Doc Ref Number:		**Revision Number:** 0
Document Type:	Enterprise Policy	**Page:** 1 of 6
Policy Title:	Green IT Policy	

Synopsis:	Provide guidelines for Green IT Practices
Authority:	Title 29 Chapter 90C Delaware Code, §9004C – General Powers, duties and functions of DTI "2) Create, implement and enforce statewide and agency technology solutions, policies, standards and guidelines, including as recommended by the Technology Investment Council on an ongoing basis and the CIO"
Applicability:	This Policy is applicable to all users of the State of Delaware communications and computing resources. DTI is an Executive Branch Agency and has no authority over the customers in Legislative and Judicial Branches, as well as School Districts, and other Federal and Local Government entities that use these resources. However, all users, including these entities, must agree to abide by all policies, standards promulgated by DTI as a condition of access and continued use of these resources.
Effective:	4/5/2010
Reviewed:	9/27/2019
Approved By:	Chief Information Officer
Sponsor:	Chief Operating Officer
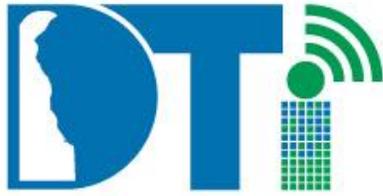
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I.   Policy

PURPOSE

This policy addresses the purchase, use, and disposal of Information and Communication Technology (ICT) in an efficient and effective manner with minimal or no impact on the environment. The goal is to guide State organizations in their efforts to comply with Delaware and Federal mandates and guidelines regarding The Federal Electronics Challenge (FEC).[1] This policy introduces the concept of establishing and following an Environmental Management System (EMS).

The concept of green information technology (Green IT) applies environmental principles to the world of computer technologies, printers, office equipment, and optical and imaging equipment. Green IT encompasses incorporating fewer pollutants in manufacturing, shipping, using, and disposing of information technology hardware.[2]

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[1] https://www.epa.gov/fec

[2] IEEE Standard for Environmental Assessment of Personal Computer Products, Including Laptop Personal Computers, Desktop Personal Computers, and Personal Computer Monitors
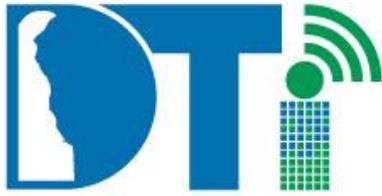
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Environmental attributes to look for;

- Reduced or no toxic constituents
- Recycled-content
- Designed for recycling
- Reduced materials use
- Efficient energy usage
- Extended product life, upgradeable
- Reduced packaging
- Recyclable packaging
- Environmentally sound take-back and recycling options

POLICY STATEMENT

1. Establish a Green IT charter and manage the organization's environmental IT impact.
   A) Measure and report office power consumption as granular as possible. Begin by taking a baseline measurement of power usage, paper usage, equipment purchases and disposal.
   B) Purchase in accordance with EPEAT guidelines.
   C) Utilize server and desktop virtualization wherever possible.
   D) Ensure that End of Life Management[3] complies with environmental guidelines; excess electronic products must be refurbished for reuse, disposed of through statewide electronic recycling contracts or returned to manufacturers through contract "buyback" provisions for ultimate disposition in a manner that prevents hazardous materials from entering the waste stream[4].
   E) By leveraging current computer chip technology centrally managed PC's are placed in a low power state when not in use.
   F) Purchase components with the highest Energy Star ratings when feasible.
   G) Discontinue the use of screen savers
   H) Continually educate the staff on Green IT
   I) Reduce the consumption of paper, office supplies, and disposable supplies

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[3] A focus on IT asset management strategies, including solutions for addressing e-waste, recycling, and end of life management http://greenercomputing.com/browse/end-of-life-management

[4] "The total flow of solid waste from homes, businesses, institutions, and manufacturing plants that is recycled, burned, or disposed of in landfills, or segments thereof such as the "residential waste stream" or the "recyclable waste stream." http://www.ecomii.com/dictionary/waste-stream
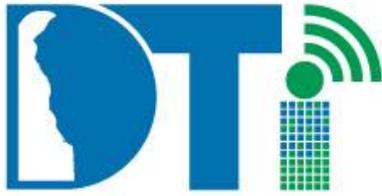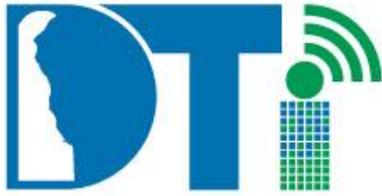
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J) Use software agents and schedulers to automate Green IT settings such as enforcing a low-power state (standby), for PCs and monitors after a sustained period of inactivity

K) Utilize Video Conferencing whenever possible

L) Institute Asset Life Cycle Management to take advantage of more energy efficient newer technologies

M) Implement rack placement and air flow strategies to maximize cooling and other efficiencies in data centers and telecom closets

N) Printing:
- Reduce document printing and copying to reduce paper consumption and decrease energy consumption by printers, copiers and fax machines.
- Print on 100% post-consumer recycled content paper.
- Set printer defaults to duplex printing and narrow the default margins on the paper. Go here for further information Change the Margins
- Track the amount of printing by IP address

2. The sustainability manager will be responsible for working within the organization to bring about compliance with the Green IT Charter.

3. The Green IT charter will include the following actions:

A) Implement and maintain an energy management program that seeks to reduce energy consumption and encourage and utilize sustainable energy solutions;

B) Establish, maintain and make available to the organization appropriate policies and procedures that from a technology standpoint, improve efficiency, reduce energy, and reduce waste.

C) Ensure compliance with industry environmental standards as appropriate and applicable to our activities;

D) Assure that employees of the organization receive training and are fully engaged in the departmental goals of improving efficiency, reducing energy consumption and recycling materials;

E) Communicate the management practices and compliance requirements to contractors, vendors, partners and other participants in the organization's Green IT goals;

F) Consistently review indicators as a basis to improve the Department's performance

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G) Submit reports on Green IT initiatives and progress towards goals semi-annually to the State CIO.

IMPLEMENTATION RESPONSIBILITY

DTI and/or the organization's staff will implement this policy during the course of normal business activities, including project execution and the design, development, or support of systems.

ENFORCEMENT and WAIVER

DTI will enforce this policy during the course of normal business activities, including review of proposed projects and during the design, development, or support of systems. This policy may also be enforced by others during the course of their normal business activities, including audits and design reviews.

If there is ambiguity or confusion regarding any part of this policy, contact the point of contact defined in the header of this policy.

II. Definitions

Green IT – It is reducing energy consumption, reducing waste, and minimizing environmental impacts to the greatest extent practicable.

End of Life Management – A focus on IT asset management strategies, including solutions for addressing e-waste, recycling, and end of life management.

Sustainability Manager – The person within each agency that is responsible for coordinating their agencies activities associated with the Governor's Executive Order.
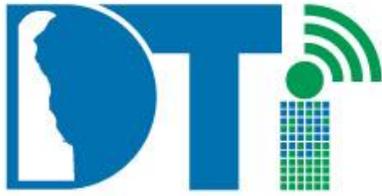
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III. Development and Revision History

Date	Revision
4/5/2010	Rev 0 – Initial version
6/11/2018	Rev 0 - Cleanup of links/footnotes. Changes to PC power state

IV. Approval Signature Block

Name & Title: State Chief Information Officer	**Date**