



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

Memorandum

**AUG 16 2016**

To: Heads of Bureaus and Offices

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Subject: Department's Electronic Stewardship Implementation Plan FY 2016-FY 2020

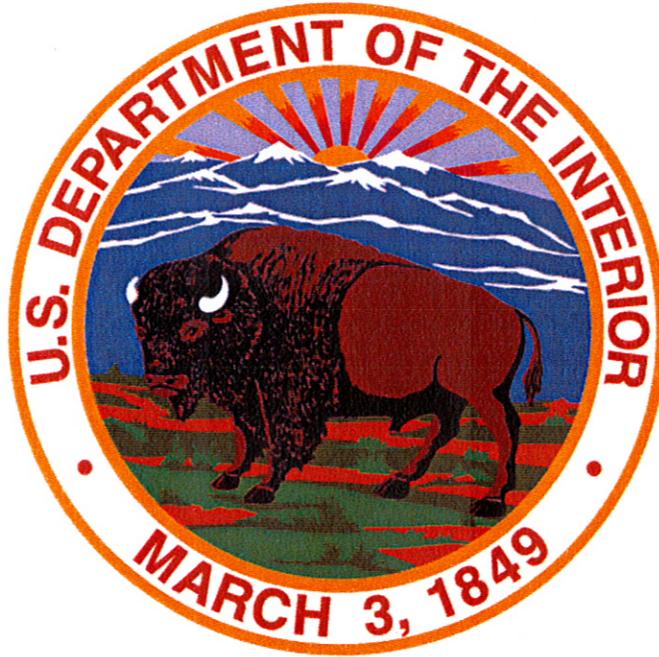
The purpose of this memo is to issue an update (attached) to the Department's Electronic Stewardship Implementation Plan (ESIP). The Electronic Stewardship - Technical Working Group (ES-TWG) developed and the Department's Chief Sustainability Officers approved this update. The updated ESIP is located on the Department's Greening Website and on the Electronic Stewardship TWG SharePoint website.

The ESIP amendment addresses Office of Management and Budget policy changes and specific departmental clarifications. Some of the major changes to the ESIP include:

1. Streamlining to reduce redundancy and includes footnotes instead of verbiage.
2. Indicating goals, objectives, and action plans as either completed or in-progress.
3. Providing additional data links and definitions.

If you have any questions, please contact Michaela E. Noble at 202-208-3891 or [michaela\\_noble@ios.doi.gov](mailto:michaela_noble@ios.doi.gov), or have your staff contact Kathleen Bartholomew at 202-208-3901, or [Kathleen\\_Bartholomew@ios.doi.gov](mailto:Kathleen_Bartholomew@ios.doi.gov).

Attachment



**U.S. Department of the Interior  
Electronic Stewardship Implementation Plan  
FY 2016 – FY 2020**

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## EXECUTIVE SUMMARY

The Department of the Interior's (Department) commitment to electronic stewardship began and continues with the following events:

- In November 2004, the Department joined the Federal Electronics Challenge (FEC).
- In November 2006, the 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 Electronic Stewardship.
- In 2008, the first signed edition of this Electronic Stewardship Implementation Plan (ESIP) was issued to fulfill the electronic stewardship requirements of *Executive Order (EO) 13423 – Strengthening Federal Environmental, Energy, and Transportation Management*, which was issued on January 24, 2007.<sup>1</sup>
- *Executive Order 13514 – Federal Leadership in Environmental, Energy, and Economic Performance*, was issued on October 5, 2009.<sup>2</sup>
- *Executive Order 13693, Planning for Federal Sustainability in the Next Decade*, was issued on March 25, 2015 (superseded EO 13423 and EO 13514).<sup>3</sup>

The Electronic Stewardship Implementation Plan (ESIP) provides the framework for the implementation of sound environmental practices in the acquisition, operations and maintenance, and end-of-life management of Department-purchased electronic products.

The ESIP aligns with the Department's long-term strategy for an Electronic Stewardship Program. It also meets the requirements of EO 13693 to "promote electronics stewardship by establishing, measuring, and reporting by:"

1. Ensuring procurement preference for environmentally sustainable electronic products;
2. Establishing and implementing policies to enable power management, duplex printing, and other energy-efficient or environmentally sustainable features on all eligible agency electronic products; and
3. Employing environmentally sound practices with respect to the agency's disposition of all agency excess or surplus electronic products.

In all aspects of its acquisitions and operations, the Department aspires to be a good steward of the earth's resources and a responsible manager of taxpayer dollars.

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<sup>1</sup> EO 13423: <http://edocket.access.gpo.gov/2007/pdf/07-374.pdf>

<sup>2</sup> EO 13514: <http://edocket.access.gpo.gov/2009/pdf/E9-24518.pdf>

<sup>3</sup> EO 13693: <https://sftool.gov/learn/annotation/447/executive-order-13693-planning-federal-sustainability-decade>

## **1.0 INTRODUCTION**

### **1.1 Department Vision**

The Department will be a government leader in meeting or exceeding EO 13693 electronic stewardship requirements across the life-cycle phases of acquisition, maintenance, and disposition, through multi-disciplinary management.

The Department strives to achieve the strategies listed within the *Moving Sustainable Electronics Forward: An Update to the National Strategy for Electronics Stewardship*<sup>4</sup> by:

1. Acquiring cost effective, energy efficient, environmentally preferable electronic equipment, and Electronic Product Environmental Assessment Tool (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. Selecting ENERGY STAR® or Federal Energy Management Program (FEMP)–designated energy efficient products;
5. Activating the ENERGY STAR® features of all energy-consuming products to the greatest extent possible;
6. Identifying and replicating best life-cycle management practices for electronic equipment;
7. Reducing the economic and environmental life-cycle costs of Federal electronic equipment;
8. Promoting growth of the market and infrastructure for the reuse, donation, transfer, sale, demanufacturing, and recycling of obsolete electronic equipment; and
9. Coordinating across Department information technology (IT), acquisition, property, sustainability, and environmental management disciplines; and cooperating with private sector and external Federal initiatives aimed at achieving similar goals.

