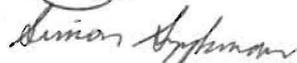




TO: All Department of Commerce Employees and Contractor Staff

FROM: Scott Quehl, Chief Financial Officer 
Simon Szykman, Chief Information Officer 

SUBJECT: Reducing Desktop Printers for Cost and Energy Savings

DATE: 4 OCTOBER 2011

Overview

Although inexpensive to purchase, desktop printers cost at least twice as much to own and operate as compared to shared workgroup printers or Multi-Functional Devices (MFDs), primarily because of the higher cost of toner over the life of the device. Because a workgroup printer can serve in the place of several desktop printers, switching from desktop printers to workgroup printers also produces savings through reduced energy costs.

The purpose of this policy is to:

- Reduce equipment and consumable costs by reducing the number of desktop printing devices within DoC; and
- Support green initiatives by reducing energy consumption with fewer desktop printing devices.

We will achieve these savings and green goals by setting a target to reduce the number of desktop printers across DoC by 50 percent.

Guidelines

Owners/users of desktop printers: Owners/users of desktop printers should assess whether ownership of a desktop printer is necessary for their job function and should remove any non-necessary devices. This applies to both DoC employees and contractors. Employees who require desktop printers as an accommodation under the Rehabilitation Act of 1973 shall be exempt from this policy.

- 1) We recommend utilizing the following exceptions in determining whether desktop printer ownership is necessary:
 - Isolated locations (such as a stockroom, a one-person branch office, or a home office);

- Isolated locations (such as a stockroom, a one-person branch office, or a home office);
- Those who print significant amounts of sensitive information who do not have access to “pull” or “private” printing on their network;
- Users of computers that are not currently and cannot be placed on a network, and who need the ability to print from those non-networked computers;

Desktop printers removed based on the criteria above should be excessed or repurposed to replace an aging printer elsewhere, which would then be excessed according to your Bureau’s policies. *Please note: as you excess your desktop printer, you should also excess any toner cartridges you have for your desktop printer so that if it is used to replace an aging printer at a future date, the toner is not wasted.*

- 2) Replacement of desktop printers from excess and new desktop printer purchases: We strongly recommend that replacement desktop printers be pulled from excess rather than through a new purchase.
- 3) Default printing to workgroup printers: Because workgroup printers are more efficient (and therefore more cost effective) than desktop printers, in situations where a desktop printer is owned for the purpose of printing sensitive information, it is suggested that the user rely on the workgroup printers for all non-sensitive printing needs. Thus, user defaults are expected to be set so that printing defaults to the workgroup printer, and local printing of sensitive documents is done by manually selecting the desktop printer when necessary. The setting of these user defaults was addressed in the memo dated 14 June 2011. *Note: it is recommended that all print users set up at least two workgroup printers for their print needs.*
- 4) Repurposing of duplex-capable printers: as desktop printers are determined to be no longer needed by individuals, rather than excessing those that are duplex-capable, we recommend using those printers to replace non-duplex-capable printers that are determined to be required in service (with the non-duplex-capable printer being excessed instead)

Implementation

The Department of Commerce target is to remove 50 percent of its desktop printers within 90 days of the release of this memo. If a Bureau believes that it cannot reasonably meet the above target, they will submit in writing, by November 1, 2011, to the CFO and Assistant Secretary of Administration at printteam@list.commerce.gov:

- The circumstances that will prevent the Bureau from reaching the target of 50% reduction in desktop printers within 90 days;
- The new Bureau target and timeline for reduction of desktop printers; and
- How the Bureau will make up for any lost savings as a result of not meeting the target (each Bureau will be provided the estimated savings from removing 50% of desktop printers).

Each Bureau shall be responsible for assigning a Senior Executive to this initiative, and developing and implementing a process to ensure compliance with the desktop printer policy.

The use of desktop printers shall be monitored by a designated Bureau employee who will collect and report on a monthly basis the number of desktop printers reduced as a result of this policy. Bureaus may include in their report desktop printers reduced since March 1, 2011, when the print cost reduction program began.

The Bureau employee will provide the information to the Cost Reduction Program Management Office at printteam@list.commerce.gov by the last business day of each month.

Each designated Bureau representative is encouraged to work with their Bureau's property management or facilities organization to obtain the number of desktop printers exceeded on a monthly basis.