Ref: TMS-ISP

**MEMORANDUM**

SUBJECT:     New Desktop Printer Policy

FROM:

        Information Systems Program (ISP)
        Office of Technical and Management Services

TO:             All Region 8 Employees, SEE's and Contractors

Last year, the Information Systems Program (ISP) began a mission to actively right size our printing environment.  In the print environment, rightsizing means replacing individual scanners, fax machines, copiers and personal desktop printers with strategically placed multi function printers (MFP) to reduce power usage, the cost of supplies, maintenance costs and environmental impact.

To achieve this goal, we recently signed a new Regional Order and Policy to ensure that we continue to move forward in a positive direction; that is, reducing the number of desktop printers in use across the Regional office to the greatest extent practicable.

In developing this policy, we recognize that there may be concerns about reasonable accommodations and/or printing confidential information and sensitive documents with personally identifiable information on network printers.  To alleviate these concerns, we would like to highlight a few key policy features:

- Desktop Printers will not be taken away!  As printers break or employees change positions, the guidelines in the policy will go into effect
- Detailed instructions on how to use the PIN feature which holds a print job in the queue until you enter your PIN, can be found here
- Reasonable accommodations will be made for employees who are determined to be a "Qualified Individual with a Disability" or have a temporary mobility limitation

Instituting this policy gives us the opportunity to catch up to other Regional offices that have already successfully reduced desktop printers, demonstrate our leadership as Platinum members of the Federal Electronics Challenge, and serve as a model for others who are looking to do the same.

## ♻EPA
## ORDER

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|---|---|---|
| **Classification No.:** | R8.2260.2 | **Addressee** |
| **Approval Date:** | 1/12/2012 | |

# Acceptable use guidelines for desktop printers

## PURPOSE
This document sets forth EPA, Region 8, policy for responsible management of desktop printers and to establish criteria for the purchase of new desktop printers.

## SCOPE
This policy applies to all federal, SEE and contract employees in Region 8 facilities located in downtown Denver, CO, the laboratory in Golden, CO and in the Montana Operations Office in Helena, MT.

## POLICY

1) It is the policy of EPA Region 8 to reduce the current number and future use of personal desktop printers in offices and workstations to the greatest extent practicable.

2) Management and staff positions require the printing of documents that are confidential in nature. To fulfill this requirement, the Multi-Function Printers (MFPs) have a security mechanism whereby personnel can send a document securely to the MFP for retrieval when the PIN is entered.

3) Neither the Information Systems Program (ISP) nor its contract staff performs maintenance or repairs on desktop printers; therefore, when a printer becomes inoperable it will be disposed of using the appropriate disposal procedures by the Property Manager in Infrastructure.

4) Requests to purchase a desktop printer must follow procedures established by ISP, including with justification for how the individual that is to receive the printer meets the exceptions described below. Managers have the jurisdiction to nominate employees for the purchase of new desktop printer, but the final decision to purchase resides with the ISP Program.

5) New desktop printers purchased must meet specifications for make and model as determined by ISP and specifications for "green" ratings as determined by the Federal Electronics Challenge.

6) ISP will only maintain Black & White ink and toner cartridges for desktop printers for which we have ten or more that use the same type of cartridge.

7) Personnel are prohibited from bringing in their own printer.

## EXCEPTIONS

a. Under this policy, employees who have direct supervisory responsibilities in their position of Regional Administrator, Deputy Regional Administrator, Assistant Regional Administrator, Deputy Assistant Regional Administrator or Program Director will be permitted to have a desktop printer.

- Supervisors will be subject to a "Grand Father" rule i.e. if they currently have a desktop printer they will be permitted to keep it. Once the printer breaks or in the case of a new Supervisor, they will be subject to the requirements set forth in this policy.

b. For EPA employees who have been determined to be a "Qualified Individual with a Disability" through the Agency's Reasonable Accommodation (RA) process, the supervisor and the Local Reasonable Accommodations Coordinator (LORAC) will determine if special accommodation is necessary.

c. In the event of temporary mobility limitations, individuals may be assigned a desktop printer for an initial period of up to 60 days. Requests under this criterion will be reevaluated at the end of the initial 60 day period and each subsequent 30 days to determine whether the need still exists.

d. The individual secures an entry door or for other reasons cannot leave their desk unattended to retrieve a print job.

e. The individual has printing requirements that either cannot be met with a MFP or uses applications that are technically only served by a desktop printer.

## BENEFITS

Benefits of reducing the number of desktop printers in the Region include:

1) Reductions in energy use in accordance with goals in the Environmental Management System and Executive Order 13514.
2) Reductions in paper use since most desktop printers make duplex printing difficult or don't have the capability to duplex print.
3) Reductions in costs to purchase ink and toner cartridges.
4) Reducing waste from disposal of expired ink and toner cartridges.
5) Improving our ability to meet criteria for Federal Electronics Challenge Platinum rating.

## RESPONSIBILITIES

A. The Office of Technical and Management Services shall:
   - Issue communication to all employees regarding the printer policy, and specifically those who have desktop printers

B. The Information Systems Program shall:
   - Develop and provide training/information on PIN printing feature and other copying/printing options available such as the copy center, records center and electronic records management systems
   - Pick up desktop printers from workstations or offices, decommission them and work with Infrastructure for proper disposal
   - Develop criteria for the make, model and green features of any desktop printers to be purchased
   - Make final decision on the purchase of new desktop printers

C. The Infrastructure Program shall:
   - Properly dispose of desktop printers as they are decommissioned by TMS/ISP in accordance with property management requirements

D. Program Directors shall:
   - Review desktop printer purchase requests from their staff and determine whether it warrants submission to ISP

James B. Martin
Regional Administrator

1-12-12
Date