

**SUBJECT: POLICY FOR THE PURCHASE OF PRINTERS, FAXES, COPIERS, PAPER,  
AND TONER**

Purpose: All City of Madison agencies will adopt a system of printing and copying that incorporates the principles of sustainability including resource conservation, waste reduction and green purchasing. The purpose of this policy is to save energy as well as natural and financial resources for the City of Madison by developing a sustainable policy that will optimize the City's printing operations. The goals of this Administrative Procedure Memorandum (APM) are to:

- Reduce the number of printers
- Mandate the use and purchase of recycled, environmentally preferred paper.
- Develop a standard for the use and purchase of remanufactured toner.

Background: The City of Madison, its facilities, and its operations have a substantial impact on the environment, the economy, and the community. The City and its partners act as stewards of the local environment and its resources, and must incorporate sustainability principles to ensure the current and future needs of the City can be satisfied.

The City of Madison defines "sustainability" as meeting the current environmental, social, and economic needs of our community without compromising the ability of future generations to meet their needs. Sustainability represents a desire to pass on a world that is as good as, if not better than, the one we found. Therefore, we must follow the City's [Sustainability Plan](#).

Policy:

**Needs Assessment:** Whenever a change occurs within an agency that may affect the printing practices for an individual or group of individuals within that agency (e.g., the need for a printer, fax, scanner, or copier addition/replacement, reorganization of existing office space or relocation to new office space). The agency should contact the Help Desk to conduct a business needs assessment that reviews current printing practices and ensures that the following is addressed:

- The most efficient number of office equipment devices (including multifunction devices, shared printers, personal printers, faxes, and scanners) necessary to meet operational productivity.
- Shared networked devices are in use to the maximum extent possible. Eliminate personal desktop printers in favor of network or multi-function printers to create the ideal employee-to-printer ratio as designated by Information Technology (IT).
- Combine multiple functions (fax, copier, or scanner) into one multi-function device whenever one or more of these functions is needed in conjunction with printing.
- Deploy the use of office equipment in the following order of preference:
  - Multifunction devices – printer/fax/copier/scanner
  - Shared networked laser printers
  - Stand-alone fax machines
  - Stand-alone scanners
  - Stand-alone laser printers
  - Stand-alone deskjet/inkjet printers

Following a needs assessment, any unneeded devices can be e-recycled (see [APM 4-7](#)) or re-deployed in other areas. Re-deployed devices may be permitted provided that the department can document a valid business need.

**Purchase of Equipment covered by this APM:** All purchases of printer, fax, copier, or scanner equipment must be approved by the IT Department and Purchasing to ensure that only approved, standardized equipment is procured. IT will determine the most economically efficient equipment to deploy based on volume (print, fax, and copy), special needs, number of employees serviced, office space configuration, the need for color printing, and budget considerations. Use of stand-alone devices or personal printers must be justified with legitimate business needs or a documented accommodation.

All such equipment purchases must follow applicable purchasing policies, procedures, and guidelines (see [APM 1-4](#), [MGO Sec. 4.26](#), etc.).

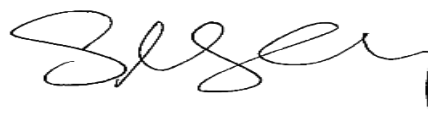
**Default Device Settings:** Default device configuration settings (i.e., duplex mode, color/black-and-white, idle time power off), set by IT at installation time, must remain unchanged. One-time changes may be made for individual print outs which require exceptions to the default values.

**Paper:** No less than 80 percent of the paper purchased by City agencies must be environmentally preferred paper. This paper is made from 100 percent post-consumer recycled paper, processed chlorine-free, produced with 100 percent green e-Certified renewable energy, and has acid-free content.

**Toner:** The purchase of remanufactured toner cartridges is required for all printers for which remanufactured cartridges are available. All used toner should be delivered to IT for proper e-recycling.

**Consequences for Noncompliance:** The IT Department will use network-based printer management software to monitor the usage of devices on the City of Madison network. Devices that do not comply with this policy will be removed from the City of Madison network either permanently or until they are brought into compliance with this policy.

**Authority:** The IT Director and their designated employee(s) shall maintain and interpret this APM.



Satya V. Rhodes-Conway  
Mayor

APM No. 4-5  
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