### **1.2 Accomplishments**

The Department has a long history of championing electronic stewardship including:

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 EPEAT development.
3. In 2004, the Department was an original signatory to the Federal Electronics Challenge Memorandum of Understanding.

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<sup>4</sup> Moving Sustainable Electronics Forward: Update to the National Strategy for Electronics Stewardship: [http://www.epa.gov/sites/production/files/2015-09/documents/moving\\_sustainable\\_electronics\\_forward.pdf](http://www.epa.gov/sites/production/files/2015-09/documents/moving_sustainable_electronics_forward.pdf)

4. Beginning in 2004 through contract award in 2005, the Department became the first large institutional purchaser to pilot test 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.
6. In 2007, the Hardware Action Team (HAT) was created to ensure IT hardware contracts remain compliant with EPEAT. 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 of electronics in an environmentally sound manner by reusing working equipment through the GSAXcess® process and the General Services Administration (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 (Task Force) on Electronic Stewardship and has adopted the National Strategy for Electronic Stewardship (National Strategy), dated July 20, 2011<sup>5</sup>.
10. In 2011, the National Park Service (NPS) earned the Federal Electronics Challenge Bronze Level Award. In 2012, NPS earned the Silver Level Award.
11. In 2011, the Task Force educated property managers about use of e-Stewards and Responsible Recycling (R2) certified recyclers.
12. In 2011, the Department closed 19 data centers, which exceeded the Federal Data Center Consolidation Initiative goal to close 17 data centers.
13. In 2012, the Department closed 23 data centers, far surpassing the goal of 10 closures.
14. In September 2012, the Interior Asset Disposal System (IADS) was implemented Department-wide, which offered bureaus and offices a means to electronically report excess personal property for internal screening for reuse, and to avoid the cost of new procurements by acquiring same or like items.
15. In April 2013, the Department signed a memorandum with the United States Postal Service (USPS) to adopt the BlueEarth Federal Recycling Program.
16. In August 2014, the Department met many of the goals of the National Strategy, according to the Chief Sustainability Officer (CSO) at the USPS. The USPS CSO said the Department of the Interior continued to “set the standard” for how Federal agencies should handle used electronics.
17. During 2013 and 2014, the Department recycled 361.5 metric tons of Federal Electronic Assets (FEA) through the UNICOR Recycling Program and the USPS BlueEarth Federal Recycling Program.
18. In 2015, the Department implemented power management settings on 90 percent of user workstations (approximately 80,000 workstations in total).
19. On Earth Day, April 22, 2015, the Office of Facilities and Administrative Services

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<sup>5</sup> National Strategy for Electronic Stewardship:

<http://www.epa.gov/wastes/consERVE/materials/recycling/taskforce/docs/strategy.pdf>

(OFAS) Property Management conducted the 13<sup>th</sup> Annual Personal Computer and Electronic Disposal Day Event. This event generated 822 lbs. of employee personal, unusable excess home computers, monitors, printers, televisions, and recording devices for proper disposal.

20. In 2015, the OFAS conducted a pilot program for Managed Print Services in the Main Interior Building (i.e., removing all desktop print devices and creating secure-access print pods). The results included decreases in energy consumption, consumable expenses, paper usage, and lower equipment maintenance costs. The highly successful results suggest the pilot program should be expanded.

## **2.0 ELECTRONICS STEWARDSHIP IMPLEMENTATION**

### **2.1 Sustainability Council**

The Department uses an environmental management system (EMS) as the strategic process to coordinate appropriate functions and programs to address the goals of EO 13693. The Department's Sustainability Council (Council) (see Appendix 2) serves as the governing body with responsibility for overseeing the Department's sustainability and environmental management strategies and performance in achieving the goals of EO 13693. The Electronics Stewardship Task Force (ESTF) is the Council workgroup responsible for electronic stewardship implementation.

The Department's Strategic Sustainability Performance Plan (SSPP)<sup>6</sup>, which is updated annually, summarizes the Department's objectives and action plans for achieving the goals of EO 13693, (see Appendix 3 of this ESIP for the electronic stewardship goals, objectives, and action plans).

### **2.2 Department Electronic Stewardship Task Force**

The ESTF is co-chaired by the Office of the Chief Information Officer (OCIO) and the Office of Acquisition and Property Management (PAM). Each bureau/office Director has assigned two representatives as Subject Matter Experts (SME). One SME serves as the bureau/office lead and is responsible for coordinating with the other designated representatives internally, as applicable.

The ESTF develops and maintains the Department's Electronic Stewardship Program (Program) through implementation of the ESIP. Implementation will be executed through:

1. Creation of policy, plans, tools, and training;
2. Identification of objectives, targets, and action plans (see Appendix 3);
3. Assessing and reporting progress;
4. Taking corrective action(s) to address shortfalls;
5. Keeping the ESIP up to date; and
6. Ensuring the Department meets targets, milestones, and initiatives.

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<sup>6</sup> Strategic Sustainability Performance Plan: [https://www.doi.gov/greening/sustainability\\_plan](https://www.doi.gov/greening/sustainability_plan)

The ESTF 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 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 missions and improves quality of service and effectiveness.

## **2.3 Bureau/Office Implementation Instructions**

Bureaus/offices will comply with the Implementation Instructions for EO 13693<sup>7</sup>, Section III, H for promoting electronics stewardship by establishing, measuring, and reporting by:

1. Ensuring procurement preference for environmentally sustainable electronic products as established in sections 3(i) and 3(l) of EO 13693;
2. Establishing and implementing policies to enable power management, duplex printing, and other energy-efficient or environmentally sustainable features on all eligible agency electronic products; and
3. Employing environmentally sound practices with respect to the agency's disposition of all agency excess or surplus electronic products.

