

# Implementing Print Management

Portsmouth Gaseous Diffusion Plant

September 20, 2012

# Un- Sustainability

While monitoring progress of our sustainability efforts WEMS noticed that the use and costs for paper, toner and support appeared to be rising dramatically



• [http://www.carlisle-enterprises.com/Recycling\\_Empty\\_Toners.html](http://www.carlisle-enterprises.com/Recycling_Empty_Toners.html)

Paper use had increased from 13 pounds person in 2010 to nearly five times that amount in early 2012.

*We knew we had to improve our resource management*

# Information Dissemination Study

## WEMS Studied Habits

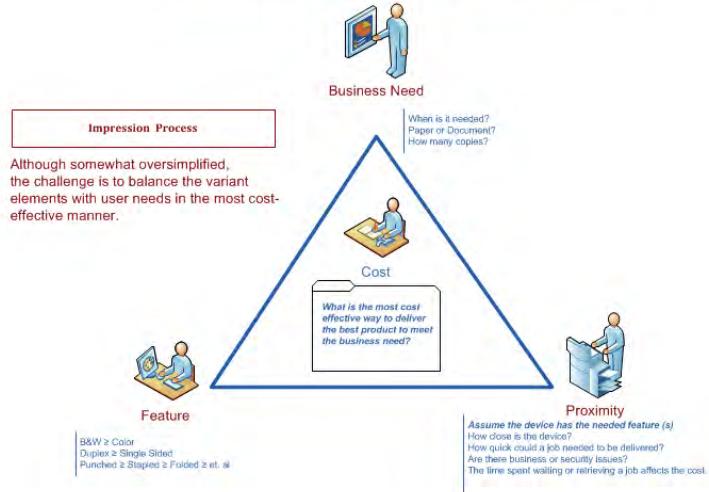
What is the best product?  
(web/pdf/paper)

What is the most appropriate device?  
local/ network/copier

What format meets your business need ?  
duplex / b&w/ color

Choose the right format for the right use ?

### Essentials of Disseminating Information



We concluded we needed better data to understand our problem.

# WEMS NEEDS

**Beyond anecdotes**

Accurate information

*not good stories*

**Clear direction**

Print duplex black and white

*unless there is a business need*

**Software**

To set desired values

*with user over-ride*

**Over time**

*It becomes second nature*

**Data**

To determine direction and scope

**Policies**

To clarify and quantify company expectations

**Feedback**

To manage the process

**Process**

To modify behavior

# The Goal



## Provide users

A managed platform where duplex  
B&W printing are the norm.

Document use to measure this goal

Creating effective printing policies,  
Changing behaviors and working with users.

*Will allow us to accomplish these goals*

# Printing Program Needs

Policy  
**Printer Acquisition**  
Energy Star, Duplex Capable  
FEMP Low Standby Power

Awareness  
**Paper Use**

Policy  
**Printer Deployment**  
Use most cost and resource effective device available

Awareness  
**Energy Use & Cost**  
Individual user monthly reports

Policy  
**Printer Use**  
Print only when necessary

Awareness  
**“Think Before You Ink”**

# Changing Behaviors

## **Most, When Informed, Will Do the Right Thing**

**Awareness** of the problem, and a sensible solution can often change behavior.

**Directing** that change can be accomplished with the implementation of print management software that provides actual use data to the user.

**Creating Policies** forcing the user to override default values.

### Three steps:

#### **Awareness**

Taking ownership of the process

#### **Knowledge**

Understanding how their change can impact the results of the whole

#### **Action**

Incorporating these changes into daily work



**WEMS Staff prepare for monthly document shredding**

# Awareness

## Sometimes you can be subtle

A series of short articles entitled “Think Before You Ink” encourages staff to think about what they are printing , how they are printing and alternatives to printing. They are intended to reinforce the concept that printing is a cognitive act.

The logo consists of the word "Think" in large orange letters, where the letter "I" has a blue exclamation mark inside it. Below "Think" is the text "Before You Ink" in smaller blue letters.

