POLICY RECOMMENDATION:

LOW POWER COMPUTING

Authored by:

California Information Technology Managers Academy, Class XVI

"California IT – A Commitment to Green"

May 2009

IMPORTANT NOTICE:

This document is a <u>draft policy recommendation</u>
from ITMA XVI to the Office of the Chief Information Officer (OCIO).

If accepted, this policy recommendation will follow normal channels
for review and adoption.

OFFICE OF THE STATE CIO

IT POLICY LETTER	NUMBER: **ITPL 09-XX**

SUBJECT: **LOW POWER COMPUTING DEVICES**	DATE ISSUED: XXX XX, 2009
	EXPIRES: Until Rescinded

REFERENCES: Government Code § 11545 Sate of California Purchasing Authority Manual, Chapter 3, Topic 9	ISSUING AGENCY: OFFICE OF THE STATE CHIEF INFORMATION OFFICER

DISTRIBUTION	Agency Secretaries	Department Directors
	Agency Information Officers	Department Chief Information Officers

PURPOSE

To further the legislative intent of Government Cod 11545, and the Electronic Waste Recycling Act of 2003, the purpose of this Policy Letter is to establish requirements for the procurement or acquisition of information technology hardware which have a reduced environmental impact.

Specifically, this letter:

1) Establishes directives for the procurement of new and replacement information technology hardware by state agencies and incorporate green technologies into the state's information technology infrastructure by state agencies.

2) Establishes requirement of annual compliance reporting by departments to their respective Agency Information Officer.

3) Defines exemptions to this policy.

POLICY

Effective immediately, agencies shall require the procurement of Energy Star and Electronic Products and Acquisition Technology (EPEAT) certified hardware and energy-efficient equipment and technologies during the purchase of or the replacement of state agencies' end-of-life Desktop Computers, Monitors, and Printers and other Office Equipments.

1) **Desktop Computers -** Procure low power computing devices; replace personal computers and desktops with laptops, notebooks, or docking stations.

2) **Monitors -** Eliminate Cathode-Ray Tubes (CRT) monitors, replace with Liquid Crystal Display (LCD) monitors.

3) **Printers –** Replace high-power usage standalone printers, and models without power management features.

4) **Other Office Equipment (Copiers, Scanners and Faxes) –** Replace single use office devices with multi-function devices.

APPLICABILITY	This policy applies to the procurement or acquisition of new and replacement information technology hardware by any office, department, board, bureau, commission or other organizational entity within state government.
EXEMPTIONS	Exemptions are limited to operational needs; agencies shall determine and justify the exemptions based on the functions performed by those utilizing these devices.
	Any exemption must be approved, in writing, by the Agency Information Officer, or the department's Chief Information Officer.
PROCEDURES	Agencies will

1. Submit a certifying statement to the OCIO electronically; via the IT Consolidation Plan. The authorized approving signature will be the AIO, CIO, Agency Secretary, or the department Director, if the department is not part of an Agency, or the official designee.

2. Identify "Non" compliant devices and establish a plan to replace these devices with low powering computing devices during the agencies IT hardware replacement cycle unless exempted by this policy.

3. Establish an ongoing procurement or acquisition planning process to implement the low powering computing devices during the agencies IT hardware replacement and procurement cycle unless exempted by this policy.

DEFINITIONS   For this policy, the following definitions apply:

- EPEAT Certified Hardware refers to Electronic Product Environmental Assessment Tool (EPEAT) models. EPEAT equipment is ranked in according to three tiers of environmental performance - Bronze, Silver, and Gold.

- Energy Star is an international standard for energy efficient consumer products; Energy star save energy through special energy-efficient designs which allow them to use less energy to perform regular tasks, and automatically enter a low-power mode when not in use.

- Desktop Computers are computing devices, generally designed to remain in a fixed location, that can connect by cable, telephone wire, wireless transmission, or via any Internet connection to an agency's IT infrastructure and/or data systems.

- Computer Monitor refers to a Visual display unit, a device that displays images generated by computers

- Laptop refers to (also known as a **notebook**) is a personal computer designed for mobile use small enough to sit on one's lap. A laptop includes most of the typical components of a typical desktop computer, including a display, a keyboard, a pointing device (a touchpad, also known as a track pad, or a pointing stick) as well as a battery, into a single small and light unit.

- Docking Station and port replicators provide a simplified way of "plugging-in" a portable laptop computer to common computer peripherals. The use of a docking station quickly enables a laptop computer to become a substitute for a desktop computer, without sacrificing the mobile computing functionality of the machine.

CONTACT   Questions concerning this policy should be directed via email to Adrian Farley, Chief Deputy Director, Office of the Chief Information Officer: adrian.farley@cio.ca.gov.

SIGNATURE

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Teri Takai,
Chief Information Officer
State of California