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United States Department of State

*Under Secretary of State
for Management*

Washington, D.C. 20520

AUG - 9 2011

**MEMORANDUM FOR UNDER SECRETARIES, ASSISTANT
SECRETARIES, SPECIAL ENVOYS AND SPECIAL
REPRESENTATIVES**

FROM: M -- Patrick F. Kennedy *PK*

SUBJECT: Greening Council – New Printing Policy

In order to better meet the requirements of E.O. 13514 and the sustainability goals set forth by the Agency Strategic Sustainability Performance Plan, the Department is issuing a new approved printing policy as articulated.

The change to a predominantly network-based printing environment will benefit the Department through lower energy, equipment, supply and vendor-related service costs. In addition, the reduction in desktop printers will allow for the propagation of new, more energy efficient print devices that use fewer toxic chemicals, ultimately reducing the Department's overall environmental impact. While the costs related to printing and paper use can easily be overlooked, by implementing the measures outlined below, the Department has the potential to reduce both its print-related power consumption and paper costs by more than 20 percent annually.

The 5 FAM 1300 printing policy requires the following:

- Network-based printing must be implemented in all offices and organizations located in facilities controlled by the Department domestically and abroad.
- Desktop printers should only be issued under compelling circumstances.
- All eligible devices must be configured to print in the duplex mode as the default.
- Black-and-white (grayscale) printing will be used for initial versions of documents.
- All printers, fax machines, copiers and multifunctional devices must meet current Energy Star requirements.

- All procured devices must meet the IT-CCB printing standard.
- Offices must use paper with a post consumer fiber content of 30 percent or higher for normal day-to-day printing.

I ask that each of you support the printing policy and to work with your Executive Offices to help the Department successfully achieve the many benefits offered by this initiative. I look forward to further discussion on energy saving ideas as we all work together on the Secretary's Greening Diplomacy Initiative.

5 FAM 300 INFORMATION TECHNOLOGY (IT) GREEN INITIATIVES

5 FAM 310 PRINTING POLICY

*(CT: IM-118; 08-12-2011)
(Office of Origin: IRM/OPS/ITI/GITM)*

5 FAM 311 POLICY OBJECTIVES

(CT: IM-118; 08-12-2011)

- a. This FAM chapter establishes the Department's policy on desktop printing, copying, scanning, print-related purchasing practices, and paper use.
- b. The purpose and intent of this policy is to meet the requirements stated in Executive Order 13514 and the long-term sustainability goals set forth by the [Agency Strategic Sustainability Performance Plan](#).
- c. This policy establishes the Department's implementation of the following energy saving initiatives by:
 - (1) Reducing the number of desktop printers;
 - (2) Using environmentally-friendly printer settings as the default; and
 - (3) Purchasing only Information Technology Change Control Board (IT-CCB) approved printers, scanners, and imaging devices. See [5 FAM 860](#).

5 FAM 312 POLICY SCOPE AND AUTHORITY

(CT: IM-118; 08-12-2011)

- a. This policy applies to the entire Department domestically and abroad.
- b. This policy is the authority governing the management of desktop printing, copying, scanning, print-related purchases, and paper use.
- c. The authorities for this policy include:
 - (1) Executive Order 13514: Federal Leadership in Environmental, Energy, and Economic Performance; and
 - (2) The Strategic Sustainability Performance Plan for the Department of

State.

5 FAM 313 ROLES AND RESPONSIBILITIES

(CT: IM-118; 08-12-2011)

The Information Resource Management (IRM) Bureau is responsible for the desktop printing policy. The responsibilities are stated in [5 FAM 313.1](#) and [5 FAM 313.2](#).

5 FAM 313.1 Chief Information Officer

(CT: IM-118; 08-12-2011)

- a. The Chief Information Officer (CIO) is accountable for this policy.
- b. Responsibilities include the following:
 - (1) Promoting environmentally-friendly printing practices and paper use;
 - (2) Establishing printing goals and strategies to comply with Government regulations;
 - (3) Establishing policies and accepted behaviors around print, copy, fax, and scan; and
 - (4) Monitoring and managing implementation results over time to keep the printing environment optimal, and to ensure that the benefits of these policies are maintained.

