

DOE/WIPP 11-3474, Rev. 0**October 2011**

The Carlsbad Field Office (CBFO) of the U.S. Department of Energy (DOE) and Washington TRU Solutions LLC (WTS), including subcontractors and WTS affiliates, will manage its electronic equipment to ensure the environmental impacts associated with the equipment are reduced throughout its lifecycle. To accomplish this, CBFO/WTS will implement the following stewardship elements for each lifecycle phase of electronics management:

Acquisition and Procurement

- Environmentally preferable electronic products will be purchased when available.
- Electronic Product Environmental Assessment Tool (EPEAT) Silver or Gold registered, ENERGY STAR qualified, and Federal Energy Management Program designated products will be purchased when available.

Operations and Maintenance

- ENERGY STAR power management features will be 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.

End of Life Management

- Used electronic equipment will be reused or donated, to the maximum extent possible.
- Broken, obsolete, or otherwise non-reusable electronic equipment will be recycled to the maximum extent possible.
- Electronics recyclers that demonstrate safe, environmentally protective processes will 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.

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 _____
Edward Ziemianski, Interim Manager, CBFO

Approved by: _____ Signature on File _____
M. Farok Sharif, General Manager, WTS

Date: _____ October 31, 2011 _____

Date: _____ October 19, 2011 _____



Washington
TRU Solutions LLC