

APPLICABILITY	
DEPARTMENT WIDE	

TITLE

REVISED DATE PAGE NUMBER 9/14/23 1 of 3

NUMBER **DOC 210.100**

POLICY

PRINT MANAGEMENT

REVIEW/REVISION HISTORY:

Effective: 7/31/18 Revised: 9/14/23

SUMMARY OF REVISION/REVIEW:

Adjusted throughout to reflect the closing of the CI Printshop and that print jobs will be placed through the DES Printshop

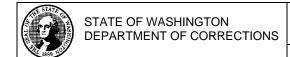
I.E. - Added language for clarification

Added II.A.2. that a Printing Device Request will be completed to request/replace an MFD II.B., II.B.2., II.B.2.a., II.C. - Adjusted language for clarification

Added II.B.1. that individually assigned printing devices for telework requires additional approval from the Information Governance Director

Added II.B.3 that MFD devices/equipment will be requested through an IT service request

Signature on file		
	8/11/23	
CHERYL STRANGE, Secretary	Date Signed	
Department of Corrections	-	



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 43.19; WAC 200-380

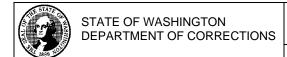
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POLICY:

- 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 Requirements
 - 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/lease 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. Printing Business Materials
 - A. Whenever possible, Multi-Function Devices (MFDs) will be used to print material for business needs.



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- 1. Employees, contract staff, and volunteers will use the secure print feature (i.e., password) to protect sensitive/confidential information.
- 2. DOC 02-415 Printing Device Request will be completed if there is a need for an MFD or one needs to be replaced.
- B. Individually assigned printing devices (i.e., personal desktop printer not connected to the Department's network or MFD) will only be allowed when approved by the appropriate Assistant Secretary.
 - 1. If the device is for telework, approval from the Information Governance Director is also required.
 - Employees/contract staff will complete and email DOC 02-415 Printing
 Device Request to their supervisor, including justification to support why
 an available MFD is insufficient for job duties.
 - a. Justification should include more than the need to print confidential material.
 - 3. Once all approvals are received, devices/equipment will be requested by attaching DOC 02-415 Printing Device Request to an IT service request.
- C. All large print jobs (e.g., Department/facility specific forms) will be sent to the DES Print and Imaging Printshop for printing by placing an order through DES Printing Services.

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:

DOC 02-415 Printing Device Request

DOC FORMS:

None