

## Chapter 200-380 WAC PRINT MANAGEMENT

### **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.

### **WAC 200-380-020 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.

### **WAC 200-380-030 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 use DES to print any sensitive or personally identifiable information per RCW 43.19.736.
- (4) For every printing job and binding job ordered by a state agency, the agency shall consult with the department on how to choose more economic and efficient options to reduce costs per RCW 43.19.739.
- (5) Agencies of 1,000 or more FTEs must transition from a traditional copier or multifunction device contract to a print management services contract brokered by the department according to the timelines established in RCW 43.19.733.
- (6) Agencies of less than 1,000 FTEs, institutions of higher education and qualified organizations that have entered in to MUA may use any state contract brokered by the department.
- (7) Agencies that implement MPS, are required to submit a cost savings and efficiencies report to the department.
- (7) The director of financial management may exempt a state agency, or a program within an agency from the requirements of this section if the director deems it unfeasible or the department and agency could not reasonably reach an agreement regarding print management.