### **2.3.1 Acquisition and Procurement**

To meet the requirements of sections 3(l) of EO 13693, bureaus/offices shall:

- Acquire ENERGY STAR® certified or FEMP-designated electronic products.
- Acquire toner cartridges that are remanufactured, contain recycled content, or are biobased and encourage contractors to do the same for leased or managed print services. As part of the development of new specifications or the revision of existing specifications for ENERGY STAR® or FEMP-designated products, the Environmental Protection Agency (EPA) and the Department of Energy (DOE) shall require that electronic products meet the Federal requirement for a standby power level of one Watt or less. Note: Bureaus and offices shall review the FEMP list of electronic product categories and purchase products that have ENERGY STAR® ratings. Refer to E-Government (E-GOV) Integrated Data Collection at the following sites:
  - <http://www.gsa.gov/graphics/ogp/FMRBulletinB-27.docx>;
  - <http://www.energystar.gov/>; and
  - <http://energy.gov/eere/femp/find-product-categories-covered-efficiency-programs>.

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<sup>7</sup> Implementing Instructions for EO 13693:

[https://www.whitehouse.gov/sites/default/files/docs/EO\\_13693\\_Implementing\\_Instructions\\_June\\_10\\_2015.pdf](https://www.whitehouse.gov/sites/default/files/docs/EO_13693_Implementing_Instructions_June_10_2015.pdf)

Notes:

1. If ENERGY STAR® does not have a specification for a specific electronic product, or has not yet revised their specification in accordance with the above paragraph, agencies shall acquire electronic products with standby power levels of one Watt or less, or if that is not available, the product with the lowest standby power level available. When no sustainable acquisition requirements for toner cartridges can be met in the same product, remanufactured and recycled content should receive purchasing priority over bio-based toner.
2. Unlike prior Executive Orders, EO 13693 requires that all applicable procurements, rather than 95 percent of purchases, for electronic products be environmentally sustainable, including those electronic products typically used in office spaces and data centers.
3. As required by EO 13693, EPA will issue recommendations for procurement of sustainable electronics. To meet the requirements of sections 3(i)(iii) and 3(l)(i) of EO 13693, agencies shall acquire electronic products that meet or exceed specifications, standards, or labels recommended by EPA, which are available at <http://www.epa.gov/greenerproducts/eparecommendations/>.
4. In the interim, Federal purchasers may continue to use the EPEAT product registry, or other methods to identify products that have been third-party verified as having met environmental performance criteria developed or adopted by voluntary consensus standards bodies consistent with section 12(d) of the National Technology Transfer and Advancement Act of 1995 (Public Law 104-113) and OMB Circular A-119, Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities. Reference section III.E.3 of EO 13693, Implementing Instructions, for details on the use of voluntary consensus standards.
5. Unlike prior Executive Orders, EO 13693 does not include a specific reference to EPEAT. However, EPEAT is currently the only tool available to achieve the electronic stewardship mandates of section 3(l) of EO 13693. Any future tools shall meet or exceed current levels of sustainable and environmental performance. Executive Order 13693 continues to require that agencies promote electronic stewardship throughout the acquisition lifecycle and ensure a procurement preference for environmentally sustainable electronic products.

### **2.3.2 Operations and Maintenance Power Management**

The OCIO is responsible for consolidating data from bureaus/offices on their implementation of power management and automatic duplexing. The OCIO submits report summaries to the Office of Management and Budget (OMB).

Bureau/office personal property managers are responsible to report disposal of Federal electronics through the annual report of personal property furnished to non-Federal recipients (Non-Federal Recipients Report), online at <https://gsa.inl.gov/property>, in accordance with GSA Bulletin FMR B-27, Annual Executive Agency Reports on Excess and Exchange/Sale Personal Property, or the most current guidance issued by GSA.

The Department shall include a summary of performance on these electronics stewardship goals, as reported through the above systems, in the annual SSPP.

Bureaus/offices shall use ENERGY STAR® features on ENERGY STAR® certified electronics, in order to save energy. Power management features place computers and displays into a low power mode after a period of inactivity.

Bureaus/offices shall enable power management features on all eligible, non-exempt computers and displays, which are running or connected to a computer that is running an operating system capable of power management (including Windows, Mac, and Linux operating systems).

Bureau/office computers, computer displays, and notebook computers should enter a low power mode or turn off after a period of inactivity. Power management features are "enabled" if a computer is set to enter "system standby" or "hibernate" after a specified period of inactivity. The period of inactivity shall be set to a specific period, and not "Never." Enabling "turn off hard disks" for computers and laptops is not considered power management.

Power management features shall be enabled for both computers on notebooks. End users should not be able to disable power management unless using an exempt computer and/or display. "Eligible" computers and displays include all computers and displays in use by the agency, including contractor-owned equipment operating in government space, unless exempted by agency policies and procedures.

Notes:

1. Exemption from power management requirements may be provided for: a) equipment running mission critical applications (i.e., facility security monitoring, air traffic control, uninterruptible laboratory experiments); or b) equipment incapable of being power managed due to make, model, or operating system.
2. Exemptions shall not be provided for the purposes of patching or virus scanning. Agencies are encouraged to use active power management systems that are capable of monitoring the energy consumption and power settings of network-enabled IT equipment and applying power management protocols to optimize energy efficiency. Agencies requiring technical assistance in implementing power management should contact ENERGY STAR® for free technical assistance.
3. Agencies are encouraged to consider guidance, policies, and procedures for shutting

down unused electronics at the end of each workday. Agencies are encouraged to consider the use of smart power strips for reducing the amount of energy used by electronics not actively in use. See the GSA Green Proving Ground report at <http://www.gsa.gov/portal/content/164611>.

4. Agencies shall enable automatic duplexing (e.g., double-sided printing) features on all eligible, nonexempt imaging equipment (e.g., copiers, printers, scanners, multifunction/all-in-one devices, and fax machines) and computers sending jobs to imaging equipment. Automatic duplexing is "enabled" if a computer is set to automatically print jobs double-sided by default. Automatic duplexing is "enabled" if imaging equipment is set to automatically print double sided by default. End users may be given the option to manually select single-sided printing for individual jobs, either on their computers or on individual imaging equipment. "Eligible" computers include all computers in use by the agency that send jobs to imaging equipment and all imaging equipment capable of printing and automatic duplexing, including contractor-owned equipment operating in government space, unless exempt using agency policies and procedures. Bureau/Office management may provide exemptions from automatic duplexing requirements for: a) computers and imaging equipment on which the majority of jobs must be single-sided due to legal regulations or protocols; or b) equipment incapable of automatic duplexing due to make and model. When this equipment has reached its end of useful life, and if such equipment is to be replaced, it shall be replaced with energy efficient models with automated duplexing capabilities. To support automatic duplexing and other energy-efficient or environmentally sustainable practices related to print management, agencies shall develop new guidance or revise existing guidance to be consistent with the "Federal Sustainable Print Management Policy Template", published in GSA Bulletin FMR B-39, or the most current GSA guidance.
5. Agencies shall default to monochrome (black and white) printing rather than color.

