OSHA INSTRUCTION

U.S. DEPARTMENT OF LABOR — Occupational Safety and Health Administration

DIRECTIVE NUMBER: IRT 03-01-002	EFFECTIVE DATE: October 17, 2011
SUBJECT:	IT Power Management

ABSTRACT

Purpose: To implement a policy for computer product purchases and energy efficiency requirements to comply with DOL Computer Lifecycle Management Policy and energy efficiency goals in the DOL Electronics Stewardship Plan.

Scope: OSHA-wide.

References:
A. Strengthening Federal Environmental, Energy, and Transportation Management; Executive Order 13423
B. Federal Leadership in Environmental, Energy, and Economic Performance, Executive Order 13514
C. DOL Electronics Stewardship Plan
D. Electronic Product Environmental Assessment Tool (EPEAT)

Cancellations: None.

State Impact: State Plan and On-site Consultation Program Offices on the OSHA Network (OSHANet) only.

Action Offices: National, Regional, Area Offices and District Offices; State Plan and On-site Consultation Program Offices.

Originating Office: Directorate of Information Technology

Contact: Directorate of Information Technology
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By and Under the Authority of
David Michaels, PhD, MPH
Assistant Secretary

i

Executive Summary

In an effort to comply with the Department of Labor (DOL) Computer Lifecycle Management Policy and the Electronics Stewardship Plan to meet energy efficiency goals, this policy implements new requirements for computer product purchases and energy efficiency instructions for monitors, printers, and other electronic office equipment connected to the OSHA Network.

Significant Changes

Establish requirements and instructions for purchasing computers (laptops/workstations), monitors, printers, and other office equipment.

Establish requirements and instructions to power off monitors, printers and other office electronic equipment at the end of the day.

Table of Contents

I.   <u>Purpose</u>.

In an effort to comply with the DOL Computer Lifecycle Management Policy and the DOL Electronics Stewardship Plan to meet energy efficiency goals, the Directorate of Information Technology (DIT) established this policy for computer product purchases and energy efficiency instructions for monitors, printers, and other office electronic equipment connected to the OSHA Network (OSHANet).

II.   <u>Scope</u>.

This instruction applies OSHA-wide, including State Plan and On-site Consultation Program Offices on the OSHANet.

III.   <u>References</u>.

A.   DOL Computer Lifecycle Management Practices (DLMS 9, Chapter 700), http://www.labornet.dol.gov/workplaceresources/policies/DLMS/DLMS09/dlms9-0700.htm

B.   Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, dated January 2007, http://www1.eere.energy.gov/femp/regulations/eo13423.html

C.   Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance, http://www.epa.gov/oaintrnt/practices/eo13514.htm

D.   DOL Electronics Stewardship Plan, dated July 2010, http://www.labornet.dol.gov/workplaceresources/office/fec/DOL-FEC-Implementation-Plan.htm#appendixC

E.   Environmental Protection Agency (EPA) Electronic Product Environmental Assessment Tool (EPEAT), http://www.epeat.net

F.   National Institute of Standards and Technology (NIST) SP 800-53, Revision 3 Recommended Security Controls for Federal Information Systems and Organizations, dated August 2009, http://csrc.nist.gov/publications/nistpubs/800-53-Rev3/sp800-53-rev3-final.pdf

G.   Office of Management and Budget Memorandum M-07-11, Implementation of Commonly Accepted Security Configurations for Windows Operating Systems, dated March 2007, http://www.whitehouse.gov/sites/default/files/omb/assets/omb/memoranda/fy2007/m07-11.pdf

H.   Office of Management and Budget Memorandum M-08-22, Guidance on the Federal Desktop Core Configuration (FDCC), dated August 2008, http://www.whitehouse.gov/omb/memoranda/fy2008/m08-22.pdf

IV.   Cancellations.

None.

V.   Action Offices.

A.   Responsible Office: DIT.

B.   Action Offices: National, Regional, and Area Offices; State Plan and On-site Consultation Program Offices on the OSHANet.

C.   Information Offices: All offices involved in the use of OSHANet.

VI.   Application.

This instruction applies to the purchase of computers (laptops/workstations), monitors, printers and other office electronic equipment. It also requires users of the OSHANet to power off monitors, printers and other office electronic equipment at the end of the day.

VII.   Federal Program Change.

This instruction applies to all State Plan States and On-site Consultation Program offices that participate in the OSHANet. As of the effective date of this Instruction, all OSHANet users, including State users, must power off monitors, printers and other office electronic equipment at the end of the workday in order to meet energy reduction efforts. (At this time, the computer central processing unit (CPU) of laptops, workstations, servers, routers, switches, and backup tapes should not be powered off.)

States that participate in the OSHANet are required to adhere to all requirements, including hardware and software purchase specifications and power management efficiency requirements.

VIII.   Significant Changes.

Establish requirements and instructions for purchasing computers (laptops/workstations), monitors, printers, and other office equipment.

Establish requirements and instructions to power off monitors, printers and other office electronic equipment at the end of the day.

IX.   Background.

As part of DOL's ongoing efforts to promote the need for energy efficiency, reduce operating costs and meet future energy consumption reduction targets, the DOL adopted an Electronics Stewardship Plan. This plan outlines measurable goals for the Department to meet energy efficiency targets by Year 2012.

In an effort to comply, the three phases of the computer system life cycle where energy efficiency can be implemented are: 1) the Acquisition Phase, 2) the Use (Operations and Maintenance) Phase and 3) the End-of-Life Phase.

