

# POLICY RECOMMENDATION: POWER MANAGEMENT AND SHUTDOWN

Authored by:

California Information Technology  
Managers Academy, Class XVI



*"California IT – A Commitment to Green"*

May 2009

---

## IMPORTANT NOTICE:

This document is a draft policy recommendation 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.

<b>IT POLICY LETTER</b>	NUMBER: <b>ITPL 09-XX</b>
SUBJECT: <b>POWER MANAGEMENT AND SHUTDOWN</b>	DATE ISSUED: XXX XX, 2009
	EXPIRES: Until Rescinded
REFERENCES: Government Code 11545 State Administrative Manual, Sections 4819.31, 4989 Management Memo 05-14 and attached Standard Operating Efficiency Procedures	ISSUING AGENCY: OFFICE OF THE STATE CHIEF INFORMATION OFFICER

<b>DISTRIBUTION</b>	Agency Secretaries Agency Information Officers	Department Directors Department Chief Information Officers
---------------------	---	---

**PURPOSE**

To further the Legislative intent of Government Code 11545(b)(3), the purpose of this Policy Letter is to reduce the cost of state operations by reducing the power consumption of specific information technology equipment.

In addition, this policy reinforces the intent of SAM Management Memo 05-14 in applying energy efficient management practices during normal and emergency operations

Specifically, this letter:

- Establishes a policy for California state government which requires power management and shutdown;
- Establishes a requirement of compliance reporting by departments.
- Defines exemptions to this policy.

**POLICY**

Effective immediately, agencies shall implement power management practices on all desktop and mobile computing devices, thin client devices, printers, copiers, scanners, and monitors. During hours of normal operation, devices which are not in use for 30 minutes shall automatically go into an energy-saving mode. Devices shall be shutdown at the end of the normal business day.

**APPLICABILITY**

This policy applies to all desktop and mobile computing devices, thin client devices, printers, copiers, scanners, and monitors used for California State government operations unless otherwise exempt.

---

**EXEMPTIONS**

Exemptions are limited to devices which must remain powered on and in active mode to meet State operational needs. Any exemption must be approved in writing by the Agency Information Officer (AIO) or the department's Chief Information Officer (CIO). An example is a desktop computer and monitor utilized to manage batch programs 24 hours per day, seven days per week.

---

**PROCEDURES**

- 1) Department CIOs shall develop a plan to fully implement power management and shutdown practices and submit a copy of the plan to their AIO by December 31, 2009. If a department is not part of an Agency, the plan shall be submitted by the CIO to the department Director.
- 2) Semi-annually thereafter, department CIOs shall submit a certifying statement to their AIO that power management and shutdown is being applied to the devices within the scope of this policy. If the department is not part of an Agency, the authorized approving signature will be the department Director or their official designee. The statement shall indicate the percentage of compliance achieved as of the statement date.

---

**DEFINITIONS**

For this policy, the following definitions apply:

- "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.
  - "Mobile Computers" are Portable-computing devices that can connect by cable, telephone wire, wireless transmission, or via any Internet connection to an agency's IT infrastructure and/or data systems.
  - "Thin Client" device is a client computer in a client-server architecture network which depends primarily on the central server for processing activities, and mainly focuses on conveying input and output between the user and the remote server.
  - "Shutdown" is turning the power off in a controlled manner
  - "System standby" (aka "sleep mode") refers to a low power mode for electronic devices such as computers, televisions, and remote controlled devices. These modes save significant electrical consumption compared to leaving a device fully on and idle but allow the user to avoid having to reset programming codes or wait for a machine to reboot.
  - "Power Management" is a feature of some electrical appliances, especially copiers, computers and computer peripherals such as monitors and printers, which turns off the power or switches the system to a low-power state when inactive. One power management standard for computers is Advance Configuration and Power Interface (ACPI) and all recent personal computers
-

---

have ACPI support.

**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](mailto:adrian.farley@cio.ca.gov).

---

**SIGNATURE**

---

Teri Takai,  
Chief Information Officer  
State of California

---