

Suggestion List

01-Jul-10

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Agency for Health Care Administration

	4498	5/5/2010	0	Once	Y	6/3/2010
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Printers when purchased have default settings that maximize the ink usage. The printer companies do this because it also maximizes their profits, by selling more ink cartridges. Ink cartridges cost between \$25 to \$50 apiece.

A significant number of users either do not know how to change the default setting or do not take the time to change the settings.

The State would save Hundreds of Thousand of dollars by having the various agencies IT departments change the default settings to "draft""black ink" only.

If the user needs a higher quality or color, he/she could change the setting for the bob being printed.

Has Merit? Y **Explanation**

Implementation Somewhat. We cannot programmatically change or force the settings of local ink printers. The settings need to be made by hand. The best way to accomplish the goal of cost savings related to ink usage is with end-user education. The AHCA IT department produces documents related to cost savings related to printing and will continue to work to educate users in this area.

We plan to continue to provide our user community with printing based educational material.

Steps Taken We plan to continue to provide our user community with printing based educational material.

Efficiency: N/A

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
SUGGESTION						

Agency for Work Force Innovation

4646	5/21/2010		Recurring		Y	6/10/2010
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No copies. Since all state agencies now communicate by email, don't print anything out. Simply transmit the document in electronic form, store it as a legally archived document (now legal in Florida), and only print it out if, in the unlikely event, it is needed for reading by someone who doesn't have a computer.

Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation**

Implementation

At our agency, we are always taking steps towards efficiency and saving paper and copying supplies is one of them. We have scanners that we can electronically send documents and also Share Point wherein we share docs for approval routing electronically and nothing has to be printed unless necessary.

Steps Taken We continually are aware and remind employees to not print if you can send and store documents electronically.

Efficiency: Saves paper and copying supplies.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Agriculture

4648	5/21/2010	Recurring	Y	6/7/2010
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Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation**

Implementation The suggestion has long been implemented by our agency as the transition from fax to email and scanned documents has taken place over the last several years.

No additional steps are necessary to implement this suggestion.

Steps Taken Currently our agency uses word processing software that allows documents to be shared via links and viewed in the "track changes" format. Interested individuals are then directed to the link to view and make changes in the document and then reposted for others to view. This is especially critical now with the limited ability to travel. More documents are scanned than ever before to reduce paper copies, eliminate duplicates, reduce file storage space and meet record retention requirements. Meetings held via WebEx typically share the Host's desktop allowing documents to be viewed and commented upon without extra copies, or mailing documents.

However, not everything sent or referenced via email can be viewed or commented without a hard-copy. People often travel affording them an opportunity to read and make notes on paper documents for later use or editing by staff. Copies are still needed for meetings and some people have trouble reading electronic documents.

Efficiency: Taking every opportunity to reduce copies makes good business sense as it will reduce paper waste, copier use, file cabinet storage and make records retention easier.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Children and Families

	4650	5/21/2010		Recurring	Y	6/2/2010
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Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation**

Implementation Already implemented.

Already implemented.

Steps Taken ALready implemented.

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Community Affairs

	3891	3/4/2010			Y	6/22/2010
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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** Savings would be realized eventually. User time remains undetermined before breaking even, and beginning to save on toner cost. Product is currently unavailable to test, as it is not compatible with Lotus Notes at this time.

Implementation Product is not compatible with Lotus Notes.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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SUGGESTION

	4653	5/21/2010			Y	6/9/2010
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No copies. Since all state agencies now communicate by email, don't print anything out. Simply transmit the document in electronic form, store it as a legally archived document (now legal in Florida), and only print it out if, in the unlikely event, it is needed for reading by someone who doesn't have a computer.

Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation** To limit copies and printing requirements to "only when necessary" has merit. To adopt a policy of "no printing or copying", even with exceptions on a case-by-case basis, is not feasible.

Implementation No. Paper copies are required for meetings, reference and training materials, public distribution, showcasing/display, posting etc. We currently encourage all employees to save state costs and environmental impacts by printing only when necessary. A message is included at the bottom of all Department emails as a reminder to "Consider the environment: Think before you print!" In addition, we've minimized our printing needs by instituting a paperless correspondence tracking system.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Corrections

4654

5/21/2010

Y

6/15/2010

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Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation**

Implementation The Department of Corrections communicates electronically as much as possible. However, there are circumstances where written communication is not only more effective, but legally required. Regardless, the department is mindful of the appropriate and careful use of its resources.