### **2.3.3 End-of-Life Management**

End-of-Life Management, in addition to adhering to applicable Federal Management Regulation and agency property management regulations and guidance, requires agencies to follow the guidelines in GSA Bulletin FMR B-34, "Disposal of Federal Electronic Assets," (or the most current guidance issued by GSA) for the disposition of excess and surplus electronics or when returning leased electronics. Bulletin FMR B-34 identifies the following hierarchy:

- Reuse, within an agency and through transfers, donations and sales; and
- Recycling, through certified recyclers and manufacturer take-back programs using certified recyclers. Excess and surplus electronics should not be disposed of in landfills or incinerators.

When contracting with electronics recyclers, agencies shall use the following sources:

- UNICOR;
- USPS BlueEarth Federal Recycling Program; and/or
- Other electronics recyclers and refurbishers, including manufacturer take-back programs, which are third party certified or rely on third party certified recyclers and refurbishers.

GSA shall periodically review environmentally responsible recycling standards and related certification programs in collaboration with its stakeholders. Until additional recommendations are available, GSA recognizes only two environmentally responsible recycling standards and related third-party certification programs: the Responsible Recycling (R2) program and the e-Stewards® program. Additional information on certification, and a map of certified recycling and refurbishing facilities, is available at

<http://www.epa.gov/osw/consERVE/materials/ecycling/certification.htm>.

Bureaus/offices shall review, and incorporate into policies and procedures as appropriate, National Institute of Standards and Technology (NIST) 800-88, Revision 1 Guidelines for Media Sanitization. Additional information is available at

<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>.

## **2.4 Training, Education, and Promotion**

In setting objectives for training and education, the Department will look for partnering and guidance opportunities from the Federal community. Programs include, but are not limited to, the EPA Federal Electronics Challenge (FEC) and the EPA and the Department of Energy (DOE) National Data Center Energy Efficiency Information Program. A training, education, or awareness campaign may include the utilization of on-line training, tools, resources, and guidance (e.g., FEMP, FEC, ENERGY STAR®, and EPEAT).

The FEC was a partnership program that encouraged Federal facilities and agencies to purchase greener electronics, reduce impacts of electronics during use, and manage used electronics in an environmentally safe way. The program ended the partnership and awards sections of the program in August 2013, but it is still providing technical information through webinars and by updating the resources on the website. Moving forward, Federal facilities interested in recognition for their work in electronic stewardship should join the Federal Green Challenge. Additional information on the Federal Green Challenge is available at <https://www.epa.gov/fgc>.

## **3.0 PRODUCT LIFE-CYCLE MANAGEMENT GOALS FOR ACQUISITION, MAINTENANCE, and DISPOSAL**

### **3.1 Acquiring Environmentally Preferable Electronics**

The Department will ensure procurement preferences for EPEAT-registered electronic products<sup>8</sup>,

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<sup>8</sup> EPEAT: <http://www.sewp.nasa.gov/>

ENERGY STAR® certified, or FEMP-designated equipment<sup>9</sup>, 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 has mandatory contracts that support the purchase of ENERGY STAR® certified or FEMP-designated equipment.

### **3.1.2 Acquiring ENERGY STAR® Certified Products**

The Department meets EO 13693, Energy Policy Act of 2005, and the Energy Independence and Security Act (EISA) requirements to acquire ENERGY STAR®-certified or FEMP-designated electronic equipment through:

1. Incorporating appropriate ENERGY STAR® requirements into applicable IT contracts and including Federal Acquisition Regulation clauses related to ENERGY STAR®; and FEMP-designated products; and
2. Purchasing EPEAT-registered products, which includes ENERGY STAR®.

ENERGY STAR® is a requirement of Federal electronic assets/products on the National Aeronautics and Space Administration (NASA) Solutions for Enterprise Wide Procurement (SEWP) V Government-Wide Acquisition Contract (GWAC). It is mandatory to procure EPEAT-registered and ENERGY STAR® qualified products, both under and over the micro-purchase threshold.

### **3.1.3 Acquiring Environmentally Preferable Printing and Imaging Equipment**

Department policy requires use of the NASA SEWP V GWAC for all acquisitions of IT equipment. The SEWP V GWAC supports Government requirements for high-performance information technology by providing state-of-the-art commercial hardware, software, services, and solutions. The SEWP contracts have an outstanding record of accomplishment for offering a vast selection and wide range of advanced technology to all Federal agencies and their authorized contractors. The SEWP V contract offers low prices, the lowest surcharge (0.39 percent), and the easiest and fastest ordering procedure. The OCIO must approve exceptions to using the SEWP V contract. When ENERGY STAR® is not available, acquire electronic products with standby power levels, one watt, or products with the lowest standby level.

### **3.1.4 Acquiring Environmentally Preferable Servers and Data Centers**

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

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<sup>9</sup> ENERGY STAR®: <http://www.energystar.gov/> and <http://www2.epa.gov/fec>

1. ENERGY STAR®-certified; and
2. EPEAT-registered.

### **3.1.5 Acquiring Environmentally Preferable Electronic Equipment**

The ESIP primarily focuses on acquiring environmentally preferable electronic equipment. Bureaus/offices determine the best approach to ensure the Department strives to meet the environmentally preferable attributes when purchasing, maintaining, and disposing of all electronic equipment. The 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**

EO 13693 section 3(1)(ii) requires “establishing and implementing policies to enable power management, duplex printing, and other energy-efficient or environmentally sustainable features on all eligible agency electronic products.” The Department awarded a contract to purchase power management software capable of reaching out over its networks and activated energy saving features on workstations. Bureaus and offices implemented these settings in coordination with the OCIO. The Department set a goal of implementing power management on 100 percent of workstations by July 2016; however, the Department completed the power management goal in March 2016.

