



United States Department of the Interior

OFFICE OF THE SECRETARY
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Memorandum

To: Heads of Bureaus and Offices

From: Willie R. Taylor, Director
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Subject: The Department of the Interior's Electronic Stewardship Implementation Plan
2013-2015

The purpose of this memorandum is to issue an update (attached) to the Department of the Interior's (Department) Electronic Stewardship Implementation Plan (ESIP). This update was developed by the Electronic Stewardship Technical Workgroup (TWG) and was approved by the Department's Sustainability Council. The updated ESIP is located under Council, then Electronic Stewardship, on the Sustainability SharePoint Website at:

<https://portal.doi.net/programs/ems/default.aspx>.

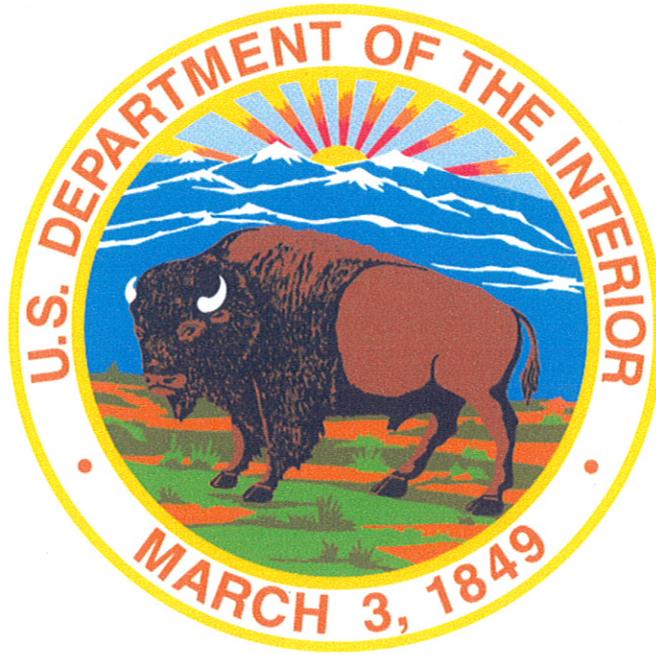
The ESIP was amended to address policy changes from the Office of Policy, Management and Budget and specific departmental clarifications. Some of the major changes to the ESIP include:

1. The ESIP was streamlined to reduce redundancy and include footnotes instead of verbiage.
2. Indicates which goals, objectives, and action plan elements are either completed or in-progress.
3. Adds data links and definitions to provide more Electronic Stewardship information.
4. Includes a new requirement for bureaus/offices to submit an executive summary via the ESIP bureau/office template in Appendix 5 of the ESIP which will be included as an addendum to the Department's ESIP.

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Attachment

cc: Bureau and Office Senior Sustainability Officers
Sustainability Council Implementation Committee Members
Electronic Stewardship Technical Workgroup Members



**U.S. Department of the Interior
Electronics Stewardship Implementation Plan
FY2013 – FY2015**

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Date 8/12/2013

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EXECUTIVE SUMMARY

The Department of the Interior (Department) is committed to electronics stewardship. In November 2006, the Department Assistant Secretary – Policy, Management and Budget issued a memorandum establishing the Department’s Electronics Stewardship Task Force (Task Force) to develop a Sustainability Program for Electronics Stewardship.¹ The memo states in part:

Successful completion of the objective requires participation and cooperation from several Department disciplines, including information technology, property management, acquisition management, budget, and environmental management. The Task Force will leverage existing policy and work through relevant Department management councils to finalize work products.

The first edition of this Electronic Stewardship Implementation Plan (ESIP), signed in 2008, was created to fulfill electronic stewardship requirements of Executive Order (E.O.) 13423 – *Strengthening Federal Environmental, Energy, and Transportation Management* (EO 13423), dated January 24, 2007.² Prompting creation of an updated ESIP is *Executive Order 13514 - Federal Leadership in Environmental, Energy, and Economic Performance* (EO 13514), signed October 5, 2009.³

This ESIP provides the framework for the identification, communication, and implementation of sound environmental process during the acquisition, operations and maintenance, and end-of-life management of the Department-purchased electronic products. The ESIP is representative of the Department’s long term strategy for an Electronics Stewardship Program, and meets the requirements of both EO 13514 and EO 13423. It also outlines how the Electronics Stewardship Program is incorporated into the department’s environmental management system (EMS), assigning roles and responsibilities for implementation, and setting target dates for completion of tasks to meet the goals. In all aspects of its acquisitions and operations the Department aspires to be a good steward of the earth’s resources and a wise manager of taxpayer’s dollars.

1.0 INTRODUCTION

1.1 Background

The Department will be a government leader in meeting or exceeding EOs 13514 and 13423 electronics stewardship requirements for electronic equipment’s life-cycle phases, acquisition, maintenance, and disposal, through multi-disciplinary management.

EO 13423 required federal agencies, by 2010, to:

1. Acquire 95 percent of Electronic Product Environmental Assessment Tool (EPEAT) registered equipment;
2. Enable Energy Star® on 100 percent of computers and monitors as applicable;

¹ Task Force Memo: <http://greeninginterior.doi.gov/electronics/finalmou2004.pdf>

² EO 13423: <http://edocket.access.gpo.gov/2007/pdf/07-374.pdf>

³ EO 13514: <http://edocket.access.gpo.gov/2009/pdf/E9-24518.pdf>

3. Maintain electronic equipment for longevity (4 years);
4. Dispose electronic equipment at end of life in an environmentally responsible manner, such as through reuse, donation, or recycling; and
5. Organizations/facilities must participate in the Federal Electronics Challenge, or an equivalent electronics stewardship program.

Electronic stewardship requirements of EO 13514, as outlined in Section 2 (i) are:

1. Ensure EPEAT-registered electronic product procurement preference;
2. Ensure procurement of Energy Star and Federal Energy Management Program (FEMP) designated equipment;
3. Establish and implement policies to enable power management, duplex printing, and other energy efficient or environmentally preferable features;
4. Use environmentally sound disposal practices for electronics; and
5. Implement best practices in energy efficient management of server's data centers.

The Department is committed to implementing all requirements associated with EO 13514 and 13423. In a April 4, 2007, memorandum to all Departmental senior level officials regarding EO 13423 implementation⁴, the Secretary of the Interior states:

“Our accomplishments to date provide an excellent foundation for us to intensify and broaden our efforts to meet the ambitious goals of the E.O. ... I expect the Department, as the Nation's premier conservation agency, to lead by example.”

