United States Department of Agriculture
Electronics Stewardship Plan

Concurrence:

/S/
Boyd K. Rutherford
Assistant Secretary
Departmental Administration

Date: 7/11/2007

/S/
Jerry E. Williams
Acting Chief Information Officer
Office of the Chief Information Officer

Date: 7/11/2007

Executive Summary

Electronics stewardship seeks to reduce the environmental and energy impacts of electronic product acquisition, operation, maintenance, and disposition through continual improvement of each of these life-cycle phases. Electronics stewardship was elevated to the level of presidential executive order (EO), for the first time in U.S. history, with the issuance of EO 13423, "Strengthening Federal Environmental, Energy, and Transportation Management" on January 24, 2007. The EO also sets goals in the areas of energy efficiency, acquisition, renewable energy, toxics reductions, recycling, sustainable buildings, water conservation, and fleets. Subsequent "implementing instructions", issued by the White House Council on Environmental Quality on March 29, 2007, elaborated on the goals of electronics stewardship and required that all Federal Agencies submit a final draft electronics stewardship plan by May 1, 2007. The Office of the Federal Environmental Executive (OFEE) requires that the plan be finalized, concurred upon by senior agency officials, and submitted to OFEE by July 1, 2007 to fulfill the Office of Management and Budget environmental stewardship performance metric.

The plan the United States Department of Agriculture (USDA) has formulated herein addresses how USDA will implement the goals of the three electronics life-cycle phases: acquisition, operations and maintenance, and end-of-life. These goals are:

1. Acquisition: Purchase 95% of electronic products as Electronic Product Environmental Assessment Tool (EPEAT)-registered equipment, for products where EPEAT standards exist.

2. Operations and Maintenance: Enable Energy Star® features on 100 percent of computers and monitors or to the maximum degree possible based on mission needs. Extend the useful lifetime of electronic equipment to four or more years. Implement procedures to ensure the timely reuse and transfer of equipment within the Federal Government.

3. End-of-Life Management: Donate usable electronics to qualified organizations, such as public schools. Sell usable or refurbishable equipment to the public, with "take back" procedures when that equipment becomes unusable. Recycle unusable, unsold equipment using sustainable environmental practices that help keep components out of the landfill and recover materials for use in the manufacture of new products.

USDA already has taken strides to accomplish these goals, such as specifying Energy Star® features on computers and adhering to the surplus property regulations (Federal Management Regulation), which foster reuse. This plan outlines the additional steps USDA intends to take to fully comply with EO 13423, including: (a) specifying EPEAT-registered products in electronic product procurement, (b) ensuring that Energy Star® features are enabled remotely wherever possible and, (c) partnering with electronics recyclers that adhere to strict environmentally sustainable practices. USDA also plans to form an interdisciplinary work group not only to carry out these objectives, but also to formulate methods for tracking and reporting on their status. USDA will work closely with the Federal Electronics Stewardship Work Group to help elaborate tracking and reporting procedures so that these performance metrics are incorporated into USDA's methodology.

CONTENTS

Executive Summary ii
Acronyms v
Introduction 1
1.0 PURPOSE AND AUTHORITIES, APPLICABILITY, GOALS, ROLES AND RESPONSIBILITIES, AND DEFINITIONS 2
1.1 Purpose and Authorities 2
1.2 Applicability 2
1.3 Goals 2
1.3.1 Acquisition 3
1.3.2 Operations and Maintenance 3
1.3.3 End-of-Life Management 3
1.4 Roles and Responsibilities 3
1.4.1 Assistant Secretary for Administration (ASA) 3
1.4.2 Chief Information Officer 4
1.4.3 Director, Office of Procurement and Property Management (OPPM) 4
1.4.4 Agency Heads of Contracting Activities (HCA's) and Heads of Contracting Activities Designees (HCAD's) 4
1.4.5 Contracting Officers 5
1.4.6 Program/Requirements Personnel 5
1.4.7 IT Technical Staff 5
1.5 Definitions 5
2.0 ELECTRONICS STEWARDSHIP PROGRAM 8
2.1 Acquisition of Electronic Products 8
2.1.1 Current Acquisition Policies and Practices 8
2.1.2 Proposed Acquisition Policies and Practices 8
2.2 Operation and Maintenance of Electronics 8
2.2.2 Current Policies and Practices 8
2.2.3 Proposed Operations and Maintenance Policies and Practices 9
2.3 End-of-Life Management 9
2.3.2 Current Policies and Practices 9
2.3.3 Proposed End-of-Life Policies and Practices 10
3.0 ELECTRONICS STEWARDSHIP PROGRAM PROMOTION AND EDUCATION 10
3.1 USDA Electronics Stewardship Working Group 10
3.2 Training 10
3.2.1 AgLearn Website 10
3.2.2 Other Websites 10
3.2.3 Targeted E-mail 11
4.0 ELECTRONICS TRACKING AND REPORTING 11
4.1 Federal Electronics Stewardship Working Group (FESWG) 11
4.2 Tracking & Reporting 11
APPENDIX A -- PROPOSED ELECTRONICS STEWARDSHIP MILESTONES 12
GENERAL 12
ACQUISITION 12
OPERATIONS & MAINTENANCE 13

END-OF-LIFE MANAGEMENT 13
APPENDIX B -- PROPOSED ELECTRONICS STEWARDSHIP CONTRACT ACTIONS 14
APPENDIX C -- DEPARTMENTAL REGULATION, DR 5500-001, "FACILITY ENERGY AND WATER CONSERVATION AND UTILITIES MANAGEMENT" 15
APPENDIX D -- SAMPLE CONTRACT LANGUAGE – SECTION C – STATEMENT OF WORK 16
APPENDIX E — MINIMUM ENERGY STAR® SETTINGS 17
APPENDIX F — END-OF-LIFE ELECTRONICS MANAGEMENT UNDER THE FEDERAL MANAGEMENT REGULATION 18
APPENDIX G — FEDERAL DISPOSITION PROCESS TIMELINE 19
APPENDIX H — LAND-GRANT AND HISPANIC-SERVING INSTITUTIONS ELIGBLE FOR ELECTRONICS DONATION 20
APPENDIX I — ELECTRONIC EQUIPMENT DONATED TO ELIGIBLE (FAIR ACT) INSTITUTIONS IN FY 2006 22
APPENDIX J — FY 2006 REPORT ON USDA COMPUTERS DONATED TO SCHOOLS (COMPUTERS FOR LEARNING, EO 12999) 23
APPENDIX K — WEBSITES FOR THE THREE LIFE-CYCLE PHASES 24

