

# 2017 Consolidated Print Management Strategy Status Report

July 1, 2016 - June 30, 2017

January 2018



# I. Introduction

## Purpose

The purpose of this report is to demonstrate agency compliance with requirements of [WAC 200-380](#). The 2017 Consolidated Print Management Strategy Status Report provides a snapshot of progress on the statewide implementation of print management strategies.

[RCW 43.19.742](#) directs the Washington State Department of Enterprise Services to adopt guidelines and a print management rule for statewide use “to improve the efficiency and minimize the costs of agency-based printing...”

[WAC 200-380](#) directs state agencies to:

1. Adopt agency-wide policies, standards, and procedures governing the management of their print operations
2. Determine baseline print costs using life cycle cost analysis as defined by [RCW 39.26.010\(14\)](#)
3. Submit annually an agency print management strategy report to Enterprise Services

Relationship to the [2016 Ensuring Economical and Efficient Printing Performance Audit](#)

In 2016, Enterprise Services and the Office of Financial Management jointly agreed to specific audit recommendations to improve state agency implementation of print management. Enterprise Services is providing this 2017 Consolidated Print Management Status Report to comply with recommendations 5-8 related to print management, of the performance audit:

5. Publishing each agency’s progress on implementing the state’s print management requirements so that the Governor, Legislature, and public can monitor their progress
6. Continuing to reach out to agencies to ensure they are aware of the state’s print management requirements and guidelines
7. Requesting that agencies report their baseline printing costs and how those costs have changed over time as a result of print management efforts
8. Continuing to offer training and assistance to agency personnel on print management

## Key Terms

The term agency is defined in [RCW 39.26.010\(1\)](#) as: "Agency" means any state office or activity of the executive and judicial branches of state government, including state agencies, departments, offices, divisions, boards, commissions, institutions of higher education as defined in [RCW 28B.10.016](#), and correctional and other types of institutions.

*Print management* is 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.

In addition, [RCW 43.19.733\(3\)](#) *managed print services*, applies to agencies with 1,000 or more employees. Information about this aspect of operations is included in the individual reports.

An agency *in-plant printing operation* has dedicated paid staff and equipment producing a variety of products for internal and/or external use with a fee structure. Some operate at cost recovery and others with an allocation or appropriation. For some, most of the work is for internal customers, while others produce products primarily for external customers, or a combination of both.

*Baseline print costs* include internal use print as well as print procurement.

*Internal use print* or *agency-based printing* means an agency's internal printing, which does not require a private sector print shop or another state agency print shop. It typically includes:

- Day-to-day administrative printing
- Managed print services contracts
- Supplies needed for plotters, copiers, or other multi-function devices and equipment

*Print Procurement* includes all printed products done for your agency by your in-plant print operations or other external print shops such as Enterprise Services' print operation in-plant, another agency's in-plant, or a commercial print vendor.

### Individual Reports

Each individual report identifies key elements of their respective implementation progress and milestones, best practices, and operational efficiencies of external print procurement and internal print consumption. Enterprise Services used a survey tool to assist agencies in fulfilling their reporting requirements and to collect uniform and meaningful data. Individual agency specific print management policies, standards, and procedures are stored on the [Enterprise Services website](#) and are not included in the annual report.

## II. Participants

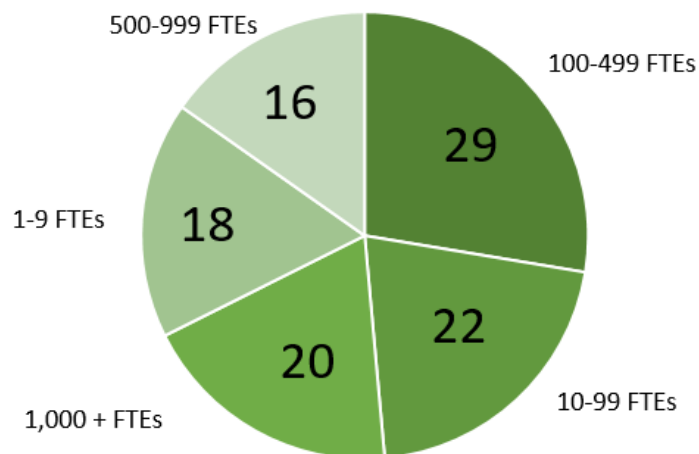
The number of surveys collected increased by more than 38 percent, [compared to 2016](#). This document consolidates the print management strategy reports submitted by 105 Washington state agencies describing their respective print management practices for the period of July 1, 2016, to June 30, 2017.