This ESIP complies with both EOs and supersedes the Promoting Sustainable Environmental Stewardship of Federal Electronic Assets Memorandum of Understanding (MOU) signed by the Department in November 2004.

1.2 Accomplishments

The Department has a long history of championing electronics stewardship life-cycle management best practices. Examples of electronics stewardship accomplishments include:

1. In 2001, the Department was an early adopter of the Federal Prison Industries (UNICOR) electronics recycling program to ensure departmental facilities had an option for environmentally sound disposal of electronic products.
2. In 2003, the Department began participating in the earliest stages of the Electronic Product Environmental Assessment Tool (EPEAT) development.
3. In 2004, the Department was an original signatory to the Federal Electronics Challenge MOU.
4. Beginning in 2004 through contract award in 2005, the Department became the first large institutional purchaser to pilot test the EPEAT criteria. The Department mandated that companies on the IT Hardware Contract provide EPEAT-registered electronics.
5. In November 2006, the Department established the Electronic Stewardship Task Force.

⁴ EO 13423 Implementation Memo:

<http://www.doi.gov/greening/electronics/Appendix3.EO13423ImplementationMemo.Kemphorne.April4.2007.pdf>

6. In 2007, the Hardware Action Team (HAT) was created to ensure IT hardware contracts remain compliant with EPEAT. Then in 2008, a strategy was created to make purchases of EPEAT-registered products Department Policy.
7. The Department has fully implemented the requirement to dispose electronics in an environmentally sound manner by reusing working equipment through the GSA Xcess process and the GSA Computers for Learning Program.
8. The Department has fully implemented the requirement to purchase 100 percent Energy Star certified and 95 percent EPEAT registered electronics for appropriate desktops, laptops and monitors.
9. The Department is a member of the Interagency Task Force on Electronic Stewardship and has adopted the National Strategy for Electronic Stewardship, dated July 20, 2011.⁵
10. In 2011, the Task Force educated property managers about use of e-Stewards and Responsible Recycling (R2) certified recyclers.
11. In 2011, the Department closed 19 data centers in response to meeting the Federal Data Center Consolidation Initiative for closing 17 data centers. In 2012, the Department closed 23 data centers far surpassing the goal of closing 10 data centers
12. In September 2012, the Interior Asset Disposal System (IADS) was implemented department-wide offering bureaus/offices a means to electronically report excess government-owned personal property for internal screening for reuse and to avoid the cost of new procurements by acquiring same or like items.
13. In February 2013, the Department was an early adopter of the United States Postal Service (USPS), Federal Trade and Recycling Program to ensure departmental facilities had another disposal option for environmentally sound disposal of federal electronic assets/products.

1.3 Department Vision

The Department will be a government leader in meeting or exceeding requirements of EOs 13514 and 13423 for electronics stewardship across the three life-cycle phases for electronic equipment, and in coordination with all relevant management disciplines.

The Department will achieve the vision by:

1. Acquiring cost effective, energy efficient, environmentally preferable electronic equipment, and EPEAT registered equipment as applicable;
2. Maintaining equipment for energy efficiency;
3. Designing information systems to maximize energy efficiency and infrastructure utilization consistent with cost considerations;
4. Enabling Energy Star® on all applicable equipment;
5. Identifying and replicating best life-cycle management practices for electronic equipment;
6. Reducing the economic and environmental life-cycle costs of federal electronic equipment;

⁵ National Strategy for Electronic Stewardship:
<http://www.epa.gov/wastes/conservematerials/recycling/taskforce/docs/strategy.pdf>

7. Promoting growth of the market and infrastructure for the reuse, donation, transfer, sale, de-manufacturing, and recycling of obsolete electronic equipment; and
8. Coordinating across Department information technology (IT), acquisition, property, and environmental management disciplines, as well as cooperating with private sector and external federal initiatives aimed at achieving similar goals.

1.4 Department Bureaus/Offices

The Department's bureaus and offices⁶ have unique missions and management cultures as well as separate budgets. Each Bureau/Office will submit their updated Bureau/Office Addendums to the Office of Environmental Policy and Compliance (OEPC) annually in August. Refer to Appendix 5, ESIP Bureau and Office Template.

The purpose of the executive summary is to identify accomplishments, achievements, and to note status on 'in-progress' action items. It is an opportunity to share best practices and to update your Electronic Stewardship Task Force participants.

The Department will work closely with bureau/offices through the Department Electronic Stewardship Task Force to maximize opportunities to streamline and make programs complementary.

2.0 ELECTRONICS STEWARDSHIP IMPLEMENTATION

2.1 Strategic Sustainability Performance Plan Integration

Section 8 of EO 13514 requires agencies to “*develop, implement, and annually update an integrated Strategic Sustainability Performance Plan*”. The Department's Strategic Sustainability Performance Plan (SSPP), which is updated annually, summarizes the electronic stewardship and data center goals.⁷ The Department is using the EMS as the management structure and planning process for developing targets, objectives and management plans for achieving goals set forth in the SSPP. The Sustainability Council (see Appendix 2) serves as the governing body of the department-level EMS. The Sustainability Council consists of technical workgroups and the Electronics Stewardship Task Force is the workgroup responsible for electronic stewardship implementation.

2.2 Department Electronics Stewardship Task Force

The Task Force is co-chaired by the Office of the Chief Information Officer (OCIO), the Office of Acquisition and Property Management (PAM), and the OEPC. Each bureau/office Director has assigned three representative Subject Matter Experts (SME) from information technology, acquisition, property, and environmental management disciplines. One SME serves as the bureau/office lead and is responsible for coordinating with the other designated representatives internally, as applicable.

⁶ DOI Bureaus and Offices: <http://www.doi.gov/bureaus/index.cfm>

⁷ DOI SSPP: http://www.doi.gov/greening/sustainability_plan/index.cfm

The Task Force is charged with creating the Department Electronics Stewardship Program (Program) through implementation of this Plan. Implementation will be executed through:

1. Creation of department-wide policy, plans, tools, and training;
2. Identification of objectives, targets and action plans (see Appendix 3);
3. Assessing and reporting progress; and
4. Taking corrective action(s) to address shortfalls.

Additionally, the Task Force is responsible for keeping the ESIP up to date and providing support so Department meets targets, milestones, and initiatives.

