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## Annual Reporting Form

### INSTRUCTIONS

The report is should be submitted annually by January 31 to track your accomplishments and receive an annual Sustainability Report. The information reported is for the calendar year just completed.

The form is organized in four sections:

1. Purchasing
2. Use
3. End-of-Life Management
4. Partner Feedback

**All sections must be completed**, even if your organization did not focus on that area as an SEC Partner. All questions provide the option of responding “don’t know.”

Please **submit this form either online by logging into your Partner account** or you can submit it by using this [Word](#) document and emailed to: [lynn@nerc.org](mailto:lynn@nerc.org)

The Annual Reporting data is used in two ways:

1. It is analyzed to calculate the environmental benefits resulting from Partner actions. Each Partner receives an individualized sustainability report after completing the Annual Reporting Form.
2. The data from all SEC Partners is aggregated and publicly reported. Information specific to a Partner is not released without the Partner’s express permission.

*No information provided to the SEC, including name, phone number, address, and email address, will be shared or distributed. All such contact information is for SEC internal use only.*

If you have any questions or need help completing the form, contact [lynn@nerc.org](mailto:lynn@nerc.org).  
or call 413-265-1630.

# ANNUAL REPORTING FORM

Partner name: \_\_\_\_\_

Calendar Year for this Report:

## SECTION 1: PURCHASING

1. Did your organization include EPEAT® (Electronic Product Environmental Assessment Tool) as a preferred standard in bids, contracts, and/or leases? (For more information on EPEAT, see [www.epeat.net](http://www.epeat.net).)

<input type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> Don't Know
<input type="checkbox"/> Not Applicable

2. For equipment acquired, purchased and/or leased in the reporting year, how many of the following products were registered to EPEAT? **Definitions of product types appear below the table.**  
*Specific numbers only – no ranges or text please.*

	EPEAT Registered (Bronze)	EPEAT Registered (Silver)	EPEAT Registered (Gold)	EPEAT Registered (Rating Unknown)*	Not EPEAT Registered	Don't Know
Desktop computers						
Notebook/laptop computers						
Tablet computers						
LCD/LED monitors						
Printers						
Multi-function imaging devices						
Servers						
Cellphones						

\* Use this column if you know that the products are EPEAT registered, but you do not know the rating level (e.g., bronze, silver or gold).

Comments on above data, if any:

## Product Category Definitions

<b>Desktop computers</b>	A desktop computer is a personal computer designed for regular use at a single location on or near a desk or table due to its size and power requirements.
<b>Notebook/laptop computers</b>	Are the same as laptop computers. A laptop or laptop computer is a small, portable personal computer with a "clamshell" form factor, typically having a thin LCD or LED computer screen mounted on the inside of the upper lid of the clamshell and an alphanumeric keyboard on the inside of the lower lid. The clamshell is opened up to use the computer
<b>Tablet computers</b>	Is a computer that is intermediate in size between a laptop computer and a smartphone. Most operate with touchscreens.
<b>LCD/LED monitors</b>	This is a flat-panel display for use with desktop (or as supplemental monitors for laptop) computers.
<b>Printers</b>	Prints documents sent from a scanner or computer.
<b>Multi-function imaging devices</b>	Device performs several functions such as printing, copying, faxing, and scanning.
<b>Servers</b>	A networked piece of computer hardware that provides functionality for other computers or devices.
<b>Cellphones</b>	A phone (including smartphones) with access to a cellular radio system so it can be used over a wide area, without a physical connection to a network; a mobile phone. It must be portable in size and not connected by wires to a telephone system.

## SECTION 2: USE

1. How many units of the following equipment are currently in service at your organization?

*Specific numbers only – no ranges or text please.*

	Number of Units	Don't Know
<b>Desktop computers</b>		
<b>Notebook/laptop computers</b>		
<b>Tablet computers</b>		
<b>LCD/LED monitors</b>		
<b>Printers</b>		
<b>Multi-function imaging devices</b>		
<b>Servers</b>		
<b>Cellphones</b>		

Continues on next page.

2. Are ENERGY STAR® power management features enabled on the following office equipment at your organization?

	ENERGY STAR® Power Management features enabled		
	% of Units Enabled	No	Don't know
Desktop computers			
Notebook/Laptop computers			
Tablet computers			
LCD/LED monitors			
Printers			
Multi-function imaging devices			
Servers			

Comments on above data, if any:

3. What is the average lifespan of equipment in your organization?

*Specific numbers only – no ranges or text please.*

	Average Life Span in Months	Don't Know
Desktop computers		
Notebook/laptop computers		
Tablet computers		
LCD/LED monitors		
Printers		
Multi-function imaging devices		
Servers		
Cellphones		

Comments on above data, if any:

4. (Optional) How many reams of paper did you reduce as a result of your organization's efforts to reduce paper use? (Note: you must provide this data if you would like us to calculate the environmental benefits of paper reduction.)

reams of paper

Comments on above data, if any:

### SECTION 3: END-OF-LIFE MANAGEMENT

**1. How did your organization manage electronic equipment taken out of service in the reporting year?**

Use the table below to enter the number of units for each equipment type. See Question 1A to report by weight.

UNITS	Transferred or donated for reuse	Sent for recycling	Sent for disposal (e.g., landfill, waste-to-energy)	In Storage	Use manufacturer take-back program or lease return	Don't Know	None
Desktop computers							
Notebook/laptop computers							
Tablet computers							
CRT monitors							
LCD/LED monitors							
Printers							
Multi-function imaging devices							
Servers							
Cellphones							

**1A. How much additional office electronic equipment (e.g., computers, printers, cellphones, etc.) did your organization recycle in the reporting year? (Note: equipment reported here should NOT be reported above.)**

lbs

Comments on above data, if any:

**2. If your organization sent electronic equipment to be recycled, did you use a recycler certified to Responsible Recycling (R2) Practices, or the e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment®?**

*To check if your recycler is certified, visits these websites:*  
R2 <https://sustainableelectronics.org/find-an-r2-certified-facility/>  
e-Stewards <http://e-stewards.org/find-a-recycler/>

<input type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> Don't Know

If yes, name of certified recycler(s): \_\_\_\_\_

Comments, if any:

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#### **SECTION 4: PARTNER FEEDBACK**

**1. Has your organization benefited from being a State Electronics Challenge Partner?**

<input type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> Don't Know

**2. How has the SEC assisted your organization in improving the management of its computer and imaging products, from purchasing through disposition?**

**3. Do you have any suggestions for improving the State Electronics Challenge program?**