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<tr>
<th>STATE OF WASHINGTON</th>
<th>APPLICABILITY</th>
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<td>DEPARTMENT OF CORRECTIONS</td>
<td>DEPARTMENT WIDE</td>
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<td>PRINT MANAGEMENT</td>
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**REVIEW/REVISION HISTORY:**

Effective: 7/31/18

**SUMMARY OF REVISION/REVIEW:**

New policy. Read carefully!

**APPROVED:**

Signature on file

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<tr>
<th>STEPHEN SINCLAIR, Secretary</th>
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<td>Department of Corrections</td>
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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; **RCW 43.19; WAC 200-380; DOC 280.515 Electronic Data Classification**

POLICY:

I. The Department has established print management guidelines that use Department of Enterprise Services (DES) best practices to increase productivity and efficiency, minimize printing costs, and decrease environmental impact.

II. Print management includes all print jobs (e.g., agency self-service and supplier-generated printed material), services, supplies, and/or equipment.

DIRECTIVE:

I. General Responsibilities
   
   A. Device management software will be used to evaluate printing usage and Department needs.
   
   B. Printing devices will be used in as few locations as is practical to minimize cost.
   
   C. Devices/equipment will be replaced at regular intervals and older devices taken out of service.
   
   D. Devices will be standardized to as few models as possible.
   
   E. When possible, device rental agreements will include parts and supplies, excluding paper and staples.
   
   F. Employees, contract staff, and volunteers will:
      
      1. Attempt to print only what is needed to perform job duties and avoid unnecessary printing (e.g., file documents electronically),
      
      2. Use 100% recycled paper when available, and
      
      3. Use black and white color mode and double-sided output for default printer settings. When possible, use of full color should be limited.

II. General Requirements

   A. Whenever possible, Multi-Function Devices (MFDs) will be used for printing material for business needs.
1. Employees, contract staff, and volunteers will use the secure print feature (i.e., password) to protect sensitive/confidential information.

B. Personal printing devices (e.g., desktop printers) will only be allowed when approved by the appropriate Assistant Secretary.

   1. Employees/contract staff will submit a written request and must provide justification that supports why an MFD is insufficient for job duties.
      a. The need to print confidential material alone does not meet justification requirements to have a personal printing device.

C. Large print jobs containing Category 1 data per DOC 280.515 Electronic Data Classification will be sent to the Correctional Industries Printshop for printing unless:

   1. The print job cannot be processed in time, or
   2. The Printshop does not have the necessary equipment for the print job.

D. Large print jobs containing Category 2 or higher data per DOC 280.515 Electronic Data Classification will be sent to the DES Print and Imaging Printshop for printing.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Multi-Function Device (MFD). Other words/terms appearing in this policy may also be defined in the glossary section.

ATTACHMENTS:

None

DOC FORMS:

None