Extending the Useful Life of Electronics at Your Facility

FEC Partner Webinar
January 10, 2013
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 seat 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/](http://www.epa.gov/fec/)

- **E-mail:**
  - fec@epa.gov