



# Green Technology Purchasing Policy

## Committee on Information Technology

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San Francisco's environmental preferable or "green" purchasing practices serve as a model to other public agencies, private businesses and residents. The goal of the San Francisco Department of Environment is to spend no less than 90% of purchase dollars on compliant products within the product areas covered.

### **PURPOSE AND SCOPE**

The purpose of this Green Policy is to establish green information technology purchasing requirements to foster expanded environmental stewardship in the IT industry. San Francisco's purchasing practices go beyond basic environmentally preferable purchasing initiatives to ensure that public money is spent in a manner that is consistent with our human health and environmental policies.

This policy is directed towards the green purchasing of:

- *Personal computers*, including desktops, laptops, tablets, workstations, thin clients and computer monitors;
- *Enterprise computer servers*;
- *Imaging equipment*, including copiers, digital duplicators, facsimile machines, multifunction devices, printers, mailing machines and scanners, and
- *Televisions and large displays*, including signage displays.

This policy applies to all information resources operated by the City and County of San Francisco and its departments, and commissions. Elected officials, employees, consultants, and vendors working on behalf of the City and County of San Francisco are required to comply with this policy.

### **POLICY STATEMENT**

The City and County of San Francisco will purchase information technology (IT) equipment that both meets the needs of City users and minimizes negative human health effects and environmental harm.

Our purchasing policies will ensure that, City government agencies shall purchase only information technology equipment that:

- Contains minimum levels of toxic components,
- Operates with the highest energy efficiency,
- Maximizes product longevity
- Is designed to facilitate recycling at the end of product life, and with maximum use of recycled and recyclable materials
- Requires minimal packaging with maximum recycled and recyclable content,
- Promotes extended producer responsibility for manufacture and disposal, and
- Has the smallest possible climate change footprint.

## **PURCHASING REQUIREMENTS**

Computer equipment, including laptops, monitors, desktops, servers, and imaging equipment, have been designated as “Targeted Product Categories” for green purchasing efforts, in keeping with Chapter 2 of the San Francisco Environment Code.

### **Personal Computers**

- *Purchases initiated before June 28, 2019:* All desktops, laptops, tablets, workstations, thin clients and computer monitors are required to achieve Gold registration in the EPEAT system in the U.S. at the time of purchase.
- *Purchases initiated after June 28, 2019:* All desktops, laptops, tablets, workstations, thin clients and computer monitors are required to be registered in the EPEAT system at the time of purchase at Bronze level or higher.

EPEAT for Personal Computers is a registry of products satisfying the IEEE 1680.1™ – 2018 Standard for Environmental and Social Responsibility Assessment of Computers and Displays. The EPEAT registration criteria and a database of all registered products are provided at <http://www.epeat.net>.

### **Servers**

All computer servers purchased by City departments will be reviewed for compliance with this Policy during the CIO Review process and any purchases are encouraged to be registered as Bronze level or higher in the EPEAT system at the time of purchase. EPEAT for Servers is a registry of products satisfying the NSF/ANSI 426 – 2017 Standard for Environmental Leadership and Corporate Responsibility Assessment of Server.

IT purchasers are encouraged to “right-size” their server specification in terms of memory and redundant power supplies, to review manufacturer data sheets of servers that meet the given need, and to choose models with high efficiency over a range of operating loads.

### **Imaging Equipment**

All imaging equipment purchased or leased by City departments, including copiers, digital duplicators, facsimile machines, multifunction devices, printers, mailing machines and scanners (as defined by the U.S. ENERGY STAR® Imaging Equipment Specification) are required to achieve Gold registration in the EPEAT system at the time of purchase.

EPEAT for Imaging Equipment is a registry of products satisfying the IEEE 1680.2a™ – 2017 Standard for Environmental Assessment of Imaging Equipment — Amendment 1.

### **Televisions and Large Displays**

All televisions or large displays purchased or leased by City departments are required to achieve at the time of purchase at least one of the following: Registration in the EPEAT system – OR – qualified under the current version of Energy Star® Program Requirements for Televisions – OR - qualified under the current version of Energy Star® Program Requirements for Displays.

EPEAT for Televisions is a registry of products satisfying the IEEE 1680.3a™ – 2017 Standard for Environmental Assessment of Televisions — Amendment 1.

### **Exceptions**

Exempt from this policy are the following devices and equipment:

- Network infrastructure
- Appliances
- Blades

### **ROLES AND RESPONSIBILITIES**

- **San Francisco Department of the Environment** shall track the availability of new or modified ecolabels or standards related to green technology purchasing, make recommendations for policy updates to COIT, and track City departments' and contractors' compliance with the policies. The Department will regularly notify department directors of noncompliant purchases.
- **City Departments** are responsible for ensuring that their purchases comply with all green purchasing requirements. Summaries of the City's green technology purchasing requirements can be accessed at [www.sfapproved.org](http://www.sfapproved.org) (see References below). Servers and information systems will be reviewed by the Department of Technology during the CIO Review process for compliance.

Departments should be prepared to justify any deviations from these policies to the Department of the Environment, for example, in cases where no compliant products meet the specific performance needs of a purchaser.

- **City contracting staff** shall work with the Department of the Environment and departmental IT experts to ensure that green technology purchasing requirements are fully incorporated into all relevant City contracts for equipment or equipment leasing, and that these policies are clearly communicated to contractors.
- **City contractors** shall be bound to provide to City agencies only goods and services that comply with the City's green technology purchasing requirements.

In addition to this policy, departments and agencies should comply with any additional direction approved by the Mayor, Board of Supervisors, or Department of the Environment with regards to green technology purchasing.

## **DEFINITIONS**

*Appliances:* Computer systems where the hardware, firmware and software are bundled as an integrated purpose-built product to provide a specific computing resource. All applications are pre-installed in the appliances and require minimal configuration before being deployed into existing network. Appliances are closed and sealed and are not designed to allow customers to change the bundled hardware, software or underlying operating system.

*Blades:* A blade is a compact modular self-contained system consisting of core processing components such as microprocessors and memory, network and input/output cards that can be inserted into a blade chassis.

*Servers:* A server is a type of computer or device on a network that delivers computing power, memory, and storage and hosts a multi-processing operating system for the purpose of providing functionality for applications or programs known as 'clients'. Servers need to be configured and software installed before deployment into an existing network.

## **REFERENCES**

- EPEAT Registration Criteria: <http://www.epeat.net>.
- EPEAT Registered Products: <https://ww2.epeat.net/SearchOptions.aspx>.
- ENERGY STAR Listed Products: <https://www.energystar.gov/products>
- San Francisco Green Technology Purchasing Requirements: [www.sfapproved.org](http://www.sfapproved.org).

## **AUTHORIZATION**

Specific green technology purchasing requirements are established in collaboration with the Department of the Environment, under provisions of the City's Environment Code (Chapter 2).