



2010 FEC Award Optional Activities Checklist (for FY2009 activities)

Updated: 09/24/2008

Federal Electronics Challenge (FEC) Facility Partners may apply for annual recognition at one of three levels: Gold, Silver or Bronze. This checklist outlines the optional activities that may be completed to apply for a 2010 Federal Electronics Challenge Gold, Silver or Bronze Award.

INSTRUCTIONS

In addition to completing the required Mandatory Activities, a FEC Facility Partner must complete the following number of optional activities to qualify for a 2010 FEC Award:

- Gold: **Nine** optional activities
- Silver: **Six** optional activities
- Bronze: **Three** optional activities

Please note the following:

- Optional activities **do not** need to be in the same life-cycle phase(s) as the mandatory activities completed for an award application.
- A Facility Partner may receive credit for completion of an electronics stewardship activity not listed on the Optional Activities Checklist. These activities should be listed in the appropriate life-cycle category, next to the checkbox for "Other." The FEC Award Review Committee will determine if the listed activity provides award credit. If you have a question about receiving credit for your own optional activity, please send an email to partner@electronicschallenge.net.
- Due to the overlap between the 2009 and 2010 award application time frames, some mandatory and optional activities, completed between October 1, 2008 and December 31, 2008, may be used for both award applications. Activities which may be completed during this timeframe and be included in both applications are marked with "2009/2010." Any activities that 1) are not marked; 2) are completed during the October to December 2008 timeframe; and 3) are included in your 2009 award application, will have to be completed again for your 2010 award application. The same mentoring activities can not be used for both applications.

The FEC award review committee will have discretion to determine if you have met the "spirit" of this intent in completing your activities. For instance, please do not promote a policy one week for your 2009 application and promote the same policy one week later for your 2010 application.

- Please see the [2010 FEC Award Mandatory Activities Checklist](#) for more information about the 2010 award requirements.



2010 FEC Award Optional Activities Checklist (for FY2009 activities)

Updated: 09/24/2008

APPLICATION INFORMATION

Agency: _____

Partner: _____

This application is for the:

- 2010 Gold Level Award
- 2010 Silver Level Award
- 2010 Bronze Level Award

GENERAL OPTIONAL ACTIVITIES

- Complete a mandatory activity from the [2010 FEC Award Mandatory Activities Checklist](#) that you did not already complete (i.e., from a life-cycle phase you did not select for your award application). **This optional activity is only available to Bronze and Silver Award applicants.**
- Evaluate the [environmental benefits](#) of the activities implemented under your FEC program.
- Develop and maintain a system to track the product life-cycle of specific electronic equipment within your organization.
- As a Performance Track member, select one [Performance Track commitment](#) which requires an improvement in electronics management in order to reach it.
- As a NPEP partner, commit to a [National Partnership for Environmental Priority goal](#) which requires an improvement in electronics management in order to reach it.

ACQUISITION & PROCUREMENT OPTIONAL ACTIVITIES

- Reduce the number of new electronics bought per employee by 20 percent from your **2009/**chosen baseline year.
2010
- Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance addressing the use of [total cost of ownership analysis](#) to assist in selecting information technology products and services.
- Develop and maintain a system for tracking the procurement of Electronic Product Environmental Assessment Tool ([EPEAT](#))-registered products.
- Complete an assessment that compares the advantages and disadvantages of purchasing new electronics versus one or more alternatives (e.g., leasing, internal reuse, upgrading equipment, purchasing services instead of products).



2010 FEC Award Optional Activities Checklist (for FY2009 activities)

Updated: 09/24/2008

- Require vendors to take back all electronic product packaging or specify [EPEAT-registered products](#) that meet optional criteria for packaging take-back.
- Conduct an education activity on [EPEAT](#), environmentally preferable purchasing, and/or [eco-labels](#), for your property, information technology and/or facility management staff.
- Other, please describe:

OPERATIONS & MAINTENANCE OPTIONAL ACTIVITIES

- Reduce energy consumption of electronic equipment per employee by 30 percent **2009/2010** from your chosen baseline year.
- Reduce printer and copier paper consumption per employee by 20 percent from your **2009/2010** chosen baseline year.
- Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance addressing the use of duplex printing and copying.
- Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance addressing electronic equipment replacement cycles.
- Establish a new, or promote an existing, written [policy, directive, memorandum and/or guidance to power off PCs](#) when your employees leave.
- Develop/Purchase and utilize a centralized system to install/upgrade/repair software.
- Develop/Purchase and utilize a system for tracking the implementation of power management at your organization. Include a measure for tracking the enabling and management of [ENERGY STAR® features](#).
- Develop/Purchase and utilize a system to automatically enable duplex printing and/or copying.
- Implement Managed Print Services.
- Conduct an education activity on the environmental impacts of electronics for your property, information technology and/or facility management staff.
- Other, please describe:



2010 FEC Award Optional Activities Checklist (for FY2009 activities)

Updated: 09/24/2008

END-OF-LIFE MANAGEMENT OPTIONAL ACTIVITIES

- Reuse 30% of electronic equipment at the end of its first life. Reuse may include **2009/**internal reuse, donation through Computers for Learning, federal government reuse, **2010** or donation to States or non-profits.
- Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance for [media sanitization](#).
- Establish a new, or promote an existing, written policy, directive, memorandum and/or guidance for handling small electronic devices (e.g., cell phones, PDAs, calculators) in an environmentally responsible manner at end-of-life.
- Implement an employee cell phone/PDA collection/recycling program, to collect non-federally owned equipment.
- Implement an employee personal computer collection/recycling program, to collect non-federally owned equipment.
- Transport excess equipment for reuse or recycling within a 250 mile radius of your facility for processing.
- Offer recipients of donated equipment take-back of equipment when it is no longer useful.
- Ensure that 100% of the used hard drives that leave your organization (either as **2009/**part of a computer or as a separate component) go through a [media sanitization](#) **2010** process.
- Other, please describe:

CONTACT INFORMATION

If you have questions related to this checklist or need other assistance with the Federal Electronics Challenge, please contact your Regional Champion. The list of FEC Regional Champions is available at <http://www.federalectronicchallenge.net/champions.htm>.

Partners may also request technical assistance by sending an email to partner@electronicschallenge.net.

FEDERAL ELECTRONICS CHALLENGE

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

E-mail: info@electronicschallenge.net