

Department of Commerce

**Electronic Stewardship
Implementation Plan**

December 2006

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Chief Information Officer concurrence	
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Section 1

Program Summary

Used and obsolete electronic products, such as computers, printers, phones, and fax machines, are the fastest growing waste stream in the United States. The toxic chemicals and heavy metals contained in these products pose environmental risks. As the world's largest purchaser of electronic products, the Federal Government has a responsibility to provide leadership in environmentally sound practices and cost-effective life-cycle management of our electronic products.

In 2004, the *Promoting Sustainable Environmental Stewardship of Federal Electronics Memorandum of Understanding* (MOU) was signed by several agencies, although not by the Department. The purpose of the MOU is to “develop and promote common strategies for using environmentally sustainable technologies and practices to improve the quality, performance, and environmental management of federal electronic assets throughout their life-cycle.”

In 2006, the Office of Management and Budget (OMB) created an Environmental Management Scorecard that includes a metric item that measures agency performance toward meeting the goal of the 2004 MOU. The goal of the MOU is to have agencies “reduce the environmental impact of their electronic equipment purchase, use, and disposal through continuous improvements to the acquisition, design, specifications, materials choices, distribution, use of new electronic equipment and to reuse, demanufacturing and recycling of surplus electronic equipment.”

Executive Order 13423 *Strengthening Federal Environmental, Energy, and Transportation Management* (signed January 26, 2007) and *Instructions for Implementing Executive Order 13423* (signed March 29, 2007) established the MOU voluntary goals as firm requirements for Federal agencies.

This document establishes the Department’s implementation plan to improve the life-cycle environmental management of electronic assets, which includes management strategies for each phase: acquisition, use, and end-of-life. This plan will be used to track and measure such improvements.

This plan will be updated annually to promote continuous improvement towards meeting the following Target Electronics Stewardship Goals by 2012:

- Acquisition Phase: 95% of electronic products purchased are Electronic Product Environmental Assessment Tool (EPEAT) registered;
- Use Phase: ENERGY STAR® features are available and enabled on 100% of computers and monitors;
- Use Phase: 100% of agencies/facilities have policies and programs to extend the useful lifetime of electronic equipment; and

- End-of-Life Phase: 100% of non-usable electronic products are reused, donated, sold or recycled using environmentally sound management.

The Office of Administrative Services (OAS) is the lead for the Department's environmental and personal property management programs and will guide the implementation effort. OAS will establish Department-wide policy, guidance, and procedures to encourage and promote electronic stewardship.

In addition, OAS will participate in the Federal Electronics Challenge (FEC). Established in 2000, the FEC is a voluntary partnership program sponsored by the Federal Environmental Executive and the Environmental Protection Agency to empower Federal agencies to manage their electronics in an environmentally sound manner during all three life-cycle phases. Participation in the FEC will enhance OAS's ability to execute this implementation plan and allow OAS to demonstrate a leadership role in electronic stewardship.

This document includes a separate list of action items that, once completed, will enable OAS to achieve FEC's bronze award for end-of-life management of electronic products.

Section 2

Electronic Stewardship Implementation Plan

The following action items are intended to create the policy, guidance, and reporting processes necessary to promote and encourage electronic stewardship across the Department that will allow the Department to meet the Target Electronic Stewardship goals by 2012.

Action Item	Responsible Individual, Office or Entity	Target Completion Date	Actual Completion Date
GENERAL			
1. For OAS approval and circulation throughout the Department, prepare a proposed long-term strategy for the electronic stewardship program that addresses the three life-cycle phases (acquisition, use, and end-of-life).	Peter Wixted	12/31/2006	12/27/2006
2. Create a memorandum for OAS to send to the Chief Information Officer (CIO) and Office of Acquisition Management and Financial Assistance (OAMFA) requesting support for electronic stewardship and participation in the Department's Electronic Stewardship Team.	Peter Wixted	5/01/2007	3/21/2007
3. Establish an Electronic Stewardship Team with representation from CIO, OAMFA and OAS. (CIO Team members are Dan Rooney and Glenna Mickelson. OAMFA Team member is Virna Evans.)	Peter Wixted	60 days after CIO and OAMFA sign the long-term strategy (7/21/2007)	
4. Define responsibilities for implementing elements of the long-term strategy.	Electronic Stewardship Team	To Be Determined	
5. Establish Departmental policy, guidance and goals for the following electronic stewardship goals: <ul style="list-style-type: none"> • Purchasing EPEAT-registered products • Purchasing Energy Star® products • Enabling Energy Star® features • Extending product life • Recycling of non-reusable computers using environmentally sound management practices 	Electronic Stewardship Team	To Be Determined	

