



POLICY

Applicability
Department Wide

Effective Date
August 1, 2017

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Policy Number
8.1.2017

Print Management

Approved

Allyson Brooks, Director
State Historic Preservation Officer

8/22/17
Date Signed

Purpose

The purpose of the Print Management policy is to establish Agency-wide best business practices and to facilitate expenditures reductions related to print production.

Policy

The Department of Archaeology and Historic Preservation (DAHP) will use the Department of Enterprise Services (DES) Master Contract Usage Agreements for leasing and purchasing print equipment and supplies at the rates specified in the State negotiated pricing.

Standards

- I. Maintenance contracts for printers and copiers will be provided by active vendors on the Master Contract list.
- II. The DAHP shall consult with DES Printing for large volume printing and binding projects.
- III. Surplus Request Management System (SRMS) will be utilized to surplus all retired printing equipment.
- IV. DAHP Director (or designee) will educate staff on printing standards and guidelines annually.
- V. DAHP will follow the below printing standards:
 - a. Utilize secure print to prevent erroneous prints.
 - b. Disable banner sheet printing in internet browser settings.
 - c. Set print driver defaults to double-sided printing.
 - d. Set print driver defaults to black and white printing.
 - e. DAHP will purchase and use standardized envelopes through DES.
- VI. All DAHP printers and copiers will be inventoried and tagged with Washington State equipment tags supplied by the Department of Enterprise Services; except leased multifunction machines.



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- VII. DAHP will report printing cost to DES annually.
- VIII. DAHP will determine baseline costs associated with print production.

Procedures

- I. The Director shall appoint a designee and designee backups to track baseline cost data and report annually to DES.
- II. Designee shall collect the following data and report findings annually to DES.
 - 1. Delegated DAHP staff shall:
 - Catalog DAHP Printer fleet.
 - Remove or network any single function desktop printers that are not networked.
 - Work with DES to compare invoices and verify usage costs.
 - Create a spreadsheet of all leased/owned printers and copier.
 - 2. Collected data shall include:
 - Monthly DES Contract management costs associated with printing contracts
 - Monthly equipment lease costs
 - Associated usage click charges
 - Meter reads from each device on the 1st business day of every month
 - Paper purchased for printer fleet
 - a. Preprinted letterhead purchases
 - b. Blank
 - c. Color
 - Fax lines costs
 - Monthly rental expenditures for floor space allocated to printer and copiers
 - Repairs and maintenance
 - Monthly charges invoiced by Consolidated Mail Services for mailing printed documents.



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- Electricity using DES's average power consumption cost of \$27 per month per machine based on a per machine usage of 1920 watts at 5 hours per day @ \$0.0946/kWh.
- DAHP FTEs delegated to managing printer fleet

Definitions

None.

References

Requirement to utilize print management contracts—Exemptions. [RCW 43.19.733](#) through 43.19.757

Print shop services—Bid solicitations—Confidential information. [RCW 43.19.736](#)

Reducing costs—Agencies to consult with department. [RCW 43.19.739](#)

Agency management of print operations—Department rules and guidelines. [RCW 43.19.742](#)

Agency use of envelopes—Standardization. [RCW 43.19.745](#)

Public printing for state agencies and municipal corporations—Exceptions to in-state requirements. [RCW 43.19.748](#)

Public printing for state agencies and municipal corporations—Allowance of claims. [RCW 43.19.751](#)

Public printing for state agencies and municipal corporations—Contracts for out-of-state work. [RCW 43.19.754](#)

Public printing for state agencies and municipal corporations—Quality and workmanship requirements. [RCW 43.19.757](#)

Department of Enterprise Services (DES) Guidelines for Managing Print Operations – [Guidelines](#)

Print Management – [Chapter 200-380 WAC](#)

Attachments

None.

DAHP Forms

None.