



SECTION: GA
TOPIC: OFFICE EQUIPMENT
AND PAPER USE
SEPTEMBER 2013

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: POLICY FOR THE PURCHASE AND USE OF PRINTERS, FAXES, COPIERS, PAPER, AND TONER

BACKGROUND:

Each day, across Dane County government (the “County”), office equipment is used and materials consumed to carry out the many services provided by Dane County’s departments and offices. Equipment and materials cost the County money when they are purchased, but they also cost the County money in the form of energy, waste, and maintenance as they are used over their lifecycles.

In 2012, the County purchased approximately 11.1million sheets—or 55 tons—of paper at a cost of approximately \$73,000. A recent review of our printer and photocopier paper usage reveals that the majority (80%) of pages printed were single-sided.

Of the printer and copier paper currently purchased by the County 99% has a 30% recycled content. The County uses no virgin paper.

The annual environmental benefits from the County using 30% recycled paper, rather than virgin paper, include saving 62 tons of wood, or approximately 400 trees, reducing greenhouse gas emissions by 34,440 pounds of CO² equivalent, and reducing water use by 186,789 gallons.*

Most County printing needs could be served through double-sided printing and photocopying. Currently, not all County devices have duplexing capability. However, as new printer/copier/multifunctional devices that have duplexing capability are installed, the default setting will be set to duplex printing and copying. Reducing our overall paper use through duplex printing and copying will multiply the environmental benefits listed above and reduce costs.

The County is committed to environmental, social and financial sustainability and is working to enhance the sustainability of its facilities and operations by: reducing its consumption of fossil fuels and other materials extracted from the Earth; reducing its dependence on synthetic, toxic, and persistent chemicals; reducing its impact on physical ecosystems; and reducing its contribution to conditions that undermine residents’ and employees’ ability to meet their basic needs.

To help implement this commitment, the County is adopting a new paper use and office equipment standard.

Double-sided printing has been the default in many organizations including government, universities, and the private sector for years. The simple measure of changing the default settings of County printers and photocopiers to a new operation-wide standard of double-sided will significantly and immediately reduce the amount of paper the County uses. This will save money, conserve natural resources, and reduce waste consistent with the County’s adopted sustainability principles.

Other paper use reduction measures, such as not distributing paper agendas and presentations at meetings, scanning documents for electronic storage rather than photocopying, and reading and storing documents online are important shifts in County culture and practice that are strongly encouraged by this policy.

* Environmental impact estimates were made using the Environmental Paper Network Paper Calculator Version 3.2. For more information visit www.papercalculator.org.



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Recent changes in technology have provided the County with more detailed information on paper use practices. Analysis of paper usage at the individual department and agency level is generally available through Dane County Printing and Services Division.

For Information Technology (IT) devices and office equipment, the most significant environmental impact relates to the amount of electricity these devices consume. The consumption of electricity results in significant operating costs to Dane County and also in Greenhouse Gases (GHGs) and other air emissions. While most IT devices now come with energy saving modes (“sleep/standby”), these products consume electricity even when they are in sleep mode or have been turned off but are still plugged in.

Objectives of this Policy

- To reduce Dane County government’s impact on the environment by preserving natural resources and increasing efficient use of those resources
- To reduce Dane County government’s operating costs by improving processes and minimizing waste

Application and Responsibility

This policy applies to all printing, photocopying, and faxing by County departments and offices, including those jobs processed by the Printing and Services Division. Targets to support policy adoption will be set by the Department of Administration, monitored, and further refined as technology and business practices evolve.

Statement of Policy

Beginning September 2013

A. Increase Departmental Use of Printing and Services Division for Printing and Copying

The cost structure for printing and photocopying through the Printing and Services Division differs from local department office printers and photocopiers. For printing and photocopying jobs that are performed by Printing and Services for any department, the costs can be much lower depending on the size of the project.

