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Environmentally Preferred Sourcing Program
EPS Toolkit: IT opportunities

Benefits of information technology (IT) management

- Energy savings
- Reduced downtime during high-use periods
- Extended hardware life
- Decreased maintenance costs
- Increased compliance with federal, state and local regulations, including Health Insurance Portability and Affordability Act (HIPAA)

What you can do

Centrally (remotely) manage your network

A network administrator can centrally control many of your computer systems. This helps with power management (see below), ensures software updates (such as security patches and anti-virus definitions) are completed on the entire network, and allows for updates to occur during off-peak hours (for example, scripts distributed via active directory allow one to centrally manage all scheduled tasks).

Centrally managed networks can also allow you to control print functions on network printers — in some areas, such as human resources, scheduling and finance, they can be set to automatically print double-sided and conserve paper.

Enable power management options on all your electronic devices

There are many ways to activate sleep features across entire networks including both free, open source software — tools that you may already have at your disposal — and a number of commercial software packages. Most software also allows you to adjust the power management setting to unique work patterns.

If you have questions about activating or changing the sleep feature, refer to the owners' manual or call the manufacturer's help line. Environmental Protection Agency (EPA) contractors can answer technical questions about deploying these settings — and about the various options for keeping sleeping PCs up to date with security and other software patches. To schedule a technical assistance call, contact powermanagement@cadmusgroup.com.

Centrally manage purchasing of all equipment

Ensure that the authority and responsibility for purchasing equipment is clearly defined. In this way, you can control what is purchased, and incorporate standard environmental language such as:

> It is our intent to purchase goods, equipment and services having the least environmental impact within the constraints of statutory purchasing requirements, departmental needs, availability and sound economical considerations. Suggested changes and environmental enhancements for possible inclusion in future revisions of this specification are encouraged.

Consider establishing your purchasing department as responsible for the purchasing of all equipment, supplies and services. Perhaps keep an exception of construction and project-related expenditures, with these being the responsibility of facilities development. Language could include:

> Only authorized purchasing personnel are permitted to issue an official serially numbered purchase order to purchase equipment, supplies and services. Purchase orders shall be safeguarded at all times to prevent misuse. A purchase order number will be issued to a department only in an emergency or for technically sensitive goods. A proper requisition must be submitted to Purchasing the same day. This method of purchasing is not available for capital equipment.

As you replace monitors, choose LCD flat screens

Liquid-crystal displays, known as LCDs, have many benefits. They produce minimal heat and no radiation, conserve space and are not affected by magnetic interference. Cathode ray tubes (CRT) monitors use a phosphor gun to refresh the screen, producing radiation, and their picture can be distorted due to magnets in other equipment. Additionally the energy needed for the electron beam means they consume and generate a lot more heat than the LCD monitors.

Note: The energy savings of LCD monitors do not justify replacing CRT monitors if they will last for several more years.

Educate staff about turning off equipment, if appropriate

In certain areas of your facility, equipment can be turned off at night. Designate someone in each area to ensure this is done each evening. Hang posters to remind staff to turn off lights, monitors and other equipment. Note: Your IT department may only allow the monitors and printers to be turned off, not the computer towers, due to overnight upgrades, etc.

Use remanufactured or refilled toner cartridges for your office equipment

Remanufactured cartridges cost 30 percent to 60 percent less on a per-copy basis than cartridges not remanufactured. The EPA provides a list of manufacturers and suppliers of remanufactured toner cartridges. Put specific language into the technical specifications of your request for proposal such as:

> Bidder shall furnish remanufactured toner cartridges that are fully remanufactured to specifications equal to or exceeding original equipment manufacturers cartridge standards of quality and performance and approved remanufactured toner cartridge industry standards. Toner cartridges furnished to this specification shall meet or exceed the latest remanufactured toner cartridge standards, or the guidelines adopted by the Standardized Test Methods Committee, the American Society for Testing and Materials and the International Safe Transit Association. Bidder shall certify that its remanufactured toner cartridges have been tested in accordance with the above standards and guidelines and that its cartridges have met or exceeded those tests.

