

Buying Green Imaging Equipment

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Overview

- Agency background
- Identifying the issues
- Defining green imaging equipment
- Making the purchase
- Beyond purchasing

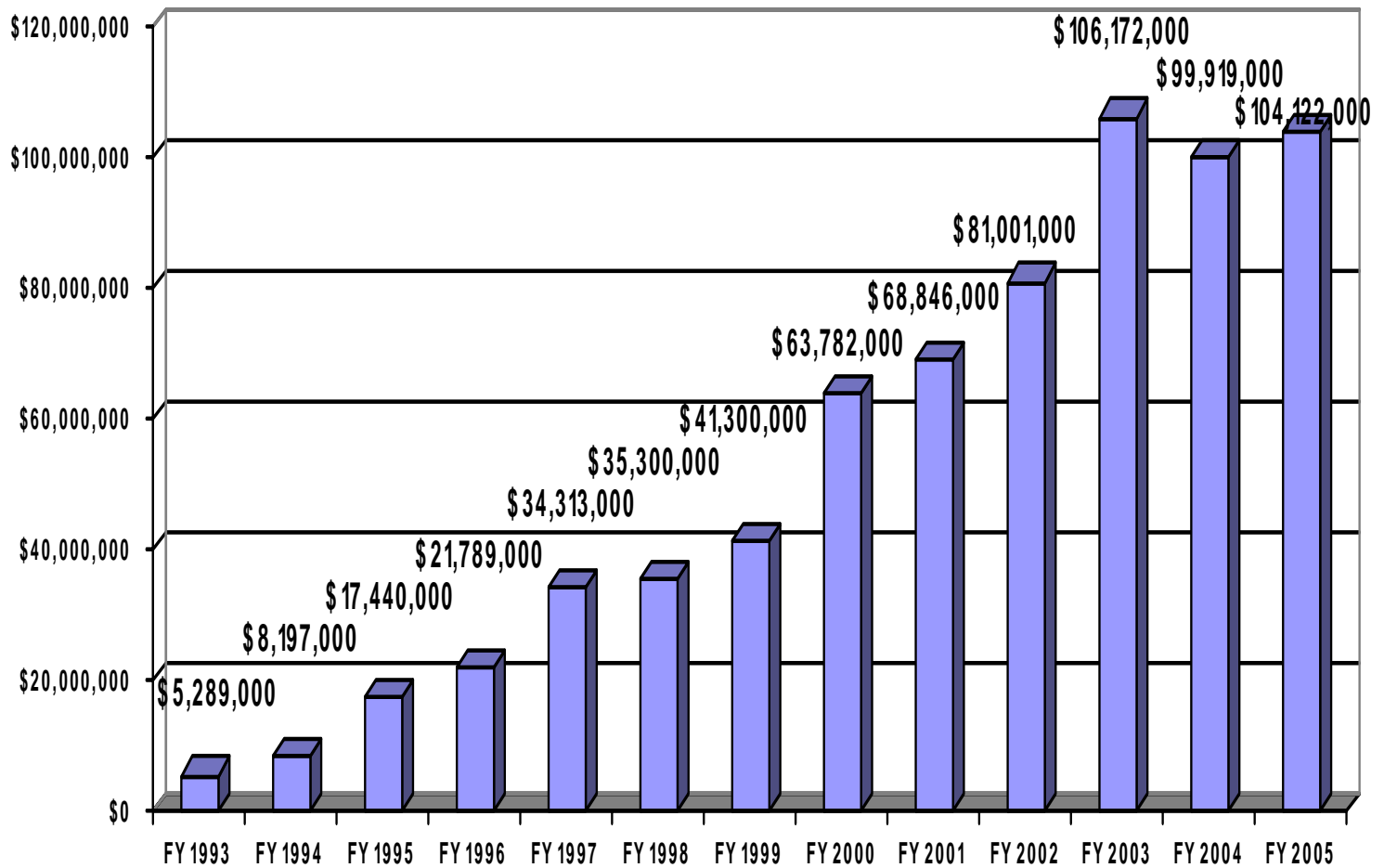




Operational Services Division

- Commonwealth's central purchasing department
- "Best Value" approach
 - Value-added services
 - Additional discounts
 - Environmental considerations
- EPP Purchasing Program: 2 full-time staff
 - Product and service research
 - Writing specifications for statewide contracts
 - Marketing the contracts to purchasers statewide
- Education and training vs. mandating EPPs

