IT POLICY LETTER	NUMBER: ITPL 10-04	
SUBJECT: LOW POWER OFFICE COMPUTING	DATE ISSUED: MARCH 25, 2010	
Emphasis: Implementation Of Assembly Bill 32 (Chapter 488, Statutes of 2006)	EXPIRES: Until Rescinded	
REFERENCES:	ISSUING AGENCY:	
Government Code § 11545	OFFICE OF THE STATE CHIEF INFORMATION OFFICER	
State of California Purchasing Authority Manual, Chapter 3, Topic 9		
California Information Technology Strategic Plan		

DISTRIBUTION

Agency Secretaries
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PURPOSE

To further the Legislative intent of the Global Warming Solutions Act (AB 32) and Government Code 11545(b)(3), and the California Information Technology (IT) Strategic Plan, the purpose of this Information Technology Policy Letter (ITPL) is to reduce energy consumption by state agencies thereby reducing greenhouse gas emissions, and to minimize overlap, redundancy and cost in state operations by promoting the efficient and effective use of IT.

Specifically, this ITPL:

- Establishes directives for the procurement of new and replacement IT hardware by state agencies and incorporates green technologies into the state's information technology infrastructure by state agencies.
- Establishes target Electronic Product Environmental Assessment Tool (EPEAT) levels for equipment purchases.
- Defines exemptions to this policy and the exemption approval process.

POLICY

Effective immediately, the following identified IT equipment shall be replaced at end-of-life with low power office equipment (e.g., Energy Star or EPEAT compliant). When presented with the option of various products, agencies shall choose the most energy efficient product unless it represents a significantly greater cost that is not offset by reduced power utilization.

In addition, several of the devices listed below shall be replaced at the end of life by equipment that is more energy efficient.

 Desktop and Mobile Computers: State agencies should procure the lowest power computing devices that meet business requirements, including consideration of acquisition cost and energy savings. For

¹ When capitalized, the term "Agency" refers to one of the state's super agencies such as the State and Consumer Services Agency or the Health and Human Services Agency. When used in lower case, the term "agency" refers to any office, department, board, bureau, commission or other organizational entity within state government. Within this ITPL, "agency" and "department" are used interchangeably.

example, desktop computers may be able to be replaced with a laptop or other mobile computing device. A decision matrix for guidelines regarding replacement with either desktops or laptops is included in Attachment A.

Note: Employees should be limited to one computer except when justified by specific job requirements.

- 2) Monitors: Cathode-Ray Tube (CRT) monitors should be replaced with Liquid Crystal Display (LCD) or other energy efficient monitors.
- 3) Printers: Printers without energy saving features should be replaced with models that have energy saving features.
- 4) Other Office Equipment (Copiers, Scanners and Faxes): Single use office devices should be replaced with multi-function devices that have energy saving features.

APPLICABILITY

This policy applies to the acquisition of new and replacement IT hardware by any office, department, board, bureau, commission or other organizational entity within the state government.

EXEMPTIONS

Exemptions are limited to operational needs; agencies shall determine and justify the exemptions based on the functions performed by the devices needing replacement.

Any exemption must be approved, in writing, by the Agency Chief Information Officer, or the department's Chief Information Officer. Exemption requests must be retained for three years and be available for the OCIO to review upon request. Exemption requests must contain, at minimum, the employee name, date of request approval, and the justification for the exemption.

PROCEDURES

Agencies shall identify non-compliant devices and develop and implement a transition plan to replace the equipment with lower power computing devices during the agency's equipment replacement cycle.

DEFINITIONS

For this policy, the following definitions apply:

- Desktop Computer: a personal computing device designed to remain in a fixed location.
- Electronic Product Environmental Assessment Tool (EPEAT): the EPEAT program assesses the environmental performance of equipment and ranks devices in three tiers, Bronze, Silver, and Gold. EPEAT Silver is the current state baseline standard.
- Energy Star: a Federal standard for energy efficient consumer products.
- Laptop computer: a personal computing device designed for mobile use.

CONTACT

Questions regarding this policy should be directed to your OCIO PMO representative. A listing of PMO Managers and Principals, their departmental assignments, and department delegated cost thresholds can be found at the OCIO Web site located at:

http://www.cio.ca.gov/Contact Us/staff assignments.html

SIGNATURE	
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	/s/
	Teri Takai,
	Chief Information Officer
	State of California

Desktop or Laptop Decision Matrix

The following guidelines include consideration of energy use reduction and total cost of ownership. In most situations, an employee should have no more than one piece of equipment; i.e., either a laptop or a desktop. Occasionally job duties may necessitate an employee having both a laptop and a desktop, as indicated below. Each item contains an assumption that the equipment is a necessary component to performing one's job. This decision matrix does not apply to employees who do not need computers to perform their jobs:

Item	Description	Desktop	Laptop
1	Employee is a mobile employee working regularly outside the office.		Х
2	Employee is a salaried employee, working two hours or more per week outside the office.		Х
3	Employee's primary duties are typical office duties generally within normal office hours (e.g., analysts, support staff.)	Х	
4	Employee's job duties include the use of products having the most features and requiring the fastest performance or the use of specialized software (e.g., computer-aided design, testing laboratory).	Х	
5	Computers used in classrooms, kiosks, or reception areas.	Х	
6	Employee's job duties include those described in 3, above, and the employee also works outside of the office. (If the employee requires two devices, an exemption request must be approved.)	Х	Х