Acronyms

AGAR	**Agriculture Acquisition Regulation**
AGPMR	**Agriculture Property Management Regulations**
ANSI	**American National Standards Institute**
APP	**Affirmative Procurement Program**
ARS	**Agricultural Research Service**
ASA	**Assistant Secretary for Administration**
BPA	**Blanket Purchase Agreement**
CAO	**Chief Acquisition Officer**
CEPO	**Centralized Excess Property Operation**
CEQ	**Council on Environmental Quality**
CIO	**Chief Information Officer**
CO	**Contracting Officer**
COR	**Contracting Officer's Representative**
COTR	**Contracting Officer's Technical Representative**
CPG	**Comprehensive Procurement Guidelines**
CTC	**Closing the Circle**
DA	**Departmental Administration**
EED	**Energy and Environment Division**
EMS	**Environmental Management System**
EO	**Executive Order**
EPA	**Environmental Protection Agency**
EPEAT	**Electronic Product Environmental Assessment Tool**
ESP	**Electronics Stewardship Plan**
ESWG	**Electronics Stewardship Working Group**
FAR	**Federal Acquisition Regulation**
FEC	**Federal Electronics Challenge**
FEE	**Federal Environmental Executive**
FEMP	**Federal Energy Management Program**
FESWG	**Federal Electronics Stewardship Working Group**
FMR	**Federal Management Regulation**
GPAPP	**Green Purchasing Affirmative Procurement Program**
GSA	**General Services Administration**
HCA	**Head of Contracting Activity**
HCAD	**Head of Contracting Activity Designee**
IAER	**International Association of Electronics Recyclers**
IDIQ	**Indefinite Delivery, Indefinite Quantity (contract)**
IEEE	**Institute of Electrical and Electronics Engineers**
ISO	**International Organization for Standardization**
IT	**Information Technology**
OCIO	**Office of the Chief Information Officer**
OFEE	**Office of the Federal Environmental Executive**
OFPP	**Office of Federal Procurement Policy**
OMB	**Office of Management and Budget**

OPPM	**Office of Procurement and Property Management**
RoHS:	**Restriction Of the use of certain Hazardous Substances in electrical and electronic equipment (European Union directive)**
SPE	**Senior Procurement Executive**
UNICOR	**Federal Prison Industries**
USDA	**United States Department of Agriculture**
WEEE	**Waste Electrical and Electronic Equipment**

Introduction

USDA is committed to the principles and practices of electronics stewardship. Electronics stewardship seeks to reduce the environmental and energy impacts of electronic product acquisition, operation, maintenance, and disposition through continual improvement of each of these life-cycle phases. According to the Office of the Federal Environmental Executive (OFEE), used electronics represents the fastest growing portion of the country's waste stream, and only 13% of electronics in the U.S. are recycled. This is far below the more than 80% recycling rate, for instance, that Switzerland and Norway have achieved. Moreover, electronic products contain not only toxic substances that can pollute groundwater, but also precious metals that require enormous amounts of energy to mine. Proper end-of-life management of electronics keeps toxics out of landfills and recovers metals for remanufacture.

On January 24, 2007, President George W. Bush, for the first time in U.S. history, elevated electronics stewardship to the level of Executive Order (EO), with the issuance of EO 13423, "Strengthening Federal Environmental, Energy, and Transportation Management". (The EO also sets goals in the areas of energy efficiency, green purchasing, renewable energy, toxics reductions, recycling, sustainable buildings, water conservation, and fleets). This action was not only a response to the environmental challenges posed by the use of electronics, but also a call to the government to lead by example. As the single largest purchaser of electronics in the world, the U.S. Government produces 10,000 obsolete computers every week, according to OFEE. As one of the largest civilian agencies, USDA contributes a considerable share of computers to that number. But by improving its management of electronics USDA will strive to be part of the solution to the waste stream issue, as well as to the many other challenges presented by the proliferation of electronic products. From reduced energy usage to prolonged computer life to increased materials recycling—these are the results that USDA expects as it applies good stewardship practices and continually improves upon them.

1.0 PURPOSE AND AUTHORITIES, APPLICABILITY, GOALS, ROLES AND RESPONSIBILITIES, AND DEFINITIONS

1.1 Purpose and Authorities

The purpose of the United States Department of Agriculture (USDA) Electronics Stewardship Plan (ESP) is to implement sound environmental practices for the three life-cycle phases of electronic products: acquisition, operations and maintenance, and end-of-life management. Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management", requires that all Executive Agencies accomplish the following: acquire Electronic Product Environmental Assessment Tool (EPEAT)-registered electronics for 95% of purchases where the EPEAT standard is available; enable the Energy Star features on 100% of computers and monitors; establish and implement policies to extend the useful life of electronics; and use environmentally sound procedures for the disposition of electronics that have reached the end of their useful life.

The ESP will: (a) enhance and expand existing USDA sustainable practices in order to comply with EO 13423, (b) reduce energy consumption, (c) reduce toxics disposal related to electronics, and (d) save money through reduced energy consumption and increased electronics life expectancy. In all aspects of its acquisitions and operations USDA aspires to be a good steward of the Earth's resources and a wise manager of the taxpayers' dollar. The ESP will help advance both roles.

1.2 Applicability

The ESP outlines policies that apply to all of USDA, including its agencies, program offices, operations offices, sites, and applicable contractors for all three electronics lifecycle phases. The ESP applies to all USDA employees since virtually all employees have access to a computer. The policies apply to all USDA IT acquisitions except where agencies determine that they are not eligible to comply with some or all of the goals of the EO because of security, emergency support, or other sensitive/mission critical considerations.

1.3 Goals

Section 2(h) of EO 13423 enumerates the goals of the three electronics stewardship life-cycle activities: acquisition, operations and maintenance, and end-of-life management. The "Instructions for Implementing Executive Order 13423", issued by the Council on Environmental Quality on March 29, 2007, elaborated on these goals, specifying what percentage of EPEAT product acquisition (95%) and Energy Star enablement (100%) each agency shall undertake; the minimum timeframe for in-house agency computer usage (4 years); and acceptable partners for electronics recycling (found on EPA's Plug-In to eCycling website (http://www.epa.gov/epaoswer/osw/conserve/plugin/partners.htm). Below are the means by which USDA will implement each of the goals of EO 13423.

1.3.1 Acquisition

USDA's goal is to purchase 95 percent of its electronic products as EPEAT-registered, for products that have EPEAT standards. The Electronic Product Environmental Assessment Tool (EPEAT) is an application that helps purchasers identify electronic products based on their environmental attributes. Information on EPEAT can be found at http://www.epeat.net/. Currently, EPEAT has registered only desktop computers, monitors, and notebooks. In the future EPEAT plans to add other electronics to its registry, although no timeframe has been established yet.

EPEAT evaluates electronic products according to three tiers of environmental performance: Bronze, Silver and Gold.[1] USDA will use Bronze-level products as a baseline, but will strive to procure EPEAT Silver-rated electronic products or higher if available.

1.3.2 Operations and Maintenance

USDA's goal will be to reduce its energy usage by enabling the Energy Star® feature on 100% of computers and monitors, or to the maximum degree based on agency mission needs. USDA will strive to extend the useful life of electronics within the Department to a minimum of four years. USDA will continue to place used computers in employees' homes for the purpose of teleworking, thereby extending the life of computers that otherwise would have become excess property. USDA will continue to follow the Federal Management Regulation (FMR) for the reassignment of electronic equipment within the Department, and its transfer to certain eligible institutions and the Federal community (see www.gsa/gov/fmr).

1.3.3 End-of-Life Management

USDA will continue to follow the FMR for the donation, sale, and recycling of electronic equipment no longer needed by the Federal Government. USDA will make maximum use of its program to donate used electronics through the Computers for Learning program. USDA will perform due diligence to insure that the electronic products that have reached the end of their useful life are recycled by companies or organizations that use environmentally sound management practices, such as a "no landfill" policy. USDA will seek assurance that those organizations that refurbish and re-sell used USDA electronics have a "take back" guarantee when those re-sold products reach their end-of-life.

1.4 Roles and Responsibilities

1.4.1 Assistant Secretary for Administration (ASA)

- Authorizes, and provides Departmental leadership for, the Electronics Stewardship Program (ESP);

[1] The complete set of performance criteria includes 23 required criteria and 28 optional criteria in 8 categories. To qualify for acceptance as an EPEAT product, it must conform to all the required criteria. Manufacturers may pick and choose among the optional criteria to boost their EPEAT baseline to achieve a higher-ranking level.