#### **3.2.1 Energy Efficiency**

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

#### **3.2.2 Power Management Software**

Continued implementation of the IT Transformation will assist OCIO in implementing the power management requirements of EO 13693. Strong leadership from the OCIO and its partners in IT leadership positions across the bureaus and offices will continue to be needed to convey cost and requirements to the bureaus and identify any remaining mission anomalies to be considered during the implementation cycle such as special needs for programs like seismic monitoring.

### **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's warranties); and
2. Using EPA's guidance<sup>10</sup> to improve the operation and maintenance of electronic products.

### **3.4 Environmentally Responsible Electronics Disposal**

The Department will dispose of Federal electronics assets in an environmentally responsible manner. Bureaus and offices will dispose of electronic assets in accordance with the guidance provided in GSA Bulletin FMR B-34, Disposal of Federal Electronic Assets<sup>11</sup>. The Department will utilize organizations that operate within certified recycling programs (e.g., e-Stewards and Sustainable Electronics Recycling International (SERI)/Responsible Recycling [R2]). As other responsible electronic disposal programs are developed, the ESTF will determine if those are appropriate for use within the Department.

### **3.5 Federal Electronics Challenge**

The Federal Electronics Challenge (FEC)<sup>12</sup> is an excellent program available for bureaus and offices to stay up-to-date on current events to help manage an effective electronics stewardship program.

### **3.6 Federal Data Center Consolidation Initiative**

On February 26, 2010, the Federal Chief Information Officer (FCIO) issued a memorandum to Agency 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.

On December 14, 2010, Secretary Salazar signed Secretarial Order 3309<sup>13</sup>, which initiated formal and significant IT Transformation within the Department of the Interior. Effectively, it implemented Federal law and prescribed policy within the Department regarding designation of the Chief Information Officer to manage all IT resources.

The Department has successfully worked to consolidate data centers and reduce the physical footprint and number of servers deployed across the enterprise. In April of 2013, the Department formally designated six "core" data centers to offer enterprise-hosting services for departmental components. In May of 2013, the Department awarded an enterprise wide contract for commercial cloud hosting services to provide additional hosting capabilities and capacity. Because of these efforts, the Department met its goal for the consolidation of 95 data centers in calendar year 2014 and completed the closure of over 20 additional data centers in fiscal year

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<sup>10</sup> EPA O&M Guidance: <http://www.epa.gov/fec/resources/oandm.pdf>

<sup>11</sup> GSA Bulletin FMR B-34: [https://gsaccess.gov/htm/SCREEN/FMR\\_Bulletin\\_B-34.pdf](https://gsaccess.gov/htm/SCREEN/FMR_Bulletin_B-34.pdf)

<sup>12</sup> FEC: <http://www.epa.gov/fec/>

<sup>13</sup> Secretarial Order 3309: <http://elips.doi.gov/ELIPS/0/doc/171/Page1.aspx>

2015. These efforts will continue in accordance with the Federal Data Center Consolidation Initiative requirements provided by OMB.

### **3.7 Section 508 of the Rehabilitation Act of 1973**

All electronic and information technology developed, procured, maintained, or used by bureaus and offices are required to be 508 compliant. Bureaus and offices should work with their respective 508 Coordinators to ensure the latest 508 requirements are included in any Electronic and Information Technology (EIT) procurement or development. Refer to 375 DM 8<sup>14</sup> for additional information.

## **4.0 PERFORMANCE**

### **4.1 Reporting**

The Office of Environmental Policy and Compliance (OEPC) will submit to OMB as required the Electronics Stewardship portion of the Sustainability/Energy Scorecard.

### **4.2 Performance and Evaluation**

Performance is measured through development, implementation and monitoring of action plans. Action plans outline ESTF approved goals, objectives, targets, and plans of execution. A comprehensive list of existing action plans is located in Appendix 3.

### **4.3 Sharing Best Practices and Providing Recognition**

The Department and bureau/office Electronic Stewardship Task Forces encourage organizations/facilities to apply for Federal, Department, and bureau/office awards so that they may be recognized for outstanding accomplishments consistent with this Electronic Stewardship Implementation Plan.

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<sup>14</sup> 375 DM 8: <http://elips.doi.gov/ELIPS/0/doc/4279/Page1.aspx>

# APPENDICES

# **Appendix 1**

## **Definitions**

## Definitions

**Certification Programs for Electronics Recyclers:** EPA encourages all electronics recyclers to become certified by demonstrating to an accredited, independent third-party auditor that they meet specific standards to safely recycle and manage electronics. Currently, two accredited certification standards exist: the Responsible Recycling Practices (R2) and the e-Stewards® standards. EPA also encourages customers to choose certified electronics recyclers. An interactive map for locating a certified recycler can be found at <https://www.epa.gov/smm-electronics/certified-electronics-recyclers#04>.

**Certified Electronic Recycler:** An entity that recycles, refurbishes, or both recycles and refurbishes used electronics and who has demonstrated to an accredited, independent third-party certification entity that they meet specific standards to safely recycle and manage electronics. These standards must meet the criteria published by GSA. Once certified, the recycler is held to the particular standards through oversight by the certifying entity.

**Computers for Learning (CFL):** The CFL program specifically matches the computer needs of schools and educational nonprofit organization with excess equipment in Federal agencies.

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

**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.

**Earth Day:** Held on April 22 each year to promote awareness of environmental issues. The first Earth Day was in 1970.

**Electronic:** Electronic media are devices containing bits and bytes such as hard drives, random access memory (RAM), read-only memory (ROM), disks, flash memory, memory devices, phones, mobile computing devices, networking devices, and multi-function, office equipment.

**Electronic Product Environmental Assessment Tool (EPEAT):** Registered electronic equipment that meets stringent environmental standards. Currently, EPEAT registers desktops, displays, integrated desktop computers, notebooks, thin clients, slates, televisions, 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](http://www.epeat.net) and <http://www.epeat.net/resources/criteria-discussion>.

**Electronics, Electronic Products, or Electronic Equipment:** Electronic equipment is any product with a plug or battery. The ESIP 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.

