

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

November 13, 2014

GSA BULLETIN FMR B-39
Federal Sustainable Print Management Policy Template

TO: Heads of Federal Agencies

SUBJECT: Federal Sustainable Print Management Policy Template

1. What is the purpose of this Bulletin? This Bulletin provides a policy template for Federal agencies to use in developing their internal print management guidance.
2. When does the Bulletin expire? This Bulletin remains in effect until cancelled.
3. What is the background? Executive Order (E.O.) 13514, Federal Leadership in Environmental, Energy, and Economic Performance, signed on October 5, 2009, requires the Federal Government to lead by example in reducing costs and resources in its printing activities. GSA Bulletin FMR B-37 provides guidance for agencies to implement policies and procedures on printers and print management practices. This Bulletin supplements the information in FMR B-37 by providing a template of policy language that Federal agencies may use in their internal print management policies, directives, memoranda, or guidance. The template was developed in coordination with the interagency Federal Electronic Stewardship Working Group.
4. What should I do as a result of this Bulletin? Use the attached print management policy template as a starting point to create a print management policy within your agency. The practices in the template are intended to provide a baseline of best practices in print management. Agencies may alter or update this suggested language to require and implement more aggressive, innovative or technologically advanced practices.
5. Whom may I contact for further information? Further information regarding this Bulletin may be obtained by sending an email to robert.holcombe@gsa.gov.

By delegation of the Administrator of General Services,



Christine J. Harada
Associate Administrator
Office of Government-wide Policy

Attachment: Federal Sustainable Print Management Policy Template

Federal Sustainable Print Management Policy Template

Introduction

The policy language in this document is provided as an example of the type of language your organization can include in print management policies, directives, memoranda, or guidance (*in italics below*). The information in this template is not meant to supersede any established internal print management policies, procedures, guidance, or requirements, unless an agency chooses to consider changes after reviewing this template.

Agencies and their facilities may use all or part of the language suggested in this template. The language may be altered to meet the needs of an agency and their facilities. Language that is not applicable may be omitted. This policy may be scaled as appropriate.

The practices outlined in this document are intended to provide a baseline of best practices in print management. Agencies may alter or update this suggested language to require and implement more aggressive, innovative or technologically advanced practices.

Instructions

1. Save a copy of the template for revision.
2. Remove unneeded text.
 - a. **TEXT IN BLUE** is highly recommended and should not be removed. See [Appendix A](#) for more information.
 - b. **TEXT IN RED** is notes and should be removed prior to publication or issuance.
 - c. The template appendices should be removed.
3. Add additional text.
4. Search and replace [BRACKETED] text with text specific to your agency or facility.
 - a. [BRACKETED] **TEXT IN GREEN** has suggested values. See [Appendix B](#) for more information.

Additional Information

- [Appendix A](#): Highly Recommended Policy Elements
- [Appendix B](#): Suggested Values for Policy Elements
- [Appendix C](#): Environmental Benefits
- [Appendix D](#): Federal Policy Examples

[Appendix C](#) is a list of fact sheets covering the environmental benefits associated with implementing some of the best practices outlined in this template.

[Appendix D](#) is a list of existing agency and facility print management policies, guidance, and memoranda. Please note that these are examples of existing documents and were developed prior to this template.

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{BEGINNING OF TEMPLATE}

Purpose/Objective

This policy establishes the [NAME OF AGENCY/DEPARTMENT/FACILITY] policy on desktop printing, copying, scanning, print-related purchasing practices, and paper and ink/toner usage.

This policy supports implementation of Executive Order (E.O.) 13514, "Federal Leadership in Environmental, Energy, and Economic Performance;" U.S. General Services Administration (GSA) Bulletin B-37, "Federal Print Management Practices;" and [NAME OF AGENCY/DEPARTMENT/FACILITY] Strategic Sustainability Performance Plan.

This policy will guide [NAME OF AGENCY/DEPARTMENT/FACILITY] toward specific actions and approaches to implement effective print management programs.