5 FAM 313.2 IT Administrators

(CT: IM-118; 08-12-2011)

- a. All domestic and overseas IT Administrators, to include the Information Management Officer (IMO), Information Systems Officer (ISO), and Information Program Officer (IPO), are responsible for adhering to this policy.
- b. Responsibilities include the following:
 - (1) Promoting environmentally-friendly printing practices and paper use;
 - (2) Supporting and implementing the criteria outlined in this policy;
 - (3) Monitoring and managing implementation results over time to keep the printing environment optimal and to ensure that the benefits of these policies are maintained;
 - (4) Acting as the decision-making authority regarding the interpretation and intent of this policy; and
 - (5) Making decisions on exception requests.

5 FAM 314 NETWORK PRINTING

(CT: IM-118; 08-12-2011)

- a. Bureaus and posts must move toward network-based printing as a means of servicing users and must take all obsolete and underutilized desktop printers offline. The Department will benefit through lower energy, equipment, supply, and vendor-related service costs.
- b. In addition, replacing obsolete printers will allow the use of new, more environmentally-friendly network printers that use fewer toxic chemicals, less energy, and result in a smaller carbon footprint. When reference is made to reducing the Department's carbon footprint, this refers to any action that limits the volume of greenhouse gases released into the atmosphere. This would include the energy and resources required to manufacture paper and printing equipment initially, and the energy used by individual desktop printers in the long-term.
- c. Implementation of network-based printing will proceed as follows:
 - (1) Network-based printing must be implemented in all offices and organizations located in facilities controlled by the Department domestically and abroad;
 - (2) IT Administrators will work closely with each office to determine the optimum network printer locations. Depending on the number of employees, it may be necessary to stage multiple printers in a single office;
 - (3) All employees are expected to set a good example in the area of environmental stewardship. Therefore, desktop printers should only be issued under compelling circumstances. Convenience is not a valid reason for issuing a desktop printer to an individual. Some examples of exceptions include cases in which an employee has mobility issues or works in an unusual office layout. See [5 FAM 314](#) paragraph 4 below for more information. As personal desktop printers fail or become obsolete, those printers will not be replaced. Affected individuals will use a network printer for their printing needs;
 - (4) IT Administrators and supervisors must follow the Rehabilitation Act requirements of Section 501 and Section 508. For Section 501, this means that employees with disabilities may request an accessible desktop printer as a reasonable accommodation, and legitimate requests must be granted. For Section 508, in addition to taking normal business requirements into account, the U.S. Code requires that the most accessible desktop or network printer be provided, regardless of user requests. For questions about Section 501 and reasonable accommodations, please contact HR/ER/DRAD at <mailto:reasonableaccommodations@state.gov> For questions about

Section 508 and accessible IT, please contact IRM/BMP/GRP/SM/IMPACT at section508@state.gov;

- (5) In cases where security is a concern, employees may ask their IT Administrator to implement PIN printing on the office network printer, if this feature is available. PIN printing allows employees to delay immediate printing and enables document retrieval at the printer by entering an individual code.
- (6) Offices may be proactive and begin removing desktop printers that are greater than four years old and direct their user base to use network printers;
- (7) In the event that their primary network printer fails, individuals must have the option to redirect their print jobs to another working network printer; and
- (8) For recommendations on network printing configurations, IT Administrators should consult the [Global IT Modernization design policies](#) for overseas and domestic use. To view the GITM guides, [click here](#).