**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 is transfer starting with donation.

**Energy Efficient Electronics:** ENERGY STAR® electronic products certified under the latest standards and are power managed.

**ENERGY STAR®:** A government-backed program helping businesses and individuals protect the environment through superior energy efficiency.

**Environment:** All the conditions, circumstances, and influences surrounding and affecting the development or existence of humans or other living things.

**Environmental Aspects:** An element of an organization's activities, operations, products, and services that does or could interact with the environment.

**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.

**Environmentally Responsible Electronics Disposal:** Reuse is first, and 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. Electronic equipment should never be disposed of in a landfill

**Environmental Management System:** A standardized management approach addressing the environmental aspects of an organization's activities, operations, products, and services that have potential environmental impacts. The EMS approach reflects a “Plan, Do, Check, Act” model and endorses the concept of continual improvement.

**e-Stewards Certification:** A certification program designed to enable individuals and organizations who dispose of 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/>. For example, the USPS Federal Recycling Program uses an accredited e-Stewards recycler.

**Executive Order 13693, Planning for Federal Sustainability in the Next Decade:** The goal of EO 13693 is to maintain Federal leadership in sustainability and greenhouse gas emission reductions.

**Federal Electronics Challenge (FEC):** A partnership program that encourages federal facilities and agencies to purchase greener electronic products; reduce impacts of electronic products during use; and manage obsolete electronics in an environmentally responsible manner.

**Federal Electronics Challenge (FEC) Resource Library:** This is a library of resources for Federal acquisition, use, and disposal of electronics. This library is still available as of May 2015 even though the FEC is no longer a partnership program. These resources provide valuable best practices, but may be out of date in reference to updated Federal requirements.

**Federal Electronics Stewardship Working Group (FESWG):** An interagency working group dedicated to advancing Federal electronic stewardship sustainability goals among Executive Agencies. The FESWG discusses Federal electronic stewardship goals, progress, and measurement; shares best practices and lessons learned; and engages in continuing education on relevant electronic stewardship issues and solutions.

**Federal Energy Management Program (FEMP):** Works to reduce the cost and environmental impact of the Federal government by advancing energy efficiency and water conservation, promoting the use of distributed and renewable energy, and improving utility management decisions at Federal sites.

**Federal Legislation, Regulations, 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](http://www.epa.gov/fec/resources/fec_regs.pdf).

**GSAXcess®:** This is the customer interface to the Federal Disposal System (FEDS). GSAXcess® provides agencies a means of electronically reporting excess personal property to GSA. By using GSAXcess®, customers seeking property can avoid the cost of new procurements by acquiring the same or like items that have been reported as excess by another federal activity. Agencies may search GSA's worldwide inventory through a process known as screening and may request property for transfer by selecting specific items. The property system is available to three groups of users: Federal agencies; Authorized nonfederal recipients; and Surplus customers.

**Hard Copy:** Hard copy media are physical representations of information, most often associated with paper printouts. However, printer and facsimile ribbons, drums, and platen are all examples of hard copy media. The supplies associated with producing paper printouts are often the most uncontrolled. Hard copy materials containing sensitive data may leave an

organization without effective sanitization and expose a significant vulnerability to unauthorized disclosure of information.

**Hazardous Materials:** Materials contained in electronic devices, usually in small amounts that can harm people or the environment. Because of the nature of hazardous materials, they should be stored properly and disposed of separately from solid waste, never incinerated or sent to landfills.

**Interior Asset Disposal System (IADS):** Department-wide program, which offers bureaus and offices a means to electronically report excess personal property for internal screening for reuse, and to avoid the cost of new procurements by acquiring same or like items. Excess Federal Electronic Assets (FEA) can be reported using IADS and GSAXcess®. Serviceable equipment may be offered to eligible schools and educational nonprofits through the CFL program, as part of the personal property disposal process. The bureau/office releases its ownership of the asset and the recipient gains ownership of the property upon receipt.

**Media Sanitization:** A general term referring to the actions taken to render data written on media unrecoverable by both ordinary and extraordinary means. Adding the types of actions to the former (i.e. clear, purge, destroy, etc.) might provide more context since both are similar.

**Paperless:** When the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form. Proponents claim that "going paperless" can save money, boost productivity, save space, make documentation and information sharing easier, keep personal information more secure, and help the environment. The concept can be extended to communications outside the office as well. Paper product manufacturing contributes significantly to deforestation and man-made climate change, and produces greenhouse gases.

**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.

**Print Management:** An ethic that embodies the responsible planning and management of resources; and refers to actions to reduce the number of print devices that are not shared, transitions of the print environment from personal desktop devices to energy efficient devices that perform multiple functions, and improving efficiency in the print environment to conserve resources.

**Recyclable:** Products or materials that may be collected, separated, and processed for use as raw materials in the manufacture of new products.

**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.

**Reuse:** Removing or recovering components or systems of components from the whole product, and repurposing the components or systems of components for productive use.

**Section 508 Rehabilitation Act of 1973:** Section 508, an amendment to the United States Workforce Rehabilitation Act of 1973, is a Federal law mandating that all electronic and information technology developed, procured, maintained, or used by the Federal government be accessible to people with disabilities.

**Strategic Sustainability Performance Plan:** Directs Federal agencies to reduce greenhouse gas pollution, eliminate waste, improve energy and water performance, and leverage Federal purchasing power to support innovation and entrepreneurship in clean energy technologies and environmentally-responsible products.

**Sustainability:** The creation and maintenance of conditions under which humans and nature can exist in productive harmony and that permit fulfilling the social, economic and other requirements of present and future generations.

**Sustainable Electronics Recycling International (SERI)/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.

**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 commit to send 100 percent of their used electronics to recognized third-party certified recyclers.

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

**UNICOR Electronics Recycling Service:** A nationwide network of electronics recycling centers where donated electronics are converted into various recyclable materials for resale to registered vendors. The process helps reduce landfill congestion, make the environment cleaner, and provide valuable skills and experience to reduce inmate recidivism.