Authorities/Federal Requirements

The authorities for this policy include:

- [Federal Acquisition Regulation](#), Subpart 4.3 – Paper Documents
- [Federal Acquisition Regulation](#), Subpart 8.002 – Priorities for use of mandatory Government sources
- [Federal Acquisition Regulation](#), Part 23—Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace
- [Federal Management Regulation](#), 41 CFR Part 102, Subchapter B—Personal Property
- [E.O. 13514](#), "Federal Leadership in Environmental, Energy, and Economic Performance" (October 5, 2009)
- [E.O. 13423](#), "Strengthening Federal Environmental, Energy, and Transportation Management" (January 24, 2007)
- [E.O. 13589](#), "Promoting Efficient Spending" (November 9, 2011)
- [GSA Bulletin B-34](#), "Disposal of Federal Electronic Assets"
- [GSA Bulletin B-37](#), "Federal Print Management Practices"

This policy does not supersede existing regulations for Government Printing as stated in Title 44 U.S.C.: Public Printing and Documents.

Scope/Applicability

The requirements set forth in this policy apply to the entire [NAME OF AGENCY/DEPARTMENT/FACILITY], domestically and abroad, including all Federal employees. Contracting officers should include language in their contracts that apply this policy to contractors working in agency-controlled facilities or using relevant Government-furnished equipment.

To the extent practical, teleworking employees are encouraged to follow this policy voluntarily when using employee-owned equipment and software for official business.

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Glossary/Definitions

- **Consumable:** A product integral to the functioning of imaging equipment with the intent, when depleted or worn, to be replaced or replenished by the user during the normal usage and life span of the imaging equipment. Consumables may include: toner, toner containers, toner bottles, toner cartridges, waste toner cartridges, ink cartridges, ink heads, ink sticks, ribbon ink, thermal paper, copy paper, imaging units, transfer belts, transfer roller, fusers, drum maintenance units, and other associated items.
 - **Desktop Device:** An imaging equipment product that is connected directly or wirelessly to a workstation with only one user mapped to the product.
 - **Duplexing:** Printing or copying on both sides of a piece of paper, e.g., double-sided or two-sided printing or copying.
 - **Duplexing Eligible:** Any imaging equipment that is capable of automatically making double-sided prints or copies.
 - **Imaging Equipment:** Includes the following electronic equipment – copiers, digital duplicators, facsimile (fax) machines, mailing machines, multifunction devices, printers, and scanners.
 - **Multifunction Device:** An imaging equipment product which is a physically integrated product or a combination of functionally integrated components that performs two or more of the core functions of copying, printing, scanning, or faxing.
 - **Network Device:** An imaging equipment product that is connected to a wired or wireless network with multiple users mapped to the product.
 - **Single Function Device:** An imaging equipment product that performs only one of the core functions of copying, printing, scanning, or faxing. Fax machines that provide convenience copies are considered single function devices.
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Roles and Responsibilities

NOTE: Roles and responsibilities vary widely between Federal agencies and facilities. The language in this section is suggested text and may be rearranged or rewritten as appropriate to identify the appropriate responsible parties for each action. Other [BRACKETED] text in the template may need to be altered to match changes made to roles and responsibilities in this section.

[OFFICE OF THE CHIEF INFORMATION OFFICER (OCIO)]

The [OCIO] is responsible for:

- Promoting sustainable printing practices and paper use;
 - Establishing goals and strategies to comply with this policy;
 - Establishing policies and accepted behaviors regarding print, copy, fax, and scan functions;
 - Managing the size and allocation of the imaging equipment inventory; and
 - Tracking the progress and future success of the efforts required by this policy.
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[ACQUISITION SERVICES]

[ACQUISITION SERVICES] is responsible for:

- Developing and distributing policy and guidance related to the acquisition of imaging equipment and consumables;
- Managing any centralized purchasing for imaging equipment and consumables; and

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- *Managing print management contracts.*

[IT SERVICES]

[IT SERVICES] is responsible for:

- *Determining which settings described in this policy are required for imaging equipment, which are required for computers, and which are required for both;*
- *Enabling and establishing the default settings and features required by this policy, on all network devices and computers;*
- *Developing the training required by this policy; and*
- *Granting waivers to this policy.*

[FACILITY SERVICES]

[FACILITY SERVICES] is responsible for:

- *Deploying and maintaining collection sites for used and waste paper and ink/toner cartridges; and*
- *Pickup and final reuse or recycling of used paper and ink/toner cartridges.*

[PRINTING OFFICER]

[PRINTING OFFICER] is responsible for:

