Executive Directive 08-01
Initiatives to Measure and Reduce Environmental Impact of Government Information and Communications Technology
February 21, 2008

The environmental impact of information and communication technology (ICT) is large and growing rapidly. At the same time, ICT has significant potential to enable new solutions to environmental challenges of energy use and waste creation, and can be an effective tool to advance sustainable economic development.

San Francisco City and County government will benefit from a comprehensive system that assesses, manages, and ultimately utilizes ICT to achieve sustainability goals. The Directive takes the next step toward such a comprehensive sustainability system for information technology by limiting the environmental impact of the lifecycle of equipment, from production through use to disposal. Actions called for below aims to reduce our government's ICT-related greenhouse gas emissions by 24 percent by 2012 and advance our goal of carbon neutrality for City government by 2020. Based on the experience of commercial buildings, approximately 20-25% of building energy is attributable to ICT.

I. Production

1. Beginning April 1, 2008, consistent with the environmentally preferable purchasing policy adopted by the Committee on Information Technology (COIT), departments shall only purchase personal computers, notebook computers and monitors that meet at least the Electronic Product Environmental Assessment Tool (EPEAT) Silver standard with a preference for the Gold standard.

2. For all ICT equipment not currently rated according to EPEAT standards, such as computer servers, printers, routers, the City's Office of Contract Administration will propose application of standards to guide environmentally preferable purchasing practices in consultation with the Chief Information Officer (CIO) and the Department of the Environment. These standards will seek to minimize levels of toxic components, ensure the highest level of energy efficiency, facilitate end-of-life recycling, and minimize unnecessary packaging.

3. The City's CIO shall develop a framework for considering the environmental impacts of new technology projects in consultation with COIT, the Department of the Environment and the Public Utilities Commission. COIT, using its technology budget review function, shall ensure that technology projects are reviewed for environmental impact and support the City's environmental goals.

II. Use

4. By June 30, 2008, the Department of Telecommunications and Information Services (DTIS) shall implement a paper reduction pilot, whereby, to the maximum extent possible, all printing is performed using networked multi-function devices, scanned or electronically generated documents replace paper with a goal of reducing general office paper consumption by 20%. The pilot will examine not only paper reduction, but also corresponding demands on server capacity and software necessary to facilitate collaboration in a reduced paper environment.

5. At the conclusion of this pilot program, the City's CIO will recommend a paper reduction policy to COIT for immediate implementation.

6. By September 30, 2008, DTIS shall report on the results of a pilot program to implement centralized power management system for personal computers. This will strengthen the program introduced by Energy Conservation Executive Directive 05-104 (September 23, 2005), which mandated the installation of power management functions, by ensuring that these functions are being utilized to the fullest extent feasible.

7. At the conclusion of this pilot program, the City's CIO will recommend a power management policy, possibly including centralized power management, to COIT for immediate implementation.

8. The City, through DTIS shall create a centralized and a back-up data center which minimizes the use of energy and other resources through standardization, consolidation and optimization. All departments will cooperate in this effort by participating in mainframe and server consolidation. DTIS shall submit a plan to COIT for the data centers by June 1, 2008.

9. The City's CIO will develop a baseline measurement of the energy consumption and environmental impact of the City's ICT operations. All City departments will assist in this effort.

III. End of Life

10. The City, through COIT, will adopt a standard for life cycle management and asset tracking which will seek to reduce environmental impact by improving efficiency, reducing waste, and extending the useful life of personal computers and other ICT equipment.

For questions concerning this Executive Directive and its implementation, please contact the City's Chief Information Officer Chris Vein at 415-581-4000.

Gavin Newsom

Mayor