A.   Acquisition Phase: The goal is for 95% of computer products purchased to be registered by the Environmental Protection Agency (EPA) as Electronic Product Environmental Assessment Tool (EPEAT) compliant.

B.   Use (Operations and Maintenance) Phase: The goal is for Energy Star features to be enabled on 100% of computers and monitors, or to the maximum degree possible based on mission needs and for 100% of Agencies and/or facilities to have policies and programs in place to extend the lifetime of electronic equipment.

C.   End-of-Life Phase: The goal is for 100% of non-usable computers to be recycled using environmentally sound management.

Energy conservation through decreased power consumption by IT equipment reduces our carbon footprint on the environment. Each agency is required to set energy conservation goals and measure reduced power consumption progress. Some conservation measures can and will be managed through automated processes, but some must be manually managed by the user community.

X.   Policy.

In an effort to comply with the DOL Computer Lifecycle Management Policy and the DOL Electronics Stewardship Plan to meet energy efficiency goals, DIT established this policy for computer product purchases and energy efficiency instructions for monitors, printers, and other office electronic equipment connected to the OSHANet. This policy excludes the CPU of laptops, workstations, servers, routers, switches, and backup tapes from power shutdown.

A.   Monitors.

1.   Daytime Use - OSHA will comply with National Institute of Standards and Technology (NIST), SP 800-53 and Office of Management and Budget Memorandum M-07-11, "Implementation of Commonly Accepted Security Configurations for Windows Operating Systems," dated March 2007, by using the Federal Desktop Core Configuration (FDCC) security settings to automatically hibernate a monitor after fifteen (15) minutes of inactivity. Touching the mouse or keyboard will wake up the monitor. Additionally, users are instructed to power off monitors during any extended absence from their office or work area.

2. Office electronic equipment which is required to be in service 24/7 such as fax machines, answer machines, and other devices on electric timer are exempted from this instruction.

3. End of Day/After-Hours Shutdown - Users must shut off their computer monitors at the end of the day.

B. <u>Desktop (Local) Printers (locally attached to a computer)</u>.

1. Daytime Use – The Electronics Stewardship Plan recommends that printers be set to the minimum allowable time (e.g., 30 seconds) before entering Power Save/Sleep Mode. Users should use duplex printing whenever possible. Additionally, users are instructed to power off their desktop printers (locally attached to a computer) during any extended absence from their office or work area.

2. End of Day/After-Hours Shutdown - Users must power off their local printers at the end of the day.

C. <u>Shared (Networked) Printers</u>.

1. Daytime Use - Shared (networked) printers must be set to no more than 15 minutes before entering Power Save/Sleep Mode, or the lowest setting possible. The default setting should be set to duplex printing where appropriate. Users should use duplex printing whenever possible.

2. End of Day/After-Hours Shutdown - Users must power off shared (networked) printers at the end of the day.

D. <u>Other Office Electronic Equipment</u>.

1. Daytime Use – Other Office Electronic Equipment energy saving settings will be configured to the maximum degree possible and for the minimum allowable time (e.g., 30 seconds) before entering Power Save/Sleep Mode.

2. End of Day/After-Hours Shutdown - Users must power off other electronic office equipment at the end of the day.

3. Office electronic equipment which is required to be in service 24/7 such as fax machines, answer machines, and other devices on electric timer are exempted from this instruction.

E. <u>OSHANet Purchases</u>.

1. Computers (laptops/workstations) and monitors purchased for OSHANet use are required to be EPEAT compliant as established by the EPA. Specific requirements and models are located at: http://www.epeat.net.

4

2. All desktops, laptops, printers and other office electronic equipment purchased must meet Energy Star requirements. Additional information can be found at:
http://www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductCategory&pcw_code=OEF

3. Printers should be purchased with duplex capabilities that allow for double-sided printing if connected to the OSHANet.

F. Exceptions.

1. The OSHA DIT may grant an exception to this instruction for business continuity purposes.

2. An IT Power Management Exception request form (Appendix A) must be completed and faxed to the Director of DIT specifying the computer names, the location of the computers, and the business justification for requesting an exception.

A justification example is the age of equipment and current budget constraints to allow the immediate replacement within the current fiscal year, but the equipment is scheduled for replacement in the next fiscal year.

The Director will provide a decision within 30 days of the receipt of the request.

* OSHA ARCHIVE DOCUMENT *

NOTICE: This is an OSHA ARCHIVE Document, and may no longer represent OSHA policy.

Appendix A- IT Power Management Exception

Instructions: Please use this form to request and justify your request for an exception to the IT Power Management Instructions. This form must be signed by the Certifying Official of your Directorate or Region to be considered complete. The Certifying Official is defined as the Director or Regional Administrator. Please submit a single exception request for each office request.

Once you have completed and signed this IT Power Management Exception request, please fax it to: Cheryle A. Greenaugh, Director, Directorate of Information Technology, at (202) 693-2590.

Name of Directorate/Region:

Name and Title of Certifying Official:

Email and Telephone Number of Certifying Official:

Date Exception Completed:

Exception Information

Machine Name(s):   User Name(s):

* Attach another form if more space is needed.

Justification (Why is this exception required and what benefits will it provide to the Agency? When is the estimated time that the equipment will become compliant?):

Impact (What is the mission impact if this exception is not granted?):

Approval Signatures

Signature of Certifying Manager: _____
 Date: _____

Signature of DIT Director: _____

 Date: _____   Approved: _____   Disapproved: _____

Reason(s) for Disapproval:

* OSHA ARCHIVE DOCUMENT *

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