

Environmental Management Program <i>EPA Region 8</i>						
1. PROGRAM NAME:		Electronics Stewardship				
2. Significant Environmental Aspect: Consumption of Energy Consumption of Materials		3. Document Control Code:				
		4. Date:				
		5. Program Lead:				
6. Revision History (This table shows significant changes to this record over time, with the most recent change shown in the top row.)						
•				Effective Date: Date Signed		
7. Objectives and Targets; Structure, Authorities, Responsibilities:						
Objectives:	Targets/Metrics	Progress Indicators	Completion Date		Task/Activities:	Responsible Person(s):
			Target	Actual		
Promote electronic stewardship through purchase of Electronic Product Environmental Assessment Tool (EPEAT)-registered products, operation (including enabling Energy Star	1. 95% of eligible electronic equipment purchased or leased annually will be EPEAT-registered.		FY2011 information report deadline Nov. 1, 2011		% of electronic equipment purchased that is EPEAT registered	

	2. Track the number of eligible computers, printers, copiers and multifunction devices have double-sided printing features set as default.					
	3. 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.		FY2011 information report deadline Nov. 1, 2011		Summary reports or forms containing disposition information for individual pieces or loads of electronic equipment. OR Examples of equipment transfer documentation (copies of forms, screenshots from GSA systems).	
	4. 100% of eligible computers and monitors in operation at the facilities will have ENERGY STAR® features enabled		FY2011 information report deadline Nov. 1, 2011		% of eligible computers and monitors with ENERGY STAR® features enabled - Documentation of power management verification – ie. manually or automatically generated reports or logs.	
	5. Ensure that one or more of the following is used for all electronics recycling in fiscal year 2010: An R2 Certified Recycler; UNICOR ; 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. ¹		FY2010 information report Nov. 1, 2011		-	
	6. Develop SOPs to procure and manage laboratory instrumentation (energy star compliant, decontamination, READ contract for excessing electronics)				Completed SOP document	
Promote electronic stewardship through purchase of Electronic Product Environmental Assessment Tool (EPEAT)-	7. Develop SOPs to procure and manage laboratory instrumentation (energy star compliant, decontamination, READ contract for excessing electronics)				Completed SOP document	

¹ 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.

registered products, operation (including enabling Energy Star features of products), and end of life management strategies for electronic assets and by integrating electronic assets into personal property management systems and programs.	8. Develop SOPs to procure and manage laboratory instrumentation (energy star compliant, decontamination, READ contract for excessing electronics)				Completed SOP document	
	9. Develop SOPs to procure and manage laboratory instrumentation (energy star compliant, decontamination, READ contract for excessing electronics)				Completed SOP document	
	10. Data center energy consumption monitoring		10/2011		Monitory the energy use of our 3 rd floor data center	
	11. VM server migration and Disaster Recovery Project		10/2011		Consolidated 22 servers to 5	
	12. Desktop Printer Policy Effort		10/2011		Reduce the number of desktop printers. Reinforce the use of network printing	
	13. Review ISP's FEC/EMS SOP's		10/2011			
	14. Verify procurement standards for printers, faxes, TV's (at least 3 environmental attributes)		10/2011			
	15. Paper consumption Reporting		10/2011			

8. Potential Environmental/Organizational Impacts:

Consumption of Energy and materials both lead to a depletion of natural resources. Reducing energy use decreases the environmental impact and provides a cost benefit to the government. Better management of materials lessens the impact to our natural resources and it will also decrease the amount of solid waste materials in landfills.

9. Reasons(s) for Significance:

Electronic equipment is part of an increasing and complex waste stream that poses challenging environmental management problems for federal agencies because of the hazardous constituents in many of these products. EPA has established Agency-wide Objectives, Targets and Metrics to manage procurement, use and disposition of electronic equipment, making this a Significant Aspect.

10. Legal and Other Requirements (applicable to aspects/activities):

Legal Requirements

- Laws
 - Energy Independence and Security Act (EISA), 2007, PL 110-140, (H.R. 6),
 - Title III – Energy Savings Through Improved Standards for Appliance and Lighting
 - Subtitle A – Appliance Energy Efficiency
 - Subtitle B – Lighting Energy Efficiency
 - Energy Policy Act of 2005
 - Title I – Energy Efficiency
 - Subtitle C –Energy Efficiency Products
 - Resource Conservation and Recovery Act (RCRA)
 - Toxic Substance Control Act (TSCA)
 - Pollution Prevention Act (PPA) (1990) US Code Title 42 Chapter 133 13101(b)