**United States Postal Service BlueEarth:** A group of Federal recycling programs coordinated by the US Postal Service to support sustainability initiatives that make it easy for Federal agencies and their employees to properly dispose of items; such as, empty ink cartridges and unwanted small electronics.

## **Appendix 2**

# **Sustainability Council Organization**

## Sustainability Council

The Sustainability Council (Council) is a consensus-based forum responsible for overseeing the Department's sustainability and environmental management strategies and performance. The Council is a multi-level governing body that unites subject matter experts, program managers, and senior leadership to promote the development and implementation of robust sustainability programs throughout the Department.

The Council advises the Department's Chief Sustainability Officer (the Assistant Secretary for Policy, Management, and Budget), who serves as the Council's Chair, and other senior managers concerning progress on sustainability implementation and environmental management; and provides a forum to raise cross-departmental issues that affect bureaus, offices, and internal and external stakeholders. Council recommendations contribute to the Department's strategic direction, policy decisions, and determine department-wide policies and requirements for sustainability and environmental programs.

The Council is responsible for monitoring bureau and office performance and progress on the Department's established objectives and targets related to sustainable practices and environmental compliance. It is the responsibility of the Council to identify and resolve impediments affecting the Department's ability to successfully achieve its sustainability and environmental goals.

## DOI SUSTAINABILITY COUNCIL STRUCTURE



# **Appendix 3**

## **Objectives, Targets, and Action Plans<sup>15</sup>**

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<sup>15</sup> The Electronic Stewardship Task Force maintains objectives, targets, and action plans on the Department's Sustainability website: <https://portal.doi.net/programs/ems>. Objectives and targets continually evolve based upon Task Force achievements, emerging policy and guidance, and Department priorities and goals. Appendix 3 is a summary of goals completed or superseded by EO 13693.

<b>EO 13514</b>		
<b>Status: Completed or Superseded by EO 13693</b>		
<b>Goals</b>	<b>Objectives</b>	<b>Date Achieved</b>
<p><b>Goal 1:</b> EPEAT and ENERGY STAR® – 95 percent of eligible electronic equipment EPEAT and 100 percent ENERGY STAR® qualified. <i>Note: The Department has met the 95 percent purchasing goal for desktops, laptops, and monitors for several years based on current data.</i></p>	<p><b>Objective 1A:</b> Evaluate and improve the accuracy and completeness of data used to measure performance on EPEAT and ENERGY STAR® compliance.</p>	Completed 2011
<p><b>Goal 1:</b> EPEAT and ENERGY STAR® – 95 percent of eligible electronic equipment EPEAT and 100 percent ENERGY STAR® qualified.</p>	<p><b>Objective 1B:</b> The SEWP contract is now the mandatory use contract for hardware purchases at the Department and meets standards &amp; requirements for EPEAT / ENERGY STAR®.</p>	Completed 2014
<p><b>Goal 2:</b> Achieve four-year minimum life cycle on eligible equipment <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><b>Objective 2A:</b> Evaluate if four-year lifecycle goal is feasible for the Department (required by EO 13423 and codified into law).</p>	Completed 2011
<p><b>Goal 3:</b> Employ environmentally sound practices to dispose of federal electronic assets through IADS / GSAXcess or Responsible Recyclers (R2) or e-Steward certified recyclers.</p>	<p><b>Objective 3A:</b> Bureaus/offices strive for 100 percent electronic recycling of FEA using certified recyclers.</p>	Completed 2013
<p><b>Goal 3:</b> Employ environmentally sound practices to dispose of excess or surplus electronic products.</p>	<p><b>Objective 3B:</b> Educate property managers and about use of R2 certified recyclers.</p>	Completed 2012
<p><b>Goal 4:</b> Increase duplex printing practices to reduce use of electronic printing equipment.</p>	<p><b>Objective 4A:</b> Develop a department-wide duplex printing policy, including a possible DM Chapter or Environmental Compliance Memorandum.</p>	Superseded by EO 13693

<b>EO 13514</b>		
<b>Status: Completed or Superseded by EO 13693</b>		
<b>Goal 4:</b> Increase duplex printing practices to reduce use of electronic printing equipment.	<b>Objective 4B:</b> Ensure duplex printing default settings are enabled for appropriate equipment.	Superseded by EO 13693
<b>Goal 5:</b> Federal data center consolidation initiative goals as agreed upon by the Department and OMB.	<b>Objective 5A:</b> Finalize the FDCCI Plan with milestones.	Completed 2012
<b>Goal 5:</b> Federal data center consolidation initiative goals as agreed upon by the Department and OMB.	<b>Objective 5B:</b> Implement the FDCCI Plan.	Completed 2014
<b>Goal 6:</b> All Inclusive Objectives.	<b>Objective 6A:</b> Update the Electronic Stewardship Implementation Plan.	Completed 2013
<b>Goal 6:</b> All Inclusive Objectives.	<b>Objective 6B:</b> 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.	Completed 2013
<b>Goal 7:</b> 100 percent Participation in the Federal Electronics Challenge (FEC) (In EO 13423 and codified into law).	<b>Objective 7A:</b> Participation in FEC; however, the requirement to participate is optional.	Completed 2011
<b>Goal 8:</b> Co-chair for ESTF.	<b>Objective 8A:</b> Identify and train\ a co-chair for the ESTF including ability to serve as sole chair.	Completed 2011
<b>Goal 9:</b> Electronic Stewardship TWG to work closely with OCIO Staff responsible for IT Transformation.	<b>Objective 9A:</b> Ask OCIO for formal presentations on power management and IT Transformation initiatives including FDCCI on a regular basis.	Completed 2015

