulfilling FEC program requirements. As you undertake each step, consider how to integrate FEC activities into your facility's existing or planned Environmental Management System (EMS). You can institutionalize new electronics management policies and procedures and ensure continuous improvement by building them into an EMS.

Before we begin—have you registered as a Partner? If not, please complete the *Partner Registration Form*, available online at [www.federalectronicschallenge.net/pledge.htm](http://www.federalectronicschallenge.net/pledge.htm).

### Step 1: Engage Other Players

As you use our Web site to familiarize yourself with the FEC program, be sure to engage key individuals throughout your agency. Consider identifying a program leader and developing a support team or committee. It is often useful to recruit purchasing staff, facilities personnel, information technology (IT) specialists, managers, and other individuals for the team. Also, consider engaging staff involved in EMS activities upfront and during implementation of the steps that follow.

### Step 2: Establish a Baseline

Complete the *Baseline Survey of Current Practices*, which should be submitted to FEC within six weeks of joining the program. This form will allow you to:

- Quantify sources and quantities of electronics waste.
- Identify environmental issues associated with the management of your electronics.
- Measure your facilities' progress over time. You will be able to quantify cost savings and environmental benefits if you first determine a baseline.
- Identify and implement goals to improve your management practices.

### Step 3: Review the Executive Order 13514 Electronics Stewardship Goals

Read and understand the electronics stewardship goals in Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance."

### Step 4: Assess Your Facilities' Current Activities

Using your completed Baseline Survey, assess your facility's progress in meeting the Executive Order 13514 electronics stewardship goals. What is your facility doing well, and where can you make improvements? Review the mandatory activities listed in the FEC award application, available on the FEC Web site, for recommended activities that can help you achieve the Executive Order 13514 goals.

### Step 5: Develop an Action Plan

In order to achieve the Executive Order 13514 goals, establish an action plan with step-by-step procedures for achieving them. Action plans should include tracking and reporting mechanisms.

## Step 6: Kick Off the Program

Now that you have collected baseline information, reviewed your goals, and created an action plan, it is time to launch your FEC program. The team you established under Step 1 can play a key role in organizing a kick-off event to provide your facility leaders with an opportunity to support the project and explain project goals to staff members. Also consider including articles about your efforts in internal newsletters.

## Step 7: Educate Staff

The success of a program hinges on employee participation. Active promotion of FEC activities is the best way to help staff understand the program and encourage them to participate. For maximum success, communicate FEC goals and initiatives to all employees. Solicit their input and participation. Consider including program information in an orientation for new employees, on signs and posters, in newsletters, through email updates, or on your intranet.

## Step 8: Do the Work

Implement your action plan and move toward the Executive Order 13514 goals. Participate in the monthly FEC teleconferences and on the FEC listserv to share information with, and learn from, your colleagues across the country. You don't need to create a program from scratch—the FEC Program has developed and compiled a variety of tools and resources to help you. For a list of FEC teleconferences and support tools, visit the FEC Web site.

## Step 9: Track, Measure, and Record Progress

As you change the way you purchase, use, and dispose of electronics, it is important to measure your progress. Consider developing a tracking spreadsheet or analyzing your purchasing records or inventory log. At the end of the year, revisit the information you collected for the Baseline Survey of Current Practices and assess your progress. Record your annual activities on the FEC Annual Reporting Form.

## Step 10: Celebrate Your Achievements

Apply for national recognition from the Office of the Federal Environmental Executive for your accomplishments. If you receive an award, publicize this achievement to maintain program momentum, enhance program awareness, and sustain upper management support. Although you are not required to apply for recognition, FEC recommends that all organizations share information on their achievements with employees to build enthusiasm for electronics management efforts. FEC also recommends that facilities share their results with local communities and with other federal facilities. For information about the awards process, please visit the FEC Web site.



The FEC is a voluntary partnership program that encourages federal facilities and agencies to purchase greener electronic products, reduce impacts of electronic products during use, and manage obsolete electronics in an environmentally safe way. For more information, visit <[www.federalelectronicchallenge.net](http://www.federalelectronicchallenge.net)>.