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Education

4508	5/5/2010		Recurring		Y	6/23/2010
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Printers when purchased have default settings that maximize the ink useage. The printer companies do this because it also maximizes their profits, by selling more ink cartridges. Ink cartridges cost between \$25 to \$50 apiece.

A significant number of users either do not know how to change the default setting or do not take the time to change the settings.

The State would save Hundreds of Thousand of dollars by having the various agencies IT departments change the default settings to "draft""black ink" only.

If the user needs a higher quality or color, he/she could change the setting for the bob being printed.

Has Merit? Y **Explanation**

Implementation

Default all copiers to "grayscale" printing

Steps Taken Currently all network copiers throughout DOE have been set to "grayscale" printing. Additionally, employees are encouraged to reduce the usage of desktop printing and to use the duplex option for multiple page printing.

Efficiency: The largest estimated savings would be generated by the need to use less paper when staff utilize the desktop printing/duplex option on each printer.

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	4682	6/2/2010			Y	6/23/2010

Dear CFO Sink

I read recently that you were looking for ways to cut waste in the budget. I have two small suggestions.

I recently retired from an Early Learning Coalition where we enrolled children in the Voluntary Pre-Kindergarten Program. The State application is 4 pages which includes a cover sheet, 2 pages to explain the application, and a 1 page application. The application is self-explanatory. It should be cut to one page which would save on paper and printing.

I recently read that using Times New Roman font for documents could save toner because the letters are narrower. As an example a University spending \$100,000 per year on toner expects to save \$5,000 to \$10,000.

These suggestions not only save money but cut the use of petroleum products, manufacturing, and garbage.

I am currently reading Hot, Flat, and Crowded, which I recommend to you. It highlights the importance of evaluating waste in all its forms.

Has Merit? Y **Explanation** Limited merit - the size of the font, not just the style, will determine the amount of toner used for any print job. At best, DOE could make recommendation to its employees, but has no way to enforce the use of any particular size or style of font.

Implementation It cannot be documented and there is no way to enforce the policy.

Steps Taken

Efficiency:

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Department of Environmental Protection

4658

5/21/2010

Recurring

Y

6/28/2010

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Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation**

Implementation

DEP implemented an agency Employee Printing Best Practices plan.

Steps Taken Employee Printing Best Practices includes the use of environmentally responsible printing supplies and processes with a goal of minimizing impact on the environment. By asking, "Do I really need to print this?" you can modify current habits to only print documents that are absolutely necessary.

Efficiency: DEP's Employee Printing Best Practices plan is part of an Employee campaign designed to encourage staff to apply 'green' printing practices.

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Department of Financial Services

3958	4/1/2010				Y	6/3/2010
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I suggest that during the cool/cold months, the thermostats be set at a temperature that would generate as much savings as the 78 degree setting during the warm/hot months.

Has Merit? Y **Explanation**

Implementation The temperature and settings are controlled and monitored by DMS through OPCON via computer. There are two different temperature setting ranges: summer months 74 to 78 degrees; winter months 74 to 76 degrees. DMS standard operations keeps the temperature near 78 in the summer months and 70 in the winter months.

Steps Taken Controlled and implemented by DMS.

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Highway Safety

4660	5/21/2010		Recurring		Y	6/4/2010
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Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation**

Implementation

Already in implementation stage. Directives from Department Senior Leadership and from our Administrative Services Division.

Steps Taken As part of the Department's ongoing efforts to reduce costs and "go green". Many Department directives have been issued to reduce printing where possible and where not possible to ensure it is black and white and double sided. The Department will continue to focus on reduced printing opportunities and will encourage members to ensure printing is necessary before doing so.

Efficiency: Reduced paper and associated ink costs. In addition less waste created, benefiting the environment.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of Law Enforcement

4515	5/5/2010		Recurring		Y	6/4/2010
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Printers when purchased have default settings that maximize the ink usage. The printer companies do this because it also maximizes their profits, by selling more ink cartridges. Ink cartridges cost between \$25 to \$50 apiece.

A significant number of users either do not know how to change the default setting or do not take the time to change the settings.