- Serves as the USDA Senior Designated Official responsible for implementing EO13423;
- Serves as the Chief Acquisition Officer (CAO) and manages Department-wide acquisition;
- Directs the issuance of ESP policies and guidance;
- Submit reports on USDA's progress toward meeting the goals of the ESP to the Office of the Federal Environmental Executive (OFEE);
- Implements an awareness program to promote electronics stewardship.

1.4.2 Chief Information Officer

- Supervises and coordinates the design, acquisition, maintenance, use, and disposition of information and information technology (IT) by USDA agencies;
- Monitors the performance of USDA's IT programs and activities;
- Consults and concurs with the ASA on ESP policies and guidance;
- Consults with the Department's Chief Financial Officer to assure that the USDA's IT programs and activities are carried out in a cost-effective manner;
- Issues policies and guidance on the IT programs and activities;
- Assures that USDA information management is consistent with the principles of the Paperwork Reduction Act and with information security and privacy requirements.

1.4.3 Director, Office of Procurement and Property Management (OPPM)

- Oversees the Electronics Stewardship Program (ESP);
- Serves as the Senior Procurement Executive (SPE), conducting assessment and oversight of Department-wide contracting and procurement;
- Issues ESP policies and guidance;
- Issues procurement policies and guidance for the electronics stewardship requirements;
- Devises boilerplate specifications and model templates for inclusion in IT contracts;
- Enumerates best practices for all three life-cycle phases of electronics stewardship: acquisition, operations and maintenance, and end-of-life;
- Develops, monitors, and tracks electronics stewardship training;
- Prepares reports on USDA's progress toward meeting the goals of the ESP.

1.4.4 Agency Heads of Contracting Activities (HCA's) and Heads of Contracting Activities Designees (HCAD's)

- Ensure that contracting personnel are trained in the requirements of electronics stewardship and the related Federal Acquisition Regulation (FAR) and Agriculture Acquisition Regulation (AGAR) requirements, and such training is tracked;
- Support and implement the Department's electronics stewardship's goals and performance metrics as outlined in this ESP, and
- Work with OPPM points of contacts to review and analyze electronics stewardship data.

1.4.5 Contracting Officers

- Adhere to the requirements of the ESP as required by EO 13423 and the FAR Part 23.703;
- Ensure that applicable FAR clauses on Energy Star® and EPEAT (when issued) purchases are inserted appropriately in all new solicitations and contracts;
- Ensure that applicable FAR language and clauses on Energy Star® and EPEAT (when issued) purchases are included when modifying existing contracts;
- Provide guidance to program/technical personnel on applicable procurement requirements and clauses relative to electronics purchasing, and
- When determined appropriate, review vendor's role in the procurement of EPEAT-registered products during the initial contract kickoff and follow-on performance discussions.

1.4.6 Program/Requirements Personnel

- Implement the requirements of the ESP (as appropriate) as required by EO 13423;
- Ensure that relevant electronics stewardship requirements are identified prior to submission to the contracting officer or other source of supply;
- Consult with contracting, environmental, and energy personnel to improve and enhance statements of work or specifications that incorporate electronics stewardship requirements of EO 13423;
- Use available boilerplate specifications and model templates for contracts as appropriate, and
- Follow the Federal Management Regulation (FMR) for the reassignment, transfer, donation, sale, and recycling of electronics.

1.4.7 IT Technical Staff

- Receive training on the requirement to implement all three life-cycle phases of electronics stewardship;
- If appointed as Contracting Officer's Technical Representative (COTR), administer contracts containing ESP requirements based on EO 13423, and
- Ensure that Energy Star® features are enabled on computers and monitors.

1.5 Definitions

Chain of Custody – documentation showing the control and movement of an electronic product throughout the end-of-life phase

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

Donation – property that the Federal government gives to a qualified non-Federal organization. Excess personal property becomes available for donation the day following the surplus release date.

Electronic Products - devices that are dependent on electric currents or electromagnetic fields in order to work properly

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

Excess (property) - any personal property under the control of any Federal agency that is no longer required for that agency's needs, as determined by the agency head or designee

Federal Management Regulation (FMR) - prescribes policies concerning property management and related administrative activities. GSA issues the FMR to carry out the Administrator of General Services' functional responsibilities, as established by statutes, Executive orders, Presidential memoranda, Circulars and bulletins issued by the Office of Management and Budget (OMB), and other policy directives.

Life-cycle phases – (1) acquisition, (2) operation and maintenance, and (3) end-of-life

Personal Property - any assets, except real property, under the control of any Federal agency

Real Property - the land, together with the improvements, structures, and fixtures located thereon under the control of any Federal agency

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

Reassignment – relocating personal property from one activity to another, within the same Federal agency, for the purpose of reuse

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

Salvage - property that has value greater than its basic material content but for which repair or rehabilitation is clearly impractical and/or uneconomical.

Scrap - property that has no value except for its basic material content

Screening - the process of physically inspecting property or reviewing lists or reports of property to determine whether property is usable or needed for donation purposes

Screening Period - the time in which excess and surplus personal property is made available for excess transfer or surplus donation to eligible recipients

Surplus (property) - excess personal property no longer required by the Federal agencies as determined by GSA

Surplus release date - the date on which Federal utilization screening of excess personal property has been completed

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

Transfer – The relocation of excess personal property from one Federal agency to another for the purpose of reuse. USDA can also transfer excess personal property to eligible institutions of higher learning (see Appendix I).

2.0 ELECTRONICS STEWARDSHIP PROGRAM

USDA already undertakes many sustainable practices, and has various established policies, to further the goals of the three life-cycle phases of electronics stewardship. However, in order to comply with the requirements of EO 13423, USDA plans to implement additional environmentally sound policies and practices. Below is a list of current and proposed sustainable policies and practices that address how USDA will coordinate with the energy, IT, acquisition, financial, property, and facility personnel to accomplish the goals in section 2(h) of EO 13423.

2.1 Acquisition of Electronic Products

2.1.1 Current Acquisition Policies and Practices

To acquire environmentally sound electronics USDA:

- Has a Departmental Directive (DR 5500-001) that requires the procurement of Energy Star®-labeled and Federal Energy Management Program (FEMP)-recommended products;
- Provides a preference for Energy Star® and FEMP products in all contracts through its Green Purchasing Affirmative Procurement Program (GPAPP);
- Gives preference to products that are more energy efficient in its Agriculture Acquisition Regulation (AGAR) 423.203;
- Specifies Energy Star® and (FEMP)-related products in IT solicitations, and
- Includes FAR Part 23.703 in IT solicitations

2.1.2 Proposed Acquisition Policies and Practices

In order to fully comply with the requirements of EO 13423 USDA plans to:

- Develop acquisition policy and guidance to meet the EPEAT requirements;
- Issue IT solicitations that may consider including EPEAT-registered products as an evaluation factor;
- As applicable, include EPEAT requirements in new USDA blanket purchase agreements (BPA's) and indefinite delivery, indefinite quantity (IDIQ) contracts, and
- For new purchases after FAR clause is issued and incorporated into USDA solicitations, procure 95% EPEAT-registered products where that standard exists

2.2 Operation and Maintenance of Electronics

2.2.2 Current Policies and Practices

To operate, maintain, and extend the useful life of electronics in an environmentally responsible manner USDA:

- Enables Energy Star® features on desktop and laptop computers during initial installation at individual workstations;
- Installs used computers in employees' homes for teleworking;
- Follows the Federal Management Regulation (FMR) for the reassignment and transfer of electronics intradepartmentally and government-wide;
- Transfers electronics to eligible land-grant Institutions, and
- Requires that all excess electronics Department-wide be reported to the National Utilization Officer for proper disposition.