- *Coordinating, scheduling, facilitating, and monitoring printing and production services of the Copy Center;*
- *Managing printing requests; organizing and implementing Copy Center production work schedule for processing requests;*
- *Creating and implementing an accountability system for each phase of the production schedule to ensure timely completion and availability of projects; and*
- *Researching, evaluating, and forecasting trends in commercial printing technology and processes.*

[PROPERTY SERVICES]

[PROPERTY SERVICES] is responsible for:

- *Pickup and final disposition of used imaging equipment, in accordance with Federal personal property disposition and [NAME OF AGENCY/DEPARTMENT/FACILITY] requirements.*

Employees

Every [NAME OF AGENCY/DEPARTMENT/FACILITY] employee is responsible for adhering to the guidance in this policy that applies to their specific job responsibilities; the imaging equipment and computers assigned to them; and/or their printing and copying practices.

Best Practices

Acquisition and Procurement

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Prior to acquiring new imaging equipment, purchasers should complete a total cost of ownership assessment to determine if leasing equipment or acquiring print management services is more cost effective than purchasing new equipment.

Prior to acquiring new imaging equipment, purchasers are required by Federal Acquisition Regulation (FAR) Subpart 8.002 to consider all internal and Governmental sources of used and refurbished products, to determine if any available products may meet their needs.

See the [NAME OF AGENCY/DEPARTMENT/FACILITY GREEN PROCUREMENT OR SUSTAINABLE ACQUISITION POLICY OR GUIDANCE] for guidance on sustainable acquisition and procurement of new imaging equipment and consumables. Of note, the following sustainable acquisition requirements apply to these products:

- *Imaging equipment*
 - *Imaging equipment must be EPEAT-registered (95% of applicable acquisitions)*
 - *Imaging equipment must be ENERGY STAR qualified (100% of applicable acquisitions)*
 - *FEMP-designated and low standby power requirements are covered by ENERGY STAR qualified and EPEAT-registered products*

- *Consumables*
 - *Copy and print paper must contain at least 30% postconsumer recycled content (95% of applicable acquisitions)*
 - *Ink and toner cartridges should be remanufactured (95% of applicable acquisitions)*
 - *Ink and toner should have biobased content (95% of applicable acquisitions)*

See the [NAME OF AGENCY/DEPARTMENT/FACILITY GREEN PROCUREMENT OR SUSTAINABLE ACQUISITION POLICY OR GUIDANCE] for further guidance on sustainable acquisition requirements and waivers or exceptions.

When acquiring imaging equipment, preference shall be given to:

- *Multifunction devices over single function devices;*
- *Network devices over desktop devices;*
- *Duplexing eligible devices over non-duplexing eligible devices;*
- *Equipment that can be remotely managed;*
- *Equipment that provides Personal Identification Number (PIN) and/or Personal Identity Verification (PIV) badge/smart card printing;*
- *Equipment that provides access control lists to allow resetting mandatory duplexing printing or black and white printing;*
- *Equipment that provides status alerts (i.e., they are not working, need toner ordered, are out of toner) to either a central management console or via email; and*
- *Equipment that has clear methods to block outbound communications and to clear all memory and storage areas of images of scanned, copied, or printed products.*

When acquiring imaging equipment, purchasers should utilize the existing [SPECIFY BLANKET PURCHASE AGREEMENTS, GOVERNMENT-WIDE ACQUISITION CONTRACTS, ETC.] available to [NAME OF AGENCY/DEPARTMENT/FACILITY].

Operation and Maintenance

Equipment Ratio/Network Device Placement

The [OCIO] shall optimize the number and types of print devices allocated throughout the [NAME OF AGENCY/DEPARTMENT/FACILITY]. Target ratios for the number of users per device are:

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- *[NUMBER] authorized users to one (1) network multifunction device*
- *[NUMBER] authorized users to one (1) network printer*

Actual device allocation may vary depending on such factors as space configuration and print volume requirements.

The remaining best practices outlined in this Operation and Maintenance section shall be implemented on all imaging equipment, both network and desktop, in use at [NAME OF AGENCY/DEPARTMENT/FACILITY], as well as on all computers that send print jobs to this imaging equipment.

