

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5300-11-03 LGL 2011-0023
TITLE: <b>USE OF NETWORK PRINTERS</b> EFFECTIVE DATE: June 7, 2011 REVISION DATE: N/A	

## 1.0 GENERAL

1.1 This policy provides for resource savings by prioritizing use of efficient network printers for publishing documents by City departments whenever practicable and by controlling other printer use.

## 1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy and procedure shall apply to all City divisions and departments.

## 3.0 REFERENCES

Energy Star® (U.S. Environmental Protection Agency and U.S. Department of Energy)

[http://www.energystar.gov/index.cfm?fuseaction=find\\_a\\_product.showProductGroup&pgw\\_code=IEQ](http://www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=IEQ)

## 4.0 DEFINITIONS

4.1 "City Departments" mean all of the individual City of Spokane government subdivisions, whether general fund or utility / enterprise fund based.

- 4.2 "Network Printers" mean any workgroup or department printer that is purchased for use by numerous individuals.
- 4.3 "Practicable" means sufficient in performance and available at a reasonable price. Final determination of the practicability of any given product must lie with the users of the product, since it is they who understand their performance and budgetary requirements. Evaluation should consider life-cycle and replacement costs (both monetary and environmental costs, positive and negative).

## 5.0 POLICY

- 5.1 It is the policy of the City of Spokane to encourage saving energy and resources by City of Spokane departments. The purpose of this program is to reduce overall community costs by using the most cost effective printing solutions.
- 5.2 This policy calls upon personnel in all City departments to use efficient centralized or departmental network printers, while recognizing that office efficiency, cost effectiveness and resources availability are principal factors in determining printing requirements. This policy further controls new single user and small volume networked printer use.

## 6.0 PROCEDURE

- 6.1 Responsibilities of the Management and Information Services Department.
  - 6.1.1 With the Environmental Programs Section of the Public Works and Utilities Division and the City's Green Team develop a brief departmental communications plan.
  - 6.1.2 With the Environmental Programs Section and the City's Green Team, inform departments of their responsibilities under this policy.
  - 6.1.3 Provide implementation assistance.
  - 6.1.4 Review, and report on departmental progress in reducing the number of single user and small volume networked printers at least once every five (5) years.
- 6.2 Responsibilities of the Environmental Programs Section.

6.2.1 Work with the Green Team and the Management Information Services Department to communicate this policy's purpose and responsibilities to departments and staff.

6.3 Responsibilities of All City Departments.

6.3.1 Evaluate each printer to determine the extent to which the printer may be practicably used by personnel in the department.

6.3.2 Develop a list of department head approved printers which are used by few people and/or are not networked, and review and update this list annually.

6.3.3 Purchase printers with the maximum amount of energy efficiency practicable.

6.3.4 Ensure that leased or contracted printers provide the maximum practicable amount of saved energy and that this efficiency is third party certified.

6.4 Exemptions.

6.4.1 Nothing in this policy shall be construed as requiring a department to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.

6.4.2 Nothing contained in this policy shall preclude departments from requiring saving energy as a bid specification.


7.0 RESPONSIBILITIES

The Management Information Services Department and the Environmental Programs Section of the Public Works and Utilities Division shall be jointly and cooperatively responsible for administering this policy.

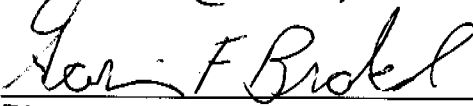
8.0 APPENDICES

None

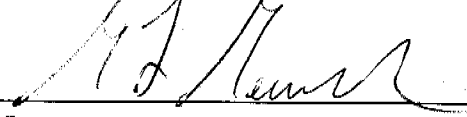
APPROVED BY:

  
\_\_\_\_\_  
City Attorney (Asst)

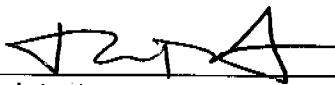
5-18-11  
Date

  
\_\_\_\_\_  
Director  
Management Information Services

5-18-11  
Date

  
\_\_\_\_\_  
Director  
Public Works and Utilities Division

5-23-11  
Date

  
\_\_\_\_\_  
City Administrator

5-23-11  
Date