2.2.3 Proposed Operations and Maintenance Policies and Practices

In order to fully comply with EO 13423, USDA will:

- Review Departmental policies on operation and maintenance of electronic products, revising them as applicable to include EPA's guidance provided at http://www.federalelectronicschallenge.net/resources/docs/oandm.pdf ;
- Determine what computers have Energy Star® features properly enabled;
- Enable Energy Star® features on computers not enabled, except for those systems and computers that are exempt for mission-critical or security reasons;
- Train employees to use energy-saving techniques;
- Determine average lifespan of computers within the Department; and
- Develop policy and guidance for increased internal use and reassignment of computers if average lifespan is less than 4 years.

2.3 End-of-Life Management

2.3.2 Current Policies and Practices

To manage electronics that have reached their useful end of life in an environmentally sound manner USDA:

- Follows the FMR for the donation, sale, and recycling of surplus electronics;
- Donates computers directly to schools through the Computers for Learning program;
- Sells computers that could not be donated or transferred through the U. S. General Services Administration (GSA) or by delegated authority;
- Recycles scrap electronics through GSA, which utilizes contractors for recycling; and
- By delegated authority in the Washington, DC area, recycles through UNICOR, ensuring that environmentally sound end-of-life practices are followed. (Several UNICOR institutions across the country are ISO 9001-, ISO 14001-, and IAER-certified {International Association of Electronics Recyclers}. See http://www.unicor.gov/recycling/iso_institutions.cfm).

2.3.3 Proposed End-of-Life Policies and Practices

- Request that GSA have purchasers of surplus electronics sign an agreement that they be able to show a "chain of custody" for electronics that are refurbished and resold, and that they have a "take back" program;
- Request that GSA verify that components and materials of equipment disassembled by contractors are recycled to the maximum extent possible and that the equipment was disassembled in a safe and environmentally-sound manner;
- Study the feasibility of leasing computers, with language in the contract that requires the vendor to recycle unusable equipment in an environmentally-sound manner, and have a take-back program for used, refurbished equipment.

3.0 ELECTRONICS STEWARDSHIP PROGRAM PROMOTION AND EDUCATION

3.1 USDA Electronics Stewardship Working Group

USDA plans to form an in-house Electronics Stewardship Working Group (ESWG), which will be a subgroup to the Green Purchasing Work Group, also formed in response to EO 13423. The ESWG will be headed by the Director of the Office of Procurement and Property Management (OPPM), or designee, and will be composed of USDA staff from those program areas having responsibilities under this plan. The ESWG will address implementation issues and will report through the Green Purchasing Work Group and Procurement Council to the USDA Sustainable Operations Council.

Additionally, USDA will use regular meetings of the following groups to promote awareness of, and seek guidance on, electronics stewardship: the Procurement Council, Property Managers Council, and IT Council.

3.2 Training

3.2.1 AgLearn Website

The AgLearn website is USDA's online learning tool for employees, contractors, and customers (http://www.aglearn.usda.gov/). USDA will develop training modules for AgLearn that will be customized to meet the needs of the different target audiences. The priority will be to elaborate a general module for all USDA employees relating to the energy-efficient operation of computers and monitors.

3.2.2 Other Websites

USDA will incorporate electronics stewardship information into its internal environmental programs website (http://www.usda.gov/energyandenvironment/). USDA will have an ESP component on the Office of the Chief Information Officer (OCIO) intranet website in order to keep the IT workforce apprised of the goals and milestones related to the three life-cycle phases of electronics stewardship.

3.2.3 Targeted E-mail

USDA will broadcast periodic network e-mails to remind employees to turn off monitors, printers, and workstations when not in use and where those practices are allowed.

4.0 ELECTRONICS TRACKING AND REPORTING

Tracking and reporting on the progress USDA is making toward reaching the electronics stewardship goals is a requirement of EO 13423. USDA plans to develop a project plan for monitoring accomplishments in all three life-cycle phases by following guidance from OFEE and then elaborating the monitoring procedures with the ESWG.

4.1 Federal Electronics Stewardship Working Group (FESWG)

The Federal Electronics Stewardship Working Group (FESWG) was formed in 2005 in the Office of the Federal Environmental Executive (OFEE) as an interagency group focused on electronics stewardship. USDA has participated in FESWG since its inception. The Implementing Instructions for EO 13423 state that FESWG will continue to convene under the direction of OFEE in order to promote agency implementation of the goals of the EO.

The Office of Management and Budget (OMB) will track the progress of meeting electronics stewardship requirements through revised Environmental Stewardship Scorecards, scheduled to go into effect January 2008. USDA will participate in a FESWG sub-workgroup formed to address the reporting procedure to be used in measuring progress toward meeting the electronics stewardship goals. Based on the findings and recommendation of this workgroup, USDA will formulate the means to implement within the Department tracking and reporting procedures.

4.2 Tracking & Reporting

After receiving guidance from OMB and OFEE, the USDA ESWG will determine the appropriate means to track and report Departmental progress in all three life-cycle phases of electronics stewardship: acquisition, operations and maintenance, and end-of-life. The ESWG will establish milestones for reaching the USDA ESP goals based on input from acquisition, property, and IT staff.

APPENDIX A --
PROPOSED ELECTRONICS STEWARDSHIP MILESTONES

ACTION ITEM	RESPONSIBLE OFFICE OR AGENCY	INITIATE ACTION DATE	TARGET COMLETION DATE	ACTUAL COMPLETION DATE
GENERAL				
Conduct a "gap analysis" of existing policies, programs and USDA Management Regulations that address electronics stewardship goals.	**OPPM**	**4/15/07**	**6/15/07**	**6/25/07**
Develop Electronics Stewardship Plan (ESP) that addresses all 3 life cycle phases, available/planned resources, execution strategy, and timelines.	**OPPM**	**5/1/07**	**6/30/07**	**6/30/07**
ESP signed by Agency executives with authorities for environment, acquisition, and information technology.	**DA/OCIO**		**6/30/07**	**7/11/07**
Establish Electronics Stewardship cross-functional team with representation from IT, purchasing, property management, facilities, and environment.	**OPPM**	**7/15/07**	**9/1/07**	
Begin semi-annual tracking/reporting of Agency progress in all 3 life cycle phases: • Purchasing • Operations & maintenance • End of life	**OPPM/OCIO**	**12/31/07**	**Ongoing**	
ACQUISITION				
Develop EPEAT policy and guidance	**OPPM**	**5/1/07**	**TBD**	
Incorporate EPEAT FAR clause, when applicable, into contract language	**OPPM**	**60 days after FAR clause issued**	**TBD**	
Incorporate EPEAT language into BPA's and IDIQ's where applicable	**OPPM**	**60 days after FAR clause issued**	**TBD**	
Procure 95% of new equipment as EPEAT-registered where that standard exists	**OPPM**	**TBD**	**TBD**	