The project size threshold for where it makes sense to send a project to Printing and Services rather than to do it on the department’s machine is around 200 “clicks”.

See the *Printing Requisition Guidelines* [Appendix 1] provided by the Printing and Services Division to determine when it is recommended that printing and photocopying jobs be sent to Printing and Services rather than being done on local devices. The Print Requisition Form can be found on DCINet at http://dcinet/resources/jjf1.Production_Print_Requisition_20110623.pdf.

B. Needs Assessment

Whenever a change occurs within a department (e.g., the need for a printer, fax, scanner, or copier addition/replacement, reorganization of existing office space, or relocation to new office space) that may affect the printing practices for an individual or group of individuals within that department or office, the department or office should work with Information Management to review current print practices to ensure that the following points are addressed:

1. The most efficient number of office equipment devices necessary to meet operational productivity is in place (includes multifunction devices, shared printers, personal printers, faxes and scanners).



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2. Shared networked devices are in use to the maximum extent possible. We no longer support single-user printers or devices where multiple users are located at the same site.

3. Combine multiple functions into one multi-function device (fax, copier, printer, scanner) whenever one or more of these functions is needed.

4. Deploy the use of office equipment in the following order of preference:

- Multifunction Devices - Copier/Printer/Fax/Scanner
- Shared Networked Laser Printers
- Stand-alone Fax Machines
- Stand-alone Scanners
- Stand-alone Laser Printers
- Stand-alone DeskJet / Inkjet Printers

Based on the needs assessment, existing devices may be disposed of (sent to surplus or recycled) or re-deployed in other areas, provided that the department can document a valid business need for re-deployment of the device.

C. Paper Purchasing

All paper must be purchased through the Printing and Services Division. Printing and Services can request direct delivery of paper by the vendor to the department's designated location.

D. Paper Use

1. Paper Use, Printing, and Photocopying

a) Default Device Settings

Where printing or photocopying is required, the default standard for printing or photocopying will be duplex mode on paper with a minimum recycled content of 30%. The default setting on all existing printers and photocopiers that have duplexing capability will be set to the standard effective on a date set and conveyed to all staff by DOA. Maintenance of the default duplex setting across departments will be tracked by the Information Management Division and default resets will occur on a periodic basis.

For new devices, these defaults will be set by Information Management at installation time and should remain unchanged. One-time changes may be made for individual printouts or copies that require exemptions to the default values. Exemption requests should be routed through the Information Management Help Desk (266-4440).

Some recurring printing and photocopying may need exemptions from the standard. Recurring exemptions from the standard are granted by department heads and DOA. Department heads and DOA will consider the specific printing requirements including any specific legal requirements, the cost to the County, and the cost to the environment when granting recurring exemptions.

b) Recycled Content

The standard for County paper purchased is a minimum of 30% recycled content for printing and photocopying office paper. Targets for a higher percentage of recycled content will be explored by Purchasing and Printing Services in 2013.



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c) Meeting Packets

The County Board and Committees will work to reduce printed and copied paper agendas and meeting packets through the adoption of various paperless technologies. Several of the committee meeting rooms on the third floor of the City-County Building have been equipped with permanent HP Thin Clients, keyboards, and projectors to accommodate a transition to fewer printed meeting materials.

d) Measurement

- Monthly paper orders will be tracked by Printing and Services Division to measure reductions in paper use by department and countywide. This information will be provided electronically on a monthly basis to department heads or their designees with the invoice from the Printing and Services Division. Department heads will support the County in achieving reductions by reviewing these reports.
- Information Management will track changes/reductions in the total number of IT devices and office equipment deployed throughout the County operation as an indicator of reductions in energy use, toner, etc.
- Information Management will track the percent of devices that have duplexing capability that are set to default duplex.
- Information Management and Printing and Services will track the incidence of maintenance calls for IT devices and office equipment.

