

**Waste Isolation Pilot Plant Electronic Management Policy Statement  
DOE/WIPP 11-3474, Rev. 3**

**October 2018**

The Carlsbad Field Office (CBFO), Management and Operating (M&O) contractor will manage electronic equipment and its operation to ensure environmental impacts associated with such products, goods, and services are minimized. To accomplish this, the CBFO/M&O contractor shall implement standards in accordance with the expectations defined under Executive Order 13834, *Efficient Federal Operations*, Department of Energy (DOE) Order 436.1, *Departmental Sustainability*, and DOE Guidance 436.1-1, *Federal Sustainable Print Management*. Implementation of these requirements is managed in part by DOE/WIPP 05-3318, *Environmental Management System*. This policy and its expectations apply, without exception, to all federal employees, contractors, subcontractors, vendors, design project contractors, and those designated staff/workers supporting the WIPP mission regardless of size, budget, priority, or function.

This policy pertains to any electronic equipment/device that contains and/or requires a circuit board, microchip, microprocessor, or electronic computerized component to operate and/or function as designed.

**Reporting**

All WIPP personnel shall report to the following standard:

- Acquisition and Procurement:
  - Relevant information specific to project purchase and/or lease of managed electronic equipment shall be collected and reported (to the greatest extent possible) to meet federal expectation.  
  
[e.g., cell phone, computer (desktop, laptop, tablet, work station, thin client, monitor), external drive, multifunction device, desk-top printer, scanner, copier, fax machines, TV, HVAC system, window/portable air conditioner, desk fan, portable heater, task lighting, microwave, refrigerator, coffee maker, etc.]
- Operation and maintenance:
  - Relevant information related to power management and automatic duplexing performance shall be collected and reported (to the greatest extent possible).

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- End-of-life management:
  - Relevant information related to the responsible management and disposal of electronic equipment, including related goods, products, and supplies shall be managed in a manner that ensures compliance with local, state, and federal requirements.
  - Data reporting shall include a summary of the projects acquisition performance as it relates to electronic equipment, including detailed documentation reporting applicable product end-of-life management and disposal. The applicable performance regarding products, goods, services covered by this policy shall be reported in the annual DOE required Site Sustainability Plan (SSP).

**Acquisition and Procurement**

All electronic products goods and/or services shall establish environmental sustainability in the following manner:

- Acquire products, goods, and/or services that meet the General Service Administration designed requirements denoted by the Sustainable Facilities Tool (SFtool) in accordance with WP 02-EC.07, *Sustainable Procurement Plan*.
- Electronic equipment shall be Electronic Product Environmental Assessment Tool (EPEAT) Gold rated (e.g., cell phones, computers [desktop, laptop, tablet, work station, thin client], multifunction devices, printers, scanners, copiers, fax machines and TV/monitors).
- Electronic equipment shall be Energy Star rated/certified.
- Electronic equipment shall be Federal Energy Management Program (FEMP) rated/designated (being in the upper 25% efficiency) (e.g., HVAC system, air conditioners, desk fans, portable heaters, microwaves, refrigerators, coffee makers, variable speed motors and pumps, etc.).
- When any applicable sustainable acquisition requirement cannot be met in the same product a Non-Sustainable Justification shall be generated and placed in the acquisition/work package in accordance with WP 15-PC3042, *Credit Card Purchases*, and/or WP 15-PC3609, *Preparation of Purchase Requisitions*.

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**Operations and Maintenance**