Green Purchasing in MA



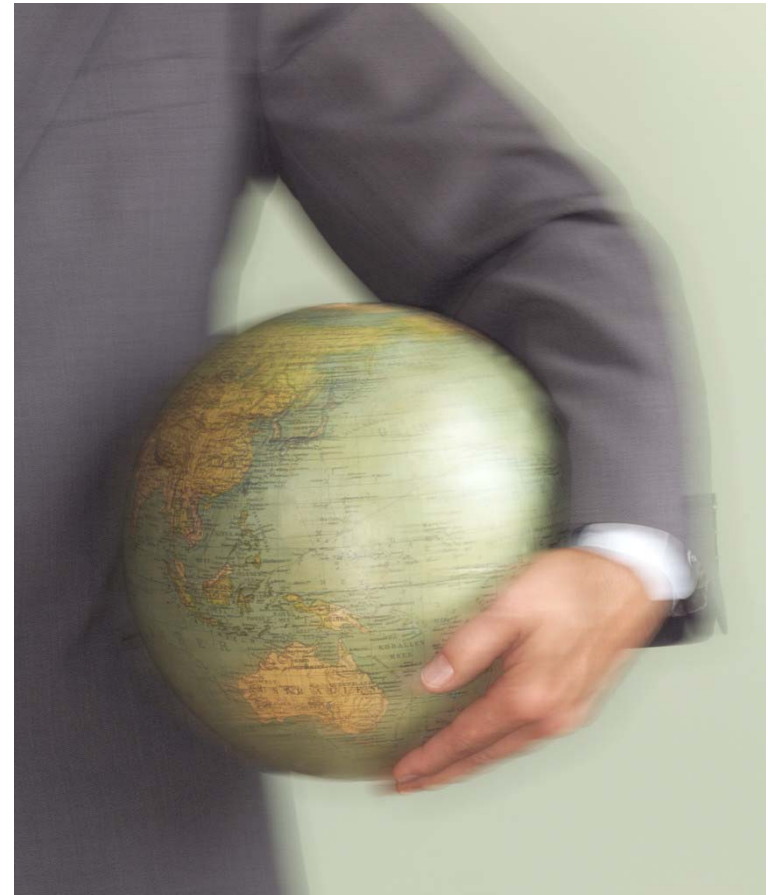
Document Imaging Trends



- Convergence of copier and printer technologies
- Changes in document distribution
- Realizing the limitations of hardcopy information management

Identifying Issues: Environment

- Energy Consumption
- Hazardous Substances
- Indoor Air Quality
- End-of-Life Management
- Consumables Waste
- Paper Usage



Identifying Issues: Administration



- Who buys equipment
 - Printers – IT
 - Copiers - Admin
- Who is responsible for maintenance
- Who buys consumables
- Who benefits from conservation efforts