<b>Agency Type</b>	<b>2016</b>	<b>2017</b>	<b>Increase</b>
State Agencies	31	35	4
Boards and Commissions	15	36	<b>21</b>
Higher Education	30	34	4
<b>Total</b>	<b>76</b>	<b>105</b>	<b>29</b>

- All twenty agencies with 1,000 or more FTEs submitted annual reports.
- Forty agencies of varying sizes operate in-plant printing services.
- Fifty-nine of the 105 agencies reporting have fewer than 500 FTEs.

### Number of Reporting Agencies by Size Full Time Equivalents (FTEs)

Source: 2017 Print Management Survey



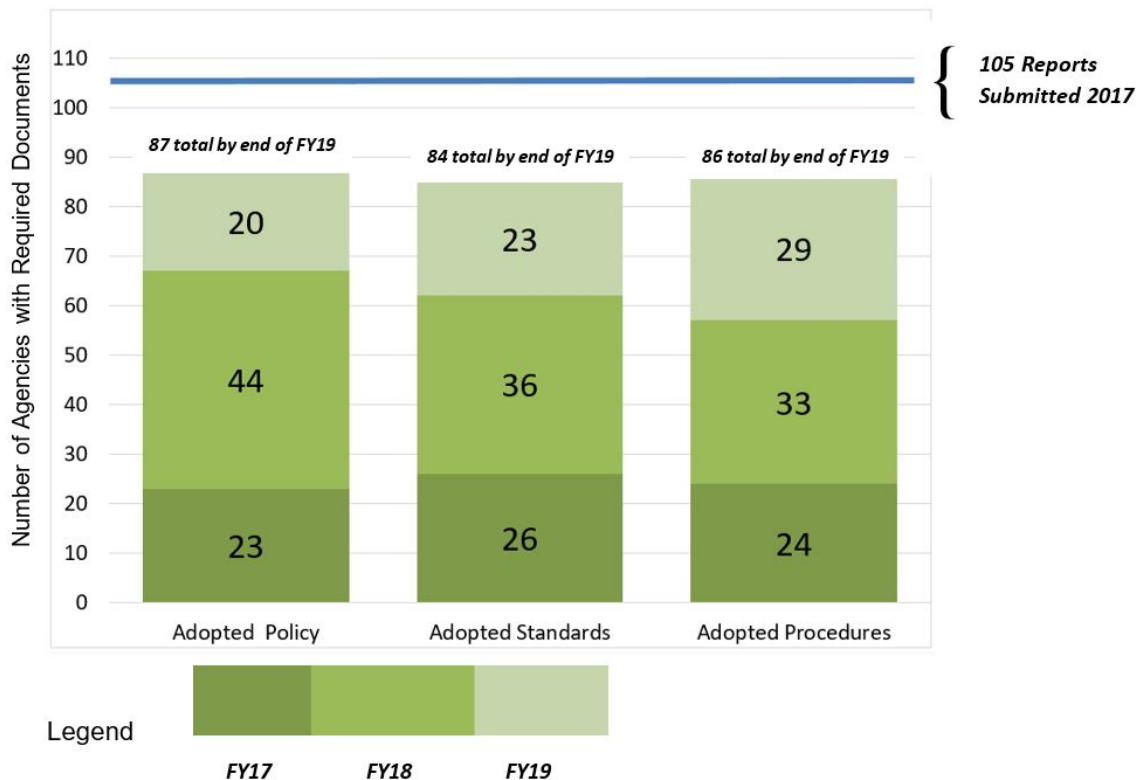
### How Does Agency Size Impact Print Management Practices?

Agency size is a key factor when inventorying a printer fleet, defining and prioritizing print needs, and evaluating equipment operations. Small agencies with limited staff resources face challenges addressing print management requirements. Logistical challenges exist when there are programs, campuses, and office locations operating in different communities. In addition, agency missions, specific legal requirements, and the variety of operations are also significant factors to consider.

## III. Milestones Toward Print Management Implementation Statewide

Key findings include status of compliance, targets dates, and progress. The survey asked each agency when it would adopt a print management policy, standards, and procedures if they did not currently have these required documents adopted as of June 30, 2017. The chart below shows the targeted adoption schedule for the majority of the 105 survey respondents.

### Adoption Status of Print Management Policy, Standards, and Procedures as of June 30, 2017



Source: 2017 Print Management Status Report Survey

## **Addressing Data Gaps**

The responses for the questions regarding if or when the required documents are/or would be adopted, contained data gaps. The following highpoints do not account for each missing response to get the numbers above to add up to 105. Enterprise Services will reach out to these specific agencies in the coming months to seek clarification as to the full meaning of the respective responses or the purpose for the lack of responses. This information will better inform how to improve the 2018 survey-reporting tool, and to understand specific needs of the participating agencies.