Choose the right equipment

Choose office equipment that makes duplex copying, image reduction, scanning to email and other paper saving techniques easy. Make sure there are step-by-step instructions beside the machine.

As printers wear out, change from smaller laser or inkjets to centrally located multifunction copying. This action reduces the cost per page of printing, as well as the amount of printing: When people have to walk to a printer, they won't print as often.

If your facility operates on a local area network, be sure to specify that the power management feature on any new equipment is compatible with the existing network system.

Set policies around proper equipment disposal that safeguards data

In your policy for disposal of surplus equipment, include a statement such as:

> Disposal of computer/electronic storage devices: Computer/electronic storage devices are defined as computer hard drives, stand-alone hard drives, diskettes, tapes, cassettes, etc. Departments and facilities are responsible for ensuring that all confidential or sensitive material is removed from all devices before submitting for disposal. Information Technology shall ensure that the information on devices is removed, and that electronic storage devices are reformatted prior to sale or disposal. Information Technology shall also ensure that the electronic storage devices on inoperable units are removed and/or destroyed.

What is power management?

Power management features place electronic equipment into a low-power "sleep mode" after a period of inactivity. Touching the mouse or keyboard "wakes" the equipment in seconds. The lower the setting, the more energy you save. Activating sleep features saves both energy and money.

The EPA can help you determine the best way to activate power management features in your IT environment. EPA contractors can answer technical questions about deploying these settings, and about the various options for keeping sleeping PCs up to date with security and other software patches. A quick conference call can save you time researching various solutions, and arm you with lessons learned from dozens of large and small IT departments. To schedule a technical assistance call, send an email to powermanagement@cadmusgroup.com.

HIPAA mandates that data security and privacy requirements are met. When equipment is retired it must be disposed of properly to ensure data is protected.

Electronic equipment

Environmental purchasing of electronic equipment can address design and production attributes, procuring products that reduce toxicity and incorporate recycled materials. It can also encourage proper end-of-life disposition that incorporates responsible refurbishment, reuse, donation and recycling.

What you can do

Use only Energy Star electronics

An international standard for energy efficient products, devices carrying the Energy Star logo save 20 to 30 percent of energy on average. Include the following statement in your procurement language:

The vendor must provide new and repaired equipment that earn the Energy Star and are configured properly for automatic energy-saving features, as per current Energy Star specifications. The vendor shall provide customer support with respect to power management features, such that these features remain properly enabled and repaired if a malfunction occurs.

Upgrade rather than replace

In many cases, hardware and infrastructure is perfectly sound or can be made so at a low cost. It is outdated and unsupportable software that makes a system redundant. To help make your decision, ask the following questions:

- Is everything working as required or can it be cost-effectively repaired? Does the product still exist and is it still supported by the manufacturer?
- Do the systems have the capacity to grow to accommodate near to midterm future needs, and will it be cost effective to do so?
- Are there specific features needed for your operation?

Develop a disposal process that starts with redeploying electronic equipment in-house

Here's a sample disposal process to consider.

Disposals in this facility shall be done following these steps:

1. Reallocate to another department within the site.
2. Make it available to transfer to another site or service.

Purchasing will contact other departments to locate possible sites.

3. Disposal through affiliated services: An equipment list is compiled by the disposing site/department and sent to the purchasing coordinator to be given to groups/organizations interested in purchasing surplus equipment from our organization.
4. Disposal by auction — local, state or federal. Contact a local auction house to see if it can sell your equipment.
5. Disposal to staff or a charity (see below).

Offer used electronics to staff or to a charity such as computers, monitors, laptops and cell phones. Connect with the Share the Technology organization to find a reuse organization in your area.

Educate your employees about the environmental footprint of electronic equipment, so they will appreciate why you are refurbishing rather than replacing, and recycling rather than sending equipment to the landfill.

Set purchasing specifications that include an Electronic Product Environmental Assessment Tool (EPEAT) for all computer devices, including monitors and laptops. Funded by the EPA, this is a system to help purchasers evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes.

