



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.

Partners submit this checklist annually by January 31 for the preceding year. The SEC “year” runs from January through December.

Partners are eligible for recognition for their accomplishments as follows:

- Gold recognition: completed all activities in 3 lifecycle phases
- Silver recognition: completed all activities in 2 lifecycle phases
- Bronze recognition: completed 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

<input type="checkbox"/>	Baseline Reporting Form Submitted within 4 weeks of joining as a Partner.
<input type="checkbox"/>	Annual Reporting Form Submitted by January 31 of each year for the previous calendar year.

ACQUISITION & PROCUREMENT MANDATORY ACTIVITIES

<input type="checkbox"/>	1. Annually complete the SEC Acquisition & Procurement Planning Checklist .
<input type="checkbox"/>	2. Modify existing procurement policies, directives, memoranda, and/or guidance to require, or give preference for, environmentally preferable electronic equipment .
<input type="checkbox"/>	3. Establish and promote a policy, directive, memorandum, and/or guidance requiring, or giving preference to, the procurement of EPEAT® registered products .
<input type="checkbox"/>	4. Ensure that 95% of computer desktops, laptops, and monitors purchased or leased this year are EPEAT registered products . ^{1, 2}

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.

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, promote, and implement a policy, directive, memorandum, and/or guidance for reducing paper consumption by printers and copiers.
<input type="checkbox"/>	6. Ensure double-sided printing features are utilized on 75% of printers and copiers.

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"/>	5. Use a recycler with third party certification to either the Responsible Recycling Practices (R2) or e-Stewards program.

CONTACT INFORMATION

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