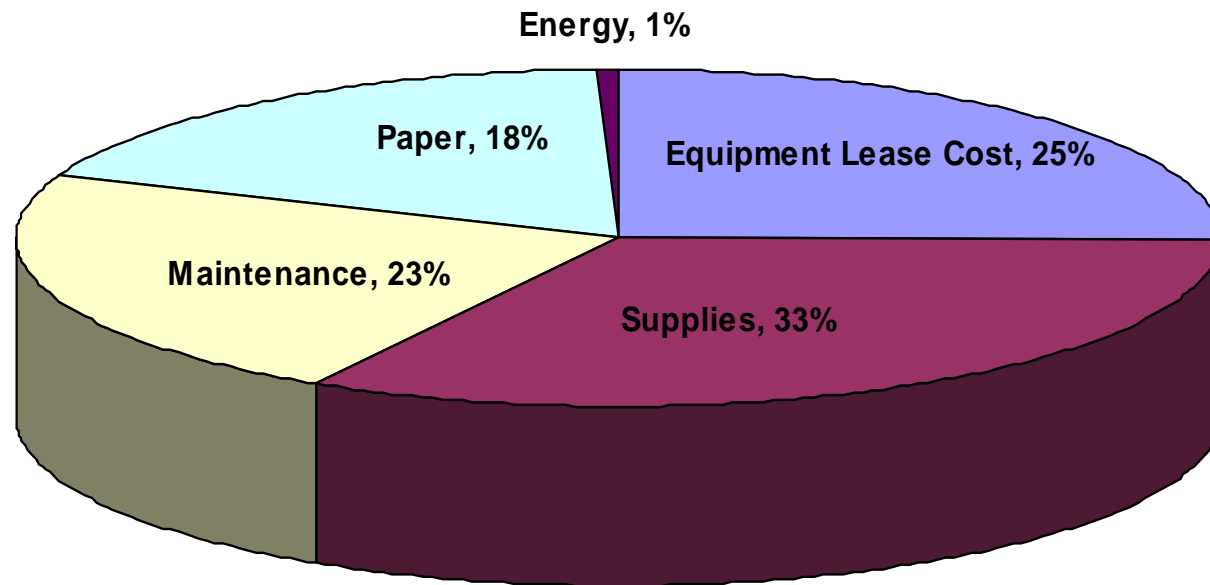
- Bottom line: To change things, make an effort to include all the relevant players

Identifying Issues: Costs

- Total cost of ownership
 - Equipment
 - Supplies
 - Maintenance
 - Paper
 - Disposal
- Different technologies – different costs
 - Inkjet
 - All-in-one cartridge
 - Component-based
- Bottom Line: Looking beyond equipment purchase is an opportunity to save



What are we paying for?



Cost analysis for a popular 35 cpm digital copier, based on MA Statewide Contract Pricing.

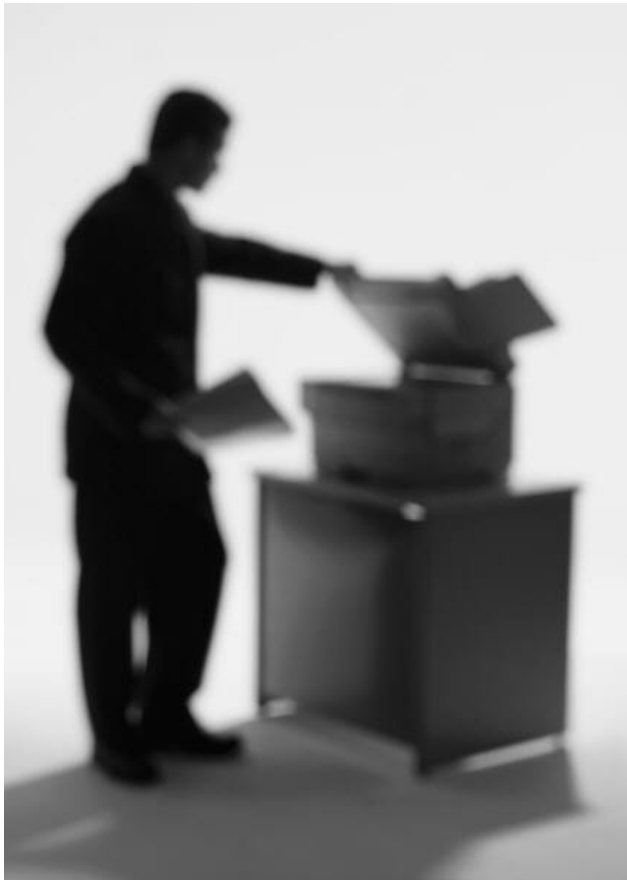
- Total annual cost: approx. \$4,000.
- Cost per copy: approx. 2.8 cents.

Identifying Issues: Business

- Games vendors play
 - **Outright purchase/lease.** High print volume estimates – bigger machines.
 - **Outright purchase.** Cheap equipment – expensive supplies.
 - **Cost-per-copy.** Paying for copies you don't make.
- Bottom line: Think critically and don't lose the financial incentives to save resources.