Highlights from the 2017 responses include:

- Four agencies are in discussions with their executive leadership to determine their adoption timeframes and approach to print management implementation. They did not provide a specific date.
- Two agencies requested technical assistance and facilitation from Enterprise Services on policy development prior to committing to a date.
- Four additional agencies were unsure of a date or they skipped answering the policy and standards adoption timeframe questions.
- Seven agencies were either unsure of a date or skipped answering the procedures adoption questions.
- Two agencies self-exempted from the requirement to develop a policy and standards for their respective agencies.
- Twenty-five responses to all three questions contained additional details about specific agency operations, size, and/or functions, but did not answer all three date related questions.

## **Managed Print Practices and Policy Development Status**

There are currently twenty agencies with greater than 1,000 full time equivalents (FTEs). The survey asked all agencies regardless of size to share if they:

- Are utilizing managed print services (required for 1,000 or greater)
- Adopted a managed print policy
- Are currently in the process of developing a policy and when they plan adopt it

Twenty-seven agencies use managed print services. Fifteen of them have 1,000 FTEs or more, while twelve of them have less. This means that regardless of size or this requirement, agencies see a benefit to utilizing managed print services.

## **Progress Implementing Effective Print Management Strategies**

The survey asked agencies to select from a list of more than two dozen examples of milestones achieved during the reporting period. The following four milestone/strategy groupings emerged as the most common implementation steps taken during the reporting period:

## A. Printer Fleet Assessment and Management

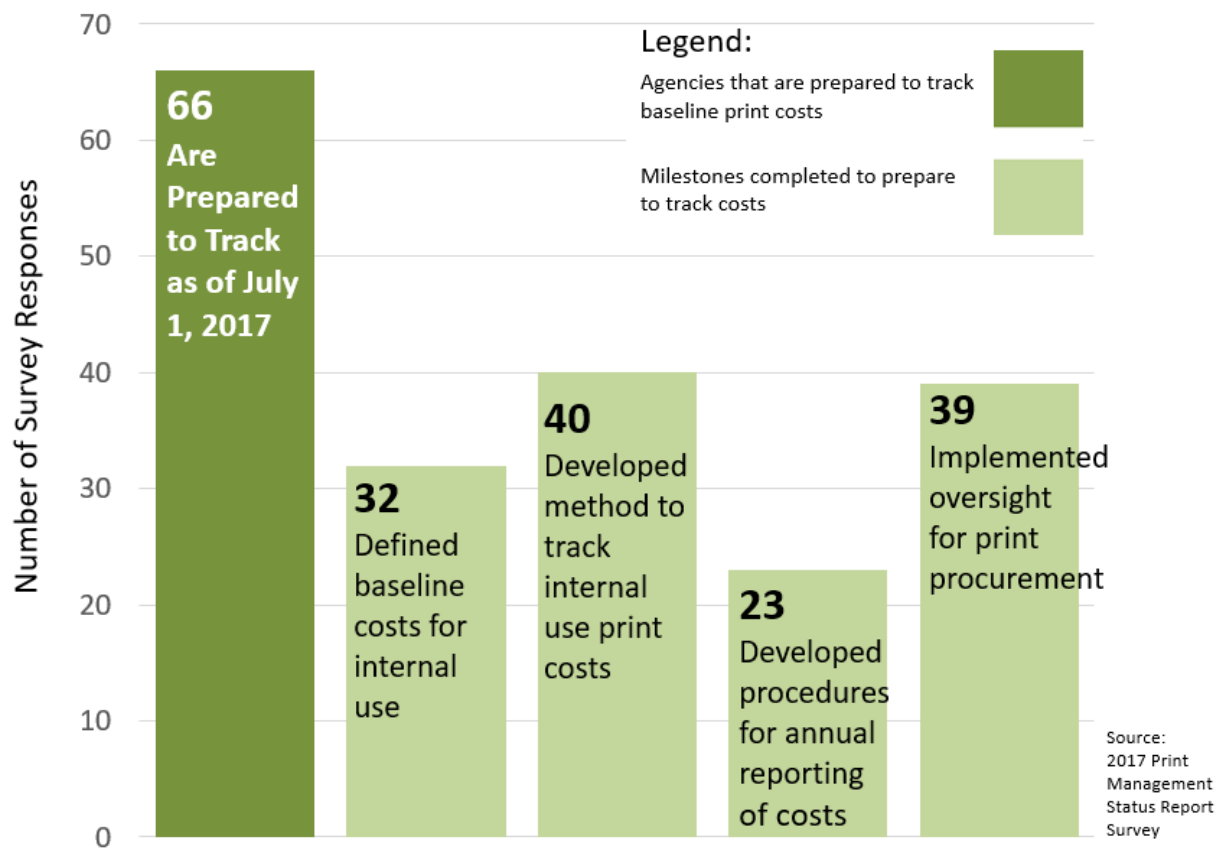
Approximately 75 agencies have made significant progress on managing their printer fleet. This progress included creating centralized print areas, utilizing managed print services contracts, reducing the number of desktop printers, and tapping into software and hardware features to create efficiencies.