The Task Force will consider life-cycle costs and savings in making determinations about all electronic equipment investments with regard to:

1. Capital assets, services, and procurements;
2. Decreasing government's life-cycle costs;
3. Achieving sustainable design principles;
4. Reducing energy and water consumption; and
5. Reducing the environmental impact/footprint of the government's operations as it implements its primary mission and improves the quality of service and effectiveness of government.

To be successful, efficient, and effective, the Program must coordinate with related management directives, initiatives and councils, including, but not limited to the Information Technology, Acquisition, Property, and Environmental Management Programs.

2.3 Bureau/Office Electronics Stewardship Programs and Implementation Plans

The Task Force should be replicated at each bureau/office as applicable, including the required multi-discipline coordination. Each Bureau/Office Task Force will create an addendum to the departmental Plan consistent with its unique mission, management culture, and budget. Bureau/Office Addendums must have specific goals and target dates for implementation of the departmental Plan. Each Bureau/Office Task Force will submit their updated Bureau/Office Addendums to the OEPC annually in August, or as needed. Refer to Appendix 5, Bureau and Office Template.

2.4 Environmental Management System (EMS)

EO 13514 and EO 13423 require Federal agencies and their organizations/facilities to use an Environmental Management System (EMS) to ensure implementation of the activities necessary for meeting the goals of the executive orders. These goals include specific requirements for federal electronics stewardship by agencies and their facilities. Previously, the ESIP was developed and monitored through a quarterly internal scorecard that outlined goals and objectives and followed progress on an outlined schedule. The scorecard has been retired, and the EMS is now used and includes a series of actions, within an Action Plan.

The Action Plan is listed in Appendix 3. Objectives, accomplishments and future goals are also outlined in the Department SSPP.

The FEC has created a document with suggestions for incorporating electronics stewardship into the elements of an organization's EMS.⁸ It includes a table that exhibits examples and references to specific FEC resources that may assist in evaluating and integrating electronics stewardship into the EMSs.

2.5 Training, Education, and Promotion

When setting objectives for training and education, the Department will look for partnering and guidance opportunities from the Federal community. Establish all programs available include the Environmental Protection Agency's (EPA) Federal Electronics Challenge (FEC), and the EPA and Department of Energy (DOE) National Data Center Energy Efficiency Information Program. Bureaus and offices training, education or awareness campaign may include the utilization of on-line training, tools, resources and guidance (e.g., FEMP, FEC, EnergyStar, and EPEAT).

3.0 PRODUCT LIFE-CYCLE MANAGEMENT GOALS FOR ACQUISITION, MAINTENANCE, AND DISPOSAL

The Department has met the 95 percent purchasing goal for desktops, laptops and monitors for several years. As such, the ESTF has focused efforts to evaluate and improve the accuracy and completeness of data used to measure performance on EPEAT and Energy Star Compliance. Goals are managed and tracked on the Department EMS sharepoint site and can be reviewed in Appendix 3.

3.1 Acquiring Environmentally Preferable Electronics

The Department will ensure procurement preferences for EPEAT registered electronic products,⁹ Energy Star® certified equipment,¹⁰ printing and imaging equipment, servers and data centers, and all electronic equipment as appropriate.

3.1.1 Policies to Acquire Energy Efficient IT Equipment

The Department's OCIO in coordination with the PAM and the Acquisition Services Directorate (AQD) recently announced the enterprise-wide IT hardware procurement strategy for the Department of the Interior.

This procurement strategy is a mandated source for both charge card orders (micro-purchase under \$3,000.00) and delivery orders (Over \$3,000.00). The purpose for using these existing contracts is to gain economies of scale across the government and take advantage of large discounts that have been negotiated.

⁸ FEC Electronic Stewardship and EMS: http://www.epa.gov/fec/resources/ems_tool.pdf

⁹ EPEAT: <http://www.epeat.net/>

¹⁰ Energy Star®: <http://www.energystar.gov/>

In accordance with the Department’s Secretarial Order 3309, all IT procurements over \$3,000.00 must be entered and approved in the Bureau IT Spend Plan prior to purchase. More information is available at <https://portal.doi.net/CIO/ERM/HW/Pages/EnterpriseITHardware.aspx>.

The Department’s OCIO will coordinate with bureaus and offices to determine the percentage of electronic equipment that is EPEAT registered.

3.1.2 Acquiring Energy Star Certified Products

The Department meets EO 13514 and EO 13423, Energy Policy Act of 2005, and the Energy Independence and Security Act requirements to acquire Energy Star® for all appropriate electronics equipment through:

1. Incorporating appropriate Energy Star® requirements into applicable IT contracts and addressing Federal Acquisition Regulation (FAR) clauses related to Energy Star®, and
2. Purchasing EPEAT registered products, which includes Energy Star®.
3. Products qualify for EPEAT by being measured against both *required* and *optional* criteria. A product must meet all of the required criteria in its category to be added to the registry. It is then rated Bronze, Silver or Gold depending on how many of the optional criteria it meets.¹¹



Figure 1: EPEAT Environmental Criteria Rating.

Energy Star® is a requirement of products on the Department-wide Mandatory Use IT Hardware Contract for all Desktops, Laptops, Monitors, and Printers.

3.1.3 Acquiring Environmentally Preferable Printing and Imaging Equipment

The Department’s strategic sourcing initiative (SSI) and life-cycle cost approach for procuring copier-based multifunctional devices (copiers, printers, faxes, etc) include the following features:

¹¹ Environmental Criteria is available at <http://www.epeat.net/resources/criteria-discussion/>.

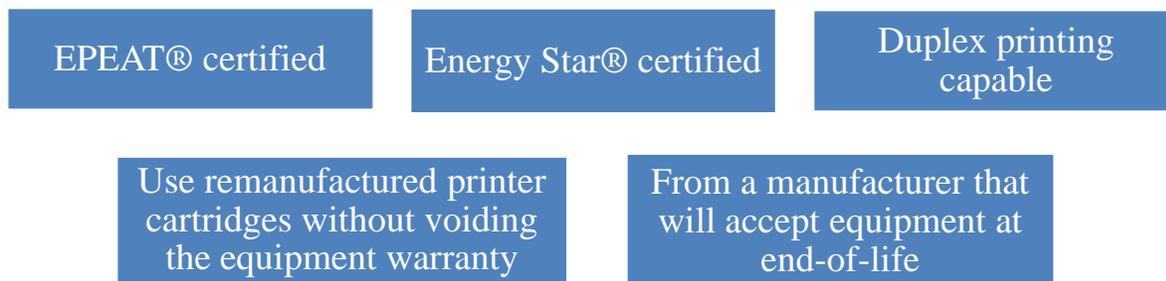


Figure 2: DEPARTMENT's Strategic Sourcing Initiative and life-cycle cost approach.