Include manufacturer take-back requirements during procurement with provisions that require proof of reuse or responsible recycling. In this way manufacturers take responsibility for the environmentally safe management of their product when it is no longer useful. Include language such as:

All vendors of electronic devices shall provide take-back and management services for their products at the end of life of those products. Vendors shall provide assurances that these services will operate in compliance with all applicable environmental laws. Purchasing preference must be given to electronic devices that incorporate design for the preservation of the environment.

Ensure your recycler is a responsible recycler. U.S.-based recyclers can legally export hazardous electronic waste to developing countries, where much of it is dumped, not recycled. To avoid this, ask your electronic recycler if

they have taken the Electronics Recyclers Pledge of True Stewardship, a set of rigorous criteria for dismantling and recycling electronic wastes in the U.S.

A list of recyclers that have taken this pledge is available through the Basal Action Network. You can also contact the International Association for Electronics Recyclers for a comprehensive, quality-controlled database of organizations that are involved in electronics recycling.

Environmental impacts of electronic equipment and what you can do

- Lead, used to make CRTs in computer monitors, leaches into soil and water when obsolete equipment is land-filled
    - o Upgrade, reuse, donate, recycle

- High-energy use — both in the manufacture and use of equipment. Up to 60 percent of total energy use for electronic equipment in the U.S. is estimated to come from standby energy use.
    - o Purchase Energy Star and set your equipment to energy saving modes
- Hazardous flame-retardant materials in plastic cases and printed circuit boards
    - o Purchase EPEAT certified electronics
- Packaging used for shipping electronic equipment, particularly foam materials
    - o Request your vendor to pack and ship with recyclable material (see Packaging section)

Helpful definitions

The Electronic Product Environmental Assessment Tool (EPEAT) is funded by the EPA. EPEAT is a system to help purchasers evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes. EPEAT is a voluntary registration program with spot checks, not a certification.

Energy Star is an international standard for energy efficient products, first created by the U.S. government in 1992. Today Australia, Canada, Japan, New Zealand, Taiwan and the European Union have adopted the program. Devices carrying the Energy Star logo consume 20 to 30 percent less energy on average. Energy Star specifications differ with each item, and are set by either the EPA or the U. S. Department of Energy.

Sample policy statement

Policy for sale of surplus goods to employees or donation to a nonprofit

Equipment can be offered to employees if it cannot be reassigned within the facility, sold or auctioned. A silent auction can be held for employees interested in the surplus equipment. Proceeds will go back into the operating budget of the department responsible for the equipment.

If there is no group or organization interested in purchasing the equipment, then the equipment can be donated to any nonprofit organization. A Transfer of Release of Assets to Third Parties form must be filled out and returned to the purchasing department.

Disposal terms and conditions

- **Valuation**
  Resale value shall be assessed at fair market value by the disposing department in conjunction with purchasing department.

- **Conditions**
  Purchasing department reserves the right to accept or reject any or all offers. Purchasing is not responsible for the condition of any equipment after or prior to sale. All equipment is sold on an as-is, where-is basis. All sales are on a first-come, first-serve basis.

  Surplus sales are held at a convenient time and day at the disposing site. Sale proceeds from items are credited to operating budget of the disposing site.

- Sales are **cash or check** only.

Note: Purchasing reserves the right to determine whether goods offered for sale will be offered according to the established sales procedures or whether extenuating circumstances dictate otherwise.

The Vizient Environmentally Preferred Sourcing (EPS) Program offers members supply and service cost savings through more than 36,000 supplier agreements. EPS suppliers have verified EPS attributes and provide products that can support members' sustainability objectives. This toolkit is a resource to help members create or enhance their sustainability programs.

As the nation's largest member-driven health care performance improvement company, Vizient provides network-powered insights in the critical areas of clinical, operational, and supply chain performance and empowers members to deliver exceptional, cost-effective care.

To learn more, contact us at eps@vizientinc.com.