



AWARD APPLICATION

Must be submitted by email

Partners may apply for and receive annual recognition at one of three levels - Gold, Silver, or Bronze.

Partners should submit the Award Application as an attachment by email to lynn@nerc.org. Supporting documentation must accompany the application.

INSTRUCTIONS

- *First*, complete the [Annual Reporting Form](#) by January 31 for the previous calendar year.
- *Second*, select the award level – Bronze, Silver, or Gold – for which you are requesting an award on the application form (below).
- *Third*, select the lifecycle phases for which you have completed all activities.
 - Gold recognition: you must have completed all activities in 3 lifecycle phases
 - Silver recognition: you must have completed all activities in 2 lifecycle phases
 - Bronze recognition: you must have completed all activities in 1 lifecycle phase
- *Finally*, for each of the lifecycle phases selected, you must provide supporting documentation for all the program requirements. Supporting documentation is specified for each program requirement, and includes, for example a narrative explanation or submittal of data, policies, etc. Partners are welcome to provide explanations within the application form or submit a separate narrative, if preferred.

AWARD APPLICATION FORM

Must be emailed

Partner: _____

State: _____

This application is for the:

____ Gold Award Level

____ Silver Award Level

____ Bronze Award Level

My organization completed the program activities for the following lifecycle phase(s):

____ Purchasing

____ Use

____ End-of-Life Management

Complete the following sections for the lifecycle phases that you have completed.

PURCHASING - MANDATORY ACTIVITIES

<input type="checkbox"/>	<p>1. Modify existing procurement policies, Request for Proposals, contracts, memoranda, and/or guidance requiring, or giving preference to, the procurement of environmentally preferable electronic equipment, including EPEAT® registered products. Products eligible for EPEAT registration include desktop computers, monitors, notebook computers, copiers, printers, and multifunction devices.</p> <p><i>Documentation: submit policy, RFP, contract, directive, memo or other guidance.</i></p>
<input type="checkbox"/>	<p>2. Ensure that 95% of computer desktops, notebooks, monitors, copiers, printers and multifunction devices purchased or leased are EPEAT registered products.^{1, 2}</p> <p><i>Documentation: none, except submittal of Annual Reporting Form data.</i></p>

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¹ If procurement decisions are beyond your authority, ensure that the request has been made, and information provided, to the appropriate decision-makers to support this criteria.

² Agencies can exclude small and/or minority and/or woman-owned manufacturers from total purchases, if a program is in place to educate these companies about EPEAT and encourage EPEAT product registration.

USE - MANDATORY ACTIVITIES

<input type="checkbox"/>	<p>1. Establish and promote a policy, directive, memorandum, and/or guidance for Information Technology Asset Management (see example.)</p> <p><i>Documentation: 1) submit policy, directive, memo and/or other guidance; or 2) provide explanatory narrative.</i></p>
<input type="checkbox"/>	<p>2. Establish and promote a policy, directive, memorandum, and/or guidance for power management of computers, monitors, copiers, printers and multifunction devices. Ensure the policy addresses any exceptions for sensitive equipment.</p> <p><i>Documentation: submit policy, directive, memo and/or other guidance.</i></p>
<input type="checkbox"/>	<p>3. Ensure the ENERGY STAR "Sleep" function is enabled on 100% of computer monitors and computer desktops, and "power down" functions are enabled on 100% of copiers, printers, and multifunction devices. Exemptions from this requirement must be outlined in a power management policy, directive, memorandum, and/or guidance.</p> <p><i>Documentation: none, except submittal of Annual Reporting Form data.</i></p>
<input type="checkbox"/>	<p>4. Promote power management through the education of policy makers, Information Technology staff, and equipment users.</p> <p><i>Documentation: 1) submit policy, directive, memo and/or other guidance; or 2) provide explanatory narrative.</i></p>
<input type="checkbox"/>	<p>5. Establish, promote, and implement a policy, directive, memorandum, and/or guidance for reducing paper consumption by printers, copiers, and multifunction devices.</p> <p><i>Documentation: submit policy, directive, memo and/or other guidance.</i></p>
<input type="checkbox"/>	<p>6. Ensure double-sided printing features are utilized on 75% of printers, copiers, and multifunction devices.</p> <p><i>Documentation: none, except submittal of Annual Reporting Form data.</i></p>

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END-OF-LIFE MANAGEMENT - MANDATORY ACTIVITIES

<input type="checkbox"/>	<p>1. Establish a policy, directive, memorandum, and/or guidance requiring environmentally sound management of all electronic equipment at end-of-life.</p> <p><i>Documentation: submit policy, directive, memo and/or other guidance.</i></p>
<input type="checkbox"/>	<p>2. Establish a policy, directive, memorandum and/or guidance promoting internal reuse, reuse within another state agency, and donation to regional/local agencies or non-profits (in that order) as the preferred disposition methods for electronic equipment at the end of its first life.</p> <p><i>Documentation: 1) submit policy, directive, memo and/or other guidance; or 2) provide explanatory narrative.</i></p>
<input type="checkbox"/>	<p>3. Develop and maintain a system for tracking the units of used electronic equipment that are reused internally, transferred to other state agencies, donated, sent for reuse/recycling, or sent for disposal. Document each equipment transfer. Tracking should include desktop computers, monitors, notebooks, copiers, printers, and multifunction devices, at a minimum.</p> <p><i>Documentation: 1) none, if unit data provided on Annual Reporting Form data; 2) if unit data is not provided, please describe system.</i></p>
<input type="checkbox"/>	<p>4. Provide all recipients of donated equipment with proper instructions on how to manage the equipment in an environmentally sound manner at the end-of-life.</p> <p><i>Documentation: provide copy of instructions, if applicable.</i></p>
<input type="checkbox"/>	<p>5. Use a recycler with third party certification to Responsible Recycling Practices (R2), the e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment®, or R2/RIOS.</p> <p><i>Documentation: provide name of certified recycler as requested on Annual Reporting Form.</i></p>

CONTACT INFORMATION

If you have questions related to this award application or need other assistance with the State Electronics Challenge, please contact the lynn@nerc.org.