

# Suggestion List

04-May-10

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| AGENCY | SUGG # | CREATED | MONEY SAVED | MONEY SAVED<br>FREQUENCY | CLOSED? | CLOSED DATE |
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SUGGESTION

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**Agency for Health Care Administration**

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| AGENCY     | SUGG # | CREATED | MONEY SAVED | MONEY SAVED<br>FREQUENCY | CLOSED? | CLOSED DATE |
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| SUGGESTION |        |         |             |                          |         |             |

|  |      |          |  |  |   |          |
|--|------|----------|--|--|---|----------|
|  | 3884 | 3/4/2010 |  |  | Y | 4/7/2010 |
|--|------|----------|--|--|---|----------|

This is an idea that can quite possibly save the State of Florida hundreds, if not thousands, of dollars monthly.

If the State of Florida were to make "EcoFont" the default font for printing documents on all State computer systems the savings would be phenomenal; with what would appear to be minimal costs to implement. I work at the Brooksville CSE Office and even if [just] CSE were to use this font Statewide, the savings in toner/ink would be quite large.

EcoFont has very tiny holes within it that are virtually imperceptible to the human eye at a normal font size(10 to 12 point). These "invisible" holes result in this font using up to 20% less ink and/or toner.

More info on EcoFont can be found at: <http://www.ecofont.com/> I recommend someone go to the website and check out the FREE (click on English) version and the PROFESSIONAL (click on English) version for further information.

I sent this cost savings idea up several months ago through the "Listening To You" program, but it seems to have gotten "stuck" somewhere along the way.

Thank you for your consideration.

**Has Merit?** Y      **Explanation** . This is a good idea in theory. However, its practical, real-world benefits are debatable compared to systems already in place to save money related to printing

**Implementation** Technically, it can be done, but this is a Management decision. Whether or not it makes good business sense is debatable:

The end-user could change the font, even if the 'eco' font were the default.

The end user would have to manually change existing documents.

Some existing documents cannot be changed.

Changing the default font on existing documents could change formatting and page layouts, causing more work to review and repair documents.

The 'eco' font works by using visible 'holes' in the lettering, theoretically reducing the amount of ink or toner necessary to print the document.

The 'eco' font can appear 'fuzzy' or blurred on screen. This can cause eye strain.

The 'eco' font can appear 'fuzzy' or blurred when printed, appearing as if the printing device is running out of ink or toner.

'Eco' font documents that are scanned are not as sharp and may cause problems with ocr software, like Laserfiche.

Printed documents do not maintain a crisp, professional look. For example, this would not work for presentations and official documents.

Documents may have to be maintained in 2 versions, one for print and one for screen. The eco font printing software is not yet available.

Applications that output printed documents may not be compatible with a different font or require system rewriting that would cost more than the proposed savings.

AHCA's IT training department has produces several training documents and tips for cost savings related to printing.

Any ink and toner saving occurs when printing. Non-printed documents have a zero printing cost, no matter what font is used.

## Steps Taken

## Efficiency:

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**SUGGESTION**

|  |      |          |  |  |   |           |
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|  | 3959 | 4/1/2010 |  |  | Y | 4/20/2010 |
|--|------|----------|--|--|---|-----------|

To help save money and energy, the State may want to decrease the temperature of the water used. The hot water is almost scalding here, and as a homeowner, I know that when I decrease the temperature of the hot water I save a lot of energy and money on my monthly bill.

**Has Merit?** Y      **Explanation**

**Implementation** Building management has already lowered hot water heater thermostats.

**Steps Taken**

**Efficiency:**

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## Department of Business and Professional

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3924      3/4/2010

Y

4/14/2010

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Thank you for your consideration.

**Has Merit?** Y      **Explanation**

**Implementation** I have no idea if the suggestion is factually accurate as we do not show any Ecofont in Word.

### Steps Taken

### Efficiency:

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## Department of Corrections

3638

2/22/2010

Y

4/22/2010

The DC buys shredders with OCO or office supply money and ships them to P&P offices. These are usually bottom of the barrel (least cost) devices. They then stack up boxes of paper for shredding and assign shredding as a job task. The problem is the shredders, break, jam, overheat and shutdown. The staff person then spends time trying to "mechanic" or solicit another staffer to help fix the problem.

Suggestion: There are shredding services that can come to an office and securely shred paper for a fraction of the cost we spend on shredder and people time. You accumulate the paper (as we currently do), call the shredding company who comes around in a truck and quickly shreds the paper at your back door - while someone observes and signs off on the job. 30 minutes max and you don't have to deal with the dust, paperwaste, and most importantly staff time feeding paper through a slot.

