
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.
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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.
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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

/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.		X
2	Employee is a salaried employee, working two hours or more per week outside the office.		X
3	Employee's primary duties are typical office duties generally within normal office hours (e.g., analysts, support staff.)	X	
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).	X	
5	Computers used in classrooms, kiosks, or reception areas.	X	
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.)	X	X