Presently, a purchasing and use policy is required for duplex printing for the Department. A task force will be developed to enact such measures. Specifically, the Electronic Stewardship Task Force shall collaborate with PAM, OCIO and the Interior Publishing Council to form a special integrated project team. The project team will review the General Services Administration (GSA) recommendations for supporting use of the SSI for multifunctional printers. A proposed policy may require mandatory duplex printing default settings on printers and use of network printers.

3.1.4 Acquiring Environmentally Preferable Servers and Data Centers

The Department IT Infrastructure should use life-cycle cost approach to purchase servers and other equipment for data centers that are:

1. Energy Star® certified; and
2. EPEAT registered when such Energy Star® certification.

3.1.5 Acquiring Environmentally Preferable Electronic Equipment

The Plan primarily focuses on managing office equipment, and the Task Force works to determine the best approach to ensure the Department considers environmentally preferable attributes when purchasing, maintaining, and disposing of all electronics equipment. The Task Force's objective is to make 100 percent of all new IT equipment "green" compliant through a five year Life Cycle Management Process. Ultimately, responsibility for policy development and compliance rests with the OCIO. For established goals, please reference Appendix 3.

3.2 Power Management

The Department has implemented all but one of the electronics stewardship goals, power management. The Department made major progress toward implementing the power management goal by awarding a contract to purchase power management software that can reach out over the Department's networks and activate energy saving features on desktops, laptops, and monitors. The software was pilot tested in FY 2012, and expanded implementation will commence in FY 2014. Additionally in FY 2013 OCIO will solidify and publish its power management strategic plan and tactical needs in order to accommodate the wide variety of missions that will be impacted by this effort.

3.2.1 Energy Efficiency

The Task Force will take necessary steps and set goals to improve energy efficiency for IT hardware (e.g., purchase of EnergyStar products). Steps to improve energy efficiency will be strategized by the Task Force.

3.2.2 Power Management Software

Continued implementation of the IT Transformation will assist OCIO to implement the power management requirements of EO 13514. OCIO will need to determine the charge-back cost of the implementing power management. Strong leadership from the IT Transformation initiative will continue to be needed to convey cost and executive order requirements to the bureaus and identify any mission anomalies to be considered during the implementation cycle such as special needs for such programs as seismic monitoring.

3.2.3 Additional Goals

In 2012, the OEPC and PAM, concurred that the Interior Publishing Council would develop departmental print management policy which shall address duplex printing, promote multifunctional devices over desktop printers, and encourage smart printing behaviors aimed at reducing our carbon footprint, conserving energy, and reducing waste by using less paper.

Further, by September 2013, its objective is to ensure duplex printing default settings are enabled for appropriate equipment. For more information, please refer to Appendix 3, Objectives 2A, 5A and 5B.

3.3 Maintaining Electronics for Longevity

The Department will extend the life-cycle of electronic equipment by:

1. Extending the average useful lifetime of electronic equipment to four (4) or more years as appropriate (e.g., extended manufacturer warranties);
2. Using EPA's guidance¹² to improve the operation and maintenance of electronics products; and
3. Addressing the issue of bureau use of laptops that utilize docking stations (doubling as desktops), thereby potentially shortening the lifespan of the equipment due to potential transport.

3.4 Environmentally Responsible Electronics Disposal

The Department will dispose of electronics equipment in an environmentally responsible manner.

¹² FEC O&M: <http://www.epa.gov/fec/resources/oandm.pdf>

When a Department organization that purchased the product no longer needs that product and wishes to dispose it, they will comply with the guidance provided in the GSA Bulletin FMR B-34, *Disposal of Federal Electronic Assets*.¹³ The Department will utilize only those organizations that are accredited by the ANSI-ASQ National Accreditation Board (ANAB)¹⁴ that has attained accreditation as a certified recycling program (e.g., a list of e-Stewards is available at <http://e-stewards.org/find-a-recycler/> and a list of R2 is available at <http://www.r2solutions.org/certified/electronic-recyclers-with-r2-certified-facilities/>).

In April 2013, PAM signed a Memorandum of Understanding with the United States Postal Service (USPS) to implement a Federal Recycling Program to provide bureaus/offices with another avenue for recycling small electronic devices.

As other programs are developed for responsible electronics disposal, the Task Force will determine if those are appropriate for use within the Department.

3.5 Federal Electronics Challenge and Federal Green Challenge

The Federal Electronics Challenge (FEC)¹⁵ is EPA voluntary partnership program dedicated to helping federal facilities purchase greener electronic products, reduce the impacts of electronics products during use, and manage obsolete electronics in an environmentally safe way.

The Federal Green Challenge (FGC) is a national initiative under the EPA's Sustainable Materials Management Program, challenging federal agencies throughout the country to lead by example in reducing the federal Government's environmental impact. The FEC and FGC are excellent programs to help facilities set, meet, and report on targets for effective electronics stewardship at the organization level.

All Department bureaus/offices or facilities may participate in both the FEC and FGC to gain support and recognition for their electronic stewardship activities from both programs, if appropriate. The FEC registration form is available at <http://www.epa.gov/fec/join.html#form>. The FGC registration form is available at <http://www.epa.gov/join.html>.

3.6 Federal Data Center Consolidation Initiative

On February 26, 2010, the Federal Chief Information Officer (FCIO) issued a memorandum to all CIOs announcing the Federal Data Center Consolidation Initiative (FDCCI).

The memo outlines an urgent need for a fundamental shift in how technology is deployed due to the substantial growth in redundant infrastructure.

¹³ GSA Bulletin FMR B-34:

http://computersforlearning.gov/pv_obj_cache/pv_obj_id_7E0CA0482C37CEAFB55630F99545C407AD140100/filename/FMR_Bulletin_B-34.pdf

¹⁴ ANSI-ASQ National Accreditation Board (ANAB) is the organization that accredits certifying bodies in the United States.

¹⁵ FEC: <http://www.epa.gov/fec/>

On December 14, 2010, Secretary Salazar signed Secretarial Order 3309, which initiates formal and significant IT Transformation within the Department of the Interior.¹⁶ Effectively, it implements Federal law and prescribes policy within the Department regarding designation of the Chief Information Officer to manage all IT resources.

