SEC
STATE ELECTRONICS CHALLENGE

AWARD APPLICATION

Partners may apply for and receive annual recognition at one of three levels - Gold, Silver, or Bronze.

Partners should submit the Award Application as an attachment by email to
lynn@stateelectronicschallenge.net**.** Supporting documentation must accompany the application.

INSTRUCTIONS

- *First,* complete the Annual Reporting Form by January 31 for the previous calendar year.

- *Second*, select the award level – Bronze, Silver, or Gold – for which you are requesting an award on the application form (below).

- *Third*, select the lifecycle phases for which you have completed all activities.
  ☐ Gold recognition: you must have completed all activities in 3 lifecycle phases
  ☐ Silver recognition: you must have completed all activities in 2 lifecycle phases
  ☐ Bronze recognition: you must have completed all activities in 1 lifecycle phase

- *Finally*, for each of the lifecycle phases selected, you must provide supporting documentation for all the program requirements. Supporting documentation is specified for each program requirement, and includes, for example a narrative explanation or submittal of data, policies, etc. Partners are welcome to provide explanations within the application form or submit a separate narrative, if preferred.

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.

AWARD APPLICATION FORM

Partner: _____

State: _____

This application is for the:

_____ Gold Award Level

_____ Silver Award Level

_____ Bronze Award Level

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

_____ Purchasing

_____ Use

_____ End-of-Life Management

Complete the following sections for the lifecycle phases that you have completed.

PURCHASING - MANDATORY ACTIVITIES

☐	1. Modify existing procurement policies, Request for Proposals, contracts, memoranda, and/or guidance requiring, or giving preference to, the procurement of <u>environmentally preferable electronic equipment</u>, including <u>EPEAT® registered products</u>. Products eligible for EPEAT registration include desktop computers, monitors, notebook computers, copiers, printers, and multifunction devices. *Documentation: submit policy, RFP, contract, directive, memo or other guidance.*
☐	2. Ensure that 95% of computer desktops, notebooks, monitors, copiers, printers and multifunction devices purchased or leased are <u>EPEAT registered products</u>.[1, 2] *Documentation: none, except submittal of Annual Reporting Form data.*

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[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.

☐	1. Establish and promote a policy, directive, memorandum, and/or guidance for Information Technology Asset Management (see example.) *Documentation: 1) submit policy, directive, memo and/or other guidance; or 2) provide explanatory narrative.*
☐	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. *Documentation: submit policy, directive, memo and/or other guidance.*
☐	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. *Documentation: none, except submittal of Annual Reporting Form data.*
☐	4. Promote power management through the education of policy makers, Information Technology staff, and equipment users. *Documentation: 1) submit policy, directive, memo and/or other guidance; or 2) provide explanatory narrative.*
☐	5. Establish, promote, and implement a policy, directive, memorandum, and/or guidance for reducing paper consumption by printers, copiers, and multifunction devices. *Documentation: submit policy, directive, memo and/or other guidance.*
☐	6. Ensure double-sided printing features are utilized on 75% of printers, copiers, and multifunction devices. *Documentation: none, except submittal of Annual Reporting Form data.*

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. *Documentation: submit policy, directive, memo and/or other guidance.*
☐	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. *Documentation: 1) submit policy, directive, memo and/or other guidance; or 2) provide explanatory narrative.*
☐	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. *Documentation: 1) none, if unit data provided on Annual Reporting Form data; 2) if unit data is not provided, please describe system.*
☐	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. *Documentation: provide copy of instructions, if applicable.*
☐	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. *Documentation: provide name of certified recycler as requested on Annual Reporting Form.*

CONTACT INFORMATION

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