E. Energy Use by Office Equipment

The following are policies the County adopts to reduce electricity consumption, GHG emissions, and other emissions from electricity consumption due to the use of IT devices and office equipment:

1. Purchase of Energy Efficient and Reusable Equipment

All purchases of printer, fax, scanner, or copier equipment must be approved by Information Management and/or Purchasing to ensure that only approved, standardized equipment is procured. Information Management and Purchasing will determine the most economically efficient equipment to deploy based on volume (print, copy, fax), special needs, number of employees using the device, office space configuration, and budget considerations.

Use of stand-alone devices or personal printers must be justified with legitimate business needs or a documented accommodation.

Existing office equipment will be replaced with more energy efficient and sustainable equipment (Energy Star labeled, replacement parts available for longer lifecycle, etc.) whenever current equipment is replaced or additional equipment purchased.

Targets for higher-performance and energy-efficient devices will be explored by Information Management and Purchasing in 2013.

2. Powering Down Equipment Completely

Office equipment such as printers, copiers, faxes and multifunctional devices will be completely turned off at the end of the work day to reduce equipment energy use in "standby" or "sleep" mode.

F. Toner

The purchase of remanufactured toner cartridges is required for all printers for which remanufactured cartridges are available.



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APPENDIX 1

Printing Requisition Guidelines

Please refer to these guidelines to choose the correct order form for your print job. Not all jobs fit neatly into the categories. If you are unsure or have a complicated job, feel free to call our office at 266-9040.

Fast Copy – up to 6 jobs per requisition

Same or next day service available, workload permitting. Allow at least a week for jobs requiring scoring, perforating, numbering, die-cutting etc.

1000 copies or less (you may request more copies if you need quick turnaround, but you may pay more than if run Production Print)

B/W or Color copies

Multi-part carbonless forms – 100 sets or less

Form available on DCINet or the City intranet. You may e-mail to us with files attached or bring/inter-d two copies to our office.

Production Print – one job per requisition

Allow 2 weeks (from approval of proof, if applicable,) especially for jobs requiring scoring, perforating, numbering, die-cutting etc. Please speak to someone if you need quicker turn-around. You may be charged an expedite fee depending on our workload.

Over 1,000 copies

Multi-part carbonless forms – more than 100 sets

All envelope orders

Orders for blank paper, blank envelopes, Exception Time Reports, print requisitions, etc.

No full color copies here!

Form available on DCINet or the City intranet. Please bring/inter-d a copy to our office. (E-mail submission not currently available.)

Business Card Order Form

Allow 5 days from approval of proof

All business cards, appointment cards, membership cards, etc.

Minimum order is 250 cards or choose other amounts listed on form

Extra charges for color ink, color paper, printing both sides and typesetting

Form available on DCINet or the City intranet. Please bring/inter-d two copies to our office. (E-mail submission not currently available.)

General Info

Copy quality tends to be better from electronic files than from hard copy originals.

If you do not have access to the forms on the intranet, you may purchase multi-part print requisitions from us. (Use Production Print Requisition.)



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Please fill out the requisition forms completely: department name and code (2 digit for City, 4 digit for County) to be charged for the job, contact name and number, job name and details of job (paper weight, size and color, folding, hole-punching, etc.). If you wish to receive notification when your job is ready, please provide your e-mail.

Each printed side of a page is counted as an original (a 2-sided original = 2 originals)

If there is any color on any page of your original, the page will be run and charged as a color copy, unless you expressly ask for black & white.

Specialized paper (Astrobrights, Astroparche, Royal Fiber, etc.) may require special ordering and/or may need to be bought by the case. Allow extra time for these jobs, and consider alternate paper choices, if appropriate.

Envelopes - Unusual sizes, colors, and window positions will need to be special ordered. These orders may take full 2 weeks or longer.

In most cases, sending your copy jobs to the Print Shop is more cost-effective than doing them yourself on your local copier.

Thank you!

Dane County Printing & Services

END OF POLICY