State Requirements

Colo. Stat. Ann. 25-17-101 et seq. - Waste Diversion and Recycling

Other Requirements

- Executive Orders
 - 13423 “Strengthening Federal Environmental, Energy, and Transportation Management”
 - 13514 “Federal Leadership in Environmental, Energy, and Economic Performance”
- Safety, Health and Environmental Management Division (SHEMD) Guidelines
 - Guideline 16: Office Environmental Compliance
- Other
 - EPA Agencywide EMS Objectives, Targets, and Metrics
 - EPA Memorandum, Mandatory Use of Blanket Purchase Agreement (BPA) for Green Office Supplies, 1 May 2005
 - Memorandum of Understanding (MOU) “Federal Leadership in High Performance and Sustainable Building”
 - OMB Energy, Environmental Stewardship, and Transportation Scorecards
 - Instructions for Implementing EO 13423 (March 2007)

Colorado Guidance for Responsible Management of Old Electronics -- <http://www.cdphe.state.co.us/HM/electronics/business.htm>

11. Program Description:

Regional Office, Lab, and OSC/START Warehouse:

Property Procurement

Region 8 uses the EPEAT tool when purchasing electronic equipment to ensure electronic equipment purchased is EPEAT registered. R8 RO electronic equipment (<\$5K) is purchased by the Information Systems Program. All ISP purchases are made using the EPEAT tool. R8 Lab electronic equipment purchases are made by Pcard holders

Property Management

Electronic and laboratory equipment located at the Regional Office and Lab is managed via the IFMS/Fixed Asset Subsystem Database

IT equipment allocation and distribution is managed locally by ISP on the "ISP Inventory Database"

Property Disposal

When notified by users that electronic equipment is no longer needed, R8 attaches a disposal code to each piece of electronic equipment (1 = New, 4 = Usable, 7 = Repairable, X = Salvage, S = Scrap) be affixed to each piece.

If in usable condition it is advertised within EPA for 2 weeks, and transferred to any interested EPA office. If there is no interest, R8 will remove it from the originators Custodial Area, place into the holding Custodial Area and transfer the item to storage. Consideration will be given to donate the item or we will report to GSA for its availability to other Federal Agencies and/or public auction. When electronic equipment is not reusable, cannot be donated, and has reached the end of its useful life, EPA Region 8 is committed to using one or more of the following for all electronics recycling: An R2 Certified Recycler; UNICOR; 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.

12. Operational Controls (OCs):

a. Activities that give rise to the hazard	b. Operational Control(s)	c. Person(s) responsible for controls	d. Monitoring & Measurement of OCs	e. Records generated by controls	f. Person responsible for records	g. Actions to be taken if controls fail
Regional Office, Lab and OSC/START Warehouse						
Procurement of electronic	<i>EPA R8 IT Asset Management SOP</i>		Local custodian receiving log	ISP Inventory updates		Originator of Purchase Order is

equipment	dated 2/19/09 <i>Green IT Purchasing SOP</i> dated 2/5/09					instructed to return equipment for refund.
Property Inventory	Property Inventory database		Property Inventory database	Inventory records		Notify EMS Coordinator to conduct root cause analysis and develop corrective action plan in accordance with the <i>Region 8 EMS Procedure for Nonconformances, Corrective and Preventive Action</i> if appropriate
Property Disposal	GSA Property Excessing Regulations EPA Property Manual		Property Inventory database	Excess/Disposal list of equipment		
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Document Actions on Corrective Action Plan Form

13. Other records generated by this EMP:

N/A

14. Relevant reference document(s) used with this EMP:

Document Name:	Location:
Federal Electronics Challenge website	http://www.federalelectronicschallenge.net/resources/index.htm
Electronic Product Environmental Assessment Tool	http://www.epeat.net/
EPA R8 IT Asset Management SOP dated 2/19/09 Paper ConsumptionSOP dated 1/22/08 Power ManagementSOP dated 1/27/09 Green IT Purchasing SOP dated 2/5/09 R8 Standards for Computers&Printers dated 10/8/09 Federal Electronics Challenge (FEC) Annual Report FY09	<i>ISP G Drive: SOPs Intranet EMS Managed Share Drive</i>

15. Competence of persons responsible for controls or tasks	
Title or Name:	Basis for Competence:
Lan Manager/	Professional training, job experience and EMS awareness training
Recycling Coordinator/	Professional training, job experience and EMS awareness training
Property Management Specialist (RO)/	Professional training, job experience and EMS awareness training
Property Manager (Lab)/	Professional training, job experience and EMS awareness training
Information Systems Program Director /	Professional training, job experience and EMS awareness training
IT Specialist/	Professional training, job experience and EMS awareness training
16. Remarks	
N/A	
17. Authorization	
<p>Deputy ARA, Technical and Management Services (TMS): _____</p> <p>(DATE) _____</p> <p>Lead: _____</p> <p>(DATE) _____</p>	