AGENCY TRACKING & REPORTING			
6. Define the unit of measurement for tracking agency progress (e.g., FTEs or computer seats). Use actual quantities of computers.	Peter Wixted	6/01/2007	4/25/2007
7. Modify the Sunflower Property Management System to enable tracking of the following electronics stewardship MOU items: <ul style="list-style-type: none"> • Identification of property as an applicable electronic product • Identification of electronic products as Energy Star® and EPEAT-registered • The life of the electronic property (purchase date minus current date) • Identification of the method of disposal (General Services Administration, donation, recycled, or other) 	Pam Swiatek	1/31/2008	
8. For OAS signature, prepare a memorandum directing operating units to complete a review of existing electronic property in order to identify and update Sunflower with the data referenced in Section 2, item 7.	Rhonda Jackson	2/28/2008	
9. Develop a report from Sunflower that shows the estimated life of electronic property and the quantity and percentage of electronics property that are Energy Star® or EPEAT-registered products.	Rhonda Jackson	2/28/2008	
10. Develop a system for tracking Departmental progress in the following life-cycle phases: <ul style="list-style-type: none"> • Acquisition • Use • End-of-life 	Electronic Stewardship Team	To Be Determined	
11. Begin quarterly tracking and reporting of Departmental progress in the following life-cycle phases: <ul style="list-style-type: none"> • Acquisition • Use • End-of-life 	Electronic Stewardship Team	To Be Determined	
12. Develop a system for tracking Departmental progress toward the following electronics stewardship goals: <ul style="list-style-type: none"> • Purchasing EPEAT-registered products 	Electronic Stewardship Team	To Be Determined	

<ul style="list-style-type: none"> • Purchasing Energy Star® products • Enabling Energy Star® features • Extending product life • Recycling of non-reusable computers using environmentally sound management practices 			
ACQUISITION PHASE			
13. Develop Departmental guidance that encourages the purchase of Energy Star® and EPEAT- registered products.	Electronic Stewardship Team	To Be Determined	
14. Modify the Affirmative Procurement Plan to include EPEAT-registered and Energy Star® product purchase requirements.	Electronic Stewardship Team	To Be Determined	
15. Create standard procurement specifications and contract language that incorporates EPEAT-registered and Energy Star® purchase requirements.	Electronic Stewardship Team	To Be Determined	
16. Evaluate existing IT contracts for modification to include EPEAT-registered and Energy Star® purchase requirements.	Electronic Stewardship Team	To Be Determined	
17. Establish Departmental guidance to require life-cycle cost analysis to assist in selecting electronic products and services.	Electronic Stewardship Team	To Be Determined	
USE PHASE			
18. Establish Departmental policy and guidance that address the following: <ul style="list-style-type: none"> • After-hours shut down of non-critical equipment in coordination with network security • Setting Energy Star® power management features as the default • Use of power management tools (e.g., EZ software) to reduce energy consumption • Training of employees on energy conservation when using electronic products • Double-sided printing • Electronic product replacement cycles that maximize product life 	Electronic Stewardship Team	To Be Determined	

END-OF-LIFE PHASE			
19. Complete a “gap analysis” of all existing Departmental policies, guidance, and procedures for disposing electronic property.	Rhonda Jackson	10/01/2007	
20. Collaborate with GSA and NOAA to ensure that Departmental excessed equipment is managed in an environmentally sound manner.	Rhonda Jackson	10/01/2007	
21. Using the results of the gap analysis completed in item 19, develop a prioritized list of actions to be accomplished to close the gaps.	Rhonda Jackson	60 days from completion of gap analysis	
22. Develop draft revisions to the Department’s Property Management Manual to address end-of-life management with priorities of reuse and recycling that include criteria for sanitization of media.	Rhonda Jackson	12/01/2007	
23. Transmit the Departmental guidance or directive from Section 2, item 22 (above) to operating units and post the information on an appropriate web page.	Rhonda Jackson	60 days from date policy or directive was approved	
24. Create a Departmental promotion campaign for equipment reuse and donations.	Pam Swiatek	12/01/2007	
25. Create a Sunflower system report for tracking and reporting electronic property disposal actions.	Rhonda Jackson	2/28/2008	
26. Establish guidance for consideration of product disposition in IT purchases.	Electronic Stewardship Team	To Be Determined	

Section 3

OAS Participation in the Federal Electronics Challenge

The Federal Electronics Challenge (FEC) is a voluntary program that helps organizations implement environmentally sound and cost-effective electronics management practices. Federal facilities that enroll in the FEC gain access to electronic stewardship resources such as program development and communication tools for environmentally sound electronics management. FEC also operates an awards program that recognizes partners that achieve defined targets.

The basic requirements of FEC partnership are to complete the FEC Baseline Survey of Current Practices upon joining the program and, on an annual basis, complete the FEC Goals Form and Reporting Form. Completing these documents requires the FEC participant to collect information, set goals, and make improvements from year to year.

The following table lists the actions OAS will take to meet our needs for participation in the FEC with the goal of receiving FEC's bronze award.