[IT SERVICES] shall determine which settings must be enabled on imaging equipment; which settings must be enabled on computers; and which settings must be enabled on both imaging equipment and computers. [IT SERVICES] shall enable all required settings on network devices and networked computers. Employees shall enable all required settings on desktop devices or non-networked computers assigned to them. [IT SERVICES] may assist employees in enabling settings on their desktop devices and non-networked computers.

Training and instructions shall be provided to employees on how to utilize special features or override default settings for special print jobs. Alternatively, employees may be directed to alternative printing and copying devices for jobs requiring departure from default settings.

Automatic Duplexing

All duplexing eligible imaging equipment shall automatically print and copy in duplex mode as the default.

Default Printing Modes

The following printing modes shall be default:

- *Black-and-white or grayscale printing; and*
- *Draft, economy or fast mode printing.*

Default Document Settings

The following document settings shall be default for all software that allows printing to reduce paper and ink consumption:

- *Margins of [SIZE] on each side;*
- *Line spacing of [SIZE];*
- *Font type [TYPE]; and*
- *Font size [SIZE].*

Employee Practices

In addition to settings outlined above, all employees are encouraged to utilize the following features or practices to reduce paper and ink consumption:

- *Using “Shrink to Fit” or “Shrink One Page” for print jobs;*
- *Printing multiple slides or pages from a presentation or document on each page;*
- *Reviewing jobs in print preview and printing only the necessary pages;*
- *Removing unneeded content from print jobs;*
- *Removing unnecessary backgrounds, shading and graphics from print jobs; and*
- *Printing in color only when necessary.*

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All employees are encouraged to employ electronic solutions in lieu of printing hard copies, including:

- Limiting the publication, printing, and storage of hard copy documents and presuming that information should be provided and retained in an electronic form, when permitted by law, and consistent with applicable records retention requirements;
- Identifying and using, as much as possible, alternatives to printing such as increasing use of collaborative software and other cloud computing tools to distribute, store and edit documents online; and
- Saving to networked drives and distributing files electronically.

All employees are encouraged to reuse paper with non-sensitive printing on one side, as scrap paper. Paper that has been used on both sides and is no longer needed should be shredded or directly recycled, as appropriate.

Secure Printing

In locations where secure printing is required, PIN or PIV badge/smart card printing shall be enabled on network devices.

Enabling Sleep Mode and Powering Down

The manufacturer default ENERGY STAR settings for sleep and powering down shall be retained on all imaging equipment to maximize energy savings by ensuring that equipment goes to sleep and then powers down after the ENERGY STAR-specified period of inactivity.

Imaging equipment that does not have automatic sleep or power down settings shall be turned off at the end of every work day.

Messaging

Published documents designed for printing and hard copy distribution may include sustainability messaging, including:

- "If you no longer need this document, please pass it along or recycle it."
- "This original document was printed on [PAPER AND INK/TONER SUSTAINABLE CHARACTERISTICS.]"

Print and Copy Centers

The following print and copy centers are available in [NAME OF AGENCY/DEPARTMENT/FACILITY]:

- [LIST]

All employees with a print and copy center at their site are required to use the center for print and copy jobs that are:

- Over [NUMBER] pages;
- Require non-standard paper type (i.e., cardstock, glossy, photograph); and/or
- Require non-standard paper size.

End-of-Life Management

All used imaging equipment shall be reused or recycled following property disposition requirements. See the [NAME OF AGENCY/DEPARTMENT/FACILITY PERSONAL PROPERTY MANAGEMENT POLICY OR GUIDANCE] for guidance on environmentally sound disposition of imaging equipment.

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All used imaging equipment that is being sent for reuse and recycling shall undergo media sanitization procedures. See the [NAME OF AGENCY/DEPARTMENT/FACILITY MEDIA SANITIZATION POLICY OR GUIDANCE] for guidance on media sanitization and data destruction for imaging equipment.

All used paper and ink/toner cartridges shall be reused or recycled. See the [NAME OF AGENCY/DEPARTMENT/FACILITY WASTE REDUCTION AND/OR RECYCLING POLICY OR GUIDANCE] for guidance on environmentally sound disposition of consumables, including paper and ink and toner cartridges.

Digital Printing Equipment Purchases, Leases and Print Management Contracts

The requirements outlined in this policy, including those referenced in separate acquisition and disposition policies, shall also apply to all digital printing equipment purchases, leases, and print management contracts utilized by [NAME OF AGENCY/DEPARTMENT/FACILITY].

