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## Benchmark & Annual Reporting Form

### INSTRUCTIONS

Partners are asked to complete this form upon joining the State Electronics Challenge (SEC) and at the end of each calendar year.

- The form should be submitted within 4 weeks of joining the SEC to provide a “benchmark” for your organization. The information reported should be for the calendar year prior to joining the SEC.
- The report is then submitted annually by January 31 to track your accomplishments. 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

**Please complete all sections of this form**, 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.

# BENCHMARK/ANNUAL REPORTING FORM

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?**

*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
<b>Desktop computers</b>						
<b>Notebook computers</b>						
<b>Tablet computers</b>						
<b>LCD monitors</b>						
<b>Copiers</b>						
<b>Printers</b>						
<b>Multi-function imaging devices**</b>						
<b>Servers</b>						
<b>Cellphones</b>						

\* 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).

\*\* Multi-function devices perform several functions such as printing, copying, faxing, and scanning.

Comments on above data, if any:

## 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 computers</b>		
<b>Tablet computers</b>		
<b>LCD monitors</b>		
<b>Copiers</b>		
<b>Printers</b>		
<b>Multi-function imaging devices</b>		
<b>Servers</b>		
<b>Cellphones</b>		

2. Are ENERGY STAR® and “power down” features enabled on the following office equipment at your organization? Please be sure to respond to *both* Section A & Section B, below.

*Responses should correspond with units listed in Question 1 above.*

	Section A ENERGY STAR® & “power down” features enabled			Section B How Many Units?	
	Yes	No	Don't know	% of Units Enabled	Don't know
<b>Desktop computers</b>					
<b>Notebook computers</b>					
<b>Tablet computers</b>					
<b>LCD monitors</b>					

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
<b>Desktop computers</b>		
<b>Notebook computers</b>		
<b>Tablet computers</b>		
<b>LCD monitors</b>		
<b>Copiers</b>		
<b>Printers</b>		
<b>Multi-function imaging devices</b>		
<b>Servers</b>		
<b>Cellphones</b>		

Comments on above data, if any:

**4. For imaging equipment, what percentage of the following units were set to print double-sided by default?**

*Remember – exact numbers only, no ranges.*

	% set to double-sided default	Don't Know
<b>Copiers</b>		
<b>Printers</b>		
<b>Multi-function imaging devices</b>		

**5. (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 computers							
Tablet computers							
CRT monitors							
LCD monitors							
Copiers							
Printers							
Multi-function imaging devices							
Servers							
Cellphones							

**1A. How much additional office electronic equipment (e.g., computers, printers, copiers, mobile phones, 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/recyclers>  
**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?**