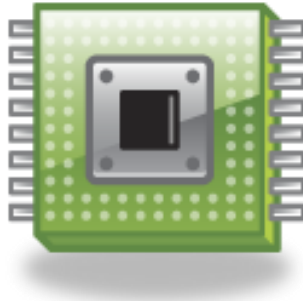


# **APD ALERT**

## **ELECTRONICS PROCUREMENT**



### **PURPOSE**

The purpose of this Alert is to inform acquisition personnel that all electronics purchases must conform to the electronics stewardship practices required by Executive Order (EO) 13423 and its implementing instructions, EO 13221, EO 13514, Research, Education, and Economics (REE), Policies and Procedures (P&P) 134.2 – Energy, Water, and Sustainability Policy, and the USDA Electronics Stewardship Plan.

### **PROCEDURES**

The following requirements are mandatory unless there is a mission critical need to the contrary:

- Desktop computers, laptops and monitors must be listed on the Electronics Product Environmental Assessment Tool (EPEAT) web site found at <http://www.epeat.net>. EPEAT listed products are energy efficient and environmentally preferable.
- Printers must be capable of printing on both sides of the sheet (duplex). This will reduce the amount of paper used.
- Purchase electronics that consume no more than 1 watt of stand-by power, or if impracticable, purchase items with the lowest stand-by power possible.
- Purchase electronics that bear the Energy Star label or are Federal Energy Management Program (FEMP) designated. To receive an Energy Star label the product must be in the top 25 percent of products in its category in energy efficiency.
- Paper must be 30 percent post consumer recycled content.

- Recycled ink and toner cartridges: Priority shall be given to purchasing remanufacturing services for expended cartridges and, when such services are unavailable or not practicable, obtain remanufactured toner cartridges or new toner cartridges made with recovered materials from product vendors. If the aforementioned options are unable to meet the government's needs, document the file stating the reason(s) for incompatibility prior to purchasing new cartridges.

## **REFERENCES**

REE Bulletin 10-100.3-ARS Electronics Stewardship  
[www.afm.ars.usda.gov/ppweb/Bulletins/10-100-3.pdf](http://www.afm.ars.usda.gov/ppweb/Bulletins/10-100-3.pdf)

The USDA Electronics Stewardship Plan  
[http://greening.usda.gov/elect\\_steward.htm](http://greening.usda.gov/elect_steward.htm).

Executive Order 13514  
<http://edocket.access.gpo.gov/2009/pdf/E9-24518.pdf>.

Executive Order 13423  
<http://www.wbdg.org/ccb/FED/FMEO/eo13423.pdf>.

Implementation Instructions for Executive Order 13423  
[http://www.fedcenter.gov/Documents/index.cfm?id=6825&pge\\_prg\\_id=20683&pge\\_id=3286](http://www.fedcenter.gov/Documents/index.cfm?id=6825&pge_prg_id=20683&pge_id=3286).

Executive Order 13221  
[http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=2001\\_register&docid=fr02au01-128](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=2001_register&docid=fr02au01-128).

REE P&P 134.2 Energy, Water, and Sustainability Policy  
<http://www.afm.ars.usda.gov/ppweb/PDF/134-02.pdf>.

The EPA Web site for Product Purchasing and Computer Power Management for Federal Agencies  
[http://www.energystar.gov/index.cfm?c=fed\\_agencies.fed\\_ag\\_index](http://www.energystar.gov/index.cfm?c=fed_agencies.fed_ag_index)

Information on FEMP designated energy efficient products  
[http://www1.eere.energy.gov/femp/technologies/procuring\\_eeproducts.html](http://www1.eere.energy.gov/femp/technologies/procuring_eeproducts.html).

If you have any questions about Electronic Stewardship, please contact Sandy Morgan, on 301-504-4895 or via e-mail at [Sandy.Morgan@ars.usda.gov](mailto:Sandy.Morgan@ars.usda.gov), or Robert Fletcher on 301-504-1132 or via e-mail at [Bob.Fletcher@ars.usda.gov](mailto:Bob.Fletcher@ars.usda.gov).

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