**Has Merit?** Y      **Explanation**

**Implementation** There are no Rules or Procedures prohibiting the use of shredding services. In fact, the Department of Management Services established an Alternate Contract Source (ACS) contract with various vendors for "Scheduled and On-Demand Mobile On-Site Document Shredding Services", which includes both bulk and occasional, non-scheduled shredding services. The decision to use a contractor or provide services in-house is left up to the individual program office, and could be based on several factors, including budgetary concerns and availability of equipment and staff. However, it should be noted that in F/Y 08/09, the department recycled over 3 million pounds of paper, generating revenue for the Employee Benefits Trust Fund which indicates that shredding services are used quite extensively throughout the department. Regardless, offices will be notified of the availability of shredding services.

**Steps Taken**

**Efficiency:**

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## Department of Education

|  |      |           |  |  |   |           |
|--|------|-----------|--|--|---|-----------|
|  | 3584 | 1/26/2010 |  |  | Y | 4/19/2010 |
|--|------|-----------|--|--|---|-----------|

CONSIDER THE POSSIBILITY OF PURCHASING REFURBISHED SUPPLIES SUCH AS TONERS FOR PRINTERS, SCANNERS, FAX MACHINES, ETC. INVESTIGATE PURCHASING CHEAPER SUPPLIES FOR FUJITSU OR ANY OF THE LARGE PRODUCTION SCANNERS.

**Has Merit?** Y      **Explanation** The Dept. has encouraged staff to reduce the usage of desktop printers and refrain from creating, reproducing, or printing color documents. Because use of refurbished ink cartridges is not always cost-effective due to product failure and the need to replace refurbished products more frequently, the Dept. has been reluctant to implement this suggestion.

**Implementation** See responses above.

### Steps Taken

#### Efficiency:

|  |      |          |  |  |   |           |
|--|------|----------|--|--|---|-----------|
|  | 3893 | 3/4/2010 |  |  | Y | 4/19/2010 |
|--|------|----------|--|--|---|-----------|

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**Has Merit?** Y      **Explanation**

**Implementation** The Department has already taken measures to reduce printing costs. Currently all network copiers used throughout the Dept. have been set to default to grayscale printing. Additionally, the Dept. has continuously encouraged staff to reduce the usage of desktop printers and use the duplex option when printing more than one page.

### Steps Taken

#### Efficiency:

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## Department of Environmental Protection

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|  | 3895 | 3/4/2010 |  | Recurring | Y | 4/1/2010 |
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**Has Merit?** Y      **Explanation**

**Implementation**

This suggestion has been forwarded to DEP's CIO and Division Director for Administrative Services for review.

**Steps Taken**

**Efficiency:**

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**SUGGESTION**

|  |      |          |  |           |   |          |
|--|------|----------|--|-----------|---|----------|
|  | 3931 | 3/4/2010 |  | Recurring | Y | 4/1/2010 |
|--|------|----------|--|-----------|---|----------|

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**Has Merit?** Y      **Explanation**

**Implementation**

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**Steps Taken**

**Efficiency:**

| AGENCY | SUGG # | CREATED  | MONEY SAVED | MONEY SAVED<br>FREQUENCY | CLOSED? | CLOSED DATE |
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|        | 3960   | 4/1/2010 |             | Recurring                | Y       | 4/9/2010    |

Dear Sir,

Thank you for taking time to read this email. I represent a municipal utility company in Jacksonville, FL that does a lot of business with the State of Florida. Each month we send lots of utility bills to various State departments. For instance, 71 bills will be mailed to the same address in Tallahassee each month to the FDEP.

Opportunity exists for a large gain in efficiency simply by transitioning these invoices into an electronic format. JEA is offering to supply the invoice information in an electronic format for no additional cost. Isn't this better than paying someone to manually handle 71 bills per month and hand enter the data?

I have spent some time today on the MyFlorida web site trying to figure out who is responsible for paying the utility bills for the FDEP. I have requested help from the published contacts for FDEP purchasing and the Department of Management Services.

If there is an ombudsman for issues like this would you please make him available? This could save money.

Regards,

JEA Major Account

**Has Merit?** Y      **Explanation**

**Implementation**

The Bureau of Petroleum and Storage Systems and JEA have consolidated the billings as of March 24, 2010. JEA spreadsheets have been verified and the consolidated billing implemented.

**Steps Taken**      The Bureau of Petroleum and Storage Systems and JEA have consolidated the billings as of March 24, 2010.

**Efficiency:**

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## Department of Law Enforcement

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|--|------|----------|--|--|---|-----------|
|  | 3936 | 3/4/2010 |  |  | Y | 4/23/2010 |
|--|------|----------|--|--|---|-----------|

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**Has Merit?** Y      **Explanation**

**Implementation** FDLE has decided to take a more comprehensive look at print management. Once Information Resource management (IRM) has developed its recommendations, they will be passed on to the Executive Policy Board for approval. This is one of many suggested projects that need to be planned out for next fiscal year.

**Steps Taken**

**Efficiency:**

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## Department of Management Services

|  |      |          |  |  |   |          |
|--|------|----------|--|--|---|----------|
|  | 3901 | 3/4/2010 |  |  | Y | 4/5/2010 |
|--|------|----------|--|--|---|----------|

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Thank you for your consideration.