<http://ufon.uvt.unifi.edu>

**Double Your Pleasure—  
Reduce Paper Use by 35%**

The best printing is no printing. Unfortunately, we cannot survive in that mode. But we can print double sided. This simple act will cut paper use by 35%.

It is facilitating a significant change. To date, 70% of the printers and 39% of all devices have been set to default to double-sided printing.

**on Initiative**

of paper of your personal use will have to print less. We believe this effort is "Think Before You Ink." It's a good idea when you print or copy something that you are using a wider set of resources to put on paper. We are not suggesting that you stop copying or copying; merely make the copy a minor decision to print with a reasonable amount of paper.

In 2011, more than 24 pounds of paper were used per person, more than five years, or 2,600. Current projections for 2012 will

dously in our efforts to achieve US EPA's Federal Electronics Challenge (FEC) Gold Standard, will also cut costs and allow all of us to participate in the sustainability effort.



**The Think Before You Ink Campaign**

Take a very simple example of a X-7000 contributor. Instead of printing one side of the page, it leads the good side of the paper over the way she reduces paper use previously used printouts. Often presenters print out their



## Implementing Print Management

# Awareness

## Think Before You Ink—10% Solution

WEMS and FBP are partners in the US EPA's Federal Electronics Challenge (FEC). The challenge was established to improve the environmental impacts of the electronics acquired and used by the Federal Government. Previously PORTS achieved "Bronze" and "SILVER" recognition under this program for our sustainability efforts, but our goal in FY 12 is to go for the GOLD level of performance.

The crux of our effort is to do the right thing. We will also gain the recognition of our peers. Needless to say this will also have a positive impact on the Award Fee. A 10% reduction in paper use is but one of the twenty five activities we have planned. But it is one we can all participate in.

For arguments sake, say you print 100 pages per month or 1,000 pages per year. If you can reduce that use to 90 month or 900 year you have done your part. Ten pages is not a mountain. Refrain from printing several emails, or several Google Maps and you're there. Do that for a year and you have helped us reach our goal. If everyone joins in, we are part of the solution.

Think Before You Ink is all about making good choices. Please help reduce paper use and eliminate ten percent of your printing. What do you do to cut down on paper use? If you have any ideas to help in our efforts please contact Lisa Burns (859-466-7834) or Bob Anderson (4594).



# Awareness

## Paper Use Reduction Initiative

WEMS and FBP are partners in the US EPA's Federal Electronics Challenge (FEC). The challenge was established to improve the environmental impacts of the electronics acquired and used by the Federal Government. Previously PORTS achieved "BRONZE" and "SILVER" recognition under this program for our sustainability efforts, but our goal in FY 12 is to go for the GOLD level of performance.

The program has three prime directives:

- Purchase greener electronics. (Acquisition and procurement)
- Reduce impacts of electronics during use. (Operations and maintenance)
- Manage used electronics in an environmentally safe way. (End of life management)

A variety of activities are being conducted by many departments to reduce our ecological impact and obtain this recognition including the introduction of power management software as well as encouraging weekend and holiday shutdown of non-critical computers and monitors. Over the coming months it is our intention to get your help in some other aspects of this plant wide sustainability effort. We know that by giving you information, skills and motivation you can help us. Our goal is to not only receive recognition, but reduce wasted resources and costs. This will also improve our DOE metrics scores. Might we also mention it is the right thing to do?

One target we have set is to reduce the



number of pounds of paper used per person. To do that we all have to print less. We have entitled this effort is "Think Before You Ink." We hope that over time every instance when you print or copy you will think why you are using a wide set of resources to put toner on paper. We are not asking you to cease printing or copying- merely make the cognitive decision to print with a reason.

In 2011 more than 29 pounds of paper were used per person. That is more than five reams, or 2,600 sheets. Current projections for 2012 indicate that this will almost double to more than fifty pounds per person. We simply must change our paper consumption habits. Our goal is to reduce this number by at least 10%.

No simple act will turn this trend around. We believe that if you are aware of the issue, are provided some alternatives, and share your ideas, we can drastically reduce our paper use.

We intend to provide simple and practical ideas for you to utilize to cut paper use in future articles. We also ask you to contribute your thoughts for others to use so we can reverse this trend and put us on the path to responsible printing.