ACTION ITEM	RESPONSIBLE OFFICE OR AGENCY	INITIATE ACTION DATE	TARGET COMLETION DATE	ACTUAL COMPLETION DATE
OPERATIONS & MAINTENANCE				
Review USDA O&M policies and incorporate EPA guidance where applicable	**OPPM**	**7/15/07**	**TBD**	
Determine which computers have Energy Star® features enabled	**OPPM/OCIO**	**7/15/07**	**9/30/07**	
Enable Energy Star® on: • 50% of computers • 75% of computers • 100% of computers (For mission-related or security reasons, some computers and networks may be exempt from compliance with Energy Star®)	**OPPM/OCIO**	**10/15/07** **12/1/07** **2/1/08**	**11/15/07** **1/31/08** **4/1/08**	
Develop all-employee AgLearn module to teach energy-saving techniques	**OPPM**	**7/30/07**	**TBD**	
Determine average lifespan of computers within USDA	**OPPM/OCIO**	**7/15/07**	**9/30/07**	
Develop policy and guidance for increased reuse of computers if average lifespan is less than 4 years	**OPPM/OCIO**	**TBD**	**TBD**	
END-OF-LIFE MANAGEMENT				
Request that GSA require resellers to show a "chain of custody" and have a "take back" policy	**OPPM**	**7/15/07**	**TBD**	
Request that GSA require certification that electronics are disassembled safely and component parts are recycled or reused	**OPPM**	**7/15/07**	**TBD**	
Study the feasibility of leasing computers incorporating ESP language in the solicitation	**OPPM**	**9/1/07**	**TBD**	

APPENDIX B --
PROPOSED ELECTRONICS STEWARDSHIP CONTRACT ACTIONS

Agriculture Acquisition Regulations and Advisories

USDA Acquisition Regulations and Advisories will be amended as appropriate to implement the requirements of EO 13423 and the FAR (when issued) on purchasing EPEAT-registered products.

Regulations

USDA will review its internal agency procurement, supply, program, logistics procedures, plans, and directives and revise them as necessary to achieve the goals of EO 13423.

Acquisition Planning

EPEAT product requirements will be considered during the acquisition planning stage. USDA personnel involved in planning for acquisitions shall consider the use of designated EPEAT products from the beginning of acquisition planning in order to meet the mission.

Specification Review/Revision

Agency program offices will review and revise specifications, product descriptions, and standards during the acquisition planning stage to enhance USDA's procurement of EPEAT-registered products. Standards or specifications unrelated to performance or presenting barriers to procuring EPEAT products will be revised or eliminated when reviewing or drafting procurement specifications. When revising USDA specifications, a preference shall be expressed for EPEAT products, to the maximum extent practicable. Additionally, when two or more small businesses exist that can provide qualified EPEAT products as a prime contractor, the product should be set aside for small business. Furthermore, prime contractors should consider small businesses that can provide these products as subcontractors.

Contracting Officers

USDA's contracting officers will ensure that additional applicable FAR clauses are inserted appropriately in all new solicitations and contracts, when FAR clauses are issued. Once appropriate provisions are included in the contract, the contractor shall comply with USDA's ESP. It is the responsibility of USDA contracting officials to ensure that: (1) FAR and ESP requirements are included when modifying existing IT contracts and, (2) appropriate new contracts contain EO 13423 compliance provisions. USDA contracting officers will ensure that contractors are familiar with all applicable EO 13423 requirements contained in their contracts. The contracting officers will review with appropriate contractors their role in the procurement of EPEAT-registered products during the initial contract signing period and will reinforce with the contractor the requirements of the Executive Order 13423 during follow-on performance discussions.

APPENDIX C --
DEPARTMENTAL REGULATION, DR 5500-001, "FACILITY ENERGY AND WATER CONSERVATION AND UTILITIES MANAGEMENT"

DEPARTMENTAL REGULATION	**Number:** 5500-001
SUBJECT: USDA Facilities Energy and Water Conservation and Utilities Management	**DATE:** June 19, 2006
	OPI: Office of Procurement & Property Management

Pertinent Provisions:

8. POLICY

a (3) Purchase Energy Star® labeled products and FEMP-recommended products. Also, include energy efficient specifications in procurement bids and evaluations.

and

c: Purchase equipment that uses no more than one watt of stand-by power, or if impracticable, purchase items with the lowest standby wattage available.

APPENDIX D --
SAMPLE CONTRACT LANGUAGE – SECTION C – STATEMENT OF WORK

All desktops, laptops, and computer monitors provided under this contract are required to have achieved Bronze registration or higher under the Electronic Products Environmental Assessment Tool (EPEAT). EPEAT is a procurement tool designed to help large volume purchasers evaluate, compare, and select desktop computers, laptops, and monitors based upon their environmental attributes as specified in the consensus-based International Electrical and Electronics Engineers (IEEE) Standard for the Environmental Assessment of Personal Computer Products (IEEE 1680-2006[2]).

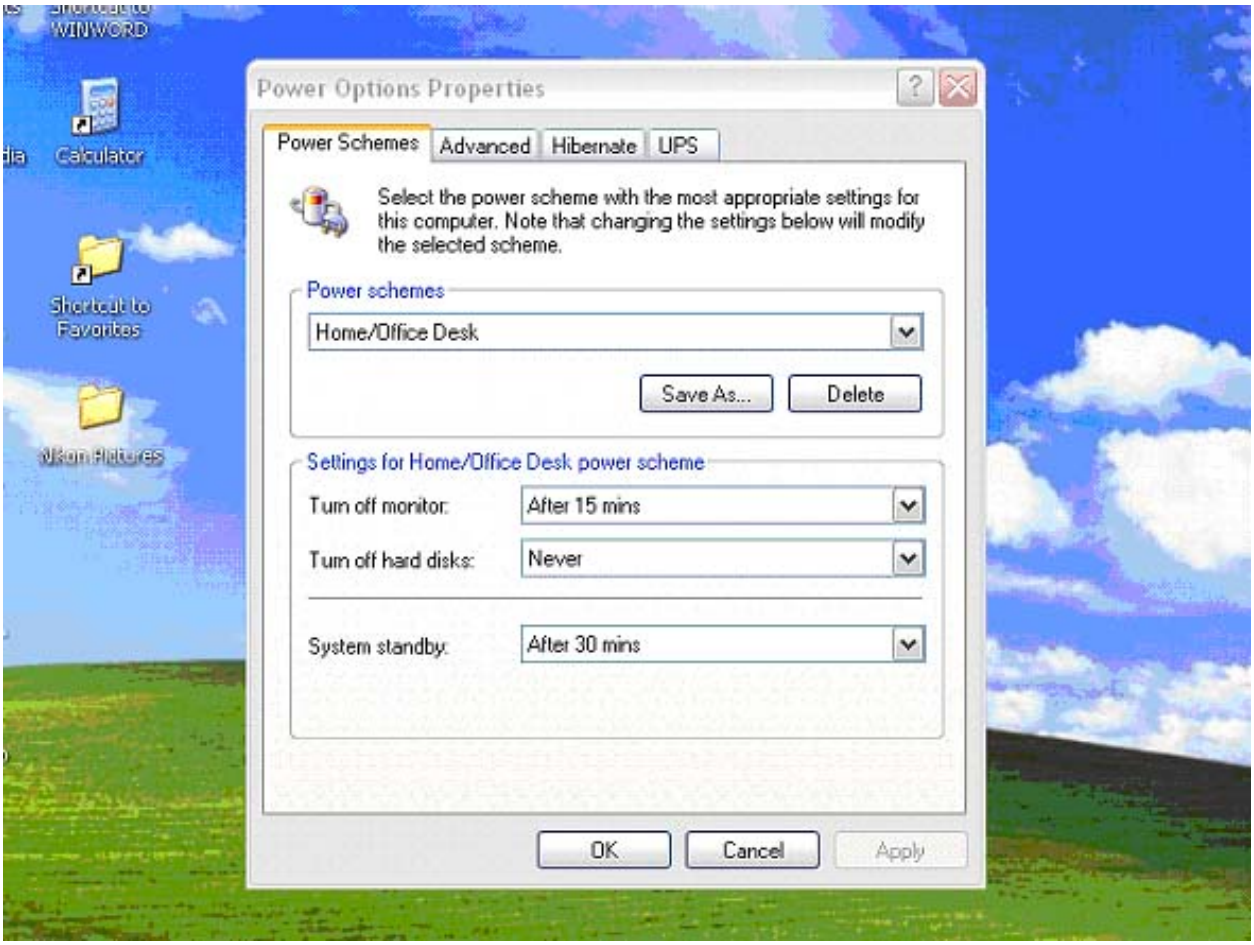
Additional consideration will be provided for products that have achieved EPEAT Silver or EPEAT Gold registration. The registration criteria and a list of all registered equipment are provided at http://www.epeat.net .

