



# ELECTRONICS STEWARDSHIP FOR IMAGING EQUIPMENT

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

# PURCHASING

- ◎ Buy ENERGY STAR qualified
- ◎ Buy equipment meeting FEMP low standby power requirements
- ◎ Buy EPEAT, when available
- ◎ Look for other environmental attributes:  
<http://www.epa.gov/fec/resources/topenv.pdf>

# ENERGY STAR

- ◎ Single specification for all IE
- ◎ Version 2.0 currently under development
- ◎ New specification expected to go into effect at the end of 2012
- ◎ No need to do anything other than specify ENERGY STAR qualified

- ◎ Energy efficiency and low standby power specifications for copiers, MFDs, printers, and scanners
  - ◎ Met by ENERGY STAR qualified products
- ◎ Low standby power specifications fax machines
  - ◎ 1 watt or less, *may* be met by ENERGY STAR qualified products
  - ◎ Check [Standby Power Data Center](#)

# EPEAT (ELECTRONIC PRODUCT ENVIRONMENTAL ASSESSMENT TOOL)

- ◎ EPEAT registered products coming soon!
- ◎ IEEE 1680.2 Standard for Imaging Equipment
  - ◎ Draft standard received approval in balloting
  - ◎ Final standard expected later this year
  - ◎ Expect quick turnaround between standard finalization and product registration and availability
- ◎ Sample contract language:  
[http://www.epa.gov/fec/resources/epeat\\_contract\\_ie\\_tv.pdf](http://www.epa.gov/fec/resources/epeat_contract_ie_tv.pdf)

# PURCHASING CONSIDERATIONS AND ALTERNATIVES

⊙ Multifunction devices

⊙ Single function devices

⊙ Networked devices

⊙ Desktop devices

**VS**

⊙ Leasing

⊙ Buying

⊙ Print management  
services

⊙ In-house technical  
support and supply  
purchasing

# OPERATIONS AND MAINTENANCE

- ◎ Power management
  - ◎ ENERGY STAR qualified equipment is required to automatically enter a low power **standby** mode which cannot be switched off
  - ◎ ENERGY STAR qualified equipment also have **sleep** modes which may be set at the machine or over the network
  - ◎ Power off at end of day
    - Exceptions for solid state ink printers



# OPERATIONS AND MAINTENANCE

- ◎ Duplexing or double-sided printing
  - ◎ Save resources (paper, ink, toner, etc.)
  - ◎ Reduce waste
  - ◎ Required by E.O. 13514!
- ◎ Needs to be set on equipment and on computers sending jobs
  - ◎ Set via individual machines or via network

# OPERATIONS AND MAINTENANCE

- ◎ Extend the life of equipment
  - ◎ Educate users on use and care
  - ◎ Commercial devices should be able to use recycled content paper and remanufactured ink/toner cartridges without problems
  
- ◎ Complete checklist:  
<http://www.epa.gov/fec/resources/extend.pdf>

# 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 responsible electronics recyclers
- ◎ Remember paper and toner/ink cartridge recycling

# LEASING AND PRINT MANAGEMENT

- ◎ Same equipment requirements as purchasing
  - ◎ ENERGY STAR, FEMP, and EPEAT
- ◎ Require stocking of recycled content paper and remanufactured ink/toner cartridges
- ◎ Require duplexing by default
- ◎ Require responsible reuse and recycling of both equipment and supplies

# CONSOLIDATING DEVICES

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

# PRINT SMART

- ◎ Print double-sided (save 50%, paper only)
- ◎ Print in draft mode (save 5-15% , ink/toner only)
- ◎ Print color documents in grayscale
- ◎ Shrink margins
- ◎ Reduce line spacing (save 5%, paper only)
- ◎ Lower font size and/or type (save 8-30%)
- ◎ Print selections, or individual pages, slides or worksheets
- ◎ Print preview, “Shrink to print”

# BEST FONTS FOR PRINTING

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



# 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

# CONTACT Us

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