
PURPOSE

Executive Order 13423, *Strengthening Federal Environmental, Energy and Transportation Management*, requires federal agencies to establish and implement policies to extend the useful life of electronics equipment. This document provides sample language for policies or guidance specifying a longer refresh rate for personal computers.

DISCLAIMER

The policy language in this document is provided as an example of the type of language your organization can include in a refresh cycle policy, directive, memorandum, or guidance. The information in this example **does not** supersede any federal agency's policies, procedures, guidance, or requirements with respect to refresh cycles. The Federal Electronics Challenge (FEC) encourages you to check within your own agency for existing refresh cycle policies, procedures and guidance.

Please feel free to edit this language to fit your organizational needs, and to adhere to your organization's own policies and guidance. Text in brackets must be customized for your organization.

SAMPLE POLICY AND GUIDANCE LANGUAGE FOR REFRESH CYCLES

Electronics are fast growing portion of the municipal waste stream. Executive Order 13423, *Strengthening Federal Environmental, Energy and Transportation Management*, requires all Federal Agencies to establish and implement policies to extend the useful life of agency electronic equipment. An aggressive refresh cycle may decrease the environmental impact of electronics.

After a detailed analysis, [Organization Name] has established a [number of months/years] life-cycle for its personal computers (PCs) and requires that all PCs be refreshed or upgraded according to this schedule.

The purpose of this requirement is to establish a systematic approach to retiring and replacing personal computers that balances the need to keep technology current with the need to protect the environment. This procedure provides guidance for replacing individual PCs in their inventory according to [Organization Name]'s required PC refresh cycle. Adequate PCs will benefit the [Organization Name]'s employees by ensuring that each person always has a PC that can support new software as it is released, can minimize machine processing time, and can minimize the time spent on machine maintenance. Additionally, by requiring that PCs have a useful life of at least [number of months/years], [Organization Name] will reduce the impact of its electronics on the environment.

PCs at [Organization Name] will follow a standard refresh lifecycle including procurement, deployment, maintenance and retirement. Each of these lifecycle stages has its own unique considerations:

Procure or Lease

- Confirm that new PCs meet the [Organization Name] minimum PC configuration which can be found in [Policy or Guidance Name].
- Select a configuration that can reasonably be anticipated to meet needs for [number of months/years].
- Perform a lease versus buy analysis to determine the most cost-effective acquisition arrangement.
- Purchase or lease PCs.

Deploy

- Upon delivery all PCs should receive a property tag and be entered into an asset management database.
- Ensure that new PCs are configured per [Organization Name] requirements as outlined in the [Policy or Guidance Name] found at [Organization Name's intranet site].



Sample Policy and Guidance Language for Electronic Equipment Refresh Cycles

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Maintain

- Identify the support mechanism (e.g., service provider, service-level agreement (SLA), call center) to keep PCs current.
- Produce a quarterly report, which displays inventory status on a quarterly basis for management of replacement process.

Retire

- Identify candidate PCs for retirement at each quarterly assessment.
- Coordinate simultaneous procurement of new PC and retirement of outdated PC.

The primary responsibility for ensuring that PCs are properly replaced rests with the [Responsible Party]. The [Responsible Party] is responsible for managing the physical assets of his or her organization. This includes managing the procurement process through contact with contracting officers, vendor representatives and other resellers as well as the lease versus buy analysis. Additionally, the [Responsible Party] must maintain an inventory of their PCs and have a means of identifying, at any given point in time, the appropriate stage of the lifecycle for any PC.

REFERENCES

The text of Executive Order 13423 is available at: <http://www.fedcenter.gov/programs/eo13423/>.

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/>

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