

Waste Isolation Pilot Plant Electronics Management Policy Statement

DOE/WIPP 11-3474, Rev. 2

March 2017

The Carlsbad Field Office (CBFO) of the U.S. Department of Energy (DOE) and Nuclear Waste Partnership LLC (NWP), including subcontractors and NWP affiliates, will manage its electronic equipment to ensure the environmental impacts associated with the equipment are reduced throughout its lifecycle. To accomplish this, CBFO/NWP will implement the following stewardship elements for each lifecycle phase of electronics management in support of Executive Order (EO) 13693 Section III part 1.

Reporting

CBFO/NWP shall report to the following standard:

- **Acquisition and Procurement:**
 - All related purchases and lease contracts required to acquire and/or procure environmentally sustainable electronics to the greatest extent possible.
- **Operation and maintenance:**
 - All related information specific to power management and automatic duplexing to the greatest extent possible.
- **End-of-life management:**
 - All related information specific to the responsible disposal of electronics.

Reporting shall include a summary of performance on these electronic stewardship goals, to the extent possible and will present the information on the annual SSP (Site Sustainability Plan).

Acquisition and Procurement

- Electronic Product Environmental Assessment Tool (EPEAT) Silver or Gold certified and registered.
- ENERGY STAR certified electronic products.
- Acquire Federal Energy Management Program (FEMP) designated electronics (Electronics being in the upper 25% efficiency for that class).
- Acquire electronic products that meet or exceed EPA specifications, standards, or labels.
- When all sustainable acquisition requirements for toner cartridges cannot be met in the same product, remanufactured and recycles content should receive priority over bio-based. Verify Original Equipment Manufacturer (OEM) warranty will not be nullified by use of recycled products.

Operations and Maintenance

- ENERGY STAR power management features will be utilized and enabled on eligible, non-exempt computers and monitors:
 - Computer desktops and laptops shall be set to enter standby mode after 30 minutes of inactivity.
 - Computer monitors shall be set to sleep or turn off after 15 minutes of inactivity.
- Eligible, non-exempt computer desktops, laptops, monitors and computer peripherals shall be turned off at the end of each day.
- Double-sided printing will be set and maintained as the default on eligible, non-exempt printers, copiers and multifunction devices.

Waste Isolation Pilot Plant Electronics Management Policy Statement DOE/WIPP 11-3474, Rev. 2

End of Life Management

- Used electronic equipment will be reused within an agency through transfers, donations and sales; and will be recycled through certified recyclers or manufacturer take back programs using certified recyclers.
- Excess and surplus electronics should not be disposed of in landfills or incinerators.
- Electronics recyclers that demonstrate safe, environmentally protective processes such as UNICOR, U.S. Postal Service, BlueEarth, and/or other electronics recycles or refurbishes, including manufacturer take back programs, which are third-party certified or rely on third-party certified recyclers or refurbishes shall be used.

DEFINITIONS

Electronic equipment – computer desktops, laptops, monitors, printers, copiers, facsimile machines, multifunction devices, televisions, cellular phones and personal digital assistants.

Eligible – electronic equipment that has the capability for power management, setting time for automatic standby mode shifts, or duplex printing or copying.

Exempt – electronic equipment that has been exempted from compliance with this policy based on its inability to provide the function required to accomplish the Waste Isolation Pilot Plant (WIPP) mission if the policy requirements are implemented.

Non-exempt – electronic equipment without a specific exemption granted and approved by the department's senior manager and concurred with by a sustainability staff member.

RESPONSIBILITIES

All Employees

- Use duplex (double sided) printing when printers support this feature. Do not over-ride the default settings on networked printers/copiers simply for ease of readability.
- Use electronic files instead of printed documents whenever practical.
- Turn off computers at night, on weekends, or when off shift to conserve energy.

Information Resources Management

- Ensure that non-exempt computer systems are configured with ENERGY STAR power settings.
- Ensure that eligible, non-exempt network printers are set to duplex (double sided) printing by default.
- Set computer and monitor hardware acquisition standards that meet or exceed EPEAT Silver requirements and are ENERGY STAR qualified. **Note:** EPEAT Silver and Gold registered systems are ENERGY STAR qualified by design.
- Work toward data center energy conservation by virtualizing information servers where practical and applicable.
- Periodically review power management solutions and select different or additional solutions to meet WIPP needs as appropriate.
- Implement, maintain and report on power management settings on electronic equipment in use at WIPP to Site Environmental Compliance (SEC) for reporting to DOE HQ.

Waste Isolation Pilot Plant Electronics Management Policy Statement DOE/WIPP 11-3474, Rev. 2

Procurement

- Ensure procurement procedures require review and approval by Information Resource Management for purchase of electronic computing equipment covered by this policy.

Property

- Manage the end of life phase for electronic computing equipment in accordance with this policy and as defined in WIPP Property Management procedures.

SEC

- Provide training or educational materials for this policy and its implementation to WIPP employees and organizations.
- Coordinate reporting of electronics data to DOE HQ as required and when appropriate to the Federal Electronics Challenge.

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

Approved by: Signature on file
 Philip Breidenbach, President and
 Project Manager, NWP

Date: 03/23/17

Date: 03/30/17