On July 20, 2011, the FCIO issued another memorandum with an update on the FDCCI and published a schedule of deliverables.¹⁷ Most recently, the FCIO issued a March 19, 2012, memorandum with implementation guidance and an updated schedule of deliverables.¹⁸

4.0 PERFORMANCE

4.1 Reporting

The OEPC will submit as required the Electronics Stewardship portion of the Sustainability Energy Scorecard to the Office of Management and Budget.

4.2 Performance and Evaluation

Through implementation and evolution of ESIP, the process of quarterly internal scorecard reporting has been retired. Performance is now measured through development, implementation and monitoring of Action Plans. Action Plans outline Task Force approved goals, objectives, targets and plans of execution. The comprehensive list of existing Action Plans and are located in Appendix 3.

The Department subscribes to ISO 14001- including its template and documentation. ISO 14001 sets out the criteria for an environmental management system. It does not state requirements for environmental performance, but maps out a framework that a company or organization can follow to set up an effective environmental management system. It can be used by any organization that wants to improve resource efficiency, reduce waste and drive down costs.

Using ISO 14001 can provide assurance to company management and employees as well as external stakeholders that environmental impact is being measured and improved. ISO 14001 can also be integrated with other management functions and assists companies in meeting their environmental and economic goals.

4.3 Sharing Best Practices and Providing Recognition

The Department and Bureau/Office Task Forces encourage Department organizations/facilities to apply for Federal, departmental and Bureau/Office awards programs so that they may be recognized for outstanding accomplishments consistent with this departmental Implementation Program Plan.

¹⁶ Secretarial Order 3309: <http://www.federalnewsradio.com/pdfs/Interiorcio.pdf>

¹⁷ FDCCI Memo: <http://www.cio.gov/documents/FDCCI-Update-Memo-07202011.pdf>

¹⁸ FCIO Memo: http://www.cio.gov/documents/CIO_Memo_FDCCI_Deliverables_Van_Roekel_3-19-12.pdf

Such award programs include: Federal Green Challenge <http://www.epa.gov/fgc/> and the Department of the Interior Environmental Achievement Awards <http://greeninginterior.doi.gov/awards/2004/baca.html>, and other internal bureau/office awards programs.

Award recipient best practices will be shared with others across the Department and the Federal community.

Appendices

Appendix 1
Definitions

Definitions

Disposition: In accordance with the Federal Management Regulation, the process of reassigning, screening, transferring, donating, selling, refurbishing, dismantling, cannibalizing, and recycling personal property.

Due Diligence: In the context of selecting a certified electronics recycler, due diligence refers to the act of ensuring that the electronic recycler selected by a bureau/office will handle and process its federal electronic assets consistent with all federal, state and local regulations, and in an environmentally sound manner. Performing due diligence prior to using an electronic recycler ensures meeting the requirements of E.O. 13514. An exception to performing due diligence is when the R2 or e-Steward has already been certified.

End-of-life: The point in time when electronic equipment is no longer needed by the Federal government, i.e., when it becomes surplus; the life-cycle phase after transfer starting with donation.

Electronics, Electronic Products or Electronic Equipment: Electronic equipment is any product with a plug or battery. This Plan focuses on managing end-user office equipment, and will develop over time to include more electronic equipment as appropriate. The most commonly referenced items covered by this plan include desktops, laptops, servers, printers, televisions, and multifunctional imaging devices.

Electronic Product Environmental Assessment Tool: Electronic Product Environmental Assessment Tool (EPEAT) registered electronic equipment that meet stringent environmental standards. Currently EPEAT registers desktops, displays, integrated desktop computers, notebooks, think clients, workstation desktops, and workstation notebooks, and is creating standards for new equipment. These products are measured against both *required* and *optional* criteria. A product must meet all of the required criteria in its category to be added to the registry. It is then rated Bronze, Silver or Gold depending on how many of the optional criteria it meets. More information is available at www.epeat.net and <http://www.epeat.net/resources/criteria-discussion/>.

Environmentally Responsible Electronics Disposal: Reuse is first, then recycling is next. Electronic equipment that cannot be reused will be sent only to those R2 and/or e-Steward certified recyclers that comply with environmental laws and best practices. Electronics equipment should never be land-filled.

Energy Efficient Electronics: Energy Star® certified under the latest standards and are power managed.

Environmental Management System: A set of processes and practices that enable an organization to reduce its environmental impacts and increase its operating efficiency. It is a planning tool that helps an organization achieve its environmental compliance obligations and continually improve overall environmental performance, including those environmental aspects related to energy and transportation functions. EMS implementation reflects accepted quality management principles based on the “Plan, Do, Check, Act,” model found in the International Standard Organization 14001:2004(E).

Environmentally Preferable: Products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

e-Stewards Certification: e-Stewards Certification is another certification program designed to enable individuals and organizations who dispose of their old electronic equipment to easily identify recyclers that adhere to the highest standard of environmental responsibility and worker protection. e-Stewards Certification is open to electronics recyclers, refurbishers and processors in all developed countries. More information is available at <http://e-stewards.org/>.

Federal Legislation, Regulation, and Executive Orders Relevant to Federal Electronics Stewardship: Federal legislation, regulation, rules, and Executive Orders that are applicable to the purchasing, operation and maintenance, and end-of-life management of electronic equipment. More information is available at http://www.epa.gov/fec/resources/fec_regs.pdf.

Interior Asset Disposal System (IADS) and GSAXcess® and Computers for Learning (CFL): Excess Federal Electronic Assets (FEA) can be reported using IADS and GSAXcess. Serviceable FEA may be offered to eligible schools and educational nonprofits through the CFL program, as part of the personal property disposal process. The Department bureau/office releases its ownership of the FEA and the recipient gains ownership of the property upon receipt.

Life-cycle Cost: The total cost to the government of acquisition and ownership of a product or a system over its useful life. More specifically, it is the sum of the present values of capital costs, installation costs, operating costs, maintenance costs, and disposal costs over the lifetime of the project, product, or measure.

Life-Cycle Cost-Effective: The life-cycle costs of a product, project, or measure are estimated to be equal to or less than the base case (i.e. current or standard practice or product) (EO 13423, Section 9).

Power Management: Power management refers to the utilization of ENERGY STAR features on ENERGY STAR qualified electronics, in order to save power. ENERGY STAR power management features are standard in many operating systems and can place monitors and computers into a low-power sleep mode after a period of inactivity. Simply touching the mouse or keyboard wakes the computer desktops, laptops and monitors to ensure power savings.

Recycling: The series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the

form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion.

