ELECTRONICS STEWARDSHIP FOR IMAGING EQUIPMENT AND PRINT MANAGEMENT SERVICES

FEC Partner Call
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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

Purchasing Consumables

- ◎ 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

DUPLEXING

◉ 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

DOCUMENT MESSAGING

◎ 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*]."

PRINT AND COPY CENTERS

- ◎ 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

User-Equipment Ratio/ Network Equipment Placement

◎ 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 enter 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

PRINT MANAGEMENT SOFTWARE

- ◎ 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

WAIVERS AND EXCEPTIONS

◎ 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

- 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

TRACKING AND REPORTING

◎ 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

GSA FSSI Print Management

◎ 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

RESOURCES OR CONTACT US

◎ FEC Printing and Copying Resources

 ◉ http://www2.epa.gov/fec/publications-and-resources#oduplex

◎ FEC Champions

 ◉ http://www2.epa.gov/fec/technical-assistance

◎ Partner E-mail

 ◉ fec@epa.gov