

# Sustainable Purchasing Guide

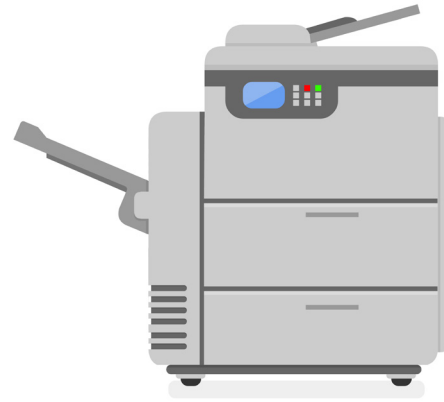
## Imaging Equipment



### Use this Guide When Purchasing

- Copiers
- Printers
- Multi-function devices (MFDs)
- Scanners
- Plotters

Office electronics such as printers and copiers continue to be a mainstay for most offices. Consequently, purchasing more sustainable electronics represents a significant opportunity to further an agency's sustainability goals - whether focused on energy consumption, toxics reduction, and/or waste reduction.



### How to Purchase

Check with your information technology (IT) and/or central procurement office to find out if you have any electronics standards (brand/model) and/or existing contracts that employees are required to use to purchase IT equipment. When you are seeking these products in a store or online, check the product details to confirm it meets the Minimum Requirements listed below.

### Product Requirements - *specify or seek:*

#### MINIMUM REQUIREMENTS/SPECIFICATIONS

- EPEAT Silver Registered
- AND
- Auto-duplex capability enabled (for printers, copiers, MFDs)
  - Double-sided scanning capability (for scanners/MFDs)

#### LEADERSHIP OPPORTUNITIES

*Minimum Requirements plus one or more of the following:*

- EPEAT Gold Registered

### Ecolabels to Look For



## Related Tips

### Consolidate MFDs and Invest in a Print Management System

Switching to shared MFDs with a print management system that supports user-specific hold/release print queues can dramatically reduce energy use and ink cartridge and paper consumption. Even moving to shared MFDs without a print management system and eliminating/reducing desktop printers and scanners is a positive step -contributing to waste reduction and cost savings.

### Leasing

Many MFD equipment manufacturers offer leasing programs, which may be cost-effective, and ensures manufacturer take-back of the product for remanufacturing/recycling.

### Recycling Electronics

Check with your IT department regarding data security and related electronic disposition requirements. Otherwise, to ensure hazardous materials do not end up in the environment and to foster material reuse, electronics should be recycled by an electronics recycler certified to either the R2 or e-Stewards standard. You can find a nearby certified responsible electronics recycler by using the [R2](#) or [e-Stewards](#) online directories.

## Benefits

- Duplex printing reduces paper use versus one-sided printing - saving money, reducing waste, and reducing natural resource use.
- Average operating savings from moving from desktop to shared/centralized MFDs run between 30 and 40 percent and can range as high as 60 percent.

## Additional Resources

- [Alameda County Green Purchasing Success Stories: Multi-Function Devices](#)
- Check the [StopWaste Sustainable Purchasing Website](#) for additional sustainable procurement resources.

## About EPEAT

EPEAT is well-known ecolabel for electronic products. The product standards associated with EPEAT involve multi-attribute, life-cycle criteria, including design for recycling and toxics reduction. Some criteria are required and some are optional, with products earning higher ratings for meeting more optional criteria. Thus, EPEAT products can be rated Bronze, Silver, or Gold, depending on the product's level of criteria achievement. EPEAT products also meet ENERGY STAR criteria for energy efficiency.

### PRODUCT REGISTRY

Find/verify certified imaging equipment by using the following online certified product registry:

- [EPEAT Product Registry](#)

### BENEFITS CALCULATOR

Calculate the environmental benefits of purchasing EPEAT products, such as energy & GHG emission savings, toxics reductions, and more.

- [EPEAT Benefits Calculator](#)