Responsible Recycling (R2): An accreditation standard that keeps recyclers accountable, offers a seal of approval for responsible recyclers and waste management companies, protects employees throughout the supply chain, and protects the people in the developing world who are exposed to e-waste.

Reuse: Removing or recovering components or systems of components from the whole product, and putting the components or systems of components back into productive use

Sustainable Materials Management Electronics Challenge: Promotes responsible electronics recycling by original equipment manufacturers and retailers, who commit to increasing the number of electronics they collect, and to send 100 percent of their used electronics to recognized third-party certified recyclers.

Take-back: A service provided by the manufacturer by which the product can be returned for reuse or recycling with no more than 10 percent of the returned material going to disposal or incineration.

Appendix 2

Sustainability Council Organization

Sustainability Council

The governing body for the Department-level Environmental Management System (EMS) is the Sustainability Council¹⁹. The Council is a multidisciplinary, collaborative decision-making forum responsible for promoting and achieving departmental goals for sustainability and environmental compliance. The OEPC has the lead responsibility for implementing the department-level EMS.

The Council is chaired by the Department's Senior Sustainability Officer (the Assistant Secretary - Policy, Management, and Budget) and includes cross-functional representation from departmental senior managers, bureau and office program managers, and technical work groups for sustainable practices and environmental compliance. The Council has a role in the development and management of the Strategic Sustainability Performance Plan (SSPP) and department-level EMS, and ongoing monitoring of the goals contained in the SSPP and other regulatory and legal requirements that the Department manages through the EMS.

Executive Committee

The Executive Committee provides broad policy direction to the Council on the following:

- Chaired by the Department's SSO.
- Meet at least once a year to participate in the annual management review that is the culmination of the EMS planning, implementation, and review cycle.
- Convene at other intervals as deemed necessary to address issues requiring high-level review or approval.
- Review for the Department's SSO approval, the SSPP, departmental policy for sustainability and environmental management.
- Provides senior-level participation in regular operating matters of the Council through their representatives on the Senior Sustainability Advisory Group.
- May be asked to address any issues that cannot be resolved by the Senior Sustainability Advisory Group.

¹⁹ A organization chart is provided on the DOI Sustainability Council SharePoint Site: <https://portal.doi.net/programs/ems/default.aspx>

Appendix 3

Electronic Stewardship Task Force Objectives, Targets and Action Plan Elements²⁰

²⁰ The Electronic Stewardship Task Force objectives, targets and action plans are maintained on the Department's Environmental Management System (EMS) website: <https://portal.doi.net/programs/ems>. In Appendix 3 is a summary of completed, underway and future objectives and targets. Objectives and targets continually evolve based upon Task Force achievements, emerging policy and guidance, and Department priorities and goals.

Goals Achieved*			
Goals	Objectives	Targets	Date Achieved
<p>Goal 1: EPEAT and Energy Star – 95% of eligible electronic equipment EPEAT and 100% Energy Star qualified</p> <p><i>Note: The Department has met the 95% purchasing goal for desktops, laptops and monitors for several years based on current data.</i></p>	<p>Objective 1A: Evaluate and improve the accuracy and completeness of data used to measure performance on EPEAT and Energy Star compliance</p>	Completed September 2011	Completed September 2011
<p>Goal 3: Achieve four-year minimum lifecycle on eligible equipment</p> <p><i>Note: The Department has met the 4 year life cycle goal for desktops, laptops and monitors for several years based on current data.</i></p>	<p>Objective 3A: Evaluate if four-year lifecycle goal is feasible for Department (Required by EO 13423 and codified into law)</p>	Completed September 2011	Completed September 2011
<p>Goal 4: Employ environmentally sound practices to dispose of excess or surplus electronic products</p>	<p>Objective 4B: Educate property managers and about use of R2 certified recyclers</p>	Completed September 2012	Completed September 2012
<p>Goal 6: Federal data center consolidation initiative goals as agreed upon by Department and OMB</p>	<p>Objective 6A: Finalize Department FDCCI Plan with milestones</p>	Completed September 2012	Completed September 2012
<p>Goal 8: 100% Participation in the Federal Electronics Challenge (FEC) (In EO 13423 and codified into law)</p>	<p>Objective 8A: Ensure 100% bureau participation in the FEC. Bureaus can join FEC at the bureau level or a combination of appropriate organizational levels and facility levels to reach 100% participation.</p>	Completed September 2011	Completed September 2011

Goals Achieved*			
Goals	Objectives	Targets	Date Achieved
Goal 9: Co-chair for ESTF <i>Note: completed April 2011</i>	Objective 9A: Identify and train a co-chair for the ESTF including ability to serve as sole chair while the current chair is on maternity leave June – Sept.	Completed April 2011	Completed April 2011

* as of December 2012

Goals In-Progress*			
Goals	Objectives	Targets	Action Plan Elements/Notes
<p>Goal 1: EPEAT and Energy Star – 95% of eligible electronic equipment EPEAT and 100% Energy Star qualified</p> <p>Discuss how the agency will require IT planning/Life Cycle Manager to replace and/or waive equipment that does not meet "Green" compliance requirements.</p>	<p>Objective 1B: 100% of all new IT equipment shall be "Green" compliant through a 5 year Life Cycle Management process</p>	August 30th, 2011	<p>Responsibility: OCIO Action Items: OCIO-OBS Incorporates "Green" compliancy review in the existing IT Procurement System for IT acquisitions over \$3,000 and develops and issues policy for IT acquisitions less than \$3,000 (micropurchase)</p>
		August 30th, 2011	OCIO-SPM-PPAD Develops Operational Guidance on "Green" compliancy for IT Micropurchases OCIO-ISD Distributes Guidance to appropriate bureau and office IT operations components
		Commencing August 2012	OCIO-IV&V audits OCIO-OBS and Bureau IT Procurements, including those at the micropurchase level, to ensure compliancy with "Green" requirements.
		August 2016	"Green" requirements established for all Department IT acquisitions, including micropurchases.
<p>Goal 10: Electronic Stewardship TWG to work closely with OCIO Staff responsible for IT Transformation</p>	<p>Objective 10A: Ask OCIO for formal presentations on power management and IT Transformation initiatives including FDCCI on a regular basis.</p>	<p>Recurring. At least every other ESTF meeting, contact OCIO to determine if OCIO presentation is needed.</p>	<p>Responsibility: TWG Chair and Co-Chair Action Items: • Contact OCIO Metrics: Number of OCIO presentations to ESTF Reporting: n/a</p>

