



Program Requirements Checklist

INSTRUCTIONS:

1. Please complete the following three general requirements in your first year as a Partner. The SEC “year” runs from January through December. In subsequent years, the Baseline & Annual Reporting Form only needs to be submitted annually for the previous year.
2. The individual lifecycle program requirements follow the “general” section, below.

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

GENERAL

- [Baseline & Annual Reporting Form](#) (Submitted by January 1 or within 4 weeks of joining as a Partner.)
- [Baseline & Annual Reporting Form](#) (Submitted by January 31 of each year for the previous year.)
- All the mandatory activities for the required number of life-cycle phases, as described in the Checklist below.
 - Gold: **All three** life-cycle phases
 - Silver: **Two of three** life-cycle phases
 - Bronze: **One of three** life-cycle phases

ACQUISITION & PROCUREMENT MANDATORY ACTIVITIES

<input type="checkbox"/>	1. Complete the SEC Acquisition and Procurement Planning Checklist for the appropriate award level, as it pertains to acquisition and procurement between January 1 and December 31, 2008.
<input type="checkbox"/>	2. Modify existing procurement policies, directives, memoranda, and/or guidance to require, or give preference for, environmentally preferable electronic products .
<input type="checkbox"/>	3. Establish and promote a policy, directive, memorandum, and/or guidance requiring, or giving preference to, the procurement of EPEAT® registered electronics .
<input type="checkbox"/>	4. Ensure that 95% of computer desktops, laptops, and monitors purchased or leased this year are EPEAT registered products . ^{1, 2}

OPERATION & MAINTENANCE MANDATORY ACTIVITIES

<input type="checkbox"/>	1. Establish and promote a policy, directive, memorandum, and/or guidance for Information Technology Asset Management .
<input type="checkbox"/>	2. Establish and promote a policy, directive, memorandum, and/or guidance for monitor and personal computer power management . Ensure the policy addresses exceptions for sensitive equipment.
<input type="checkbox"/>	3. Ensure the ENERGY STAR "Sleep" function is enabled on 100% of computer monitors and new computer desktops. Exemptions from this requirement must be outlined in a power management policy, directive, memorandum, and/or guidance.
<input type="checkbox"/>	4. Promote power management through the education of policy makers, Information Technology staff, and equipment users.
<input type="checkbox"/>	5. Establish and promote a policy, directive, memorandum, and/or guidance for reducing paper consumption by printers and copiers.

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.

END-OF-LIFE MANAGEMENT MANDATORY ACTIVITIES

<input type="checkbox"/>	1. Establish a policy, directive, memorandum, and/or guidance requiring environmentally sound management of electronic equipment at end-of-life.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Use a recycler that demonstrates adherence to environmentally sound management practices OR conduct physical on-site reviews or other due diligence assessments of all recycling and processing facilities that your organization utilizes at least every three years.

CONTACT INFORMATION

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