

Printing and Imaging Equipment

Introduction

Printing and imaging equipment generally covers copiers, printers, scanners, and multi-function devices that perform all these tasks. The Information Systems Department (ISD) can assist in determining what equipment will best serve your functional and technological needs and help coordinate the purchase or lease of such equipment. The intent is to purchase or lease high performing, cost effective equipment that uses energy efficiently, has duplex copying capability, produces less emissions indoors, and are properly managed at the end of their life.



Purchasing office electronics?

First things first – it is becoming common to network computers to a single multi-function device that can perform numerous tasks, including printing, scanning, faxing and more.

The days of having your own printer are so last decade. The cost and hassle of replacing toner cartridges alone makes this unappealing. Besides, doesn't Risk Management advise us to get up from our work stations once in a while to relieve stress?

Procuring printing and imaging devices is the sole responsibility of ISD. Prior to purchasing any office equipment, contact ISD at 458-8381 or visit ISD's homepage via E-desk – go to "Help Desk and Training" and then "Purchasing Technology" and then "Ordering Supplies and Equipment" to view a list of recommended printing and imaging equipment and other office electronics.

City of Santa Monica

**EASY
GUIDE**



City Specifications

Minimum Requirements

- Equipment must be Energy Star qualified. www.energystar.gov
- Equipment must have duplex copying capability available and enabled.
- Equipment must be able to accept recycled content papers.

Compliance with "The Energy Efficient Office Equipment Administrative Instruction" (1999) requires that all City employees who purchase or lease office equipment to purchase energy-efficient office equipment and identify ways to use the equipment in the most energy-efficient manner possible.

Exceeds Minimum Requirements

Equipment that is registered at the EPEAT bronze level or higher. A list of EPEAT registered equipment can be found at www.epeat.net.

Look for these eco-labels!



Important notes and tips

The Electronics Products Environmental Assessment Tool (EPEAT) Registry maintains a list of copiers, printers, and multi-function devices that have multiple environmental attributes. For example, all EPEAT registered imaging equipment is:

- ENERGY STAR-certified;
- Designed to work reliably with recycled content paper and remanufactured toner cartridges;
- Low-emitting, which protects indoor air quality; and
- Manufactured without lead solder, cadmium and other hazardous materials.

Office equipment should be placed in well ventilated areas, wherever possible.

Benefits to our environment, personal health, and community

- Uses energy efficiently
- Lower emissions of dust, ozone and volatile organic compounds to minimize indoor air pollution
- End of life management considered
- Made with recycled or recovered material
- Minimal packaging
- Low noise
- Cost effective

What do I do when I'm done with this equipment?

Leased equipment is returned to the supplier. For unwanted printers and imaging devices, contact ISD at 458-8381 or enter an online ticket. Equipment should never be discarded in trash.

LEED for Existing Buildings: Operations and Maintenance credits available

Listed as durable goods, office equipment must be Energy Star qualified and a plan in place to donate unused, unwanted office equipment at the end of their lives or dispose through a statewide electronics recycling program, in order to attain MR Credits 2 and 8.

Surprising facts

There are over 170 million imaging equipment products in use in U.S. buildings today, consuming \$30 billion worth of electricity annually.

If all imaging equipment in the U.S. was ENERGY STAR-certified, we could save more than \$1 billion in electricity costs and prevent 17 billion pounds of greenhouse gas emissions every year – equal to the emissions from more than 1.6 million vehicles.

Source: US EPA, Energy Star Program

