

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION III
Environmental Science Center
701 Mapes Road
Fort Meade, Maryland 20755-5350

SUBJECT: MOA Regarding Printer Purchase and Installation Policy (Feb 2007 revision)

FROM: Robin Costas
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TO: Mark McCann
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Acting Branch Chief, CSCSB

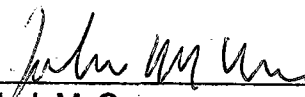
This Memorandum of Agreement outlines certain practices that we hope OMB/CSB Computer Support and OPP/IRSD Customer Service & Computer Support Branch will embrace. These policies are a result of the suggestions developed by the Environmental Science Center (ESC) Environmental Management System (EMS) Paper Workgroup and are endorsed by the ESC Management.

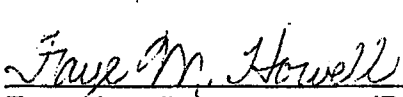
When purchasing new printers for LAN applications, OMB and OPP will always select one that has automated duplexing capabilities, whenever possible. When approving purchases for personal printers, OMB and OPP will suggest to the requestor that they order an automated duplexing printer, if at all possible.

When computer support staff at the ESC installs or replaces a computer, they will assist the user in setting up the system to default to 2-sided print, if possible. Computer support will also set up the system to display an automated message reminding the user that their print job is complete, if requested.

When ESC computer support staff installs, replaces, or resets computers for the facility, they will send an instruction document by LAN that explains how the users can set their computers to 2-sided printing for each type of printer.

Signature and date indicating agreement:

 3/28/07
Mark McCann (Date)
ESC Lan Administrator

 2/22/07
Faye Howell (Date)
Acting Branch Chief, CSCSB