Desktop Device Phase-Out

[NAME OF AGENCY/DEPARTMENT/FACILITY] is moving toward network-based printing as a means of servicing users and shall remove all obsolete and underutilized desktop devices.

Removal of desktop devices and replacement with network devices shall be planned and implemented so as to maintain the user-equipment ratio specified in this policy. Each [DEPARTMENT/OFFICE/FACILITY, ETC.] may develop a schedule for desktop device replacement or they may wait for these devices to fail or become obsolete. This schedule will only apply to devices that are not under warranty or other service agreement.

[IT SERVICES] shall not perform maintenance or repairs on desktop devices. When a desktop device becomes inoperable, it shall be recycled according to personal property disposition requirements. These desktop devices will not be replaced. Affected individuals shall use a network device for their printing needs. Furthermore, new requirements for desktop printers will be fulfilled from excess or reallocation of newer devices. Desktop printers taken out of service will have toner and ink cartridges removed for use in remaining printers, where possible.

[IT SERVICES] shall only maintain black and white ink and toner cartridges for desktop devices for which there are [NUMBER] or more that use the same type of cartridge. The purchase of all other ink and toner cartridges for desktop devices will have to be secured by the [DEPARTMENT/OFFICE/FACILITY, ETC.] of the employee with the desktop device.

Secure printing features will be enabled on network devices as needed and described in this policy.

Employees are prohibited from bringing in their own printer.

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Print Management Software

Network Installed Programs

[NAME OF AGENCY/DEPARTMENT/FACILITY] shall utilize [SOFTWARE APPLICATION] to manage print outputs and identify print trends, as well as limit unnecessary printing.

[SOFTWARE APPLICATION] shall be installed either on all print servers, or across the network on all computers that send print jobs to network devices. Print tracking will start on [DATE] and will track and notify each employee of the total number of pages printed from their computer. Print counts will be reset [TIMEFRAME].

[SOFTWARE APPLICATION] will be set to notify employees as applicable:

- *Provide a warning when a black-and-white job is sent to a color device, and make a suggestion for a more resource efficient black-and-white device;*
- *Prohibit and/or provide user notification when employee attempts to print from a non-work related website;*
- *Provide user notification for jobs over [NUMBER] single-sided pages, indicating the cost for large print jobs and require confirmation; and*
- *Provide user notification for jobs over [NUMBER] single-sided pages, suggesting use of the print and copy center onsite.*

Specific restrictions will be identified and set by [IT SERVICES]. The automatic software notification will provide a point of contact for questions or concerns.

All network devices have an optimal threshold of prints, or set number of prints, allowed during [TIMEFRAME]. The optimal threshold of prints is based on a contractual agreement of allowable pages within a set billing cycle. Once a device is identified as meeting or exceeding the optimal threshold of prints, users will be notified to limit printing and/or utilize another device.

User Installed Programs

There are a number of free software applications which are designed to assist in limiting printing, and to save paper, ink, and toner. The following programs are approved for installation on [NAME OF AGENCY/DEPARTMENT/FACILITY] computers:

- *[LIST]*

Training

[IT SERVICES] shall develop a training module which highlights the roles and responsibilities of all employees with regards to this policy. The training shall also include instructions on how to set required defaults on imaging equipment and computers; when and how to override these defaults; how to implement other best practices described in this policy; and who to contact with questions or issues.

The training module shall be accessible to all [NAME OF AGENCY/DEPARTMENT/FACILITY] employees. Employees will be required to complete the training [TIMEFRAME], and may revisit the training module as needed.

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Tracking and Reporting

[NAME OF AGENCY/DEPARTMENT/FACILITY] is required to annually report on compliance and progress status in meeting electronics stewardship requirements, including automatic duplexing and print management. Reports on agency performance and compliance are collected pursuant to Section 4(b) of EO 13514. The requirements for agencies are found in Section 2 of the EO, and include print management considerations.

[ACQUISITION SERVICES] shall retain responsibility for tracking and reporting on acquisition of imaging equipment and consumables. [PROPERTY SERVICES] shall retain responsibility for tracking and reporting on disposition of imaging equipment. [FACILITY SERVICES] shall retain responsibility for tracking and reporting on disposition of consumables.

