



Federal Electronics Challenge Baseline Survey and Annual Reporting Form

Updated: 8/9/2011

Federal Electronics Challenge (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. The FEC Baseline Survey and Annual Reporting Form was developed to measure partner progress against the FEC national program goals and the information collected may be translated into the **partner's and program's environmental benefits utilizing the** Electronics Environmental Benefits Calculator.

INSTRUCTIONS

Please see [Instructions for Completing the Federal Electronics Challenge \(FEC\) Baseline Survey and Annual Reporting Form](#) for detailed instructions on how to complete this form.

SECTION 1: GENERAL INFORMATION

1. This information will automatically be populated in your online form. Please check this information and [contact the FEC](#) with any necessary changes.

Agency: _____

Facility: _____

EPA Region: _____

State: _____

FEC Contact: _____

Phone: _____

Email: _____

2. This form is being submitted for my facility as our:

Baseline Survey

Annual Reporting Form for fiscal year _____

3. Does your organization's Environmental Management System (EMS) address electronics stewardship? (If your organization does not have an EMS, check "Not applicable.")

Yes

No

Don't know

Not applicable



Federal Electronics Challenge Baseline Survey and Annual Reporting Form

Updated: 8/9/2011

SECTION 2: ACQUISITION & PROCUREMENT

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

| | Number of EPEAT registered units (Bronze) | Number of EPEAT registered units (Silver) | Number of EPEAT registered units (Gold) | Number of units not EPEAT registered |
|---------------------------------------|---|---|---|---|
| Desktop computers | | | | |
| Cathode ray tube (CRT) monitors | | | | |
| Liquid crystal display (LCD) monitors | | | | |
| Laptop/notebook computers | | | | |
| Printers* | | | | |
| Multifunction devices (MFDs)* | | | | |
| Televisions* | | | | |
| Servers* | | | | |
| Cellular/mobile telephones* | | | | |
| Personal digital assistants (PDAs)* | | | | |

*Reporting acquisition information for these products is optional for partners completing this form for annual reporting.

SECTION 3: OPERATION & MAINTENANCE

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

_____ Desktop computers
 _____ CRT Monitors
 _____ LCD Monitors
 _____ Laptop/notebook computers

2. Are ENERGY STAR® power management features enabled on non-exempt computers (desktops and laptops/notebooks) and/or monitors at your organization?

Yes
 Estimated percentage of enabled non-exempt monitors: _____ %
 Estimated percentage of enabled non-exempt computers: _____ %

No
 Don't Know



Federal Electronics Challenge Baseline Survey and Annual Reporting Form

Updated: 8/9/2011

PLEASE NOTE: 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. What is the average lifespan of a desktop computer at your organization?

_____ Months

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

Yes

Estimated percentage of eligible computers set to double-sided printing by default:
_____ %

Estimated percentage of eligible printers, copiers and multifunction devices set to double-sided printing by default: _____ %

No

Don't Know

PLEASE NOTE: 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. How did your organization manage electronic equipment taken out of service?

PLEASE NOTE: 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.

| | Number of units reused | Number of units recycled | Number of units landfilled/ incinerated | Number of units with unknown disposition (including sales) |
|--|---------------------------|--------------------------------|--|---|
| Desktop computers | | | | |
| Cathode ray tube (CRT) monitors | | | | |
| Liquid crystal display (LCD) monitors | | | | |
| Laptop/notebook computers | | | | |
| Printers* | | | | |
| Multifunction devices (MFDs)* | | | | |



Federal Electronics Challenge Baseline Survey and Annual Reporting Form

Updated: 8/9/2011

| | | | | |
|-------------------------------------|------------------------------|--------------------------------|---|--|
| Televisions* | | | | |
| Servers* | | | | |
| Cellular/mobile telephones* | | | | |
| Personal digital assistants (PDAs)* | | | | |
| | Weight of load reused | Weight of load recycled | Weight of load landfilled/ incinerated | Weight of load with unknown disposition (including sales) |
| Mixed electronic products | | | | |

*Reporting disposition information for these products is optional for partners completing this form for annual reporting.

2. If your organization sent electronic equipment to be recycled, which of the following did you use? (Check all that apply.)

- Responsible Recycling (R2) Certified or e-Stewards Certified Recycler
- UNICOR
- Manufacturer Take-Back Program (for EPEAT registered products)
- Manufacturer Take-Back Program (for non-EPEAT registered products)
- Defense Reutilization and Marketing Service (DRMS)
- Other (e.g., non-R2 certified recycler)

(If you checked "Manufacturer Take-Back Program (for non-EPEAT registered products)," "DRMS," or "Other") What, if any, due diligence measures did your organization take to ensure that the equipment was recycled in an environmentally sound manner? (Check all that apply.)

- Conducted onsite review of the recycler
- Relied on onsite review conducted by another federal facility or agency
- Other (Please specify: _____)
- No followup conducted

CONTACT INFORMATION

If you have questions related to the annual reporting form or need other assistance with the FEC, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalelectronicschallenge.net/champions.asp>.

Partners may also request technical assistance via email to partner@electronicschallenge.net.



Federal Electronics Challenge Baseline Survey and Annual Reporting Form

Updated: 8/9/2011

FEDERAL ELECTRONICS CHALLENGE

Web site: <http://www.federalectronicchallenge.net/>

E-mail: info@electronicschallenge.net