[2] IEEE Standard 1680-2006 provides a set of environmental performance criteria for laptop computers, desktop computers, and computer monitors. This Standard includes key concepts and implementation procedures relating to reduction or elimination of environmentally sensitive materials, materials selection, design for end of life, life cycle extension, energy conservation, end of life management, corporate performance, and packaging. The Standard provides a measure of environmental leadership in product design, manufacture, service, and end-of-life management. In addition, it defines the methods by which manufacturers may declare such products as conforming with the Standard and by which such conformance may be verified. It is intended for use by institutional purchasers to select personal computer products, and by product manufacturers who wish to sell such products. There are three levels of conformance with this Standard. To achieve the first level (Bronze), the product shall conform to all of the 23 required environmental criteria. To achieve the second level (Silver), the product shall conform to all of the required criteria plus at least 50% of the 28 optional criteria, and to achieve the third level (Gold) the product shall conform to all the required criteria and at least 75% of the optional criteria. It is intended that this Standard shall be a baseline for further environmental standards for additional electronic products and shall be updated and revised on a periodic basis to continue to set a higher performance standard for electronic products.

APPENDIX E —
MINIMUM ENERGY STAR® SETTINGS

The Energy Star® features on a computer must comply with the following in order to achieve optimum energy savings:

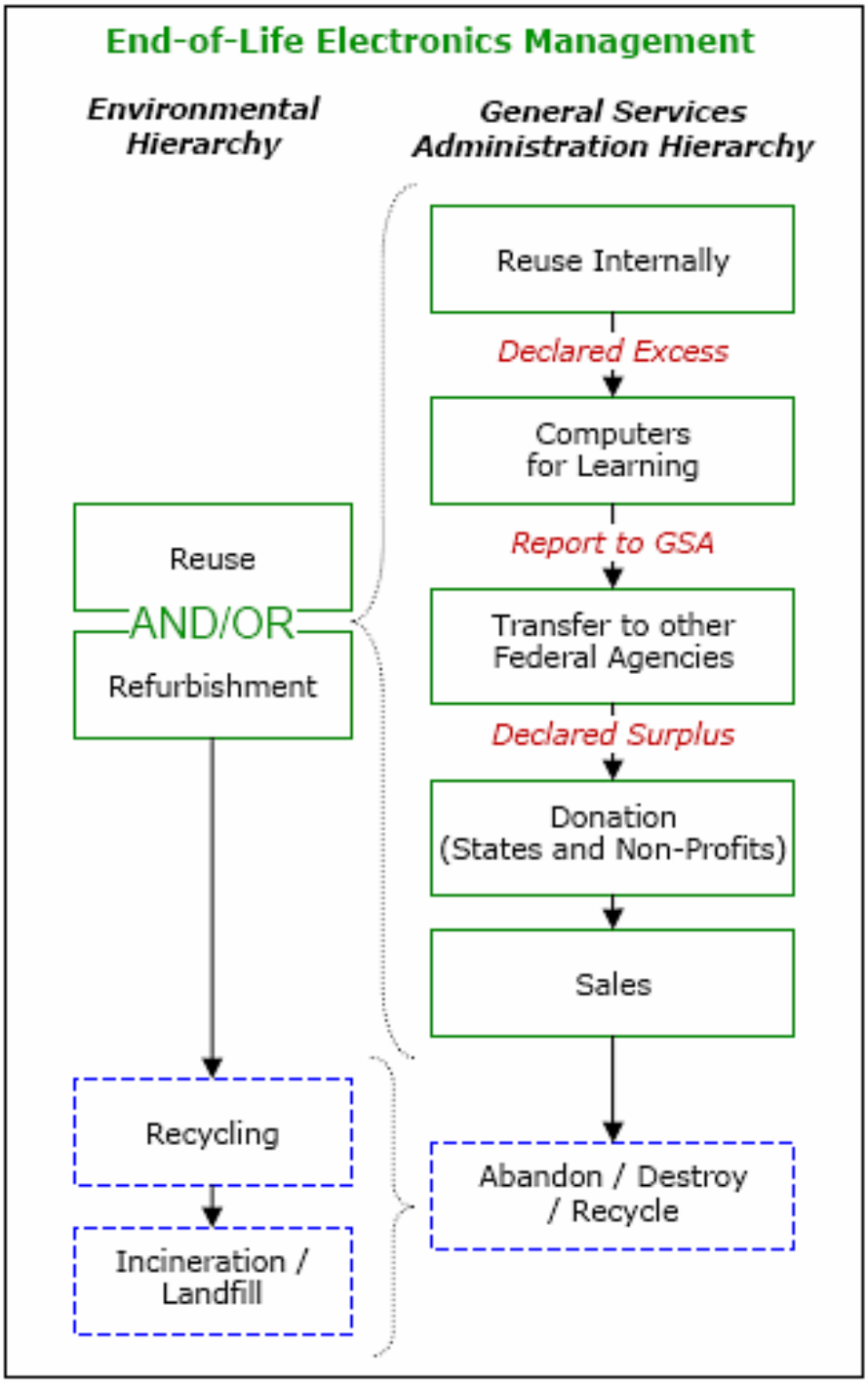
- "Turn off monitor" set to 15 minutes or less (Monitor Power Management)
- "System Standby" ("Sleep") set to 30 minutes or less (Computer Power Management)



