BENCHMARK/ANNUAL REPORTING FORM

Calendar Year for this Report: 2015

SECTION 1: PURCHASING

1. Did your organization include EPEAT® (Electronic Product Environmental Assessment Tool) as a preferred standard in bids, contracts, and/or leases? (For more information on EPEAT, see www.epeat.net.)

○ **Yes**
○ No
○ Don't Know
○ Not Applicable

2. For equipment purchased and/or leased in the reporting year, how many of the following products were registered to EPEAT?
Specific numbers only – no ranges or text please.

	EPEAT Registered (Bronze)	EPEAT Registered (Silver)	EPEAT Registered (Gold)	EPEAT Registered (Rating Unknown)*	Not EPEAT Registered	Don't Know
Desktop computers			334			
Notebook computers			227			
Tablet computers		38	5			
LCD monitors			53			
Copiers						
Printers		19				5
Multi-function imaging devices**		2				

* Use this column if you know that the products are EPEAT registered, but you do not know the rating level (e.g., bronze, silver or gold).
** Multi-function devices perform several functions such as printing, copying, faxing, and scanning.

Comments on above data, if any:

SECTION 2: USE

1. How many units of the following equipment are currently in service at your organization?
Specific numbers only – no ranges or text please.

	Number of Units	Don't Know
Desktop computers	2276	
Notebook computers	1487	
Tablet computers	351	
CRT monitors	22	
LCD monitors	658	
Copiers		
Printers	555	
Multi-function imaging devices	62	

2. Are ENERGY STAR® and "power down" features enabled on the following office equipment at your organization? Please be sure to respond to *both* Section A & Section B, below.
Responses should correspond with units listed in Question 1 above.

	Section A ENERGY STAR® & "power down" features enabled			Section B How Many Units?	
	Yes	No	Don't know	% of Units Enabled	Don't know
Desktop computers	1487			100%	
Notebook computers	351			100%	
Monitors (CRT & LCD)	880			100%	
Copiers					
Printers	555			100%	
Multi-function imaging devices	62			100%	

Comments on above data, if any:
We enable all notebook computers with power down, but individuals be change settings once in their control. I don't suspect there are many who do this.

3. What is the average lifespan of equipment in your organization?
Specific numbers only – no ranges or text please.

	Average Life Span in Months	Don't Know
Desktop computers	**48-60**	
Notebook computers	**36-60**	
Tablet computers	**36-48**	
CRT monitors	**-**	
LCD monitors	**48-60**	
Copiers	**-**	
Printers	**48-60**	
Multi-function imaging devices	**48-60**	

Comments on above data, if any:

2. For imaging equipment, what percentage of the following units were set to print double-sided by default?
Remember – exact numbers only, no ranges.

	% set to double-sided default	Don't Know
Copiers	**-**	
Printers	**100%**	
Multi-function imaging devices	**100%**	

5. (Optional) How many reams of paper did you reduce as a result of your organization's efforts to reduce paper use? *(Note: you must provide this data if you would like us to calculate the environmental benefits of paper reduction.)* **6,600 reams of paper**

Comments on above data, if any:
We have reduced our paper consumption by 6,600 reams of paper since our baseline in 2009, a 71% reduction.

SECTION 3: END-OF-LIFE MANAGEMENT

1. How did your organization manage electronic equipment taken out of service in the reporting year?

Use the table below to enter the number of units for each equipment type. See Question 1A to report by weight.

UNITS	Transferred or donated for reuse	Sent for recycling	Sent for disposal (e.g., landfill, waste-to-energy)	In Storage	Use manufacturer take-back program or lease return	Don't Know	None
Desktop computers							
Notebook computers							
Tablet computers							
CRT monitors							
LCD monitors							
Copiers							
Printers							
Multi-function imaging devices							
Mobile phones							
Servers							

1A. How much additional office electronic equipment (e.g., computers, printers, copiers, mobile phones, etc.) did your organization recycle in the reporting year? *(Note: equipment reported here should NOT be reported above.)* ⬚ lbs.

Comments on above data, if any:
Unfortunately, Colgate does not track the number of units or lbs. of electronic waste that leave our inventory each year. However, none of our electronic waste is sent directly to any landfill. First, we try to salvage each and every piece of working computers, laptops, monitors, printers, etc. through our Salvage reuse program. If we cannot find a home for these items through this option, then they are sent to Regional Computer Recycling & Recovery Center (RCR&R) in Rochester, NY. This also includes all small electronic devices such as old cameras, compact discs, cables/cords, calculators, batteries, etc. All cell phones are sent through Call 2 Recycle. Again, no electronic devices are sent to the landfill through our institutional processes.

2. If your organization sent electronic equipment to be recycled, did you use a recycler certified to Responsible Recycling (R2) Practices, the e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment®, or R2/RIOS?

○	**Yes**
○	No
○	Don't Know

If yes, name of certified recycler(s): _____**RCR&R**_____

Comments, if any:

SECTION 4: PARTNER FEEDBACK

1. Has your organization benefited from being a State Electronics Challenge Partner?

○	**Yes**
○	No
○	Don't Know

2. How has the SEC assisted your organization in improving the management of its computer and imaging products, from purchasing through disposition?

SEC is a platform that allows my office to engage other departments (ITS, Purchasing) on campus to discuss our current practices and implement new ones. The summary report is also useful as we can celebrate our results (achievements) with our campus community.

3. Do you have any suggestions for improving the State Electronics Challenge program? Improve the reporting form. Have you considered an online or cloud based submission form? Doing this in MS Word is cumbersome. Other than that, not at this time.