

Responsible Purchasing Guide *for* Office Electronics

Imaging Equipment: Copiers, Fax Machines,
Printers, Multifunction Devices

Presented by the Responsible Purchasing Network

July 24, 2007

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Background & Overview

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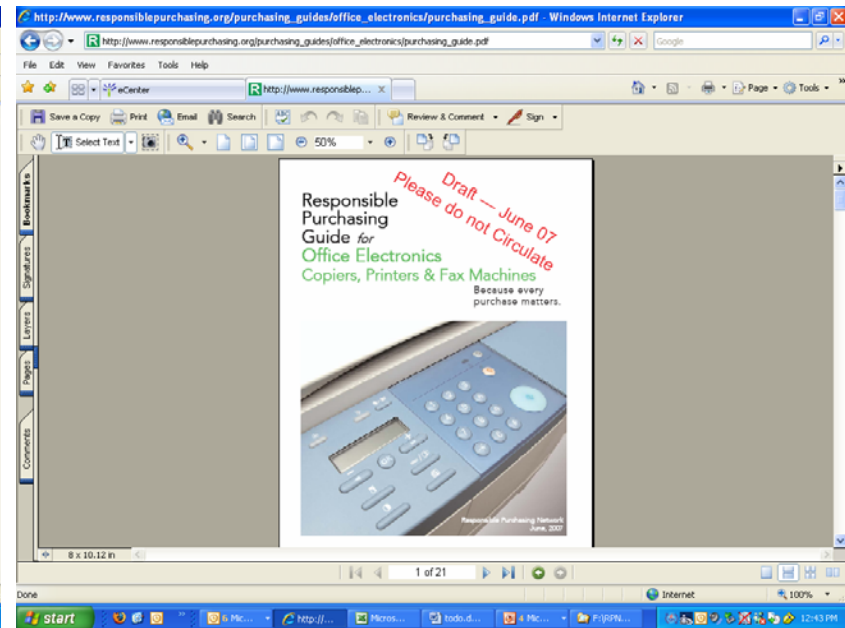
- ▶ Social & Environmental Issues
- ▶ Best Practices
- ▶ Cost, Quality, & Supply
- ▶ Policies
- ▶ Specifications
- ▶ Standards
- ▶ Products



Background & Overview

Web-based

PDF



www.ResponsiblePurchasing.org/purchasing_guides/office_electronics/



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RPN Office Electronics Webcast



Social and Environmental

Impacts

- ▶ 26% of energy use in a typical office building
- ▶ 70% of heavy metals found in landfills originates from office electronics and computers
- ▶ 5% (and rising) of U.S. municipal solid waste is e-waste
- ▶ Ozone, particulates and VOCs
- ▶ Supplies and paper



Best Practices

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Because Every Purchase Matters. Choose a Purchasing Guide: Office Electronics

Office Electronics: Best Practices

This section highlights best practices for developing, implementing, and monitoring a successful responsible imaging equipment purchasing program. Core practices are to: form a balanced stakeholder team; measure baseline inventory and impacts; choose the best equipment mix; decide on the acquisition method; set goals; adopt a policy; evaluate standards and specification; improve practices; and measure progress. This section concludes with a related document from the State of California.

Form a Team

The first step is to assemble a balanced range of stakeholders to work on the issue, including: procurement staff involved in ordering equipment, supplies, and paper; information technology staff; management; end users; environmental consultants and/or advocates; and other interested staff as appropriate. Together, the team should decide on and implement plans regarding the procurement and use of imaging equipment, including a plan for measuring and reporting results.

Baseline Data

Gather baseline data on inventory, consumption, cost, and human and environmental impacts related to electronics procurement. Data should include:

- Overview
- Social & Environmental
- Best Practices
- Cost, Quality, & Supply
- Policies
- Specifications
- Standards
- Products
- Handy Facts
- Definitions
- Credits & Endnotes

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Best Practices

Assemble a Team

- ▶ Office managers, purchasers, maintenance staff, IT staff, etc.
- ▶ Develops, implements, and tracks office electronics policy



Best Practices

Inventory & Baseline

- ▶ Quantities and costs for machines, power, paper, pollutants
- ▶ Indicators (e.g., cost per copy, toxics)



Set Goals

- ▶ Energy and toxics reductions
- ▶ Costs
- ▶ Best equipment mix



Best Practices

Adopt a Policy

- ▶ Goals and commitments
- ▶ Short-term and long-term targets
- ▶ Responsibilities
- ▶ Effective dates
- ▶ Program monitoring



Best Practices

Improve Practices

- ▶ Equipment set-up
- ▶ Duplexing and paper reuse
- ▶ Reduce printing
- ▶ Go beyond hardware
- ▶ Networking
- ▶ Train and engage staff



Cost, Quality, & Supply

Cost

- ▶ Organizations spend up to 10% of their annual revenues on document production (equipment, energy, paper)
- ▶ Some features, such as duplex units, may increase equipment costs but reduce paper and energy costs.
- ▶ Additional cost reductions
 - ▶ Lower-priced remanufactured cartridges
 - ▶ Networking equipment



Cost, Quality, & Supply

Quality

- ▶ Digital technology produces higher-quality prints and enables networking between devices
- ▶ Networking between machines enables users to select devices best suited for task at hand
- ▶ Look for warranties on devices and cartridges



Cost, Quality, & Supply

Supply

- ▶ Over 1000 ENERGY STAR registered models
- ▶ Hundreds of EcoLogo registered models
- ▶ Institutions already using these products include
 - ▶ State of California
 - ▶ King County
 - ▶ Commonwealth of Massachusetts



Policies & Specs

Policies and Specs

- ▶ Model policy and spec
- ▶ Additional samples from state and local agencies and universities
- ▶ Downloadable PDFs



Policies & Specs

Choose a Purchasing Guide Office Electronics ▾

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Office Electronics: Policies

Many responsible office electronics purchasing efforts start with policies. Policies for purchasing printers, copiers, and fax machines typically describe the importance of buying environmentally preferable office electronics, identify desired human health and environmental product attributes, and require procurement of ENERGY STAR certified products.