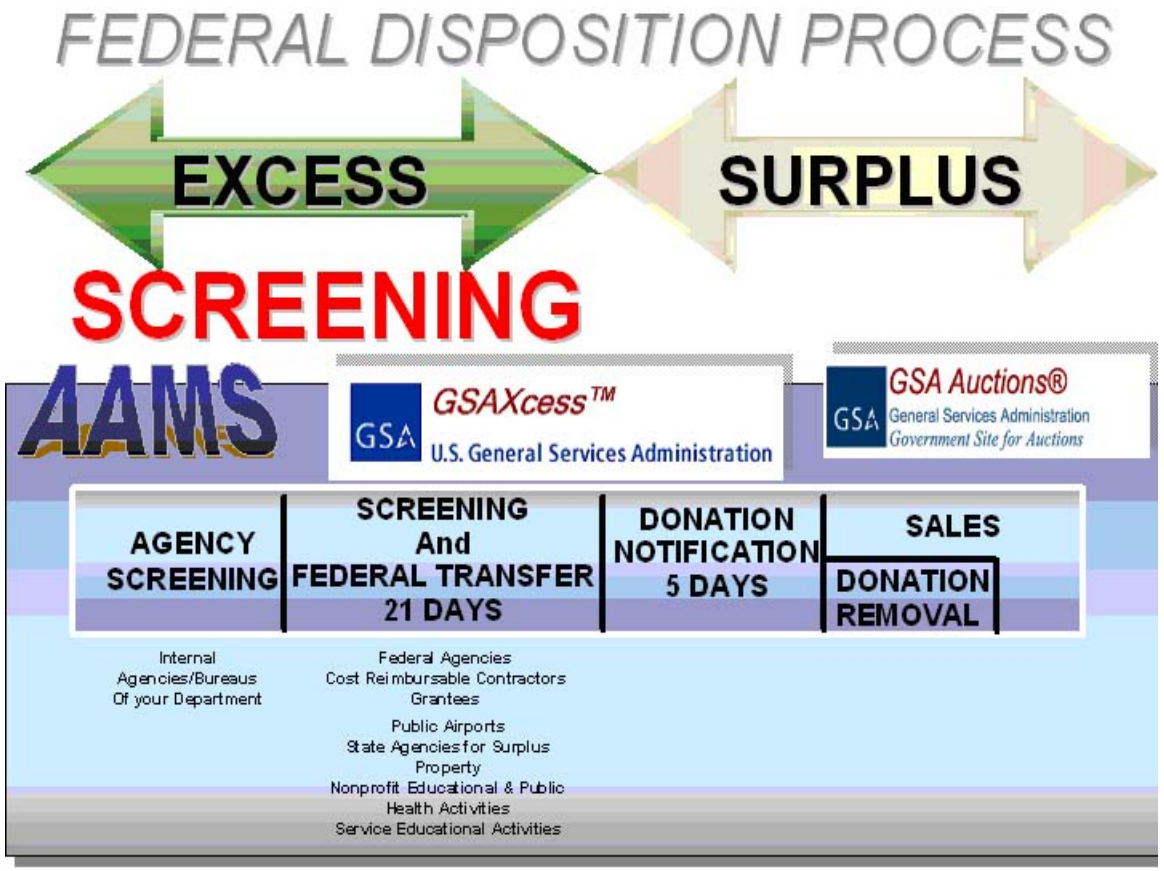
Types of Computer Power Management settings:

S3 – System Standby (Sleep) – saves 40-80 Watts – wakes in seconds
S4 – Hibernate – same energy savings as **S3** - wakes in 20+ seconds - saves work in event of power loss
S5 – Shutoff – everything same as **S4,** *as long as work is saved and then closed down by the user prior to shutoff*
Hard Disk Spin Down – saves very little

APPENDIX F —
END-OF-LIFE ELECTRONICS MANAGEMENT
UNDER THE FEDERAL MANAGEMENT REGULATION



APPENDIX G —
FEDERAL DISPOSITION PROCESS TIMELINE



APPENDIX H —
LAND-GRANT AND HISPANIC-SERVING INSTITUTIONS ELIGBLE FOR ELECTRONICS DONATION

Starting in 1862, the Federal Government granted federally-owned land (hence the name "land-grant") to each state for the development of a university that would serve the citizens of the state in the areas of research, education, and extension (outreach). Other land-grant universities were designated in 1890 (historically African-American institutions) and in 1994 (Native American institutions). In 1996 Congress included a provision in Section 923 of the Federal Agriculture Improvement and Reform Act (FAIR), Public Law (PL) 104-127, which authorizes the Secretary of Agriculture to acquire and transfer title of Federal excess personal property (FEPP) to certain eligible Institutions in support of research, educational, technical, and scientific activities or related programs. This provision of the law allows eligible institutions to screen FEPP at the same time it is being screened by Federal agencies and before it is offered for screening to State agencies and other interested parties.

Under FAIR, the following institutions are eligible to participate in the FEPP program:

- 1994 Institutions (as defined in section 523 of the Equity in Education Land Grant Status Act of 1994 (PL 103-382; 7 USC 301 note)); (specific Native American Institutions)

- Any Hispanic-Serving Institution (as defined in section 316(b) of the Higher Education Act of 1965 (20 USC 1059c(b)); (institutions with over 25% Hispanic enrollment as determined by the Department of Education) and,

- Any college/university eligible to receive funds under the Act of August 30, 1890 (7 USC 321 et seq.) including Tuskegee University; (1890 Historically Black Colleges and Universities)

The current eligible Institutions are as follows:

Alabama – Alabama A&M University, Tuskegee University
Arizona – Tohono O'Odham Community College, Diné College
Arkansas – University of Arkansas Pine Bluff
California – San Bernardino Valley College, Los Angeles Mission College, D-Q University
Delaware – Delaware State University
Florida – Florida A&M University
Georgia – Fort Valley State University
Kansas – Haskell Indian Nations University
Kentucky – Kentucky State University
Louisiana – Southern University
Maryland – University of Maryland Eastern Shore
Michigan – Saginaw Chippewa Tribal College, Bay Mills Community College
Minnesota – Fond du Lac Tribal & Community College, Leech Lake Tribal College, White Earth Tribal & Community College
Mississippi – Alcorn State University

Missouri – Lincoln University
Montana – Salish Kootenai College, Fort Belknap College, Little Big Horn College, Stone Child College, Chief Dull Knife College, Blackfeet Community College, Fort Peck Community College
Nebraska – Nebraska Indian Community College, Little Priest Tribal College
New Mexico – Crownpoint Institute of Technology, Institute of American Indian Arts, Southwestern Indian Polytechnic Institute, College of Santa Fe
North Carolina – North Carolina A&T State University
North Dakota – United Tribes Technical College, Sitting Bull College, Cankdeska Cikana Community College, Turtle Mountain Community College, Fort Berthold Community College
Oklahoma – Langston University
South Carolina – South Carolina State University
South Dakota – Sinte Gleska University, Oglala Lakota College, Sisseton Wahpeton Community College, Tanka University
Tennessee – Tennessee State University
Texas – Prairie View A&M University, University of Texas at San Antonio
Virginia – Virginia State University
Washington – Northwest Indian College
West Virginia – West Virginia State University
Wisconsin – College of Menominee Nation, Lac Courte Oreilles Ojibwa Community College

Puerto Rico – University of Puerto Rico—Mayaguez Campus, Inter-American University of Puerto Rico at San German

