United States Department of the Interior

SEP 3 2008

Memorandum

To: Senior-Level Officials Responsible for Implementing Executive Order 13423

From: Willie R. Taylor, Director
            Office of Environmental Policy and Compliance

Subject: Final Department of the Interior Electronics Stewardship Implementation Plan

The Department of the Interior Electronics Stewardship Implementation Plan is completed and signed. Please note that the first milestone is, "Each bureau and office will submit their bureau and office Electronics Stewardship Implementation Plans to the Office of Environmental Policy and Compliance no later than December 2008." The remaining milestones will be jointly completed by the members of the Department's Electronics Stewardship Task Force (attached). Your approval and support of your staff to work on these projects is crucial for our collective success on these milestones.

The Department is accountable to the Office of Management and Budget for completion of the Plan milestones (attached). Thus, bureau and office progress on the milestones will be reported via the Department's Internal Scorecard process.

A full copy of the Department's Electronics Stewardship Implementation Plan with attachments is available at: http://www.doi.gov/greening/sustain/index.html.

The Implementation Plan was developed by the Department's Electronics Stewardship Task Force, and signed by Mike Howell, Chief Information Officer; Debra Sonderman, Director, Office of Acquisition and Property Management; and me. The plan provides a roadmap for compliance with the electronics stewardship requirements of EO 13423 – "*Strengthening Federal Environmental, Energy, and Transportation Management.*" The five requirements are:

1. Acquire 95 percent of the Department's electronic products as Electronic Product Environmental Assessment Tool (EPEAT)-registered (applies to all products for which there are EPEAT standards);

2. Ensure that Energy Star® features are enabled on 100 percent of computers and monitors for all appropriate user groups;

3. Have policies and programs to maintain electronic equipment for longevity (4 years);

4. Ensure that 100 percent of discarded electronic products are reused, donated, sold, or recycled with environmentally sound management practices at end of life; and

5. Each facility/organization must participate in the Federal Electronics Challenge (FEC), or implement an equivalent electronics stewardship program.

If you have any questions, please contact Catherine Cesnik of my staff at 202-208-7554 or Catherine_Cesnik@ios.doi.gov.

Attachments

cc: Deputy Secretary
            Chief of Staff
            Associate Deputy Secretary
            Deputy Assistant Secretary – Policy and International Affairs
            Heads of Bureaus and Offices
            Director, Office of Acquisition and Property Management
            Office of the Chief Information Officer

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Due by December 2008

Bureau and Office Electronics Stewardship Implementation Plans

Each bureau and office will submit their bureau and office Electronics Stewardship
Implementation Plans to the Office of Environmental Policy and Compliance and no later than
December 2008. Note, at a minimum, bureau and office Plans must provide a roadmap to meet
all five EO 13423 mandates for electronic equipment by 2010. Use of the Department
Electronics Stewardship Implementation Plan as a template for bureau and office Plans is
encouraged.

Acquiring Energy Star Certified Products

The Department Task Force will create a strategy to make purchase of EPEAT registered
products Departmental policy by **December 2008**.

Maintaining Electronics for Energy Efficiency

The Department Task Force will create a strategy to enable Energy Star® on 100 percent of the
Department computers and monitors by **December 2008**.

Maintaining Electronics for Longevity

The Department Task Force will create an Electronic Equipment Longevity Roadmap, including
immediate next steps by **December 2008**.

Environmentally Responsible Disposal

The Department Task Force will create an Electronics Reuse and Recycling Roadmap that uses
existing IT security and property management policy and identifies gaps where policies or
practices are not adequate to implement this Plan by **December 2008**.

Federal Electronics Challenge Membership

The Department Task Force will create a Federal Electronics Challenge (FEC) Roadmap by
December 2008. Note, each facility or organization is required to join the FEC. Preliminary
discussions show that it may be easier for Bureaus/Offices to join at high organizational levels to
reduce the reporting burden. The Department has been a partner since November 2004, and an
"Agency-level" partner since December 2007.

Conducting a Gap Analysis

The Department Task Force will conduct a Gap Analysis by **December 2008**.

Reporting

The Department Task Force will create a Reporting Strategy by **December 2008**.

Due by June 2009

Acquiring Environmentally Preferable Electronics

The Hardware Acquisition Team will work with the Department Information Technology Management Council and the Department Chief Technology Officer Council to determine the percentage of electronic equipment that is EPEAT registered by **June 2009**.

Sharing Best Practices and Providing Recognition

The Department Environmental Achievement Award will include an Electronics Stewardship category by **June 2009**.

Due by December 2009

Training, Education, and Promotion

The Department Task Force will create a Training, Education, and Promotion Roadmap, including immediate next steps by **December 2009**.

Acquiring Environmentally Preferable Printing and Imaging Equipment

The Department Task Force must create a strategy that outlines development of a purchasing policy that uses the four criteria listed below, by **December 2009**.

- Energy Star® certified,
- Duplex printing capable,
- Able to use remanufactured cartridges in printers without voiding the equipment warranty, and
- From a manufacture that will take the equipment back at end-of-life.

Acquiring Environmentally Preferable Servers and Data Centers

The Department Task Force will create a strategy that outlines development of a purchasing policy for environmentally preferable servers and other equipment for data centers Departmental policy by **December 2009**.

Performance Evaluations

The Department Task Force will include Electronics Stewardship performance metrics in the Department Internal Scorecard by **December 2009**.

DOI Electronics Stewardship Task Force Membership (Leads in Bold)
June 2008

Bureau	Name	Subject Matter Expert for:	Title or Group	Phone	Email
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DOI Electronics Stewardship Task Force Membership (Leads in Bold)
June 2008

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