5 FAM 315 DUPLEX PRINTING

(CT: IM-118; 08-12-2011)

- a. All employees must configure all eligible devices to print in duplex mode as the default. By taking this action, the Department will achieve energy and paper cost reductions and create less environmental landfill waste. Studies have shown that by enabling two-sided printing, organizations can achieve up to a 30 percent reduction in paper use.
- b. In instances where network printers are currently not capable of printing in duplex mode and are over four years old, offices should take the necessary steps to replace that printer as soon as practical. For newer models that currently cannot print in duplex mode, offices may purchase the add-on feature to enable duplex printing, or wait to replace the unit once it has provided four years of service.
- c. Implementation of duplex printing should proceed as follows:
 - (1) IT Administrators will set the default print setting to duplex mode on all eligible printers, copiers, fax machines, and multifunctional devices;
 - (2) The only circumstances that permit single-sided printing are those in which regulations or protocols require it, or documents must, for aesthetic and flow purposes, be printed on single sheets. In those instances, employees may override the duplex setting and print single-sided; and
 - (3) This policy applies to all Department personnel that print documents and work in the Department domestically and abroad. The main intent of this policy is to reduce the use of 8½ by 11 paper, the most commonly used

paper in the Department. Alternative sizes may be duplex printed as practical.

5 FAM 316 COLOR PRINTING

(CT: IM-118; 08-12-2011)

- a. The Department must use grayscale printing for initial versions of documents. The intent is to reduce the use of color ink whenever possible. Another best printing practice, Print Preview, will help reduce waste that results from unintended printing errors.
- b. Implementation for reducing color printing should proceed as follows:
 - (1) IT Administrators will set the default print setting to draft mode on all eligible printers and multifunctional devices;
 - (2) Employees may override the grayscale setting when printing final versions of a color document; and
 - (3) This policy applies to all Department employees that print documents in a Department controlled facility.

5 FAM 317 PURCHASING PRINTERS, COPIERS, FAX MACHINES, AND MULTIFUNCTIONAL DEVICES

(CT: IM-118; 08-12-2011)

- a. Consolidating and controlling purchases will reduce the number of printer, copier, fax machine, and multifunctional device models used in Department facilities.
- b. By choosing authorized network devices from the IT-CCB list, which features equipment with the required environmental criteria, the Department will reduce its energy costs and environmental impact. Blanket Purchase Agreements (BPAs) will also benefit the Department by taking advantage of the economies of scale to obtain better pricing. Whenever available, employees should use Blanket Purchase Agreements.
- c. Implementation of this policy should proceed as follows:
 - (1) All printers, fax machines, copiers, and multifunctional devices must meet current Energy Star requirements;
 - (2) In those cases where Electronic Product Environmental Assessment Tool (EPEAT) criteria apply, devices must meet the silver standard or higher;
 - (3) Purchasers must only procure devices that meet the IT-CCB printing standard. However, Section 508 requires that the U.S. Federal Government proactively acquire products that are more accessible. In those cases in which a more accessible printer model exists, but does not

yet appear on the IT-CCB list, the more accessible printer should be submitted to the Department IT-CCB for approval. After the device is approved and appears on the list, the more accessible printer may be purchased. For questions about Section 508 and accessible IT, please contact IRM/BMP/GRP/SM/IMPACT at <mailto:section508@state.gov>

- (4) When purchasing devices for classified automated information systems, purchasers must adhere to the terms outlined in the Foreign Affairs Handbook [12 FAH-6 H-500](#). For guidance on the purchase of photocopiers, please reference [5 FAM 322](#);
- (5) Support and maintenance will only be provided for devices that are compliant with the previously mentioned criteria; and
- (6) This policy applies to all personnel that purchase equipment and work in a Department controlled facility.

5 FAM 318 PAPER USE

(CT: IM-118; 08-12-2011)

- a. All Department offices must promote the use of paper with a post consumer fiber content of 30 percent or greater.
- b. Implementation of this policy should proceed as follows:
 - (1) Offices must use paper with a post consumer content of 30 percent or higher. Examples of some exceptions may include paper for diplomatic use, special displays, and other formal events.
 - (2). This policy applies to all personnel that use paper and work in a Department controlled facility. The main target of this policy is 8½ by 11 paper, the most commonly used paper in the Department. Alternative sizes may be included as practical.

5 FAM 319 UNASSIGNED