State Electronics Challenge – Northeast Pilot

Application for Recognition

State Electronics Challenge (SEC) Partners may apply for annual recognition at one of three levels: Gold, Silver, or Bronze. This checklist outlines the activities required to qualify for a Gold, Silver, or Bronze Award.

INSTRUCTIONS

To qualify for an award, a SEC Partner must complete the following:

☐   [Baseline & Annual Reporting Form](#) (Submitted within 4 weeks of joining as a Partner.)

☐   [Baseline & Annual Reporting Form](#) (Submitted by January 31 of each year for the previous calendar 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

Please note the following:
- Applications for Recognition are due by January 31.
- Program requirements must have been **completed** before December 31.

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

APPLICATION INFORMATION

State: _____
Partner: _____

This application is for the:
☐ Gold Level Award
☐ Silver Level Award
☐ Bronze Level Award

My organization completed the mandatory activities for the following life-cycle phase(s):
☐ Acquisition & Procurement
☐ Operations and Maintenance
☐ End-of-life Management

ACQUISITION & PROCUREMENT 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.
☐	2. Modify existing procurement policies, directives, memoranda, and/or guidance to require, or give preference for, environmentally preferable electronic products.
☐	3. Establish and promote a policy, directive, memorandum, and/or guidance requiring, or giving preference to, the procurement of EPEAT™-registered electronics.
☐	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

☐	1. Establish and promote a policy, directive, memorandum, and/or guidance for Information Technology Asset Management.
☐	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.
☐	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.
☐	4. Promote power management through the education of policy makers, Information Technology staff, and equipment users.
☐	5. Establish and promote a policy, directive, memorandum, and/or guidance for reducing paper consumption by printers and copiers.

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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.

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.
☐	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.
☐	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.
☐	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 award application and checklist, or need other assistance with the State Electronics Challenge, please contact info@stateelectronicschallenge.net, or call 802-254-3636.