



Ten Steps for a Successful Federal Electronics Challenge Partnership

Updated: 6/28/2012

PURPOSE

Thank you for committing to reduce your facility's environmental footprint by changing the way you manage electronic assets! We recommend the following ten-step approach to fulfilling FEC program requirements.

IMPORTANT NOTE: Before we begin—have you registered as a Facility Partner? If not, please complete the Facility Partner Registration Form, available at: <http://www2.epa.gov/fec/forms/join-us#form>.

STEP 1: ENGAGE OTHER PLAYERS

As you familiarize yourself with the FEC program, be sure to engage key individuals throughout your organization. Consider identifying a program leader and developing a support team or committee. It is often useful to recruit purchasing staff, facilities personnel, information technology (IT) specialists, property managers, and other individuals for the team. Also, consider engaging staff involved in Environmental Management System (EMS) activities upfront and during implementation of the steps that follow.

STEP 2: IDENTIFY YOUR BASELINE

Complete the Baseline Survey, which should be submitted to FEC within six weeks of joining the program. This form will allow you to:

- Identify areas of success and potential improvements within your current electronics stewardship activities.
- Measure your facilities' progress over time. You will be able to quantify cost savings and environmental benefits if you first determine a baseline.

For more information on the Baseline Survey, please see: <http://www2.epa.gov/fec/baseline-survey-reporting>.

STEP 3: REVIEW THE EXECUTIVE ORDER 13514 ELECTRONICS STEWARDSHIP GOALS

Read and understand the electronics stewardship goals in Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*. The text of Executive Order 13514 is available at: <http://www.fedcenter.gov/programs/eo13514/>.

STEP 4: ASSESS YOUR ORGANIZATION'S CURRENT ACTIVITIES

Using your completed Baseline Survey, assess your facility's progress in meeting the Executive Order 13514 electronics stewardship goals. What is your facility doing well, and where can you make improvements?

STEP 5: DEVELOP AN ACTION PLAN

In order to achieve the Executive Order 13514 goals, establish an action plan with step-by-step procedures for achieving them. Your action plan should include tracking and reporting mechanisms.

STEP 6: KICK-OFF THE PROGRAM

Now that you have collected baseline information, reviewed your goals, and created an action plan, it is time to launch your FEC program. The team you established under Step 1 can play a key role in organizing a kick-off event to provide your facility leaders with an opportunity to support the project and explain project goals to staff members.



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STEP 7: EDUCATE STAFF

The success of a program hinges on employee participation. Active promotion of FEC activities is the best way to help staff understand the program and encourage them to participate. For maximum success, communicate FEC goals and initiatives to all employees. Solicit their input and participation. Consider including program information in an orientation for new employees, on signs and posters, in newsletters, through email updates, or on your intranet.

STEP 8: DO THE WORK

Implement your action plan and move toward the Executive Order 13514 goals. Participate in the monthly FEC webinars and on the FEC listserv to share information with, and learn from, your colleagues across the country. You don't need to create a program from scratch—the FEC Program has developed and compiled a variety of tools and resources to help you. For a list of FEC webinars, publications and resource, visit the FEC website at: <http://www2.epa.gov/fec/webinars-events> and <http://www2.epa.gov/fec/publications-and-resources>.

STEP 9: TRACK, MEASURE, AND RECORD PROGRESS

As you change the way you purchase, use, and dispose of electronics, it is important to measure your progress. Consider developing a tracking spreadsheet or analyzing your purchasing records or inventory log. At the end of the year, revisit the information you collected for the Baseline Survey and assess your progress. Record your annual activities on the FEC Annual Reporting Form. FEC Annual Reporting Forms are due each year from Facility Partners. For more information on the Annual Reporting Form, please see: <http://www2.epa.gov/fec/baseline-survey-reporting>.

STEP 10: CELEBRATE YOUR ACHIEVEMENTS

Apply for national recognition from the U.S. Environmental Protection Agency and the Office of the Federal Environmental Executive for your accomplishments. If you receive an award, publicize this achievement to maintain program momentum, enhance program awareness, and sustain upper management support. Although you are not required to apply for recognition, FEC recommends that all organizations share information on their achievements with employees to build enthusiasm for electronics management efforts. FEC also recommends that facilities share their results with local communities and with other federal facilities. For information about the awards process, please see: <http://www2.epa.gov/fec/awards>.

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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