## B. Preparation to Track Baseline Print Costs

Agencies are gearing up to be able to report baseline print costs in the 2018 survey. Some will rely upon the existing *Chart of Accounts* structure; others have a different tool for tracking expenditures, especially for smaller sized agencies.

- Sixty-six agencies identified they are prepared to track baseline print costs.
- Thirty-nine agencies are not prepared to track baseline print costs.
- These figures do not include the status of agencies that did not report in 2017.
- Sixty-four agencies also reported accomplishing one or more of the following milestones related to tracking costs:
  - Defining baseline print costs
  - Implementing oversight to agency print procurement
  - Developing methodologies and/or procedures for annual reporting
- In addition, fourteen of the sixty-four reported doing all of the milestones highlighted below:

### 2017 Baseline Cost Tracking Survey Responses



### **C. Increase Internal Education and Change Management**

Approximately 40 percent of the agencies responding have taken measures to increase employee awareness of preferred printing practices. These actions included operating a formal internal team that guides print procurement and management of internal use print equipment (e.g. multi-function devices), training employees on appropriate printer and plotter use, and supporting staff participation in the Statewide Print Management Strategies Team.

### **D. Evaluation of Printing Needs and Procurement Options**

Agencies achieve efficiencies in print consumption in numerous ways such as printing less volume, less color, and changing how requests for outsourcing print jobs are done agency-wide. In addition, it is worth noting several agencies have been implementing these strategies for as many as fifteen years and have realized significant benefits and efficiencies.

- Approximately 30 percent of the agencies responding reported they have taken steps to gain a better understanding of their printing needs and the options available. Examples included reviewing the frequency and cycle of their printing needs, exploring opportunities to reduce mailing expenses by utilizing state standard envelopes, consulting with Enterprise Services on print procurement, and/or utilizing online print ordering through myPrint.

## **IV. Outreach - Statewide Print Management Strategies Team & Information**

Enterprise Services convenes a Statewide Print Management Strategies Team on a quarterly basis to further statewide collaboration. This ad-hoc team includes self-engaged representatives from a variety of state agencies, boards, commissions, and institutions of higher education. During this reporting period, 56 agencies identified participation on this team. Using WebEx technology has increased statewide participation and reduced travel burdens on agencies.

The forum is an opportunity to develop a community of efficient and economical print operations and options. Enterprise Services develops fact sheets and presentations based on input from this team to address common questions about a variety of topics and team members from different agencies contribute by presenting during meetings. The goals of the statewide team include:

- Learning from each other by sharing success stories, best practices, challenges, and efforts resolve common barriers
- Gaining awareness of the roles of in-plant and internal use print operations
- Understanding the critical elements of policies, standards, and procedures
- Defining meaningful cost data to track and report

## **V. Fiscal Considerations and Observations**

This 2017 report does not include individual agency specific baseline print costs, i.e. internal use print as well as print procurement. The 2018 reporting survey tool will request agencies provide this information. The variety of each agency's services, size, mission, types of procurement and customer needs, and the lack of consistently used definitions create

challenges for establishing a simple uniform fiscal tracking approach. Small agencies, boards and commissions and most institutions of higher education have different organizational structures than the twenty agencies with more than one-thousand FTEs. For all agencies, the number of different office locations or campuses across the state creates additional complexity.

There are a variety of unique external print procurement approaches and internal use printing practices used to meet their respective day-to-day administrative needs.

The following summarizes the observations from the past year:

1. Enterprise Services continues to encourage each agency to examine their respective print needs and procurement procedures and define the best tracking approach to meet their needs.
2. Through the survey results and the discussions at the quarterly meetings, most agencies are supportive of tracking meaningful data to show increases in efficiencies in print practices.
3. The statewide team will continue to focus on this topic to compare common metrics related to printing operations and procurement.
4. In the future, it is likely that a common list of broadly defined expenditure types used by agencies that share common accounting systems and agency attributes will surface during quarterly meetings.
5. Enterprise Services and several other agencies worked with the Office of Financial Management to streamline the options related to print procurement in the existing *Chart of Accounts*.
6. The diversity of accounting systems and reporting requirements among the different agency types and sizes creates challenges in exact apples to apples comparisons of expenditures on a statewide basis.

