

Chapter 200-380 WAC

PRINT MANAGEMENT **DRAFT**

Last Update: 20-June-2014

WAC 200-380-010

Purpose and Authority

RCW 43.19.742 directs the department to establish rules and guidelines for all agencies to use to improve efficiencies and minimize the costs of agency-based printing, in managing their printing operations, including both agency-based printing and those jobs that require services of a print shop, as based on the successes of implementation of existing print management programs in state agencies.

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Definitions

For the purposes of this chapter the definitions in this section apply unless the context clearly requires otherwise. Additional definitions are in RCW 39.26.010.

- (1) "Agency-Based Printing" means an agency's internal printing that does not require a private sector print shop or another state agency print shop.
- (2) "Department" means the department of enterprise services.
- (3) "Managed Print Services" (or MPS) means a service-based method of delivering overall management and optimization of any print equipment needs of an agency. MPS may include providing a print assessment, managing equipment and supplies (excluding paper), usage monitoring, analysis, and reporting, and maintenance and service.
- (4) "Print Management" means the overarching general term that applies to the management of all agency printing operations, including agency self-service and supplier generated printed material, services, and/or equipment. Examples include but are not limited to: MPS and print services.

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Requirements of each agency.

- (1) In managing their printing operations, all agencies shall implement cost and resource savings strategies to improve efficiencies and minimize the cost of agency-based printing, including optimization and reduction of both internal printing, and those jobs that require services of a print shop.
- (2) Agencies shall implement such strategies based on the successes of implementation of existing print management programs in state agencies.
- (3) Agencies must implement managed print strategies to track, manage, and reduce agency-based printing, to include implementation of managed print services where applicable, pursuant to RCW 43.19.733 and the department's Print Management Guidelines.