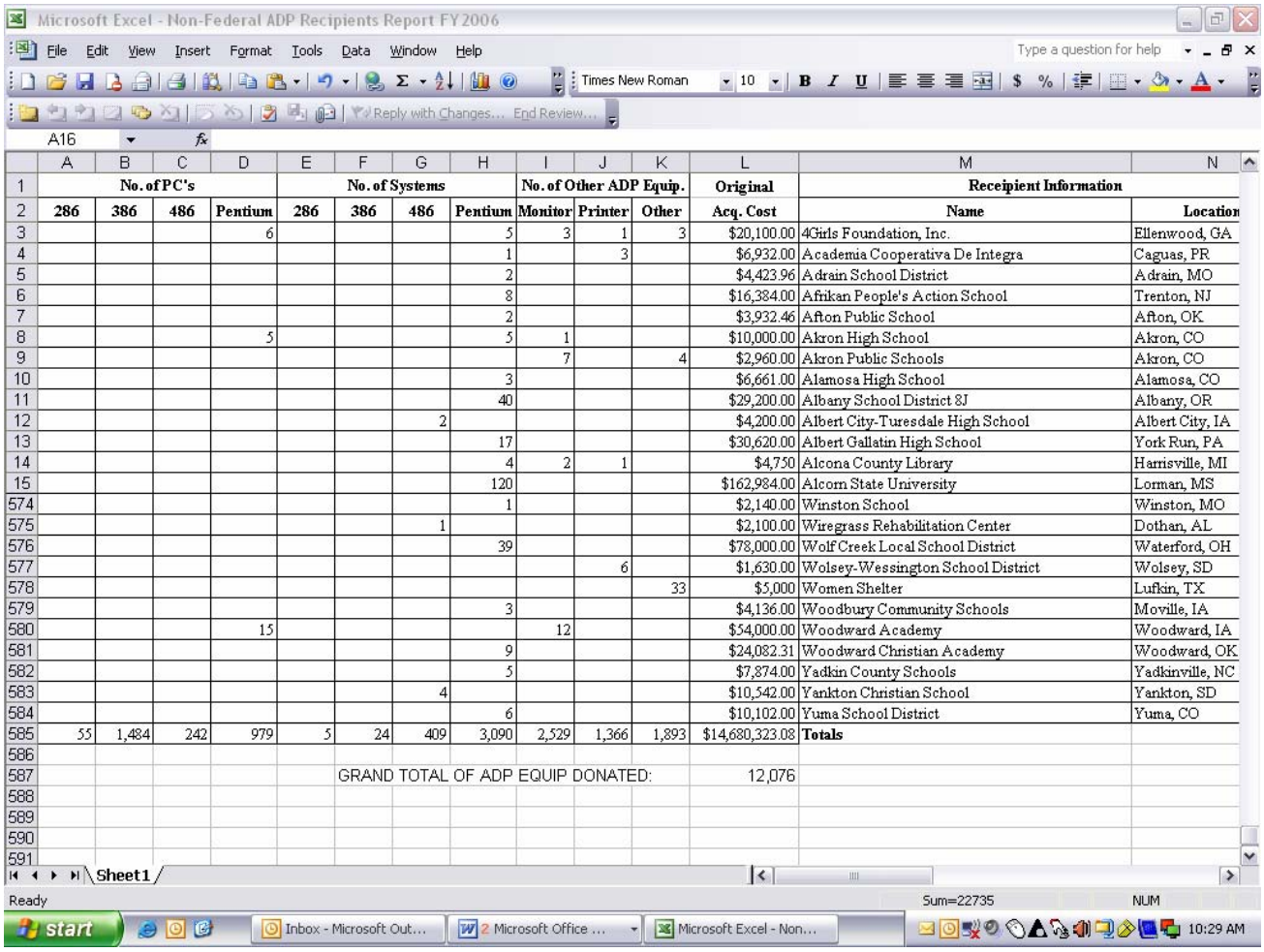
APPENDIX I —
ELECTRONIC EQUIPMENT DONATED TO ELIGIBLE (FAIR ACT) INSTITUTIONS IN FY 2006

Institution	Type of Equip	Quantity	Acquisition Value
Bay Mills Comm College Brimley, MN	Laboratory	5	$20,481
College of Menominee Nation, Keshena, WI	ADP	13	$ 9,600
Crownpoint Institution of Technology Crownpoint, NM	ADP	2	$17,500
Kentucky State Univ Frankfort, KY	ADP	8	$15,483
Salish Kootenai College Pablo, MT	Electrical, Electronics, Medical	53	$31,815
West Virginia State University Institute, WV	Laboratory	10	$ 500
TOTALS: 6 (institutions)		94	$95,379

Total of All Personal Property Donated to 12 Eligible (FAIR) Institutions in FY06:

2,010 pieces at an acquisition value of $1.7 million

APPENDIX J —
FY 2006 REPORT ON USDA COMPUTERS DONATED TO SCHOOLS
(COMPUTERS FOR LEARNING, EO 12999)



Microsoft Excel - Non-Federal ADP Recipients Report FY2006

	No. of PC's				No. of Systems				No. of Other ADP Equip.			Original	Receipient Information	
	286	386	486	Pentium	286	386	486	Pentium	Monitor	Printer	Other	Acq. Cost	Name	Location
3				6				5	3	1	3	$20,100.00	4Girls Foundation, Inc.	Ellenwood, GA
4								1		3		$6,932.00	Academia Cooperativa De Integra	Caguas, PR
5								2				$4,423.96	Adrain School District	Adrain, MO
6								8				$16,384.00	Afrikan People's Action School	Trenton, NJ
7								2				$3,932.46	Afton Public School	Afton, OK
8				5				5	1			$10,000.00	Akron High School	Akron, CO
9									7		4	$2,960.00	Akron Public Schools	Akron, CO
10								3				$6,661.00	Alamosa High School	Alamosa, CO
11								40				$29,200.00	Albany School District 8J	Albany, OR
12							2					$4,200.00	Albert City-Turesdale High School	Albert City, IA
13								17				$30,620.00	Albert Gallatin High School	York Run, PA
14								4	2	1		$4,750	Alcona County Library	Harrisville, MI
15								120				$162,984.00	Alcorn State University	Lorman, MS
574								1				$2,140.00	Winston School	Winston, MO
575							1					$2,100.00	Wiregrass Rehabilitation Center	Dothan, AL
576								39				$78,000.00	Wolf Creek Local School District	Waterford, OH
577										6		$1,630.00	Wolsey-Wessington School District	Wolsey, SD
578											33	$5,000	Women Shelter	Lufkin, TX
579								3				$4,136.00	Woodbury Community Schools	Moville, IA
580				15					12			$54,000.00	Woodward Academy	Woodward, IA
581								9				$24,082.31	Woodward Christian Academy	Woodward, OK
582								5				$7,874.00	Yadkin County Schools	Yadkinville, NC
583							4					$10,542.00	Yankton Christian School	Yankton, SD
584								6				$10,102.00	Yuma School District	Yuma, CO
585	55	1,484	242	979	5	24	409	3,090	2,529	1,366	1,893	$14,680,323.08	**Totals**	
586														
587						GRAND TOTAL OF ADP EQUIP DONATED:						12,076		
588														
589														
590														
591														

Sheet1

Ready — Sum=22735 — NUM

start — Inbox - Microsoft Out... — 2 Microsoft Office ... — Microsoft Excel - Non... — 10:29 AM

APPENDIX K —
WEBSITES FOR THE THREE LIFE-CYCLE PHASES

Acquisition

EPEAT - http://www.epeat.net/
Federal Acquisition Regulation (FAR) - http://acquisition.gov/comp/far/index.html
Federal Electronics Challenge (FEC) - http://www.federalelectronicschallenge.net/resources/aquisit.htm
RoHS Directive (Restriction Of the use of certain Hazardous Substances in electronics-European Union) - http://europa.eu.int/eur-lex/pri/en/oj/dat/2003/l_037/l_03720030213en00190023.pdf

Operations and Maintenance

Energy Star® - http://www.energystar.gov/index.cfm?c=fed_agencies.power_mgmt
Federal Management Regulation (FMR) – www.gsa/gov/fmr
FEC - http://www.federalelectronicschallenge.net/resources/opmain.htm
Excess Property - http://gsaxcess.gov/

End-of-Life Management

Computers for Learning - http://computersforlearning.gov/
State Agencies for Surplus Property (eligible for donation): www.gsa.gov/sasp
Sales – http://gsaauctions.gov/
Plug-In to eCycling Partners - http://www.epa.gov/epaoswer/osw/conserve/plugin/partners.htm
UNICOR – www.unicor.gov/recycling/
FEC - http://www.federalelectronicschallenge.net/resources/eolmngt.htm
WEEE Directive (Waste Electrical and Electronic Equipment- promotion of recycling of used electronics-European Union) - http://europa.eu.int/eur-lex/pri/en/oj/dat/2003/l_037/l_03720030213en00240038.pdf