## VI. Continued Success and Next Steps

Enterprise Services will support print management implementation statewide by continuing to conduct outreach, promoting the benefits of compliance with the requirements, and encouraging expanded engagement in print management. The following list includes activities that Enterprise Services is required in RCW and WAC to perform:

- Coordinating the annual survey, consolidate, and publish the annual status reports submitted by agencies. (WAC 200-380 requires annual reporting to Enterprise Services)
- Updating the *Print Management Guidelines* periodically ([RCW 43.19.742](#))
- Convening the quarterly meetings of the Statewide Print Management Strategies Team.
- Exploring and responding to outreach requests from the annual surveys and individual requests.
- Contribute to maintaining communication and information sharing including maintaining the [Print Management website](#).

This year's survey asked how Enterprise Services could assist each agency in being successful with print management implementation. The survey gave agencies the opportunity to write open-ended responses in addition to three-targeted choices:



1. Thirteen requests to help facilitate print management conversation within their respective agencies
2. Twenty-seven requests for additional information about print management
3. Nineteen requests for consultation regarding managed print services

The 2017 survey yielded more than sixty open-ended responses for this question. The responses highlighted that most agencies utilize the information currently provided by Enterprise Services. Enterprise Services is hopeful that as time goes by with increasing number of policies, standards, and procedures in place the annual reporting will become simpler for all.

These requests for assistance from Enterprise Services fall into three additional categories related to print management implementation:

1. Print Management Consultation Services:  
Assistance to define baseline cost data, understanding and applying changes to the *Chart of Accounts* sub-sub object codes, participate in meetings with agency executive sponsors, provide assistance in reviewing and developing policies, creating templates for small agencies, and developing ways to access print procurement data by agency, from myPrint order history.
2. Continued Statewide Outreach and Communications:  
Including but not limited to: Maintaining the website, regular communication on a variety of topics, quarterly team meetings, and general information sharing.
3. Requests for Samples of Policies, Standards and Procedures:  
Enterprise Services will post samples of existing policies, standards and procedures on the [Print Management website](#) along with the annual consolidated reports.

## 2017 Individual Agency Reports

The remainder of this report includes the individual annual print management strategy status reports submitted to Enterprise Services as required by [WAC 200-380-030](#). Please refer to the following appendices:

Appendix A - [State Agencies](#)

Appendix B - [Boards and Commissions](#)

Appendix C - [Institutions of Higher Education](#)

Appendix D - [List of Agency Policies, Standards, and Procedures](#)

## State Agencies

<u>Agriculture, Department of</u>	<u>Office of the Attorney General *</u>
<u>Archeology and Historic Preservation</u>	<u>Office of the Insurance Commissioner</u>
<u>Commerce, Department of</u>	<u>Office of the State Treasurer</u>
<u>Corrections, Department of *</u>	<u>Office of the Superintendent of Public Instruction</u>
<u>Ecology, Department of *</u>	<u>Pollution Liability Insurance Agency</u>
<u>Employment Security Department *</u>	<u>Recreation and Conservation Office</u>
<u>Enterprise Services, Department of</u>	<u>Retirement Systems, Department of</u>
<u>Environmental and Land Use Hearings Office</u>	<u>Revenue, Department of *</u>
<u>Financial Institutions, Department of</u>	<u>Social and Health Services, Department of *</u>
<u>Fish and Wildlife, Department of *</u>	<u>Transportation, Department of *</u>
<u>Governor's Office of Indian Affairs</u>	<u>Veterans Affairs, Department of</u>
<u>Health, Department of *</u>	<u>Washington State Auditor</u>
<u>Labor and Industries, Department of *</u>	<u>Washington State Health Care Authority *</u>
<u>Licensing, Department of *</u>	<u>Washington State Historical Society</u>
<u>Liquor and Cannabis Board</u>	<u>Washington State Parks and Recreation Commission</u>
<u>Natural Resources, Department of *</u>	<u>Washington State Patrol *</u>
<u>Office of Minority and Women owned Business Enterprises</u>	<u>Washington State School for the Blind</u>
<u>Office of Financial Management</u>	

