

POLICY RECOMMENDATION: PAPER REDUCTION

Authored by:

California Information Technology
Managers Academy, Class XVI



"California IT – A Commitment to Green"

May 2009

IMPORTANT NOTICE:

This document is a draft policy recommendation from ITMA XVI to the Office of the Chief Information Officer (OCIO). If accepted, this policy recommendation will follow normal channels for review and adoption.

IT POLICY LETTER	NUMBER: ITPL 09-XX
	DATE ISSUED: XXX XX, 2009
SUBJECT: PAPER REDUCTION	EXPIRES: Until Rescinded
	ISSUING AGENCY: OFFICE OF THE STATE CHIEF INFORMATION OFFICER
REFERENCES: Government Code 11545(b)(2) and State Administrative Manual, Sections 4819.2	

DISTRIBUTION	Agency Secretaries Agency Information Officers	Department Directors Department Chief Information Officers
PURPOSE	<p>To further the Legislative intent of Government Code 11545(b)(2), the purpose of this Policy Letter is to minimize overlap, redundancy, and cost in state operations by promoting the efficient and effective use of information technology.</p> <p>Specifically, this letter:</p> <ul style="list-style-type: none"> • Establishes directives related to enabling printer efficiencies. • Establishes requirement of compliance reporting by departments. • Defines exemptions to this policy. 	
POLICY	Effective immediately, agencies procuring printers must request energy efficient, duplex capable printers. Agencies must set their printer defaults to duplex.	
APPLICABILITY	This policy applies to procurement of and existing networked printers and mainframe network printers used for California State government operations unless otherwise exempt.	
EXEMPTIONS	<p>Exemptions are limited to specialized printers used for laboratory printers, emergency command operations, plotters, CAD, or GIS map printers.</p> <p>Any exemption must be approved, in writing, by the Agency Information Officer, or the department's Chief Information Officer.</p>	
PROCEDURES	<p>Agencies will:</p> <ol style="list-style-type: none"> 1) Submit a certifying statement to the OCIO electronically, via the IT Consolidation Plan, stating their default network and standalone printers are set to duplex printing. The authorized approving signature will be the AIO, CIO, Agency Secretary, or the department Director, if the department is not part of an Agency, or the official designee. 	

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- 2) Prepare a phased plan to discontinue deployment and support of non-networked printers, unless exempted by this policy.
 - 3) Within the IT Consolidation Plan include a migration plan to move from simplex to duplex printers and eliminate desktop printers
 - 4) Develop a plan to set duplex print as default setting.
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DEFINITIONS

For this policy, the following definitions apply:

- “printer” is any networked or stand alone printer.
 - “Energy efficient” refers to Electronic Product Environmental Assessment Tool (EPEAT) and Energy star models which at this writing applies to computers; however, will soon apply to printers. <http://www.epeat.net/Criteria.aspx>
 - Duplex printing is a feature of printers and Multi-Function Peripheral (MFPs) and allows the automatic printing on both sides of a sheet of paper.
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CONTACT

Questions concerning this policy should be directed via email to Adrian Farley, Chief Deputy Director, Office of the State Chief Information Officer: adrian.farley@cio.ca.gov.

SIGNATURE

Teri Takai,
Chief Information Officer
State of California