- Energy Star (energy saver) power management features will be utilized and enabled on applicable project controlled electronics.
  - Desktops, laptops, work stations, thin clients, monitors, multifunction devices, printers, scanners, and copiers shall be set to enter sleep mode after 15 minutes of inactivity.
  - Desktops, laptops, work stations, thin clients, monitors, multifunction devices, printers, scanners, and copiers shall be set to automatically save data (if possible) and enter hibernation mode after 30 minutes of inactivity.
- Desktops, laptops, work stations, thin clients, monitors, multifunction devices, printers, scanners, and copiers shall be turned off or set to enter hibernation mode at the end of each day.
- Double-sided printing will be set and maintained as the default on all multifunction devices, printers, scanners, and copiers.
- Single user multifunction devices, printers, scanners, copiers, and fax machines shall not be permitted. Certain core business functions shall require explicit permission for exemption from this policy. This process can be completed by submitting written justification for use via the Technical Action Request Form (TARP) process.]
- The default font applied to all printed materials shall be Calibri size 12 with a maximum 1.15 line spacing as recommended by DOE Guidance 436.1-1.
- 100% recycled content copy paper shall be used in all applicable multifunction devices, printers, scanners, copiers, and fax machines.
- Remanufactured original equipment manufacturer ink/toner cartridges shall be used if the cartridge does not void product and/or service warranty.
- Ink/toner cartridges shall be recycled.

**End of Life Management**

- Excess and/or surplus electronics shall not be disposed of in landfills or incinerators.
- Information/data on applicable storage devices (jump drives/hard drives/external drives) shall be erased and/or shredded to accordance with DOE Order 205.1B prior to disposal.
- Data specific to product, vendor used for disposal/recycling, date, and weight shall be collected and managed as a means to determine policy performance.
- Used electronic equipment in good working condition shall be excessed (inter agency transfer, donation, and/or auction) in accordance with property procedures.

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- Electronics shall be recycled through certified recyclers and/or applicable manufacturer take back programs.
  - Recyclers must have a verifiable program that demonstrates safe, environmentally protective processes. Approved agency vendors include but are not limited to UNICOR, U.S. Postal Service, and BlueEarth. The facility may choose to seek an alternative electronic equipment recycling facility; property shall be responsible confirming vendor credentials.

**RESPONSIBILITIES**

**All Employees**

- Printed materials shall be produced in black and white unless required.
- Use duplex (double sided) printing when printers support this feature. Do not override the default settings on networked multifunction devices, printers, scanners, and copiers simply for ease of readability.
- Do not use or request single user multifunction devices, printers, scanners, or copiers without confirming written justification for use has been applied and approved via the Technology Action Request Process (TARP) in accordance with WP 16-IT1004, *WIPP TARP for the Acquisition of IT Resources*.
- Turn off computers and monitors at night, on weekends, or when off shift to conserve energy.
- Use electronic files instead of printed documents whenever practical.

**Information Resources Management (IRM)**

- Set applicable electronic hardware acquisition standards to EPEAT GOLD for cell phones, computers (desktop, laptop, tablet, work station, thin client, monitor), multifunction devices, printers, scanners, copiers, fax machines and TV/monitors.
- Ensure applicable electronics are configured to apply the applicable Energy Star power settings requirements.
- Ensure network multifunction devices, printers, scanners, and copiers are set to black and white duplex (double sided) printing by default.
- Periodically review power management (Energy Star) performance to ensure peak performance as applicable. Adapt current strategy as necessary to meet WIPP needs as appropriate.
- Report power management performance (total units used vs. applied) specific to the applicable electronic equipment in use at WIPP directly to Site Environmental Compliance (SEC).

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**Procurement**

- Communicate and collect the applicable data related to the acquisition of electronic equipment applicable to this policy.
- Ensure applicable electronic equipment purchases meet the Energy Star, EPEAT, and/or FEMP standards applied by this policy.
- Ensure procurement procedures are reviewed and approved by IRM and/or SEC (prior to updating, re-issue, and/or re-write) to assure applicable electronic equipment purchase standards are denoted.

**Property**

- Confirm the applicable electronic hardware acquisition standards were met prior to placing the property sticker.
- Ensure recycling requirements are embedded and managed by the contracted vendor responsible for applicable contracted multifunction devices, printers, scanners, and copiers.
- Manage the end of life phase for electronic equipment in accordance with this policy.
- Ensure property management procedures reflect and support this policy.

**SEC**

- Provide technical support and assistance in the creation of the applicable educational material required for the implementation of this policy.
- Assist in the collection of the required data covered by this plan.

Approved by: Signature on file  
Todd Shrader, Manager, CBFO

Date: 10/17/2018

Approved by: Signature on file  
Bruce C. Covert, President and  
Project Manager, NWP

Date: 10/11/2018