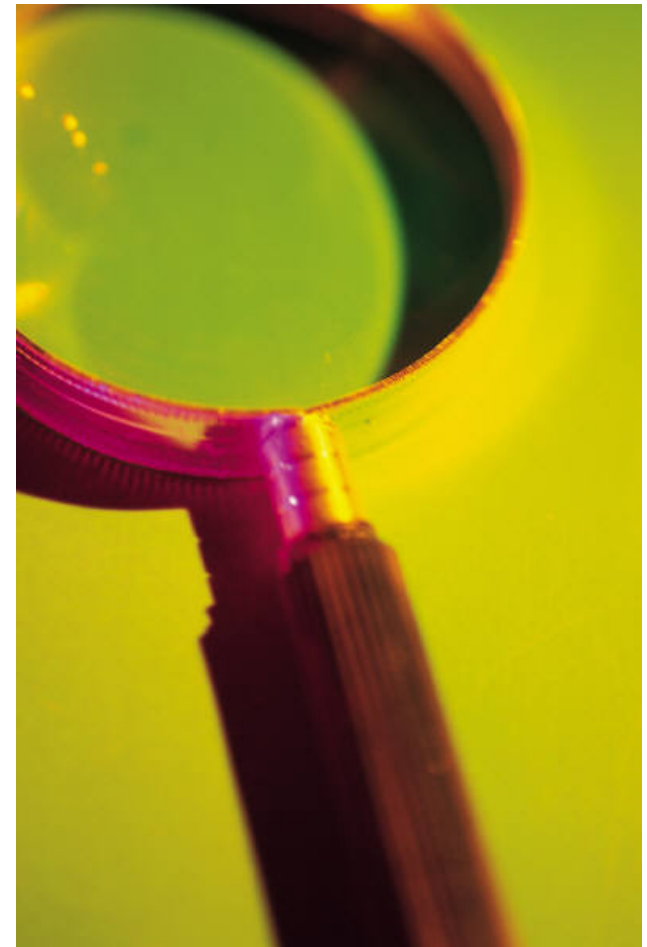
Defining Green Office Equipment



- Matches your needs
- Is energy efficient and contains other green design features
- Helps reduce paper and supply waste
- Has options for responsible end-of-life management

Initial Assessment

- Equipment inventory
- Print volume
- Environmental impact
- Cost
- Plans to purchase new equipment
- **What is being printed and why**



New Equipment



- No more analog machines
- Fewer inkjets
- Connect copiers to the network
- Explore multifunctional machines
- Be careful with color
- Consider remanufactured equipment
- Buy remanufactured supplies

Massachusetts Specs

- Energy efficiency
- Equipment design and toxics use reduction
- Indoor air quality
- Packaging
 - One-for-one exchange
 - Recycling through subcontractor
- End-of-life management





More Specs

- Recycled paper
 - Equipment must operate with recycled paper
 - Contractors cannot blame malfunctions on recycled paper
 - Using recycled paper will not void warranties
- Duplexing
 - Standard configuration for copiers > 15 cpm and printers > 20 ppm
 - Installed with duplexing as the default mode
- Remanufactured consumables
 - List of supplies only available as remanufactured
 - Responsibilities of equipment and supply contractors in case of malfunction
 - Take-back provision for all supplies
 - Incentives for supply recycling

Beyond Equipment

- Manage information electronically
- Print only what is necessary at the lowest financial, environmental and health cost
- File documents to be found



Best Practices



- Set up the equipment right
- Make duplexing mandatory
- Create printing policies
- Reuse one-sided paper
- Examine workflows
- Go beyond hardware
- Train and engage your staff



Summary

- Buying green imaging equipment
 - Comparable in cost, quality and supply
 - Green features pay for themselves
 - Only as green as your use of it
- Assessing the true costs and impacts of printing
 - What is being printed and why
- Making change happen
 - Involve stakeholders
 - Train and engage staff
- The greatest incentive of all: savings

Contact Information



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