



2013 FEC Award Optional Activities Checklist (for FY2012 activities)

Updated: 4/18/2012

Federal Electronics Challenge (FEC) Facility Partners may apply for annual recognition at one of four levels: Platinum, Gold, Silver or Bronze. This checklist outlines the optional activities that may be completed to apply for a particular 2013 Federal Electronics Challenge Award. Supporting documentation is required from all award applicants.

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 2013 FEC Award:

Platinum: **Three** optional activities

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 fec@epa.gov.
- Please see the [2013 FEC Award Mandatory Activities Checklist](#) for more information about the 2013 award requirements.

APPLICATION INFORMATION

Agency: _____

Partner: _____

This application is for the:

2013 Platinum Level Award, our facility won a Gold Award in _____

2013 Gold Level Award

2013 Silver Level Award

2013 Bronze Level Award

GENERAL OPTIONAL ACTIVITIES

1. Complete a mandatory activity from the [2013 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 or a higher level award). **This optional activity is only available to Bronze and Silver Award applicants.**
2. Complete a mentoring activity, as described in the FEC resource, [Mentoring within the Federal Electronics Challenge](#). Gold and Platinum applicants must complete an additional mentoring activity above their mandatory requirements to receive credit for an optional activity.
3. [Evaluate and provide the environmental benefits](#) of the activities implemented under your FEC program.
4. Develop and maintain a system to track the product life-cycle of specific electronic equipment within your organization.
5. Implement [specific best practices or improvements to a data center](#) at your facility during FY2012. Report the best practice(s) and results, if available.

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6. Present on one of the [FEC Webinars](#) during FY2012.
7. Submit a new [electronics stewardship case study](#) to the FEC. This case study must be reviewed by the FEC and approved prior to claiming credit for this activity.
8. Submit a new [electronics stewardship resource](#) to the FEC. This resource must be reviewed by the FEC and approved prior to claiming credit for this activity.

ACQUISITION & PROCUREMENT OPTIONAL ACTIVITIES

1. Complete the [Acquisition and Procurement Planning Checklist](#), to plan for purchases or leases. This optional activity is only available to organizations that will purchase or lease electronics in FY2012, or are planning for purchases or leases in FY2013.
2. 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).
3. [Complete a total cost of ownership analysis](#) of two or more potential product purchases (e.g., desktop vs. laptop, traditional vs. thin client, keeping old CRTs vs. buying new LCDs).
4. Reduce the number of new electronics bought per employee by 10 or more percent from a chosen baseline year. Report your baseline year, the baseline number, the reduction goal, and the current number.
5. Meet with your agency's Office of Small and Disadvantaged Business Utilization (OSDBU) and provide information on EPEAT.

OPERATION & MAINTENANCE OPTIONAL ACTIVITIES

1. Develop/Purchase and utilize a software system for tracking the [implementation of ENERGY STAR® power management features](#).
2. Develop/Purchase and utilize a software system to automatically enable duplex printing and/or copying on computers and imaging equipment.
3. Reduce energy consumption of electronic equipment per employee by 10 or more percent from a chosen baseline year. Report your baseline year, the baseline number, the reduction goal, and the current number.
4. Reduce printer and copier paper consumption per employee by 10 or more percent from your chosen baseline year. Report your baseline year, the baseline amount, the reduction goal, and the current amount.
5. [Develop and implement a policy to shut down electronic equipment](#) at the end of each work day and/or over weekends and holidays.
6. Purchase and utilize smart power strips to reduce phantom energy loads from office equipment.

END-OF-LIFE MANAGEMENT OPTIONAL ACTIVITIES

1. Reuse 30 or more percent of electronic equipment at the end of its first life. Reuse may include internal reuse, donation through Computers for Learning, federal government reuse, or donation to States or non-profits.



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2. Offer recipients of donated equipment take-back of equipment when it is no longer useful.
 3. Transport all excess and surplus equipment for reuse or recycling within a 250 mile radius of your facility for processing.
 4. Implement an employee electronics collection/recycling program, to collect non-federally owned equipment for recycling.

OTHER OPTIONAL ACTIVITIES

1. Other, please describe:
2. Other, please describe:
3. Other, please describe:
4. Other, please describe:
5. Other, please describe:
6. Other, please describe:
7. Other, please describe:
8. Other, please describe:
9. Other, please describe:

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://www.epa.gov/fec/technical.html>.

Visit the FEC online: <http://www.epa.gov/fec/>

E-mail the FEC: fec@epa.gov