



STATE OF NEW YORK
EXECUTIVE CHAMBER
ALBANY 12224

DAVID A. PATERSON
GOVERNOR

VALERIE GREY
DIRECTOR OF STATE OPERATIONS

MEMORANDUM

TO: Heads of State Agencies and Public Authorities

FROM: Valerie Grey, Director of State Operations
Office of Taxpayer Accountability

A handwritten signature in black ink, appearing to be "V. Grey", written over the name Valerie Grey in the FROM field.

SUBJECT: "Power Down" Technology Policy

DATE: November 2, 2009

This memorandum is an installment in the continuing series of directives to agencies and public authorities regarding efforts to reduce wasteful spending, and focuses on reducing energy consumption by computers, printers, and copiers.

The Office of Taxpayer Accountability (OTA), in conjunction with the Office for Technology (OFT), has developed a "Power Down" policy for computers, printers and copiers in state agencies and public authorities. Implementation of this policy (which has already been successfully carried out by our colleagues at the Department of Environmental Conservation, as well as by the Executive Chamber) will save \$25-30 a year per work station by reducing energy consumption costs.

Please arrange for the following steps to be taken by December 1, 2009:

- Set all computers to go into either an "S3 Sleep" mode (for newer computers) or a "hibernation" mode (for older computers) after 30 minutes. Users of older computers that only support the "hibernation" mode will need to press the power button to re-activate the computer. Users of newer computers that support the "S3 Sleep" setting will need to strike a key or move the mouse to re-activate the computer. There is a similar amount of energy savings by using the hibernation or S3 Sleep mode.
- Remove third-party screensaver applications (such as Webshots), which have the ability to prevent computers from entering energy-saving modes.

- Set printers and copiers to go into "power save" mode after 15 minutes (the printer will go back on as soon as a print job is sent; it may take a little longer for the machine to print).

If you have technical questions regarding the implementation of the steps set forth above, please contact OFT's Customer Care Center at 800-697-1323. Please note that agencies and authorities will be required to report on the number of printers, copiers and workstations affected by the above requirements in the next printing template report, due January 21.

Please address your questions on this memorandum to Alan Lebowitz at (518) 408-2588.