No single act, no single directive, no individual can turn this tide. Together, if you simply "Think Before You Ink" we can reduce our paper consumption.

If you have any ideas to help in our efforts please contact Lisa Burns (859-466-7834) or Bob Anderson (4594).

## Double Your Pleasure— Reduce Paper Use by 35%

The best printing is no printing. Unfortunately, we cannot survive in that mode. But we can print double sided. This simple act will cut paper use by 35%.

IT is facilitating a significant change. To date, 70% of the printers and 39% of all devices have been set to default to double sided printing. All new purchases have this capability and IT is working to configure as much existing hardware as possible. If your equipment hasn't been set to this function, it will be in the coming year. They call it duplex and we need to see it as a necessity.

Duplex forces you to cognitively act to print single sided. You have to intervene to use more paper. If your printer hasn't been configured yet please make the effort to print double sided on your own.

As paper is soaring towards fifty pounds per person this year, the easiest measure you can take is to print everything double sided. This simple act will help tremen-

dously in our efforts to achieve US EPA's Federal Electronics Challenge (FEC) Gold Standard. It will also cut costs and allow all of us to participate in the sustainability effort.



The Think Before You Ink Campaign is all about making good choices. Please choose double sided as your printing option. If you have any ideas to help in our efforts please contact Lisa Burns (859-466-7834) or Bob Anderson (ext. 4594 or andersonr@wems-llc.com)

*Photo Credit: The accompanying photo is of the Barnstable twins, Doppelmint twins and former UK Cheerleaders. <http://www.bigbluehistory.net/bb/Graphics/Cheerleaders/barnstabletwins.jpg>*

# Awareness

## Think Before You Ink: Don't Print at All



If you truly think about what you ink, you can discover some things that don't need to be printed at all. Recently my good friend

Bob gloated about his "100%

score" on a recent WEMS training requirement.

Gleefully he held out the printout demonstrating is achievement. Truth of the matter is he really didn't need to print it.

I realize some may not trust the record keeping function of LEARN and collect you certificates as badges of glory. All well and good, but they really don't need to be printed. My sainted mother, God rest her soul, said even paranoids had real enemies. If you must maintain a record of your success, try converting the document to a .pdf format instead.



When the certificate is up and ready to print, go ahead and hit the PRINT button with one small change. Change your printer to Adobe PDF.

After you click "OK" you will get a dialog box indicating where you want the certificate copy saved. Create a personal folder for all you training certificates and save away. You will be saving trees and toner as well.

Think Before You Ink is all about making good choices. Please help reduce paper use and save files instead of killing trees. What do you do to cut down on paper use? If you have any ideas to help in our efforts please contact Lisa Burns (859-466-7834) or Bob Anderson (4594).

Think  
Before  
You  
Ink

<http://ufon.ufl.edu>

*The "Think Before You Ink" logo is from the University of Florida*

# Gathering Data

Print Management Software (PMS) gathers accurate data that can provide tools for analyzing many facets of printer use.

## *Principle uses include:*

- Monitor & Modify Policies
- Identify cost effective printers
- Calculate cost per sheet data
- Monitor users individual activity
- Increase user awareness of printing behavior
- Analyze work flow for alternative output

	Total	% of Total	% Duplex Capable
# Printers/Copiers	566		
IP Address (Networked)	413	72.97%	
Energy Star	462	81.63%	
Duplex Capable	309	54.59%	
Duplex Enabled on Printer	231	40.81%	74.76%