**EO 13693**  
**Goal 1**  
**Status: Ongoing**

<b>Goals</b>	<b>Objectives</b>	<b>Targets</b>	<b>Action Plan Elements/Notes</b>
<p>EO section 3(l): promote electronic stewardship by establishing, measuring, and reporting by: (i) ensuring procurement preference for environmentally sustainable electronic products as established in subsection (i) of EO section 3(l).</p> <p>Note: Unlike prior executive orders, EO 13693 requires that all applicable procurements, rather than 95 percent, of purchases for electronic products be environmentally sustainable including those electronic products typically used in office spaces and data centers.</p>	<p>Bureaus and offices shall acquire ENERGY STAR® certified electronic products (<a href="http://www.energystar.gov/">http://www.energystar.gov/</a>).</p> <p>Bureaus and offices shall acquire FEMP-designated electronic products (<a href="http://energy.gov/eere/femp/find-product-categories-covered-efficiency-programs">http://energy.gov/eere/femp/find-product-categories-covered-efficiency-programs</a> or <a href="http://www.epa.gov/greenerproducts">http://www.epa.gov/greenerproducts</a>).</p> <p>Bureaus and Offices shall acquire toner cartridges that are remanufactured, contain recycled content, or are biobased. When all sustainable acquisition requirements for toner cartridges cannot be met in the same product, remanufactured and recycled content should receive purchasing priority over bio based toner.</p> <p>Refer to the following policy: <a href="#">DOI-AAAP-0015, Establishing Efficient Print Practices</a>.</p> <p><u>Note:</u> EPA and DOE shall require that electronic products meet the Federal requirement for a standby power level of one Watt or less. FEMP shall maintain a list of electronic product categories that have ENERGY STAR® specifications that do not yet include the standby power level required above, or otherwise allow products be certified to ENERGY STAR® but not meet mandated standby power levels. If no ENERGY STAR® is available, then agencies shall acquire electronic products with standby power levels of one Watt or less, or if that is not available, the product with the lowest standby power level available.</p>	<p>June 2017</p>	<p><b>Responsibility:</b>            TWG Chair and Co-Chair</p> <p><b>Action Items:</b>            1. Adopted the GSA Federal Schedules for imaging equipment.            2. Adopt GSA Federal Schedule(s) when it becomes available for televisions.</p> <p><b>Metrics and Reporting:</b>            ES-TWG Chair report the metrics on acquisition and procurement related to the purchase and lease of environmentally sustainable electronic products. Provide a summary of performance in annual SSPP.</p>

**EO 13693**  
**Goal 2**  
**Status: Ongoing**

<b>Goals</b>	<b>Objectives</b>	<b>Targets</b>	<b>Action Plan Elements/Notes</b>
<p>EO section 3(l): promote electronics stewardship by establishing, measuring, and reporting by: (ii) establishing and implementing policies to enable power management, duplex printing, and other energy-efficient or environmentally sustainable features on all eligible agency electronic products.</p> <p>Note: "Eligible" computers and displays include all computers and displays in use by the agency, including contractor-owned equipment operating in government space, unless exempt using agency policies and procedures. Exemption from power management requirements may be provided for 1) equipment running mission critical applications (i.e., facility security monitoring, air traffic control, uninterruptible laboratory experiments); and 2) equipment incapable of being power managed due to make, model, or operating system. Exemptions shall not be provided for the purposes of patching or virus scanning.</p>	<p>Power management refers to the utilization of ENERGY STAR® features ENERGY STAR® certified electronics, in order to save energy.</p> <p>Power management features place computers and displays into a low power mode after a period of inactivity.</p> <p>Bureaus and office shall enable power management features on all eligible, non-exempt computers and displays, which are running or connected to a computer, which is running an operating system capable of power management (including Windows, Mac, and Linux operating systems).</p> <p>Data center power management and usage is also an important part of achieving our stewardship and sustainability goals. Working through the Federal Data Center Consolidation Initiative, the Department will continue to meet established goals for data center Power Use Efficiency (PUE).</p>	<p>June 2017</p> <p>Note: Bureaus and offices completed power management features on all "eligible" computers and displays in March 2016.</p>	<p><b>Responsibility:</b>            TWG Chair and Co-Chair</p> <p><b>Action Items:</b>            1. Develop a departmental print management policy.</p> <p><b>Metrics:</b>  <b>Reporting:</b>            OCIO staff use IT metrics to report on the implementation of power management and automatic duplexing through the Office of Management and Budget Integrated Data Collection (IDC). Provide a summary of performance in annual SSPP.</p>

**EO 13693**  
**Goal 3**  
**Status: Completed**

<b>Goals</b>	<b>Objectives</b>	<b>Targets</b>	<b>Action Plan Elements/Notes</b>
<p>EO section 3(l): promote electronics stewardship by establishing, measuring, and reporting by: (iii) employing environmentally sound practices with respect to the agency's disposition of all agency excess or surplus electronic products.</p> <p>Note: Agencies follow the guidelines in GSA Bulletin FMR B-34, "Disposal of Federal Electronic Assets", (or the most current guidance issued by GSA) for the disposition of excess and surplus electronics or when returning leased electronics.</p>	<p>Bulletin FMR B-34 identifies the following hierarchy: Reuse, within an agency and through transfers, donations and sales; and Recycling, through certified recyclers and manufacturer take-back programs using certified recyclers.</p> <p>When contracting with electronics recyclers, agencies shall use the following sources:            UNICOR; USPS BlueEarth FRP; and/or other electronics recyclers and refurbishers, including manufacturer take-back programs, which are third party certified or rely on third-party certified recyclers and/or refurbishers.            UNICOR:  <a href="http://www.unicor.gov/Recycling.aspx">http://www.unicor.gov/Recycling.aspx</a>.            USPS BlueEarth FRP:  <a href="http://blueearth.usps.gov/">http://blueearth.usps.gov/</a>.</p>	<p>Objective met in 2013, 2014 and 2015; continue to meet established goal by June 2017.</p>	<p><b>Responsibility:</b> TWG Chair and Co-Chair</p> <p><b>Action Items:</b></p> <p><b>Metrics and Reporting:</b> Bureau/office personal property staff report metrics annually on End-of-life management on the Non-Federal Recipients Report at <a href="https://gsa.inl.gov/property">https://gsa.inl.gov/property</a>. Refer to <i>GSA Bulletin FMR B-27, Annual Executive Agency Reports on Excess and Exchange/Sale Personal Property</i>, or the most current guidance issued by GSA. Provide a summary of performance in annual SSPP.</p> <p>Note: Bureaus and offices do not report on Non-Federal Recipient Report for Federal electronic equipment recycled through UNICOR or USPS BlueEarth FRP.</p>