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Information Systems Program
Standard Operating Procedure (SOP) For
Network Common Use Printer Settings & Paper Consumption Reporting
Date: 1/22/2008

Purpose:

In the spirit of electronics stewardship, EPA Region 8 is committed to reducing the environmental impacts that information technology can create. In terms of printer operation and maintenance, this includes the reduction of resources (energy and paper use). The following is a standardized process to address the use of duplex printing and copying, and the subsequent data collection for reporting network common printer paper consumption used within the region.

Procedure:

1) Duplex Printing: Printing for each user is set to duplex as a default when desktop equipment is first setup for a user. The user has control over this setting and can change it to single sided print. At that point TMS-ISP no longer has the ability to change that setting back as a default. A region 8 web page (R8Net.epa.gov) provides detailed instructions for users on how to set up duplex printing and encourages them to use this capability. This page is located under Regional Activities, TMS Tools.
2) Managed Print Services - Implement managed print services for all common area user printing. Managed print services allow the program to monitor and manage user print jobs by restricting the size of the job allowed to print on any given printer. Large print jobs can be redirected to available energy efficient printers using duplex printing and re-scheduled to print during non-peak hours.
3) Scheduling of printer data collection and reporting
   a. Data will be collected on all common use network printer models.
   b. Summary data collection is to be exported in .CSV format and saved on our shared "G:\FEC-EMS\Paper Reporting" folder. HP Portal provides the following format in *.CSV. Excel works with the *.CSV file format.

Device Model	IPX Name	Serial Number	Copy Pages	Incoming Fax Pages	Outgoing Fax Pages	Scan Pages	Total Page Count
HP LaserJet 4345 MFP	6211MR	CNJYF30155	135005	2036	3432	68494	328698

4) FEC Reporting for Fiscal Year
   a. By October each year, the completed data collection, a brief explanation and the quarterly data collection .CSV files should be saved in the FEC file folder located at G:\FEC-EMS\FEC Reporting FY09\Paper Reporting. The completed data forms will be used as supporting documentation for FEC Annual Reporting and Award application due by December 31st yearly.