**Data provides performance and planning information**

# Use of Data

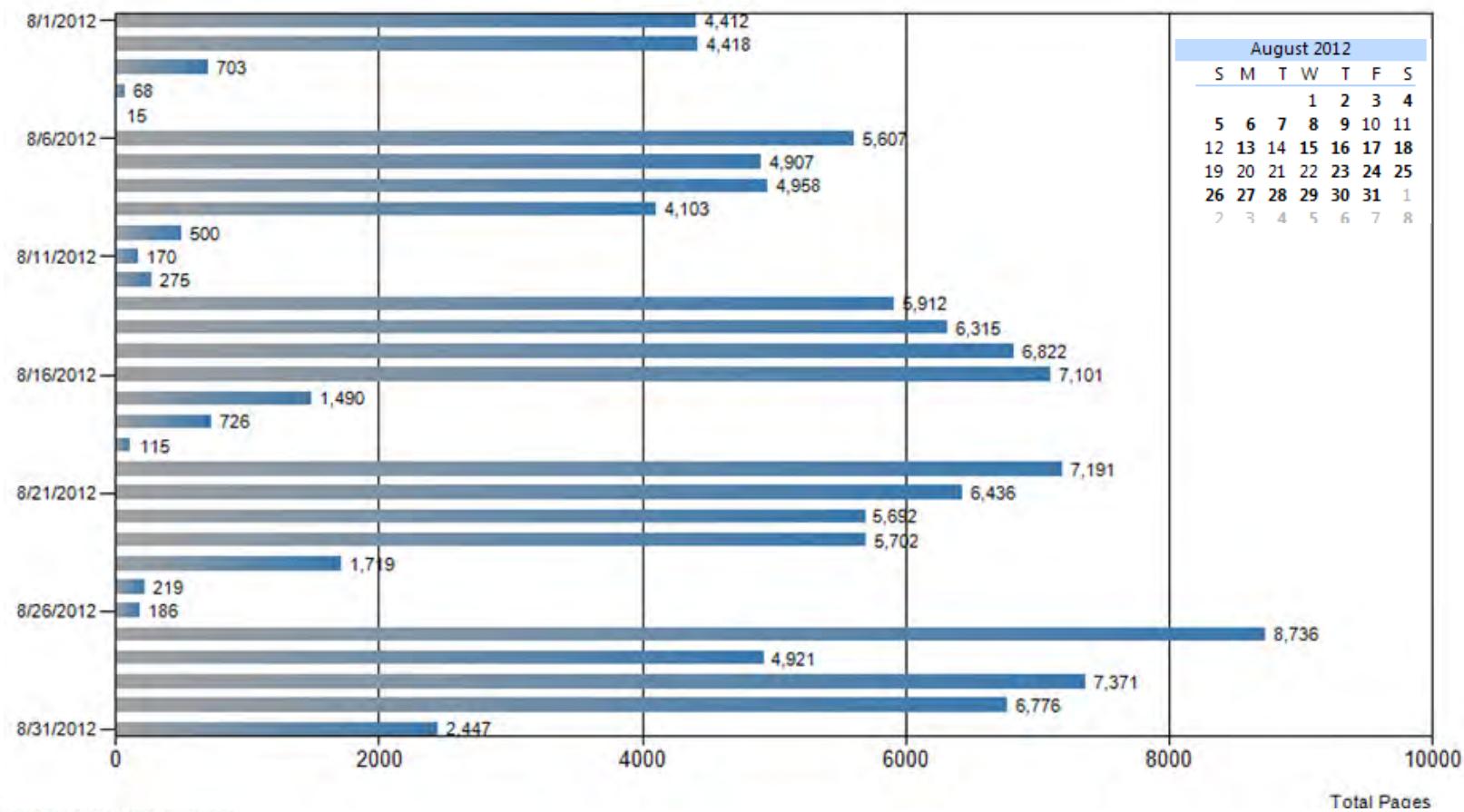
Identifying trends and patterns provide valuable insight

- When use occurs
- Where use occurs
- Need for support
- Pre-deployment of supplies