* as of January 2013

Goal 2, Objective 2A Status: In-Progress			
Goals	Objectives	Targets	Action Plan Elements/Notes
<p>Goal 2: Enable Environmentally preferable features on eligible equipment – enable power management on 100% of computers, monitors and laptops</p> <p><i>Note: The Department has passed the Dec 2010 deadline to implement the power management goal for desktops, laptops and monitors.</i></p>	<p>Objective 2A: Identify initial funding for Department-wide implementation of required software for power management</p>	<p>September 2013</p>	<p>Responsibility: OCIO - IT Transformation</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Consider re-establishing and chartering the SCCM team to complete team. • Implement Power Management Features on Desktop and Laptops through Group Policy guidance. <p>Metrics: Costs, Return on Investment, data center count Reporting: Will be conducted via the network software</p>

Goal 4, Objective 4A
Status: In-Progress

Goals	Objectives	Targets	Action Plan Elements/Notes
<p>Goal 4: Employ environmentally green disposal practices for usable federal electronic assets (FEA) or used reporting to IADS/GSAXcess to R2 or e-Steward certified recyclers</p>	<p>Objective 4A: Bureaus/offices sent 100% of used santized electronic recycling of FEA to certified recyclers. Bureaus and offices will use the USPS Federal Trade In and Recycling Program; UNICOR, or other R2/e-Steward certified recyclers.</p>	<p>Bureaus/offices to report if they did or did not meet the 100% objective 4A. Bureaus and offices shall only use 1) USPS Federal Trade In and Recycling Program for used small FEA, 2) UNICOR for what FEA not accepted by USPS, or 3) use other R2 and/or e-steward certified recyclers and 4) report reusable serviceable excess FEA using IADS/GSAXcess®.</p>	<p>Responsibility: TWG Chair and Co-Chair Action Items:</p> <ul style="list-style-type: none"> • Evaluate property managers FEA asset tracking and reporting on environmentally responsible disposal on objective 4A. • Personal property staff report FEA sent to USPS, UNICOR, or other R2 and/or E-Steward Certified Recyclers on the annual Non-Federal Recipient Report and/or Sale/Exchange Report using the GSA Reporting Tool.

Goal 5, Objective 5A Status: In-Progress			
Goals	Objectives	Targets	Action Plan Elements/Notes
Goal 5: Increase duplex printing practices to reduce use of electronic printing equipment Note:	Objective 5A: Develop a department-wide duplex printing policy, including a possible DM Chapter or Environmental Compliance Memorandum	In 2012, the OEPC and PAM, concurred that the Interior Publishing Council would develop Departmental print management policy which shall address duplex printing, promote multifunctional devices over desktop printers, and encourage smart printing behaviors aimed at reducing our carbon footprint, conserving energy, and reducing waste by using less paper. Further, by September 2013, its objective is to ensure duplex printing default settings are enabled for appropriate equipment. For more information, please refer to Appendix 3, Objectives 2A, 5A and 5B.	Responsibility: TWG Chair and Co-Chair Action Items: <ul style="list-style-type: none"> • Completed: recommend to Implementation Committee form a special integrated project team on duplex printing under the Sustainability Council that includes membership from the Electronic Stewardship TWG, Lifecycle Management TWG, OCIO, and Interior Publishing Council • New duplex printing policies should encourage moving toward network printers • Review GSA recommendations for supporting use of SSI for multifunctional printers • Review EPA duplex printing policy Metrics: <ul style="list-style-type: none"> • % of documents printed on both sides of the paper • # of bureau policies implemented to reduce desktop printers and replace with network multifunction devices Reporting: TBD

Goal 5, Objective 5B
Status: In-Progress

Goals	Objectives	Targets	Action Plan Elements/Notes
<p>Goal 5: Increase duplex printing practices to reduce use of electronic printing equipment</p>	<p>Objective 5B: Ensure duplex printing default settings are enabled for appropriate equipment</p>	<p>By September 2013 make substantial progress on implementing duplex printing policy, if assigned to ESTF Further, by September 2013, its objective is to ensure duplex printing default settings are enabled for appropriate equipment. For more information, please refer to Appendix 3, Objectives 2A, 5A and 5B.</p>	<p>Responsibility: TWG Chair and Co-Chair Action Items:</p> <ul style="list-style-type: none"> • Completed: Interior Publishing Council – department-wide contract for multifunctional printing devices where duplex printing is the mandatory factory default • Collaborate with Lifecycle Management TWG and OCIO to ensure settings are retained on multi functional machines purchased off the department-wide contract • Implement duplexing on older multifunctional printing devices and desktop printers • Evaluate opportunity to leverage OCIO hardware consolidation initiatives • Educational campaign for end users <p>OCIO Actions:</p> <ul style="list-style-type: none"> • Energy Efficient Defaults established for Office Electronics, Printers, etc. • 5 Year plan to leverage Life Cycle Management attrition of existing equipment • OCIO-SPM-PPAD Develops Operational Guidance on the implementation and use of office electronics, printers, etc within the confines of energy efficiency policy guidelines • OCIO-SD Distributes Guidance to appropriate bureau and office IT operations components" • OCIO-IV&V Audits Bureaus and Offices on Implementation of Policy through Internal Control Review process regularly throughout the implementation timeframe <p>Metrics: TBD Reporting: TBD</p>

Goal 6, Objective 6B
Status: In-Progress

Goals	Objectives	Targets	Action Plan Elements/Notes														
<p>Goal 6: Federal data center consolidation initiative goals as agreed upon by the Department and OMB</p> <p>Note: End of FY12, the Department had exceeded the OCIO FDCCI Timeline.</p>	<p>Objective 6B: Implement Department FDCCI Plan</p>	<p>Current OCIO FDCCI Timeline:</p> <table border="1" data-bbox="678 405 976 651"> <thead> <tr> <th>FY</th> <th>Centers</th> </tr> </thead> <tbody> <tr> <td>2011</td> <td>17</td> </tr> <tr> <td>2012</td> <td>12</td> </tr> <tr> <td>2013</td> <td>7</td> </tr> <tr> <td>2014</td> <td>59</td> </tr> <tr> <td>2015</td> <td>0</td> </tr> <tr> <td>Total</td> <td>95</td> </tr> </tbody> </table> <p><i>Refer to 2/23/2011 IT Transformation FDCCI Presentation to TWG</i></p>	FY	Centers	2011	17	2012	12	2013	7	2014	59	2015	0	Total	95	<p>Responsibility: OCIO - IT Transformation</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Completed: Consolidation of 4 data centers against a plan of for during first half of FY2011 • Completed: Site Surveys for Internal Hosting Candidates • Developing Department Concept of Operations document • Develop Savings/Investment Model • Coordinate development of appropriate performance metrics with OMB FDCCI Task Force and subordinate organizations <p>Metrics: Refer to FDCCI Plan Reporting: TBD</p>
FY	Centers																
2011	17																
2012	12																
2013	7																
2014	59																
2015	0																
Total	95																