\*Denotes agency with 1,000 or more employees

## **Boards, Commissions, and Councils**

Board of Industrial Appeals

Caseload Forecast Council

Colombia River Gorge Commission

Commission of Judicial Conduct

Community Economic Revitalization Board

County Roads Administration Board

Dairy Farmers of Washington

Economic Revenue Forecast Council

Human Rights Commission

Life Sciences Discovery Fund Authority

Nursing Care Quality Assurance Council

Public Disclosure Commission

Public Employment Relations Commission

State Board of Community and Technical  
Colleges

Transportation Improvement Board

Utilities and Transportation Commission

Washington Citizens Commission on Salaries  
for Elected Officials

Washington Hop Commission

Washington Horse Racing Commission

Washington State Arts Commission

Washington State Board of Accountancy

Washington State Board of Tax Appeals

Washington State Commission on African  
American Affairs

Washington State Commission on Asian Pacific  
American Affairs

Washington State Conservation Commission

Washington State Fruit Commission

Washington State Gambling Commission

Washington State Medical Quality Assurance  
Commission

Washington State Potato Commission

Washington State Pulse Crops Commission

Washington State School Directors  
Association

Washington State Transportation Commission

Washington Student Achievement Council

Washington Traffic Safety Commission

Washington Tree Fruit Research Commission

Workforce Training and Education  
Coordinating Board

\*Denotes agency with 1,000 or more employees

## Institutions of Higher Education

Bates Technical College

Bellevue College

Bellingham Technical College

Big Bend Community College

Cascadia College

Central Washington University \*

Centralia College

Clark College

Clover Park Technical College

Columbia Basin College

Community Colleges of Spokane \*

Eastern Washington University \*

Edmonds Community College

Everett Community College

Grays Harbor College

Green River College

Highline Community College

Lake Washington Institute of  
Technology

Lower Columbia College

Olympic College

Peninsula College

Pierce College

Renton Technical College

Seattle Colleges \*

Shoreline College

Skaqit Valley College

South Puget Sound Community College

Tacoma Community College

The Evergreen State College

University of Washington \*

Washington State University \*

Wenatchee Valley College

Whatcom Community College

Yakima Valley College

\*Denotes agency with 1,000 or more employees

## Agency Print Management Policies, Standards and Procedures

These policies are consolidated and available on the [Print Management website](#)

Attorney General's Office *	Evergreen State College
Big Bend Community College	Grays Harbor College
Cascadia College	Health Care Authority *
Central Washington University *	Life Sciences Discovery Fund Authority
Department of Archeological and Historical Preservation	South Puget Sound Community College
Department of Licensing *	Washington Horse Racing Commission
Department of Natural Resources *	Washington State Board for Community and Technical Colleges
Department of Revenue *	Washington State Department of Agriculture
Department of Social and Health Services *	Washington State Historical Society
Eastern Washington University *	Washington State School for the Blind
Economic and Revenue Forecast Council	Washington State University *
Employment Security Department *	Wenatchee Valley College
Everett Community College	Yakima Valley College

\*Denotes agency with 1,000 or more employees

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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2019**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
  - **Classroom handouts**
  - **Training materials**
  - **Field manuals**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**

- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Help to facilitate the print management conversation in our agency**



Washington State Department of Archeology and Historic Preservation

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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Removed all desktop printers**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **Yes**
18. When does your agency plan to create a managed print policy? **N/A**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Customer Service. Don't blame agency on printing error.**

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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Reduced the number of desktop printers significantly**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**None at this time**

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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Trained employees on appropriate printer and plotter use**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
16. Has your agency implemented managed print services? **Yes**

17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Training materials**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **Yes**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide consultation regarding managed print services**

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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **September 2017**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **September 2017**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **September 2017**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Created a team to focus on print management implementation**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**

- **Trained employees on appropriate printer and plotter use**

16. Has your agency implemented managed print services? **Yes**

17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **September 2017**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Continue providing print related informative information**



*Survey Completed By:*  
Pamela Hawkins-Hull  
Manager Office Services 1  
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360-902-9435

*Primary Contact:*  
Pamela Hawkins-Hull  
Manager Office Services 1  
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360-902-9435

*Secondary Contact:*  
Jairus Rice  
Director Of Office Services  
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360-902-9576

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Defined baseline print cost for internal use printing**
  - **Selected our managed print service provider(s)**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Increased employee awareness of benefits of print management strategies**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2019**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Meeting materials**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Not at this time**

*Survey Completed By:*  
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Business Innovations  
and Initiatives Manager  
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*Primary Contact:*  
Judy Lorenzo  
Business Innovations  
and Initiatives Manager  
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360-664-4330

*Secondary Contact:*  
Jeff Kessler  
Program Specialist 3  
jeff.kessler@des.wa.gov  
360-407-8259

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**

- **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
- **We have begun to increase employee awareness and are working on a draft communication plan and change management approach.**
- **We began the process for selecting our agency's Managed Print Service provider.**
- **We began the process for selecting pull print software**

16. Has your agency implemented managed print services? **No**

17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**We are Enterprise Services - n/a**

*Survey Completed By:*  
Paulette Yorke  
Administrative Manager  
paulette.yorke@elaho.wa.gov  
360-664-9171

*Primary Contact:*  
Paulette Yorke  
Administrative Manager  
paulette.yorke@elaho.wa.gov  
360-664-9171

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **Skipped**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Increased employee awareness of benefits of print management strategies**
  - **Reduced the number of desktop printers significantly**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Stationery such as business cards and letterhead**
- **Envelopes**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation? **Skipped**