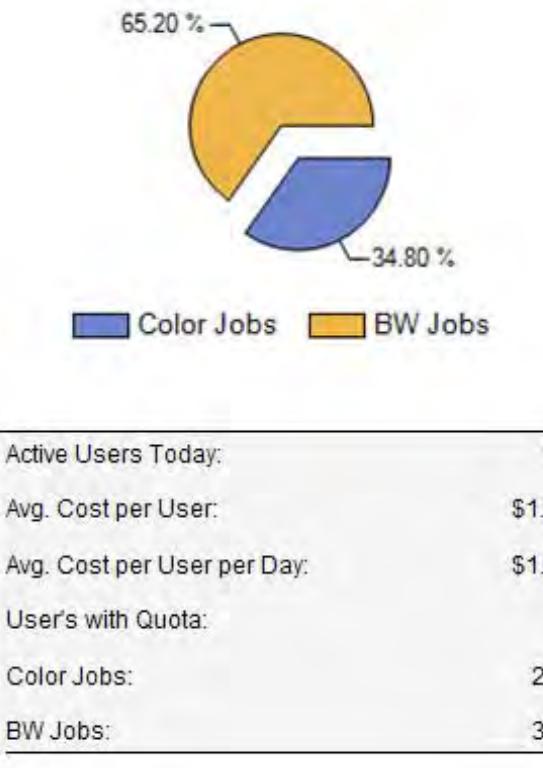
# Time Based Trends

## Daily Printing For August



# User Based Trends

Top Users	Pages	Cost
QT7	506	\$6.58
ZU1	244	\$2.44
WWR	215	\$10.75
QMW	108	\$4.05
MDB	100	\$1.90
AR3	75	\$6.85
O40	65	\$2.29
UJI	59	\$2.95
CG3	54	\$7.61
BG8	53	\$1.97

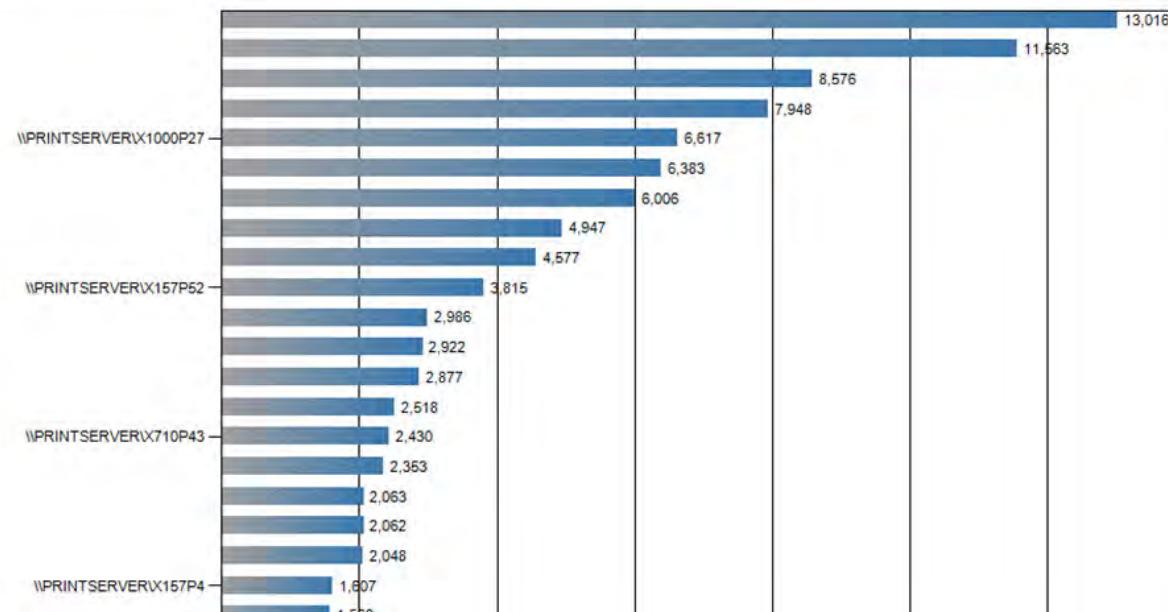


The percentage of jobs printed in black and white

# Printer-Based Trends

Top 25 Printers by Total Pages

History From 2012-8-1 Through 2012-8-31



This report  
Identifies the  
printers with the  
most use

The most used printers for the month of August

# The Future

Our goal for FY-2013 is to reduce paper consumption and the printer usage, measured in pounds per person, by at least 10%. Such a reduction is achievable by using data obtained from print management software, good individual decisions and better awareness of WEMS printing policies. The benefits will consist of a reduced environmental footprint, cost savings, and improving the overall sustainability of PORTS.

For further information contact  
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