



Federal Electronics Challenge Baseline Survey and Annual Reporting Form

Updated: 4/25/2013

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 FEC Baseline Survey and Annual Reporting Form* at <http://www2.epa.gov/fec/instructions-completing-fec-baseline-survey-and-annual-reporting-form-4272012> 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 at fec@epa.gov 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



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SECTION 2: ACQUISITION & PROCUREMENT

1. How many electronic products purchased, leased, and/or newly provisioned 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, which are not exempt from federal power management requirements?

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

2. Are ENERGY STAR® power management features (e.g., sleep, standby, hibernate) enabled on non-exempt computers (desktop and laptop/notebook computers) and/or displays (monitors and laptop/notebook displays) at your organization?

Yes

Estimated percentage of enabled non-exempt computers: _____ %

Estimated percentage of enabled non-exempt displays: _____ %

No

Don't Know



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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)				
Televisions				
Servers*				
Cellular/mobile telephones*				



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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
- Manufacturer Take-Back Program (for EPEAT registered products)
- Manufacturer Take-Back Program (for non-EPEAT registered products)
- Defense Logistics Agency (DLA)
- Other (e.g., non-certified recycler)

(If you checked "Manufacturer Take-Back Program (for non-EPEAT registered products)" 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 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