The [OCIO] and [IT SERVICES] shall design and implement a tracking and reporting system to ensure adherence to this policy. The reporting system shall ensure that [NAME OF AGENCY/DEPARTMENT/FACILITY] has the data necessary for required Federal reporting to the Office of Management and Budget and Office of the Federal Environmental Executive, and has data sufficient to evaluate and improve print management practices at [NAME OF AGENCY/DEPARTMENT/FACILITY].

Exceptions and Waivers

Automatic Duplexing

Single-sided printing and copying is permitted only when legal regulations or protocols require printing on single sheets. In those instances, employees may override the default duplex setting and print single-sided.

Default Printing and Document Settings

Printing and copying utilizing non-default printing and document settings are permitted only when legal regulations or protocols require having different settings. In those instances, employees may override the default settings and utilize the necessary settings.

Desktop Devices and Single Function Devices

Waivers from desktop device policy are provided through [IT SERVICES]. All waivers must be requested using [STANDARD FORM NAME AND NUMBER].

Requests to purchase a desktop device must follow procedures established by [IT SERVICES]. Managers have the jurisdiction to nominate employees for the purchase of a new desktop device, but the final decision to purchase resides with the [IT SERVICES].

Desktop devices should only be issued under compelling circumstances. Convenience is not a valid reason for issuing a desktop device to an individual. Some examples of exceptions include cases in which the agency or facility is complying with the Americans with Disabilities Act or if employees work in an unusual office layout.

Contact Information

Any questions or concerns regarding this policy should be directed at [CONTACT INFORMATION].

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Expiration and Renewal

This policy is in effect as of [DATE]. This policy must be reviewed and renewed every [TIMEFRAME].

{END OF TEMPLATE}

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Appendix A: Highly Recommended Policy Elements

While the majority of this template is optional, the following elements reference Federal requirements and should be included to the extent practical in any agency or facility policy. This text is in **BLUE** in the above template.

| Section | Language |
|--|--|
| Authorities/Federal Requirements | Entire section. |
| Best Practices; Acquisition and Procurement | Prior to acquiring new imaging equipment, purchasers should consider all internal and Governmental sources of used and refurbished products, to determine if any available products may meet their needs. |
| Best Practices; Acquisition and Procurement | Of note, the following sustainable acquisition requirements apply to these products: <ul style="list-style-type: none"> • Imaging equipment <ul style="list-style-type: none"> ○ Imaging equipment must be EPEAT-registered (95% of applicable acquisitions) ○ Imaging equipment must be ENERGY STAR qualified (100% of applicable acquisitions) ○ FEMP-designated and low standby power requirements are covered by ENERGY STAR qualified and EPEAT-registered products • Consumables <ul style="list-style-type: none"> ○ Copy and print paper must contain at least 30% postconsumer recycled content (95% of applicable acquisitions) ○ Ink and toner cartridges should be remanufactured (95% of applicable acquisitions) ○ Ink and toner should have biobased content (95% of applicable acquisitions) |
| Best Practices; Operation and Maintenance; Automatic Duplexing | All duplexing eligible imaging equipment shall automatically print and copy in duplex mode as the default. |
| Best Practices; Operation and Maintenance; Enabling Sleep Mode and Powering Down | The manufacturer default ENERGY STAR settings for sleep and powering down shall be retained on all imaging equipment to maximize energy savings by ensuring that equipment goes to sleep and then powers down after the ENERGY STAR-specified period of inactivity. |
| Best Practices; End-of-Life Management | All used imaging equipment shall be reused or recycled following property disposition requirements. |
| Digital Printing Equipment Purchases, Leases and Print Management Contracts | Entire section. |
| Tracking and Reporting | [NAME OF AGENCY/DEPARTMENT/FACILITY] is required to annually report on compliance and progress status in meeting electronics stewardship requirements, including automatic duplexing and print management. |

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Appendix B: Suggested Values for Policy Elements

Sections of this template include [BRACKETED] elements to be customized by the agency or facility. Below is a list of suggested values for specific [BRACKETED] text, for agencies and facilities seeking additional guidance. These suggestions are not mandatory and an agency or facility may use whatever value they determine to be appropriate. This text is in GREEN in the above template.