The State would save Hundreds of Thousand of dollars by having the various agencies IT departments change the default settings to "draft""black ink" only.

If the user needs a higher quality or color, he/she could change the setting for the bob being printed.

Has Merit? Y **Explanation**

Implementation

For Existing printers, FDLE IT staff will work with members to review print quality setting on existing printers during the course of their routine desktop support work. If the print quality is not set to draft, System Administrators will(with members permission) modify the setting. For new printers, IT staff will check the Print Quality as part of the set-up and configuration work.Print quality will be set on Draft unless there is sound reasons for using higher setting.

Steps Taken

Efficiency: The suggestion to set the Print Quality to Draft is a good one. For most documents, Draft Quality is adequate.FDLE will implement as described above.

4662	5/21/2010		Recurring		Y	6/4/2010
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Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation**

Implementation FDLE is currently implementing

We have long since recognized the efficiency and effectiveness of emailing documents, when appropriate, instead of mailing and faxing.

Steps Taken As mentioned above.

Efficiency: For years, FDLE has used emiling to communicate information and transmit documents instead of mailing or faxing. This has proven to be very efficient and effective.

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SUGGESTION

Department of Management Services

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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	4663	5/21/2010		Recurring	Y	6/29/2010
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Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation** No - the Division of Retirement has over 1 million customers, many of whom do not have computers. The Division is providing as much information as possible electronically, but we do not have the email address for all 1 million customers, nor do all 1 million customers have email addresses. Working with the elderly population does not lend itself to all electronic communication.

(Retirement)

Yes - to a certain extent. As set forth more fully below, PERC has made tremendous strides to reduce printing and copying as a long-term cost-saving measure. However, as a quasi-judicial body, certain aspects of its operations require printing and/or copying, at least for the foreseeable future.

(PERC)

Yes - (REDM - Leasing & Paid Parking)

Yes - If the General Counsel approves, we can move to electronic signatures on contract documents, eliminating much of the need to print and copy contracts.

(Build. Construction)

Yes - (REDM - Operations and Maintenance)

Yes - If the General Counsel approves, we can move to electronic signatures on contract documents, eliminating much of the need to print and copy contracts.

(Build. Construction)

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Yes

Division of Human Resource Management

Implementation No--Reason not Implemented: See answer above

(Retirement)

PERC has already implemented the suggestion in major areas of its operations as a long term cost-savings measure. However, not all communication by and to PERC can be done electronically; as a result, a certain amount of printing and copying continues to be necessary.

(PERC)

No--Reason not Implemented: With regard to our parking procedures, we've recently made significant changes which vastly reduce the paper we handle. For leasing, the process involves so many varied parties and requires interpretation of the legality of electronic signatures on contracts (leases) that this transition is a larger "policy" change. Storage of lease files electronically would require an investment in technology sufficient to storage, index and retrieve files.

Yes Pending General Counsel approval

(Build. Construction)

No. We already do this when feasible.

Division of Human Resource Management

Retirement – See Above.

Already implemented to the extent set forth herein.

(PERC)

Investigation of legality, state-wide adoption of electronic signature and document distribution policies, implementation of sufficient technology for storage, indexing and retrieval, training on use of technology

Published procedure - (Build. Construction)

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SUGGESTION

None. We already do this when feasible. Most of our communications to the agency Personnel Officers and other customers are sent electronically and are electronically archived.

Division of Human Resource Management

Steps Taken Retirement – See above.

Yes.

*E-Filing (launch date: Summer 2010)

*Printing and copying eliminated, or significantly reduced, across all agency functions unless necessary for efficient and effective operation.

(PERC)

Yes-- for parking, changes to technology have eliminated nearly 26,000 files estimated to be about 80,000 to 200,000 pieces of paper

(REDM – Leasing & Paid Parking)

Yes - The Bureau of Operations and Maintenance has taken several steps to reduce the amount of paper generated within the unit. Specifically we constantly encourage scanning of documents and storing electronically rather than paper copies; changed the documentation process to accept electronic P-card invoices instead of hard copies; and implemented a paperless customer work order system that is used in all buildings with all tenants.

(REDM - Operations and Maintenance)

No - (Build. Construction)

Yes. We already do this when feasible. Most of our communications to the agency Personnel Officers and other customers are sent electronically and are electronically archived.

