

**Waste Isolation Pilot Plant Electronic Management Policy Statement**  
**DOE/WIPP 11-3474, Rev. 4**

**September 2020**

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 this electronic management policy in accordance with the expectations defined under Executive Order 13990, Climate Crisis; Efforts to Protect Public Health and Environment and Restore Science, 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 02-EC.14, Environmental Management System. This policy and its expectations apply, without exception, to all federal employees, contractors, subcontractors, vendors, design project contractors, and 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 data to Site Environmental Compliance (SEC) following the required standards reported in the Site Sustainability Plan each fiscal year as designated by the Department of Energy's (DOE's) Sustainability Performance Division; FISCAL YEAR XXXX SITE SUSTAINABILITY PLAN GUIDANCE, instructions found at:  
<https://sustainabilitydashboard.doe.gov/Home.aspx?ReturnUrl=%2fSSP%2fPlanHome.aspx>)

All WIPP personnel shall report to the following standard as required by the Site Sustainability Plan each fiscal year as designated by the Department of Energy's (DOE's) Sustainability Performance Division:

- 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, and monitors), 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.]
- Operations 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 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, WIPP Sustainable Procurement Plan.
- Electronic equipment shall be Electronic Product Environmental Assessment Tool (EPEAT) rated (highest rated available, Gold, Silver or Bronze) to meet specification needs (e.g., servers, computers [desktop, work station, laptop, notebook, tablet, thin client], multifunction devices, printers, scanners, copiers, fax machines, TV/monitors, mobile phones, photovoltaic module and inverters).
- Electronic equipment shall be Energy Star rated/certified (e.g., cell phones and all listed electronic equipment noted within this policy.)
- 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 with the same product, a Non-Sustainable Justification Form 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.

**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.

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- 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.]
- In addition to the settings outlined above, all employees are encouraged to utilize:
  - Calibri font
  - Maximum font size of 12
  - Maximum line spacing of 1.15
  - 0.5" left and right margins, when binder holes are not needed.
- 30% recycled or higher 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.
- Used ink/toner cartridges shall be recycled as required per WP 02-EC.11, WIPP Pollution Prevention Program Plan.

**End of Life Management**

- WP 16-IT.04, WIPP Enterprise Architecture Policy, section 4.5 Lifecycle Management, gives Information Resource Management (IRM) information about the Enterprise Architecture (EA) repository for Lifecycle Management requirements.
- 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 205.1C prior to disposal. Contact IRM to wipe or pull hard drives from computers before excessing them in accordance with WP 15-PM3509, Utilization and Disposal of Excess/Surplus Government Personal Property.
- 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 Management shall be responsible for confirming vendor credentials.

**RESPONSIBILITIES**

**All Employees**

- Printed materials shall be produced in black and white unless required.
- Use double-sided printing when printers support this feature. Do not over-ride 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 unless otherwise notified by IRM.
- Use electronic files instead of printed documents whenever practical.

**Information Resource Management (IRM)**

- Set applicable electronic hardware acquisition standards to EPEAT rated for computers (desktop, laptop, tablet, work station, thin client, and 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 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 .

**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 at WIPP and report directly to SEC at end of Fiscal Year.

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- 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 on any electronic equipment.
- Ensure recycling requirements are embedded and managed by the contracted vendor responsible for contracted multifunction devices, printers, scanners, and copiers.
- Manage the end of life phase for electronic equipment in accordance with procedure and report directly to SEC at end of Fiscal Year.
- Ensure property management procedures reflect and support this policy.

**SEC**

- Provide technical support and assistance in the creation of educational material required for the implementation of this policy.
- Collection of WIPP site sustainability data for entry into the DOE Site Sustainability Dashboard for the Site Sustainability Plan narrative..

Approved by:           \Signature on file\  
Sean Dunagan, President  
and Project Manager, NWP

Date:                   03/15/21

