Revised 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

Important note: The Programs Requirement Checklist was revised effective January 2013. Starting in calendar year 2013, Partners will be required to address imaging equipment as well as computers and monitors during use and at end of life. Purchasing requirements for imaging equipment will be phased in starting calendar year 2014 to allow Partners time to update purchasing specifications and contracts to require conformance with new environmental performance specifications for imaging equipment.

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

GENERAL REQUIREMENTS

☐	[Benchmark Reporting Form](#) Submitted within 4 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. Annually complete the [SEC Acquisition & Procurement Planning Checklist.](#)
☐	2. Modify existing procurement policies, directives, memoranda, and/or guidance to require, or give preference for, [environmentally preferable electronic equipment](#), including desktop computers, monitors, notebook computers, copiers, printers, and multifunction devices.
☐	3. Establish and promote a policy, directive, memorandum, and/or guidance requiring, or giving preference to, the procurement of [EPEAT® registered products](#).
☐	4. Ensure that 95% of computer desktops, notebooks, and monitors purchased or leased this year are [EPEAT registered products](#).[1, 2] Starting in Calendar Year 2014, 95% of copiers, printers, and multifunction devices purchased or leased are also EPEAT registered products.

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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.

OPERATION & MAINTENANCE 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 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.

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 lynn@nerc.org.