ELECTRONICS STEWARDSHIP FOR IMAGING EQUIPMENT AND PRINT MANAGEMENT SERVICES

FEC Partner Call
July 2013
WHAT IS IMAGING EQUIPMENT (IE)?

- Printers
- Copiers
- Fax machines
- Scanners
- All-in-one (AIOs), multifunction devices (MFDs), multifunction products (MFPs)
- Digital duplicators
- Mailing machines
Federal Requirements

- **Purchasing**
  - Federal Acquisition Regulation
  - Executive Orders 13514 and 13423

- **Operations**
  - Executive Orders 13514 and 13589
  - GSA Bulletin B-37, Federal Print Management Practices

- **Disposal**
  - Federal Management Regulation
  - GSA Bulletin B-34, Disposal of Federal Electronic Assets
PURCHASING IMAGING EQUIPMENT

- Buy EPEAT-registered
- Buy ENERGY STAR qualified
- FEMP low standby power requirements are met by EPEAT-registered and ENERGY STAR qualified products
Buy recycled content print and copy paper
  At least 30% post consumer recycled content

Buy remanufactured/recycled ink and toner cartridges

Buy ink and toner cartridges with biobased content
  Required amounts differ for different ink and toner, check BioPreferred® website
Purchasing Considerations and Alternatives

- Used and remanufactured devices
- Multifunction devices
- Networked devices
- Automatic duplexing capable
- Leasing
- Use of Blanket Purchase Agreements and Government-Wide Acquisition Contracts
- Print management services

VS

- New devices
- Single function devices
- Desktop devices
- Not automatic duplexing capable
- Buying
- Use of retail or online stores
- In-house technical support and supply purchasing
Set automatic duplexing or double-sided printing on eligible equipment

- Set on imaging equipment and on computers that send jobs to IE

Saves resources (paper, ink, toner, etc.) and reduces waste

- Saves money!
POWER MANAGEMENT

- Most ENERGY STAR qualified equipment is required to automatically enter a low power standby mode which cannot be switched off
  - Some ENERGY STAR qualified equipment do not have sleep or standby requirements
- Power off at end of day
  - Exceptions for solid state ink printers
Set Resource Saving Defaults

- Set printing and copying defaults
  - Black-and-white or grayscale printing
  - Draft, economy or fast mode printing

- Set document defaults
  - Reduced margins
  - Reduced line spacing
  - Resource-saving font type
  - Resource-saving font size
BEST FONTS FOR PRINTING

- Century Gothic, Size 11 (save 30%)
- Times New Roman, Size 12 (save 28%)
- Calibri, Size 11 (save 23%)
- Verdana, Size 11 (save 8%)
Employee Best Practices

- Shrink to Fit or Shrink One Page for print jobs
- Print multiple slides or document pages to one page
- Review jobs in print preview and print only the necessary pages
- Remove unneeded content from print jobs
- Print in color only when necessary
- Reuse paper with non-sensitive printing on one side, as scrap paper
  - Paper that has been used on both sides and is no longer needed should be shredded or directly recycled, as appropriate
WORK ELECTRONICALLY

- Think before you print!
  - Why do you need a paper copy?
  - What will you do with a paper copy?
- Utilize websites, intranets or network folders to share documents
- Distribute meeting materials electronically
- Utilize electronic subscriptions
- Implement electronic forms
For documents intended to be printed and distributed, consider sustainability messaging:

- “If you no longer need this document, please pass it along or recycle it.”
- “This document was printed on [paper and ink/toner sustainable characteristics].”
If print and copy centers are available at your site, set policy or guidance for mandatory use:

- Jobs over a certain number of pages
- Jobs requiring non-standard paper type (i.e., cardstock, glossy, photograph) or size

Set automatic notification if user attempts to print a job that should go to the print and copy center.
**End-of-Life Management**

- Same as other electronics
  - Follow GSA personal property disposition process
- Media sanitization considerations
  - Wipe memory or hard drive
    - Check user manual
  - Remember to remove paper!
END-OF-LIFE MANAGEMENT

- **Reuse**
  - Commercial grade IE, particularly MFDs, have significant reuse demand

- **Recycle**
  - Desktop printers may be considered junk
  - Utilize certified electronics recyclers
  - Remember paper and toner/ink cartridge recycling
LEASING AND PRINT MANAGEMENT

- Same equipment and consumable requirements as direct purchasing
  - EPEAT-registered and ENERGY STAR qualified
  - Recycled and biobased content, remanufactured cartridges
- Require operations and maintenance best practices
- Require responsible reuse and recycling of both equipment and supplies
Determine maximum number of users per network device

- One ratio for high performance MFDs with color printing capability
- One ratio for high volume black-and-white printers

Aids in device acquisition and placement

Exceptions may be made for unusual space configurations and print volume requirements
Desktop Printer Phase-out

- Install high volume, high quality networked MFDs
  - Locate appropriately
  - Color printing and scanning desirable
- Remove desktop printers
  - Eliminate technical support and maintenance
  - Eliminate supply buys
- Enable secure/PIN printing
- Plan ahead and prepare for complaints
Secure/PIN Printing

- Enable Personal Identification Number (PIN) or smart card/badge printing
  - Users can utilize network devices for secure jobs
  - Job does not print until user enters PIN or swipes badge at printer
PRINT MANAGEMENT SOFTWARE

- Network-enabled software applications are available to encourage responsible printing practices
  - Automate duplexing and other sustainability defaults
  - Provide a warning when a black and white job is sent to a color device
  - Prohibit and provide user notification when employee attempts to print from a non-work related website
  - Indicate the cost for large print jobs and require confirmation
  - Keep a running tally of pages printed by user for leasing and management contracts with quotas
  - Provide user notification for jobs over a certain of pages, suggesting use of the print and copy center onsite
Free software applications may be approved for individual installation and use

- Eliminate ads from web page printing
- Shrink and consolidate documents
- Eliminate pages with only time/date stamps or web URLs
- Install fonts that utilize non-visible holes to reduce ink and toner usage
Define acceptable exceptions for:
- Automatic duplexing
- Printing and document default
- Deployment and use of desktop printers

Decide which exceptions can be made at the discretion of the employee and which may require a written waiver.
Training is critical to outline the roles and responsibilities of all employees.

Educate users on best practices and why your agency or facility is employing them.

Provide information on when and how to override defaults, or obtain waivers.
Many of these activities are federal requirements and adherence to them must be reported to the Office of Management and Budget and Office of the Federal Environmental Executive.

Assign responsibility for designing and implementing a tracking and reporting system for these activities.
FSSI Print Management is a commodity management approach

- Implement printing behavior change management program
- Implement improvements to the acquisition of print and copy devices and services
- Allows federal agencies to achieve cost and environmental savings

More information at [http://www.gsa.gov/portal/content/111983](http://www.gsa.gov/portal/content/111983)
**RESOURCES OR CONTACT US**

- **FEC Printing and Copying Resources**
  - [http://www2.epa.gov/fec/publications-and-resources#oduplex](http://www2.epa.gov/fec/publications-and-resources#oduplex)

- **FEC Champions**
  - [http://www2.epa.gov/fec/technical-assistance](http://www2.epa.gov/fec/technical-assistance)

- **Partner E-mail**
  - [fec@epa.gov](mailto:fec@epa.gov)