

## Chapter 200-380 WAC

### PRINT MANAGEMENT

#### NEW SECTION

**WAC 200-380-010 Purpose and authority.** RCW 43.19.742 requires the department to put in place rules and guidelines to improve the efficiency and minimize the costs of agency-based printing.

The requirements and definitions of this chapter are used by agencies in conjunction with the department's *Guidelines for Managing Print Operations* to:

- 1) Improve efficiencies and minimize the costs of agency-based printing;
- 2) Manage their printing operations, including both agency-based printing and those jobs that require services of a print shop; and
- 3) Implement managed print strategies.

Additional requirements related to printing are found under RCW 43.19.733 through RCW 43.19.757.

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NEW SECTION

**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, which does not require a private sector print shop or another state agency print shop.

(2) "Broker" means solicit and establish the acquisition of a range of services to account for differentiation of needs among state agencies.

(3) "Desktop Printing" means the use of a desktop printer to complete a print job.

(4) "Digital Printing" means a digital-based image transferred directly to a variety of media, usually liquid ink or toner based.

(5) "Managed print services (MPS)" are services offered by an external provider to optimize or manage an organization's document output to meet certain objectives; such as driving down costs, improving efficiency and productivity, or reducing the support workload.

The main components provided are needs assessment, selective or general replacement of scanning and document capture equipment, and

the service, parts and supplies (excluding paper) needed to operate the new and/or existing equipment (including existing third-party equipment if this is required).

Some current examples of services are:

(a) Tracking how the printer fleet is being used, the problems and the user satisfaction;

(b) Analyzing the information gathered in the course of tracking printer usage and makes (or recommends to the customer) the adjustments needed not only to ensure fleet efficiency, but also to meet changing user needs;

(c) Developing custom applications for smart multifunction products (MFPs) that automate paper-intensive document workflows and route scanned pages to document management systems;

(d) Restructuring of document workflows;

(e) Improving document security; and

(f) Reducing print volumes and power consumption for environmental reasons.

Some current examples of equipment are:

(a) Multi-functional devices (MFDs);

(b) Networked printers;

(c) Non-networked printers;

- (d) Plotters;
- (e) Desktop printers;
- (f) Scanners; and
- (g) Large format devices.

(6) "Managing Print Guidelines" means a resource document provided by the department for agencies to use in order to identify and implement managed print strategies and other tools necessary to track, manage, and minimize agency-based printing.

(7) "MFD State Contract" means a state master contract brokered by the department for use by agencies and other authorized users for the lease, rental, or purchase of an MFD or a fleet of MFDs.

(8) "Multifunctional Device" (or MFD) means a networked or non-networked digital printing device capable of any combination of the following functions:

- (a) Printing;
- (b) Copying;
- (c) Scanning; and
- (d) Faxing.

(9) "MPS State Contract" means a state master contract brokered by the department for use by agencies and other authorized users for MPS. A MPS State Contract allows agencies to choose the optimal combi-

nation of managed print services based on an agency's specific business needs.

(10) "Offset Printing" means a printing technique where an inked image is offset by a plate or rubber blanket then transferred to a surface.

(11) "Print Assessment" means an analysis of print services required to meet an agency's printing needs in the most efficient cost and effective manner.

(12) "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.

(13) "Print Services" means digital printing, quick copy, and offset printing, including but not limited to printing done in a print shop.

(14) "Print Shop" means a shop where printing is done, usually by an offset method where ink is applied to paper or other substrate.

(15) "Quick Copy" means quick turnaround services for short-run printed materials.

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NEW SECTION

**WAC 200-380-030 Agency requirements.** In order to fully implement the requirements of this chapter:

(1) Agencies must adopt agency wide policies, standards and procedures governing the management of their print operations.

(2) Agencies must determine baseline print costs using life cycle cost analysis as defined by RCW 39.26.010(15). Where applicable, agencies must include the costs of equipment relocation and redeployment.

(3) Agencies must annually submit an Agency Print Management Strategy Report to the department.

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