

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

Purpose: In keeping with the City's vision and commitment of creating an ecologically, socially and economically sustainable green capital city, all City of Madison agencies will adopt a system of printing and copying that incorporates the principles of sustainability including resource conservation, waste reduction and green purchasing.

Background: As a service provider, the City of Madison and its facilities and operations have a huge impact on the environment, the economy and our community. Because the City is both consumer and steward of our environment and its resources, it must incorporate the principles of sustainability to ensure that our current and future needs can be satisfied.

Using *The Natural Step* sustainability framework, the City 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 and persistent chemicals, and mitigating its impact on physical ecosystems. Because our community will not be truly sustainable unless our residents are healthy, safe and prospering, the City will continue to pursue policies and actions that minimize the barriers that get in the way of residents' ability to meet their basic needs. The City also intends to lead by example.

The purpose of this policy is to save energy, natural resources, and financial resources for the City of Madison, and to develop a sustainable policy that will optimize the City's printing operations. Our goals are to:

- Reduce the number of printers, faxes and scanners currently in use.
- Mandate the use and purchase of recycled/environmentally preferred paper.
- Develop a standard for the use and purchase of remanufactured toner.

Policy:

Needs Assessment

Whenever a change occurs within an agency (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 agency, the agency should work with Information Technology to review current print practices ensuring that the following points are addressed:

1. The most efficient number of office equipment devices (to include multifunction devices, shared printers, personal printers, faxes and scanners) necessary to meet operational productivity is in place.
2. Shared networked devices are in use to the maximum extent possible. Ideal printer to employee ratio shall be seven, or more, employees per device. Increase the employee to

printer ratio by eliminating personal desktop printers through the installation of multi-function devices or network printers, which are shared in work areas.

3. Combine multiple functions into one multi-function device (fax, copier, printer, scanner) whenever one or more of these functions is needed in conjunction with printing.
4. Deploy the use of office equipment in the following order of preference:
 - a. Multifunction Devices - Copier/Printer/Fax/Scanner
 - b. Shared Networked Laser Printers
 - c. Stand-alone Fax Machines
 - d. Stand-alone Scanners
 - e. Stand-alone Laser Printers
 - f. Stand-alone DeskJet / Inkjet Printers

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

Purchase of Equipment

All purchases of printer, fax, scanner, or copier equipment must be approved by IT and/or Purchasing to ensure that only approved, standardized equipment is procured. Information Technology and City Purchasing will determine the most economically efficient equipment to deploy based on volume (print, copy, fax), special needs, number of employees serviced by the device, office space configuration, the need for color printing, and budget considerations. Use of stand-alone devices or personal printers must be justified with legitimate business needs or a documented accommodation.

Default Device Settings

Default device configuration settings (duplex mode, color/black-and-white, idle time power off), set by Information Technology at installation time, should remain unchanged. One-time changes may be made for individual print outs which require exception(s) to the default values.

Paper

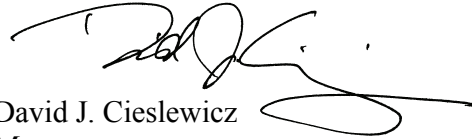
No less than 80% of the paper purchased by city agencies should be environmentally preferred paper. Characteristics of this paper include that it is made from 100% post consumer recycled paper, processed chlorine-free, produced with 100% green eCertified renewable energy, and has acid-free content.

Toner

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

Non-Compliance

Information Technology will use network-based printer management software to monitor the usage of print devices on the City of Madison network. Devices that do not comply with this policy will be removed from the City of Madison network either permanently or until they are brought into compliance with this policy.



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Mayor

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