STATE ELECTRONICS CHALLENGE

Program Requirements Checklist

INSTRUCTIONS:
This checklist details the program requirements for each lifecycle phase of the Challenge, as well as the general requirements that apply to all Partners.

This checklist serves two purposes:

1) An outline of "best practices" for lifecycle environmental stewardship of office electronics that Partners should consider implementing to reduce the environmental impact of their equipment.

2) For those Partners interested in receiving an award from the SEC for their accomplishments, this checklist is part of the application process. It is submitted along with supporting documentation by January 31 for the preceding calendar year. Click here for more information on requesting an award.

Partners are eligible for awards for their accomplishments as follows:

Gold award: completed General Requirements & all activities in 3 lifecycle phases
Silver award: completed General Requirements & all activities in 2 lifecycle phases
Bronze award: completed General Requirements & all activities in 1 lifecycle phase

The links provided throughout this document provide examples and resources to assist in implementing the program requirements.

GENERAL REQUIREMENTS

☐	Benchmark Reporting Form submitted within 6 weeks of joining as a Partner.
☐	Annual Reporting Form submitted by January 31 of each year for the previous calendar year.

PURCHASING - MANDATORY ACTIVITIES

☐	1. Modify existing procurement policies, Request for Proposals, contracts, memoranda, and/or guidance requiring, or giving preference to, the procurement of environmentally preferable electronic equipment, including EPEAT® registered products. Products eligible for EPEAT registration include desktop computers, monitors, notebook computers, copiers, printers, and multifunction devices.
☐	2. Ensure that 95% of computer desktops, notebooks, monitors, copiers, printers and multifunction devices purchased or leased are EPEAT registered products.[1, 2]

Continued on next page.

[1] If procurement decisions are beyond your authority, ensure that the request has been made, and information provided, to the appropriate decision-makers to support this criteria.

[2] Agencies can exclude small and/or minority and/or woman-owned manufacturers from total purchases, if a program is in place to educate these companies about EPEAT and encourage EPEAT product registration.

USE - MANDATORY ACTIVITIES

☐	1. Establish and promote a policy, directive, memorandum, and/or guidance for Information Technology Asset Management (see example.)
☐	2. Establish and promote a policy, directive, memorandum, and/or guidance for power management of computers, monitors, copiers, printers and multifunction devices. Ensure the policy addresses any exceptions for sensitive equipment.
☐	3. Ensure the ENERGY STAR "Sleep" function is enabled on 100% of computer monitors and computer desktops, and "power down" functions are enabled on 100% of copiers, printers, and multifunction devices. Exemptions from this requirement must be outlined in a power management policy, directive, memorandum, and/or guidance.
☐	4. Promote power management through the education of policy makers, Information Technology staff, and equipment users.
☐	5. Establish, promote, and implement a policy, directive, memorandum, and/or guidance for reducing paper consumption by printers, copiers, and multifunction devices.
☐	6. Ensure double-sided printing features are utilized on 75% of printers, copiers, and multifunction devices.

Continued on next page.

END-OF-LIFE MANAGEMENT - MANDATORY ACTIVITIES

☐	1. Establish a policy, directive, memorandum, and/or guidance requiring environmentally sound management of all electronic equipment at end-of-life.
☐	2.Establish a policy, directive, memorandum and/or guidance promoting internal reuse, reuse within another state agency, and donation to regional/local agencies or non-profits (in that order) as the preferred disposition methods for electronic equipment at the end of its first life.
☐	3. Develop and maintain a system for tracking the units of used electronic equipment that are reused internally, transferred to other state agencies, donated, sent for reuse/recycling, or sent for disposal. Document each equipment transfer. Tracking should include desktop computers, monitors, notebooks, copiers, printers, and multifunction devices, at a minimum.
☐	4. Provide all recipients of donated equipment with proper instructions on how to manage the equipment in an environmentally sound manner at the end-of-life.
☐	5. Use a recycler with third party certification to Responsible Recycling Practices (R2), the e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment®, or R2/RIOS.

CONTACT INFORMATION

If you have questions related to this checklist, or need other assistance with the State Electronics Challenge, please contact info@stateelectronicschallenge.net.