However, some correspondence must be delivered by mail to comply with legal proof of delivery requirements. This occurs for the most part in relation to the application processes for the Florida State Employees Charitable Campaign (FSECC). Official notices of denials of applications must be sent by mail, with signed delivery, because these recipients are being put on notice of rights of appeal which must be pursued by them within a specified number of days from receipt of the notice. Finally, occasionally we have someone who communicates with us by postal mail and does not provide an e-mail address.

, Division of Human Resource Management

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Efficiency: Retirement – See above.
(PERC) - Unknown.
Amount: Recurring – Both, immediate reduction in storage space could be significant. Recurring savings would include reduction in printing time and costs, etc. The savings would likely be worth the investment.
(REDM – Leasing & Paid Parking)
Unknown - (Build. Construction)
Fewer “lost” documents, greater accessibility to find documents, broader access to documents, reduction in wasted time in workflow, formalization in distribution and signature process, significant reduction in exposure to risk from fraud and accident.
(REDM – Leasing & Paid Parking)
This will eliminate a significant amount of copying and printing.
(Build. Construction)

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
SUGGESTION						

Department of Revenue

4518	5/5/2010	0	Once	Y	6/22/2010
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A significant number of users either do not know how to change the default setting or do not take the time to change the settings.

The State would save Hundreds of Thousand of dollars by having the various agencies IT departments change the default settings to "draft""black ink" only.

If the user needs a higher quality or color, he/she could change the setting for the bob being printed.

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 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 We are currently investigating and evaluating options for saving money and their potential impact on efficiency and document usability.

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of State

4666	5/21/2010		Recurring		Y	6/17/2010
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Has Merit? Y **Explanation**

Implementation

The Department of State has gone to great lengths to convert to electronic copies of materials to the extent practicable. Publications are available on line and meeting materials are transmitted electronically.

Steps Taken See response above.

Efficiency: See response above

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Department of the Lottery

4669	5/21/2010				Y	6/10/2010
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Has Merit? Y **Explanation**

Implementation The Lottery strives to use e-mail as much as possible, but in order to run a business it is necessary to print documents on a daily basis.

Steps Taken

Efficiency:

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Fish and Wildlife Commission

3600

1/26/2010

Y

6/8/2010

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**

Implementation The FWC has tried companies on State contract that provide refurbished supplies and have found them to consistently leak and cause damage to our printers

Steps Taken

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Office of Financial Regulation

4526	5/5/2010				Y	6/2/2010
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Has Merit? Y **Explanation**

Implementation Many documents produced and used by the agency are paperless. Hard copies are printed at the discretion of the author and based on the audience served.

Steps Taken

Efficiency:

4673	5/21/2010				Y	6/2/2010
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State Board of Administration

4679	5/21/2010		Recurring		Y	6/22/2010
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Has Merit? Y **Explanation**

Implementation

Email to staff

Steps Taken Email to staff

Efficiency: Save on copier supplies

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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State Court System

	4533	5/5/2010	10000	Recurring	Y	6/3/2010
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Printers when purchased have default settings that maximize the ink usage. The printer companies do this because it also maximizes their profits, by selling more ink cartridges. Ink cartridges cost between \$25 to \$50 apiece.

A significant number of users either do not know how to change the default setting or do not take the time to change the settings.

The State would save Hundreds of Thousand of dollars by having the various agencies IT departments change the default settings to "draft""black ink" only.

If the user needs a higher quality or color, he/she could change the setting for the bob being printed.

Has Merit? Y **Explanation**

Implementation

Settings have already been changed.

Steps Taken Settings have been changed.

Efficiency:

	4680	5/21/2010	10000	Recurring	Y	6/3/2010
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No copies. Since all state agencies now communicate by email, don't print anything out. Simply transmit the document in electronic form, store it as a legally archived document (now legal in Florida), and only print it out if, in the unlikely event, it is needed for reading by someone who doesn't have a computer.

Save: On copiers and copying maintenance and supplies, on paper, staff time, file cabinets, file storage, etc.

Has Merit? Y **Explanation**

Implementation

The SCS has taken steps to reduce the amount of copying as much as possible. However, certain documents must still be provided in hard copy format due to statutory or other requirements.

Steps Taken See above.

Efficiency:

Total Suggestions: 24