Documents on this page require [Acrobat Reader](#) software.

Model Policy

[Alameda County, CA, Environmentally Preferable Purchasing Model Policy, 2006](#)

This model policy covers a full spectrum of products including office electronics. It covers remanufactured toner cartridges (paragraph 3.1.2), producer equipment take-back (3.1.9), equipment compatibility with recycled paper and cartridges (3.2.2), and equipment energy efficiency (3.3.4).

More Sample Policies

Click on a policy to read more about it and download a pdf copy.

State

- [Arizona, ENERGY STAR Policy, 2003](#)
- [California Environmental Protection Agency, Green Purchasing Policy, 2004](#)
- [Delaware, ENERGY STAR Purchasing Policy, 2006](#)
- [New Hampshire, Energy Efficiency Policy, 2005](#)

County

- [Alameda County, CA, Green Purchasing Policy, 2003](#)

City

- [Berkeley, CA, Environmentally Preferable Purchasing Policy, 2004](#)

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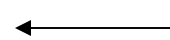
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Standards & Products

Standards



Recommended

Others →





Standards & Products

http://www.responsiblepurchasing.org/UserFiles/File/Office%20Electronics/Standards/Standards_Mat - Windows Internet Explorer

http://www.responsiblepurchasing.org/UserFiles/File/Office%20Electronics/Standards/Standards_Matrix.xls

File Edit View Insert Format Tools Data Adobe PDF Go To Favorites Help

http://www.responsiblepurchasing.org/UserFiles/File/...

OFFICE ELECTRONICS		CERTIFICATIONS				
CRITERIA	ENERGY STAR	EcoLogo			GREENGUARD	
	Program Requirements for Imaging Equipment	CCD-035: Photocopiers	CCD-036: Facsimile Machines	CCD-037: Laser Printers	CCD-039: Remanufactured Printer Cartridges	Office Equipment
Environmental & Human Health						
Heavy Metals						
Persistent, Bioaccumulative Toxins (PBTs, POPs)						
Endocrine Disruptors						
Toxicity to Aquatic Life						
Other Hazardous Substances (e.g. carcinogens, reproductive toxins, chlorinated compounds)						✓
Ozone		✓	✓	✓	✓	✓
Dust		✓	✓	✓	✓	✓
VOCs		✓	✓	✓	✓	✓
Energy						
Renewable Energy						
Embodied Energy						
Energy Efficiency	✓	✓	✓	✓	✓	
Land						
Habitat Alteration						
Air						
Air Emissions (photochemical Smog)						✓
Indoor Air Quality		✓	✓	✓	✓	
Smog (tropospheric ozone; nitrogen oxides; VOCs; peroxyacetyl nitrates; aldehydes)						
Particulates						
Global Warming						
Acidification						
Stratospheric Ozone Depletion						
Water						
Water Conservation						
Water Efficiency						
Water Emissions						
Ocean Acidification						

Snapshot / Sheet1 /

Unknown Zone

start | Inboxes | Internet Explorer | Microsoft Office Word | Book2 | F:\RPN... | Microsoft Office Word | 1:31 PM





Standards & Products

Products

► Online products database

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Office Electronics: Products

This database lists hundreds of copiers, printers, faxes, and multi-function devices certified by ENERGY STAR. Listings are updated regularly, but please check directly with ENERGY STAR to verify product certification status.

Browse by Type: Copiers

Type	Manufacturer	Product/Model	Standards
Copiers	Canon	PG430	Energy Star
Copiers	Canon	ImageRUNNER 1019	Energy Star
Copiers	Canon	ImageRUNNER 2230	Energy Star
Copiers	Canon	ImageRUNNER 2830	Energy Star
Copiers	Canon	ImageRUNNER 3040	Energy Star
Copiers	Canon	ImageRUNNER 3530	Energy Star
Copiers	Canon	ImageRUNNER 5050	Energy Star
Copiers	Canon	ImageRUNNER 5060	Energy Star

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Office Electronics: Product Details

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Type/Class: Copiers
Manufacturer: Canon
Product/Model: ImageRUNNER 1019
RPN Criteria: Energy Star

Availability: United States
Size Format: Standard
Color Capability: Monochrome
Print Technology: Electrophotography (EP)
Duplexing Capability: Yes
Default Delay Time To Sleep (minutes): 5
Last Updated: June 25, 2007



Conclusions

Conclusions

- ▶ Large social and environmental impacts of imaging equipment
- ▶ Best practices reduce impact and save money
- ▶ Preferable equipment available with comparable cost, quality, and supply
- ▶ Many policies and contract specs are available
- ▶ Large number of ENERGYSTAR and EcoLogo registered products



Office Electronics

Imaging Equipment: Copiers, Fax Machines, Printers, Multifunction Devices

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