Goal 7, Objective 7A Status: In-Progress			
Goals	Objectives	Targets	Action Plan Elements/Notes
Goal 7: All Inclusive Objectives	Objective 7A: Update the Electronic Stewardship Implementation Plan	Final ESIP FY13-FY14, March 2013 Major updates include: <ul style="list-style-type: none"> • IT Transformation • FDCCI Plan expected in Q3 2011 • Duplex printing? • Power management – new info on the Department-wide roll-out 	Responsibility: TWG Chair and Co-Chair Action Items: <ul style="list-style-type: none"> • Ensure both PAM and CIO have formal involvement, integration of existing OCIO and PAM projects/goals/guidance • Collaborate with OCIO to integrate ES Plan update with IT Transformation Plans and FDCCI Plan • Update associated ES Action Plans • Ensure that duplex printing is implemented by IT support upon installation of multifunctional copiers. Interior Publishing Council is developing an installation checklist that will require this action to be performed by local IT support. Metrics: TBD Reporting: TBD

Goal 7, Objective 7B Status: In-Progress			
Goals	Objectives	Targets	Action Plan Elements/Notes
Goal 7: All Inclusive Objectives	Objective 7B: Evaluate the need for an overall Electronic Stewardship Policy, Departmental Manual Chapter, or Environmental Compliance Memo that would include the goals, policies, procedures and practices described above	By September 2013, evaluate need for DM or ECM on ES	Responsibility: TWG Chair and Co-Chair Action Items: <ul style="list-style-type: none"> • Evaluate need for DM or ECM on ES <ul style="list-style-type: none"> ○ Collaborate with OCIO and PAM • Present recommendation to Sustainability Council Metrics: TBD Reporting: TBD Question: Is the Sustainability Council working on an overall DM for EO compliance?

Goal 10, Objective 10A Status: In-Progress			
Goals	Objectives	Targets	Action Plan Elements/Notes
Goal 10: Electronic Stewardship TWG to work closely with OCIO Staff responsible for IT Transformation	Objective 10A: Ask OCIO for formal presentations on power management and IT Transformation initiatives including FDCCI on a regular basis.	Recurring. At least every other ESTF meeting, contact OCIO to determine if OCIO presentation is needed.	Responsibility: TWG Chair and Co-Chair Action Items: <ul style="list-style-type: none"> • Contact OCIO Metrics: Number of OCIO presentations to ESTF Reporting: TBD

Appendix 4

DOI Photocopier Contract Language under the Strategic Sourcing Initiative

DOI-wide Photocopier Contract Language

The Department-wide photocopier contract under the Strategic Sourcing Initiative (SSI) says the following regarding our environmental stewardship commitment. More information is available at <https://portal.doi.net/programs/BPA/default.aspx>. This site is a tool to help you navigate through the phases of research, planning, purchase, deployment, and support of your multi-functional device (typically referred to most as a copier). The Blanket Purchase Agreement (BPA) enables the Bureau within the Department to provide a simplified and cost-effective procurement tool that enables the Department to effectively fulfill recurring needs while taking advantage of quantity discounts.

3.0 Environmental Stewardship Commitment

- 3.1 As the Federal agency entrusted with the Stewardship of our Public Lands, the Department is committed to meeting and exceeding the electronics stewardship requirements across three life-cycle phases for electronics assets: acquisition, maintenance, and disposal. Therefore, the Department aims to acquire cost effective, energy efficient and environmentally preferable electronic equipment; ascertain that such equipment is maintained for longevity, efficiency, and performance; reduce the economic and environmental life-cycle costs of this equipment; promote utilization, sale, and recycling of end-of-life electronic equipment, and seek cooperation with the private sector in this endeavor to support these goals.
- 3.2 Accordingly, the Department will only do business under this BPA with vendors that support this commitment and can meet the following specifications.
 - 3.2.1 Equipment must be Energy Star® and Federal Energy Management Program (FEMP) designated products.
 - 3.2.2 Trade-ins. In support of environmental efforts, vendors participating on this BPA are to establish a recycle program for accepting Department-owned MFDs in conjunction with a new purchase or a new rental or CPC plan, whereby any trade-in credit provided for the owned asset being disposed is applied to the new acquisition or rental/CPC plan cost.
 - 3.2.3 Vendors shall offer a free Merchandise Return capability to recycle empty toner cartridges associated with their equipment.
 - 3.2.4 Vendors shall comply with Executive Order 13221, Energy Efficient Standby Power Devices, August 2, 2001, and only offer products with the lowest standby power wattage while in standby power consuming mode.
 - 3.2.5 Vendors shall offer either as part of their ongoing environmental program or as a feature in their maintenance service agreements (MSAs) a component and refuse removal program. This shall include the disposition of fuser containers, spent toner collected by collection systems, and empty toner cartridges. When solid components such as parts or

empty toner cartridges are involved, this removal can be accommodated by a merchandise return service that the customer can return to the vendor via the appropriate vendor container without applying any postage.

Appendix 5

Electronic Stewardship Implementation Plan Bureau and Office Template

ESIP Bureau/Office Template

Each Bureau/Office Task Force will submit their updated Bureau/Office Addendums through their Director of Administration to the OEPC annually in August, or as needed on the following:

- Electronic Stewardship (ES) Accomplishments;
- Environmental Management System (EMS) Achievements;
- Training, Education and Awareness Campaign;
- Report whether your bureau/office did or did not meet the the Department's 100 percent goal to recycle federal electronic assets²¹ using R2 and/or E-Steward Certified Recyclers;
- Provide status on ES action items 'in-progress' and identify any challenges preventing achievement;
- Share Best Practices and/or Federal Electronic Challenge (FEC) Recognition;
- Provide names, telephone numbers, and email addresses of your ESTF participants, and
- Other Comments and/or suggestions for the ES program.

²¹ Bureau and office property staffs are responsible for the annual reporting on line on any federal electronic assets that are reused and/or recycled. The reporting is accomplished either on the GSA Non-Federal Recipient Report and the GSA Sale/Exchange Report using the GSA Reporting Tool.