*Survey Completed By:*  
Nena Hanson  
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*Primary Contact:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Selected our managed print service provider(s)**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Training materials**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide additional information about print management**  
**Provide consultation regarding managed print services**



*Survey Completed By:*  
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*Primary Contact:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Created a team to focus on print management implementation**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
  - **Implemented use of myPrint/Enterprise Services for print procurement**

16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Field manuals**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide additional information about print management.**  
**Provide consultation regarding managed print services.**  
**Help to facilitate the print management conversation in our agency.**

*Survey Completed By:*  
Mystique Hurtado  
Executive Assistant  
mystique.hurtado@goia.wa.gov  
360-902-8825

*Primary Contact:*  
Mystique Hurtado  
Executive Assistant  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide consultation regarding managed print services**

*Survey Completed By:*

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*Primary Contact:*

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*Secondary Contact:*

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360-236-4457

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2019**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
  - **Classroom handouts**
  - **Training materials**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**

- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**No assistance needed at the time of this survey.**

*Survey Completed By:*

DeFrance Clark, Spotswood Bowyer, Anna Warner, Doug Rohr, Lance Yount, Ken Anderson, Francine Spahr, Tammie Wilson  
IT Managers, Procurement Managers  
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*Primary Contact:*

L&I currently does not have a primary contact

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Selected our managed print service provider(s)**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Trained employees on appropriate printer and plotter use**

- **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
- **Implemented use of myPrint/Enterprise Services for print procurement**

16. Has your agency implemented managed print services? **Yes**

17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**
- **Customer correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Help to facilitate the print management conversation in our agency**

**Provide consultation regarding managed print services**

**Provide SubSubObj Coding to be able to track spend**



*Survey Completed By:*  
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(360) 902-3771

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy?
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**

- **Trained employees on appropriate printer and plotter use**
- **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**

16. Has your agency implemented managed print services? **Yes**

17. Does your agency have a written managed print policy? **Yes**

18. When does your agency plan to create a managed print policy? **N/A**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Managed print is well implemented within our agency. Please share changes in RCW or Managed Print Master Contracts.**

*Survey Completed By:*  
Renee Parker  
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360.664.1781

*Primary Contact:*  
Renee Parker  
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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **Unknown at this time**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Meeting materials**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**We would like to see copies of your policies and procedures if available**

*Survey Completed By:*  
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(360) 902-1411

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **New management at DNR is currently being brought up to speed on Print Management and the reporting requirements.**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **Not sure**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **Not sure**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Selected our managed print service provider(s)**
  - **Created a team to focus on print management Implementation**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Removed all desktop printers**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **We have a DRAFT managed print policy from 4 years ago that I can send via email.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Adapt My Print to track printing and establish costs.**

Office of Minority and Women owned Business Enterprises

*Survey Completed By:*  
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Director  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **Skipped**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Removed all desktop printers**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Reduced the number of desktop printers significantly**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
- **Stationery such as business cards and letterhead**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation? **Skipped**



*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Developed methodology to track internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
16. Has your agency implemented managed print services? **No**

17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A Our agency is less than 1,000 employees and we do not plan to implement a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Training materials**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**none - there was no option that fit**

*Survey Completed By:*  
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*Primary Contact:*  
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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **Print management strategies, tips, and FAQ's are all available to agency employees on its intranet space.**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**

- **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
- **Increased employee awareness of benefits of print management strategies**
- **Trained employees on appropriate printer and plotter use**
- **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
- **Implemented use of myPrint/Enterprise Services for print procurement**
- **Most of these began or took place on or around 2005 and have been monitored/managed by a select team since.**

16. Has your agency implemented managed print services? **Yes**

17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**We'll reach out when necessary.**

*Survey Completed By:*  
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360.725.7035

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **No**

17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Skipped**

*Survey Completed By:*  
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360-902-9033

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HR Manager  
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360-902-9004

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy?  
**Currently drafting**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards?  
**Currently drafting**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures?  
**Currently drafting**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Have not yet implemented plans in relation to a new policy but have been mindful of amount of printing/energy use.**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
  - **None of the above**
21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide additional information about print management**



*Survey Completed By:*  
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360-725-6196

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Print room Supervisor  
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360-725-6196

*Secondary Contact:*  
Dodie Richter  
Facilities Manager  
dodie.richter@k12.wa.us  
360-725-6194

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **Other**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
  - **Reduced the number of desktop printers significantly**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**No, but thank you**

*Survey Completed By:*  
Xyzlinda Marshall  
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360-407-0515

*Primary Contact:*  
Xyzlinda Marshall  
Administrative Services Manager  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Trained employees on appropriate printer and plotter use**
  - **Many options were implemented prior to June 30, 2017.**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
  - **Training materials**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**

- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**provide policy/procedure templates**