| Section | Language | Suggested Value |
|---|--|--|
| Best Practices; Operation and Maintenance; Equipment Ratio/Network Device Placement | Target ratios for the number of users per device are: <ul style="list-style-type: none"> [NUMBER] authorized users to one (1) network multifunction device [NUMBER] authorized users to one (1) network printer | Target ratios for the number of users per device are: <ul style="list-style-type: none"> Twenty (20) authorized users to one (1) network multifunction device Ten (10) authorized users to one (1) network printer |
| Best Practices; Operation and Maintenance; Default Document Settings | The following document settings shall be default for all software that allows printing to reduce paper and ink consumption: <ul style="list-style-type: none"> Margins of [SIZE] on each side; Line spacing of [SIZE]; Font type [TYPE]; and Font size [SIZE]. | The following document settings shall be default for all software that allows printing to reduce paper and ink consumption: <ul style="list-style-type: none"> Margins of 0.5" on each side; Line spacing of 1.0; Font type Calibri; and Font size 11.¹ |
| Best Practices; Operation and Maintenance; Print and Copy Centers | All employees with a print and copy center at their site are required to use the center for print and copy jobs that are: <ul style="list-style-type: none"> Over [NUMBER] pages;... | All employees with a print and copy center at their site are required to use the center for print and copy jobs that are: <ul style="list-style-type: none"> Over fifty (50) pages;... |
| Desktop Device Phase-Out | [IT SERVICES] shall only maintain black and white ink and toner cartridges for desktop devices for which there are [NUMBER] or more that use the same type of cartridge. | [IT SERVICES] shall only maintain black and white ink and toner cartridges for desktop devices for which there are ten (10) or more that use the same type of cartridge. |
| Print Management Software; Network Installed Programs | Print counts will be reset [TIMEFRAME]. [SOFTWARE APPLICATION] will be set to notify employees as applicable:... <ul style="list-style-type: none"> Provide user notification for jobs over [NUMBER] | Print counts will be reset annually. [SOFTWARE APPLICATION] will be set to notify employees as applicable:... <ul style="list-style-type: none"> Provide user notification for jobs over fifty (50) |

¹ This template has these document settings.

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| Section | Language | Suggested Value |
|------------------------|---|---|
| | <p>single-sided pages, indicating the cost for large print jobs and require confirmation; and</p> <ul style="list-style-type: none"> • Provide user notification for jobs over [NUMBER] single-sided pages, suggesting use of the print and copy center onsite. <p>All network devices have an optimal threshold of prints, or set number of prints, allowed during [TIMEFRAME].</p> | <p>single-sided pages, indicating the cost for large print jobs and require confirmation; and</p> <ul style="list-style-type: none"> • Provide user notification for jobs over fifty (50) single-sided pages, suggesting use of the print and copy center onsite. <p>All network devices have an optimal threshold of prints, or set number of prints, allowed during fiscal year.</p> |
| Training | Employees will be required to complete the training [TIMEFRAME], and may revisit the training module as needed. | Employees will be required to complete the training <i>annually</i> , and may revisit the training module as needed. |
| Expiration and Renewal | This policy must be reviewed and renewed every [TIMEFRAME]. | This policy must be reviewed and renewed every <i>three years</i> . |

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Appendix C: Environmental Benefits

The following are fact sheets covering the environmental benefits associated with implementing some of the best practices outlined in this template.

- [Federal Electronics Challenge, *Reducing Paper and Printer Ink Usage*](#)
- [Federal Electronics Challenge, *Benefits of Automatic Duplexing*](#)
- [U.S. Environmental Protection Agency, Region 8, *Business Case for Reducing Desktop Printers*](#)

Appendix D: Federal Policy Examples

The following is a list of existing Federal agency or facility print management policies, guidance, and memoranda. Please note that these are examples of existing documents and were developed prior to this template. These documents may not cover all Federal requirements or all of the best practices suggested by this template.

- [U.S. Department of State, *Greening Council New Printing Policy*](#)
- [U.S. Environmental Protection Agency, Region 8, *Desktop Printers Memo and Order*](#)
- [U.S. Environmental Protection Agency, Region 8, *Memo on Desktop Printer Ink Cartridges Policy and Voluntary Printer Turn-in*](#)
- [U.S. Environmental Protection Agency, Region 8, *Memo on Print Management Software*](#)
- [U.S. Bureau of Reclamation, *Paper Reduction and Duplex Implementation Requirements Memo*](#)