PrintWise

Seven Steps to Lowering Print Costs Within 90 Days

The Federal Strategic Sourcing Initiative for Print Management was the first GSA strategic sourcing solution to add a change management component to its overall strategy. A set of seven print behavior recommendations has been developed that can lower printing costs within the first 90 days of the start of any agency-run program. These simple changes are projected to yield significant cost savings and sustainability benefits. It is being recommended that agencies use the "Seven Steps to Lowering Print Costs Within 90 Days" to drive their respective PrintWise programs, and that they adopt as many of the steps as possible within an initial 90-day timeframe and work towards adopting the rest in the near future.

1. Set your default to "duplex" (double-sided) printing

By printing in duplex mode, the government can create an average savings of $.0040 per page, resulting in government-wide savings up to $61 million annually

By printing in duplex mode, the government can save on paper costs and reduce the number of trees consumed by agencies (550,000 trees per year by 2015 saved government-wide)

2. Set your default to "black-and-white" or "grayscale" (rather than "color") printing

Printing in color can be up to 10 times the cost of printing in black-and-white

By printing in black-and-white, the government can create an average savings of $.0113 per page, resulting in government-wide savings up to $171 million annually

3. Set your default to "draft" quality (rather than "high" quality) printing

The use of draft quality printing can reduce toner costs by up to 20%, typically without significant decreases in the quality of output pages

By printing at draft quality mode, the government can create an average savings of $.0020 per page, resulting in government-wide savings up to $30 million annually

4. Use one of the three approved toner-efficient fonts (Times New Roman, Garamond, and Century Gothic)

The use of toner-efficient fonts can reduce toner costs by up to 30%

By using more toner-efficient fonts, the government can create an average savings of $.0020 cents per page, resulting in government-wide savings up to $30 million annually

5. Improve your use of sleep mode for your printers

By having devices power-down on weekends, the government can create an average savings of $186 per year per multi-function device, $31 per year per networked printer and $1 per year per personal printer, resulting in government-wide savings up to $30 million annually

By ensuring print devices are turned off over the weekend, the government can reduce energy CO_2 emissions by the equivalent of approximately 50,000 cars. This would also save the government approximately $30 million in energy costs

6. Encourage the removal of personal printers

By drastically reducing the number of personal desktop printers, the government can create an average savings (toner and energy) of $29 per printer removed, resulting in government-wide savings up to $6 million annually

Eliminating personal printers can reduce energy CO_2 emissions equivalent to taking 475 cars off the road for one year

7. Freeze purchases of personal printers

If agencies cease the purchase of personal printers, this would lead to an average cost avoidance of $141 per personal printer, resulting in government-wide cost avoidance up to $10 million annually

These Seven Steps are the most effective ways to realize savings through altered print behaviors. But there are additional actions agencies or individuals can do to reduce printing and related spending even more. Other ways to save:

- Review your e-mail online and don't print it
- Electronically distribute presentation materials
- Instead of printing an entire document, select the content you need and print "Selection Only"
- Take home a copy of a document to review, don't print it. Put it on a flash drive and reference it electronically
- Expand margins and minimize the use of "color fields" in document layouts
- Recycle your print waste

PrintWise

PrintWise: Changing the way the federal government prints.

The PrintWise behavior change and awareness program is a government-wide education campaign designed to enable federal employees to make better print decisions. If fully implemented, the program expected to save taxpayers over $330 million by 2015 through the implementation of more efficient and sustainable printing practices. This consolidated approach will build government-wide acceptance and support; help participating agencies to implement improved printing behaviors; showcase successful print behaviors within the federal community; and generally create awareness about the effect print management has had on federal government operations and its bottom-line. To learn more about PrintWise, visit www.strategicsourcing.gov/print-wise or email us at GSA.PrintWise@gsa.gov. This document utilizes Garamond, a Print Management Program approved toner-efficient font.

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* The estimates and potential savings figures were calculated using a variety of government and private industry sources. For an appendix that offers a complete breakdown, contact gsa.printwise@gsa.gov.