



State Electronics Challenge (SEC) Partners may apply for annual recognition at one of three levels: Gold, Silver, or Bronze.

Partners must submit this form [online](#).

APPLICATION PROCESS

Partners must submit this form [online](#). Data can be entered and saved for completion at a later time. See the links below to download PDF or Word versions of the Program Requirements Checklist, the Annual Reporting Form, and the Application for Recognition in preparation for completing your online data entry.

Partners may apply for and receive annual recognition at one of three levels - Gold, Silver, or Bronze. The application process is simple:

1. **Ensure eligibility.** Before applying for an award, be sure that you have completed the Program Requirements Checklist for the award level you are applying for.

[Program Requirements Checklist](#) (PDF)

[Program Requirements Checklist](#) (Word)

[Program Requirements Checklist](#) (HTML)

2. **Submit Annual Reporting Form.** The Annual Reporting Form is the same as the Baseline and Annual Reporting Form and can be submitted on line, mailed, or faxed.

[Baseline & Annual Reporting Form](#) (PDF)

[Baseline & Annual Reporting Form](#) (Word)

[Baseline & Annual Reporting Form](#) (Online submission)

3. **Submit the Award Application [Online](#).** Award applications for the State Electronics Challenge Awards are due by January 31st each year and should reference activities completed between January 1 and December 31, of the previous calendar year. **There will be no extensions to the award application due date.**

No information provided to the SEC, including name, phone number, address, and email address, will be shared, sold, or distributed. All such contact information is for SEC internal use only.

INSTRUCTIONS

- *First*, submit an [Annual Report online](#) by January 31 for the previous calendar year.
- *Second*, select the award level – Bronze, Silver, or Gold – for which you are requesting recognition.
- *Third*, select the lifecycle phases for which you have completed all activities.
 - For Gold recognition, you must have completed all the activities in 3 life cycle phases.
 - For Silver recognition, you must have completed all the activities in 2 life cycle phases.
 - For Bronze recognition, you must have completed all the activities in 1 life cycle phase.
- *Lastly*, for each of the lifecycle phases selected, you must provide documentation for all the program requirements. Either provide an explanation in the text box provided OR upload an explanatory document.

Partner: _____

State: _____

This application is for the:

- Gold Award Level
- Silver Award Level
- Bronze Award Level

My organization completed the mandatory activities for the following lifecycle phase(s):

- Purchasing
- Operations & Maintenance
- End-of-Life Management

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PURCHASING MANDATORY ACTIVITIES


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.

[Upload Document](#)

2. Modify existing procurement policies, directives, memoranda, and/or guidance to require, or give preference for, [environmentally preferable electronic products](#).

[Upload Document](#)

OR



Enter Narrative Description:

3. Establish and promote a policy, directive, memorandum, and/or guidance requiring, or giving preference to, the procurement of [EPEAT® registered electronics](#).

[Upload Document](#)

OR



Enter Narrative Description:

4. Ensure that 95 percent of computer desktops, laptops and monitors purchased or leased this year are [EPEAT® registered products](#). 1,2

[Upload Document](#)

OR



Enter Narrative Description:

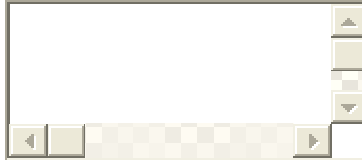
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OPERATION & MAINTENANCE MANDATORY ACTIVITIES

1. Establish and promote a policy, directive, memorandum, and/or guidance for [Information Technology Asset Management](#).

[Upload Document](#)

OR

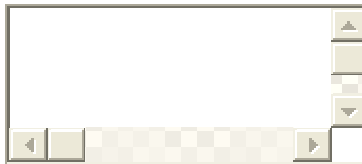


Enter Narrative Description:

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.

[Upload Document](#)

OR

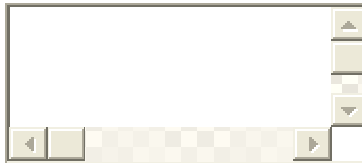


Enter Narrative Description:

3. Ensure the [ENERGY STAR "Sleep" function](#) is enabled on 100 percent of computer monitors and new computer desktops. Exemptions from this requirement must be outlined in a power management policy, directive, memorandum, and/or guidance.

[Upload Document](#)

OR

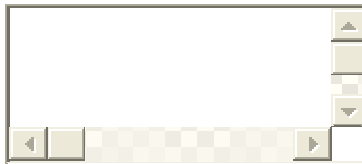


Enter Narrative Description:

4. Promote power management through the education of policy makers, Information Technology staff, and equipment users.

[Upload Document](#)

OR

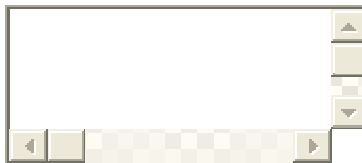


Enter Narrative Description:

5. Establish and promote a policy, directive, memorandum, and/or guidance for reducing paper consumption by printers and copiers.

[Upload Document](#)

OR

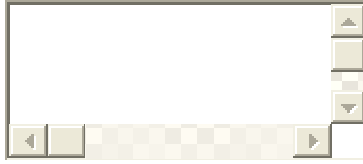


Enter Narrative Description:

6. Ensure double-sided printing features are utilized on 75% of printers and copiers with duplex capability.

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OR

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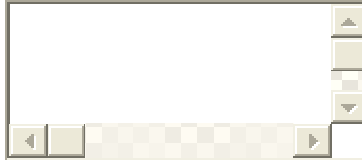
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END-OF-LIFE MANAGEMENT MANDATORY ACTIVITIES

1. Establish a policy, directive, memorandum, and/or guidance requiring [environmentally sound management of electronic equipment](#) at end-of-life.

[Upload Document](#)

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Enter Narrative Description:

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.

[Upload Document](#)

OR

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Enter Narrative Description:

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.

[Upload Document](#)

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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.

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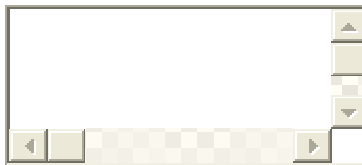
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5. Use a recycler with [third party certification](#) to either the [Responsible Recycling Practices](#) (R2) or [e-Stewards Standard for Responsible Recycling](#) program.

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CONTACT INFORMATION

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

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.