**Has Merit?** Y      **Explanation** Yes. However, in as far as this recommendation may be implemented on a state-wide basis, may be beneficial for the Agency for Enterprise Information Technology to consider.

**Implementation** Before implementation, a cost analysis should be conducted to determine if utilization of this product will result in savings to the state. The analysis should take into consideration the cost of an enterprise purchase of the product and that the fixed state term contract price the Department currently pays for the lease of its copiers includes toner costs. Further, analysis should also consider current options available to the Department to save toner (e.g., use of toner-saving printing functions). Steps to implement would include initial purchase of a 3-year license to use the product and installation / maintenance of the product on Department computers. It is likely there will neither an increase nor decrease in efficiency by utilizing the product unless utilization of the product enhances the performance of the copiers / printers, increase the life of these machines in some way, or increase efficiencies related to machine operation and / or maintenance.

### Steps Taken

### Efficiency:

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## Department of Revenue

|  |      |          |   |      |   |           |
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|  | 3939 | 3/4/2010 | 0 | Once | Y | 4/16/2010 |
|--|------|----------|---|------|---|-----------|

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**Has Merit?** Y      **Explanation**

### Implementation

We are including this suggestion in our current investigation into the most effective ways to reduce printing and copying expenses. We have already reduced costs significantly through renegotiation of copier/printer leases and by eliminating most desktop printers. Employees are printing in black and white, and duplex, unless there is a specific need to do otherwise. We are now examining the benefits and potential unintended negative consequences (if any) of establishing agencywide standards for copier/printer default settings, including the use of specific fonts and/or printing in draft mode, as well as black and white, and duplex.

Steps to implement include:

Evaluate options for saving money, including the various methods of decreasing ink usage, (EcoFont, draft mode, Century Gothic).

Evaluate potential impact of establishing standards for copier/printer defaults throughout the agency (font, duplex, black and white).

Identify the best practices for reducing costs without sacrificing efficiency and usability, and the most effective way to implement.

Implement cost-saving measures throughout the agency.

### Steps Taken

### Efficiency:

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## Department of the Lottery

3908

3/4/2010

Y

4/6/2010

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**Has Merit?** Y      **Explanation**

**Implementation** While this suggestion could possibly save ink, we found the quality of the print to be poor. Suggestion claims that the font has tiny holes that are virtually imperceptible to the human eye at a normal font size. In our research, we found that the holes were very noticeable. We have already taken measures to reduce the print quality on our printers to save ink. By introducing EcoFont, users may potentially have to increase the print quality to compensate for further reduction of print quality. This suggestion would best be implemented at the state enterprise level, if further research proves this suggestion is a viable option for the state. Negotiation for best price is strengthened by the aggregate buying power of the state.

### Steps Taken

### Efficiency:

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## Fish and Wildlife Commission

3910

3/4/2010

Y

4/7/2010

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**Has Merit?** Y      **Explanation**

**Implementation** Software claims to reduce ink/toner consumption by using fonts with small holes in it. This is impractical for the following reasons:

1.  The makers claim that the font has no impact on legibility from 10-12 points, however most people are uncomfortable reading small fonts below 12 points since it requires the reader to hold the paper closer to their face, resulting in potential eye strain. Also, according to my subjective opinion, at 12pts the font begins to appear rough around the edges and unprofessional.
2.  This product only applies to a portion of documents that are printed within Word or Outlook, and has the following constraints, pitfalls, or drawbacks with regards to other instances of document printing:
  - a.  Cannot be used in programs or documents where another font was specified, such as a PDF document, web pages, or miscellaneous programs that print reports.
  - b.  Has no effect on printing graphics or images.
  - c.  When in Office, the user must convert the font of a pre-existing document to Ecofont.
  - d.  Enforcing the Ecofont undermines the creative efforts of the user, and the efforts of community relations standards and style guide.
3.  Most printers are equipped with "eco-mode," "draft-mode," or "low ink/toner mode." Educating users of these options, and discouraging throw away printing is a more practical method of reducing toner usage.
4.  Cost savings are claims of the manufacturer and have not been independently verified. Using my own testing method, I observed that Ecofont Vera Sans could potentially consume more ink than other common fonts such as Time new Roman, or Calibri. This could be because Ecofont Vera Sans is wider to accommodate the holes, whereas the other fonts are thinner.

### Steps Taken

### Efficiency:

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## State Court System

|  |      |           |      |           |   |           |
|--|------|-----------|------|-----------|---|-----------|
|  | 3609 | 1/26/2010 | 2000 | Recurring | Y | 4/19/2010 |
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**Has Merit?** Y      **Explanation**

**Implementation**

This is already being done at the SCS

**Steps Taken**      Refurbished toners are purchased as much as possible.

**Efficiency:**

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**Total Suggestions:**    15