CALIFORNIA TECHNOLOGY AGENCY # TECHNOLOGY LETTER	NUMBER: TL 12-3	DATE ISSUED: **MARCH 27, 2012**
SUBJECT: **SUPERSEDE LOW POWER COMPUTING DIRECTIVE** Streamlined Low Power Office Computing procedures	REFERENCES: Public Contracting Code (PCC) 12400-12404 SIMM Section 125, ITPL 10-04	

BACKGROUND

Information Technology Policy Letter (ITPL) 10-04 established Low Power Office Computing directives and required agencies[1] to complete an exemption form and receive approval from the Agency Chief Information Officer (AIO) or the department's Chief Information Officer (CIO) in order to purchase items not designated as Energy Star or Electronic Product Environmental Assessment Tool (EPEAT). Pursuant to PCC 12400-12404, DGS incorporates Environmentally Preferable Purchasing (EPP) specifications into bid solicitations, to help ensure that the state is "buying green." EPP includes Energy Star, EPEAT and other certified green energy standards. As a result of EPP, nearly all computing equipment available for purchasing at the State of California is certified green.

PURPOSE AND DESCRIPTION

The purpose of this Technology Letter (TL) is to supersede ITPL 10-04, eliminating the requirement for departments and agencies to prepare an exemption form for AIO or CIO approval in order to purchase other equipment if Energy Star or EPEAT equipment is not available. The California Technology Agency remains committed to reducing energy usage; however, PCC 12400-12404 requires, and DGS implements, green procurement processes that make Energy Star, EPEAT, or other green-certified equipment available for purchase. This approach is more efficient than requiring an exemption process when specific energy-reducing equipment is not available through state procurement programs.

PROCESS

For guidance on Low Power Computing, agencies should refer to the Guidelines in Statewide Information Management Manual (SIMM) Section 125, which is included as Attachment A of this TL.

The Technology Agency delegates to agency or department CIO's the authorization to retain or create agency or departmental policies or processes associated with ITPL 10-04.

QUESTIONS

Questions should be directed to your Technology Agency Program Management Office (PMO) Principal or Manager. A listing of PMO Principals and Managers and their departmental assignments can be found on the Technology Agency Web site located at: Technology_Agency_PMO_Assignments.

SIGNATURE

_____/s/_____

Carlos Ramos, Secretary
California Technology Agency

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[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 TL, "agency" and "department" may be used interchangeably.

STATEWIDE INFORMATION MANAGEMENT MANUAL EXCERPTS

[Note: Text and materials to be added are shown in bold, italic text.]

Guidelines (Optional Use)

SIMM Sections 110 through 200 contains guidelines, models, forms and templates that State agencies **will find useful** in the management of their IT programs. Use of any of these guidelines is not mandatory, but agencies are encouraged to make use of them if they need help or guidance in a particular area. If there are questions about any of this material, please contact the Technology Agency representative who is assigned to your agency.

- **110** AIMS Documentation Guidelines (pdf)
- **120** Software Management Plan Guidelines (pdf)
- ***125 Low Power Computing Guidelines***
- **158** Enterprise Architecture Practices
     - A. Technical Reference Model Practices
     - B. Service Component Reference Model Practices
- **160** Maintenance & Operations Plan Guidelines (pdf)
- **200** SIMM 200 has been replaced by SIMM 17 in its entirety

SIMM Section 125 – <u>Low Power Computing Guidelines</u>

Agencies should 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. These provisions apply to the acquisition of new and replacement IT hardware by any office, department, board, bureau, commission or other organizational entity within the state government.

The following identified IT equipment should 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 should 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 should be replaced at the end of life by equipment that is more energy efficient.

1. *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 example, desktop computers may be able to be replaced with a laptop or other mobile computing device.*

   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.*

For this effort, 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.*

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 require that an employee have both a laptop and a desktop, as indicated below. Each item contains an assumption that the equipment is required to perform 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