



Extending the Useful Life of Electronics at Your Facility

FEC Partner Webinar
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Federal Requirements

- ▶ National Strategy on Electronics Stewardship; Ensure that the Federal Government Leads By Example
 - ▶ Establish a comprehensive and transparent government-wide policy on used Federal electronics that **maximizes reuse**, clears data and information stored on used equipment, and ensures that all Federal electronics are processed by certified recyclers
- ▶ Executive Order 13423, Section 2(h)(iii)
 - ▶ Ensure that the agency establishes and implements policies to **extend the useful life of agency electronic equipment**

Federal Realities

- ▶ **Budget limitations**

- ▶ Reduces resources available to upgrade or replace electronic equipment
- ▶ Equipment may need to be deployed for five or more years

- ▶ **Staffing limitations**

- ▶ Limited IT staff may impact the ability to address problems or perform hardware upgrades
- ▶ Overloaded property managers may resort to storing used electronics

Evaluating Options

- ▶ Look at current practices and identify issues
- ▶ Review existing policies, procedures and plans
- ▶ If possible, conduct life-cycle analysis
 - ▶ Hardware and software needs
 - ▶ Purchase, lease or asset management?
- ▶ *Remember*
 - ▶ All users are not equal
 - ▶ All equipment is not equal
- ▶ Look for culture issues

- ▶ Develop or revise a policy on life-cycle extension

Preventing Problems

- ▶ Security can lead to longevity
 - ▶ Regularly update virus/spyware/malware protection and schedule regular scans
 - ▶ Remember equipment not regularly connected to the network
 - ▶ Apply operating system and software updates
 - ▶ Immediately apply critical updates
 - ▶ Schedule non-critical updates
 - ▶ Remember your power management settings or software!
 - ▶ Block users from administrative functions



Preventing Problems (Continued)

- ▶ **Manage software**
 - ▶ Manage software installation
 - ▶ Remove unused programs
 - ▶ Limit or eliminate autostarting programs

- ▶ **Manage hardware**
 - ▶ Check, fix and defragment drives
 - ▶ Consider regular physical cleaning



Extending for the Individual

- ▶ Add memory (RAM)
- ▶ Replace broken components
 - ▶ Damaged cables
 - ▶ Peripherals
 - ▶ Drives
- ▶ Replace problematic components
 - ▶ Upgrade just the computer or display



Extending for the Organization

- ▶ Implement a “bumping” or “trickle-down” policy for electronics
- ▶ Assess used equipment
 - ▶ Future use
 - ▶ Condition
 - ▶ Age
- ▶ Utilize property/asset management software to track available equipment

Engaging Employees

- ▶ Provide information about policies, procedures and plans
 - ▶ Highlight federal requirements and benefits
 - ▶ Remind employees of budget and staff limitations
- ▶ Encourage employees to protect hardware
 - ▶ Maintain air flow
 - ▶ Clear clutter
 - ▶ Use a surge protector or power strip
 - ▶ Added benefit of reducing vampire power!



Engaging Employees

- ▶ Engage employees in cleaning up electronic clutter
 - ▶ Identify and remove unused software
 - ▶ Clean out temporary files
 - ▶ Empty trash bin
- ▶ Encourage employees to save smart
 - ▶ Save on network or external drives and media
 - ▶ Backup
- ▶ Provide instructions for tasks that employees can do themselves

A Note About Leasing and Seat Management

- ▶ Set technology refresh rate to four years
- ▶ Require maintenance or extended warranties to keep equipment running for four years



Cleaning Out Closets

- ▶ Don't let equipment sit in closets!
 - ▶ Equipment can lose value quickly
 - ▶ May be scavenged
 - ▶ May collect debris or be broken
- ▶ Utilize property management systems or internal tracking systems to deploy used equipment in a timely manner
- ▶ If the equipment will not be reused internally, move it along!
 - ▶ Follow [federal property disposal requirements](#)

Deciding on Disposal

- ▶ Obsolete or broken equipment should be recycled
- ▶ Excess equipment that may not be donated or sold can be labeled for abandonment/ destruction and subsequently recycled
- ▶ Agencies can donate to a public body in lieu of abandonment
 - ▶ UNICOR is a public body and provides electronics remanufacturing and recycling services
- ▶ Responsible recycling is required AND is becoming easier

Calculating Benefits and Reporting

- ▶ Use property/asset management software to determine life span
- ▶ Estimate life span based on replacement rates
- ▶ Report actual or estimated average life spans
- ▶ Report policies, procedures and plans
- ▶ The [Electronics Environmental Benefits Calculator](#) provides the environmental benefit of extending the life of equipment, see tab 3b

Federal Electronics Challenge

- ▶ **FEC Resource**

[Extending the Life of Electronic Equipment](#)

- ▶ **Web site:**

<http://www.epa.gov/fec/>

- ▶ **E-mail:**

fec@epa.gov