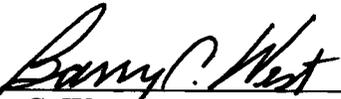
Action Item	Responsible Individual, or Office	Target Completion Date	Actual Completion Date
GENERAL			
1. Identify FEC point-of-contact for OAS FEC participation.	Peter Wixted, Primary; Eston Lewis, Alternate	12/31/2006	12/27/2006
2. Develop a long-term strategy for OAS approval that outlines participation in the FEC and work toward achieving a bronze award. (This document.)	Peter Wixted	12/31/2006	12/27/2006
3. Complete and submit the FEC enrollment application to OAS for approval.	Peter Wixted	6/01/2007	4/24/2007
4. Transmit the OAS approved FEC enrollment application to the Environmental Protection Agency.	Peter Wixted	1 work day after OAS approval	4/25/2007
5. Complete the FEC required baseline survey to support OAS enrollment in FEC. Baseline survey requires information from the Management Support Services and Office of Administrative Operations.	Peter Wixted	6/6/2007	5/21/2007
6. Select the specific FEC goals that OAS will strive to achieve.	Peter Wixted	6/6/2007	5/21/2007

AGENCY TRACKING & REPORTING			
7. Complete a review of existing OAS electronic property in order to identify and update Sunflower with the data referenced in Section 1, item 7.	Rhonda Jackson	2/28/2008	
8. Define the unit of measurement for tracking OAS progress (e.g., FTEs or computer seats). Use actual number of computers.	Peter Wixted	6/01/2007	4/25/2007
9. Develop report from Sunflower for OAS that shows the estimated life of electronic property and the quantity and percentage of electronic property that are Energy Star® or EPEAT-registered products.	Rhonda Jackson	2/28/2008	
10. Develop a system for tracking OAS progress towards achieving FEC goals.	Peter Wixted	8/01/2007	
11. Begin tracking and annual reporting of OAS progress towards achieving FEC goals.	Peter Wixted	12/01/2007	
ACQUISITION			
12. Establish a report from the Sunflower system that reports the quantity and percentage of OAS electronic property that is Energy Star® or EPEAT-registered by fiscal year.	Rhonda Jackson	2/28/2008	
13. Establish OAS guidance for purchasing EPEAT-registered and Energy Star® products.	Pam Swiatek	5/01/2007	5/4/2007
14. Identify existing contracts and purchases within OAS that do not include EPEAT-registered and Energy Star® purchase requirements and where appropriate modify them to include the requirements. (Pam Swiatek Completed)	Pam Swiatek, Rhonda Jackson, and Doug Elznic	6/01/2007	
USE			
15. Draft an OAS-specific directive or guidance document that addresses the following: <ul style="list-style-type: none"> • After-hours shut down of non-critical equipment in coordination with network security • Setting Energy Star® power management features as the default • The use of power management tools 	Peter Wixted	11/30/2007	

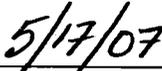
(e.g., EZ software) to reduce energy consumption			
<ul style="list-style-type: none"> • Training of employees on energy conservation when using electronic products • Double-sided printing • Electronic product replacement cycles that maximize product life 			
16. Establish process for tracking and reporting OAS progress toward achieving the directive or guidance issued in Section 3, item 15 (above).	Peter Wixted	12/01/2007	
END-OF-LIFE MANAGEMENT			
17. Conduct a “gap analysis” of existing OAS policies and guidance for disposing of electronic property. (May be completed in conjunction with the Department-level gap analysis.)	Rhonda Jackson	10/01/2007	
18. Using the results of the gap analysis, develop a prioritized list of actions to be accomplished to close the gaps.	Rhonda Jackson	30 days from completion of gap analysis	
19. Design a Sunflower report for tracking and reporting final disposal of OAS electronic property.	Rhonda Jackson	2/28/2008	
20. Develop guidance for OAS that addresses end-of-life management with priorities of reuse and recycling that includes criteria for sanitization of media.	Pam Swiatek and Rhonda Jackson	10/01/2007	
21. Collaborate with GSA and NOAA to ensure that OAS equipment is managed in an environmentally sound manner.	Rhonda Jackson	10/01/2007	

Attachment 2
Electronic Stewardship Implementation Plan Concurrence Sheet

I concur with and support the goals of the *Electronic Stewardship Implementation Plan*.



Barry C. West
Chief Information Officer



Date

The following individuals will represent our organization on the Department's electronic stewardship team:

Name: Dan Rooney,
Phone: Number: 202-482-0517
Email: DRooney@doc.gov

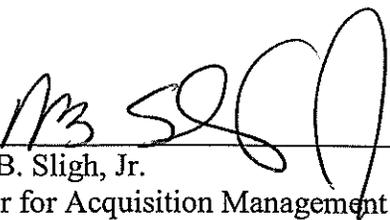
Name: Glenna Mickelson,
Phone: Number: 202-482-5190
Email: GMickelson@doc.gov

Attachment 2
Electronic Stewardship Implementation Plan Concurrence Sheet

I concur with and support the goals of the *Electronic Stewardship Implementation Plan*.

Barry C. West
Chief Information Officer

Date



Albert B. Sligh, Jr.
Director for Acquisition Management and Financial Assistance



Date

The following individual will represent our organization on the Department's electronic stewardship team:

Name: Virna Evans

Title: Director Acquisition Policy

Phone Number: _____

Email: _____