*Survey Completed By:*  
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*Primary Contact:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:

- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Not at this time**

*Survey Completed By:*  
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Records Manager  
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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Removed all desktop printers**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**

- **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
- **Increased employee awareness of benefits of print management strategies**
- **Trained employees on appropriate printer and plotter use**

16. Has your agency implemented managed print services? **No**

17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**A copy of other agencies print management policies for reference with developing a policy here.**



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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **DOR does have some print management procedures and standards. We plan to do more work in this area by the end of fiscal year 2019.**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Selected our managed print service provider(s)**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2019**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Field manuals**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**DOR has and will continue to reach out to DES for assistance and guidance when needed.**

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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**

- **Increased employee awareness of benefits of print management strategies**
- **Trained employees on appropriate printer and plotter use**

16. Has your agency implemented managed print services? **Yes**

17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide additional information about print management**

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Technical Services and  
Business Manager  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **TBD after direction from Agency Executive Sponsor.**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **TBD after direction from Agency Executive Sponsor.**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **TBD after direction from Agency Executive Sponsor.**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **TBD after direction from Agency Executive Sponsor.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Field manuals**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**
- **Other: Aviation hearings/review inquiries; Tolling pay by mail bills, notice of civil penalty, envelopes, toll facilities public education/outreach; Real Estate planned final actions, notice statements of condemnation, property acquisition statements, disposition of state-owned land, sale of state owned land, notice to forfeit land, lease or rental agreements, deeds, modified/revoked managed access permits; Construction plans, specifications, and addenda, Ad and Award Manual, inadvertent/unanticipated discoveries during construction release report, releases from underground storage tanks (UST), independent remedial actions; Areas of Potential Effects and determinations related to National Historic Preservation Act**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Participate in meetings with Agency Executive sponsor to communicate DES perspective and parallel actions taken in other agencies.**

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*Primary Contact:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide consultation regarding managed print services.**

**Help to facilitate the print management conversation in our agency.**



*Survey Completed By:*  
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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **The Office of the State Auditor has significantly decreased its need to print over the years. We will continue to analyze the most cost effective method of providing printed materials**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**While the SAO has low printing needs, the regular meetings and communication from DES' Print Management Team is extremely valuable**

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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **We use education, including posters by MFD and our print/copy guidelines**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Created a team to focus on print management implementation**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**

- **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
- **Implemented use of myPrint/Enterprise Services for print procurement**

16. Has your agency implemented managed print services? **No**

17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **When we migrate to a managed print service.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Continue to be an effective partner and consultant when we need printing services.**

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Misty Reese  
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Administration  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **We have less than 1000 employees**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **We have less than 1000 employees**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **We have less than 1000 employees**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Developed methodology to track internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Removed all desktop printers**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Training materials**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Statements, notices, and legal correspondence**
  - **Newsletters, COLUMBIA Magazine**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**No, I think we are doing well in our approach to print management.**

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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Trained employees on appropriate printer and plotter use**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Training materials**
  - **Field manuals**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Not at this time.**



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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Selected our managed print service provider(s)**
  - **Created a team to focus on print management implementation**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
  - **Implemented use of myPrint/Enterprise Services for print procurement**

16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Training materials**
  - **Field manuals**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Help to facilitate the print management conversation in our agency.  
Provide specific rules for the 1063 Building print environment.**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Increased employee awareness of benefits of print management strategies**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Meeting materials**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**No**

## **Boards, Commissions, and Councils**

Board of Industrial Appeals

Caseload Forecast Council

Colombia River Gorge Commission

Commission of Judicial Conduct

Community Economic Revitalization Board

County Roads Administration Board

Dairy Farmers of Washington

Economic Revenue Forecast Council

Human Rights Commission

Life Sciences Discovery Fund Authority

Nursing Care Quality Assurance Council

Public Disclosure Commission

Public Employment Relations Commission

State Board of Community and Technical  
Colleges

Transportation Improvement Board

Utilities and Transportation Commission

Washington Citizens Commission on Salaries  
for Elected Officials

Washington Hops Commission

Washington Horse Racing Commission

Washington State Arts Commission

Washington State Board of Accountancy

Washington State Board of Tax Appeals

Washington State Commission on African  
American Affairs

Washington State Commission on Asian Pacific  
American Affairs

Washington State Conservation Commission

Washington State Fruit Commission

Washington State Gambling Commission

Washington State Medical Quality Assurance  
Commission

Washington State Potato Commission

Washington State Pulse Crops Commission

Washington State School Directors  
Association

Washington State Transportation Commission

Washington Student Achievement Council

Washington Traffic Safety Commission

Workforce Training and Education  
Coordinating Board

Washington Tree Fruit Research  
Commission

\*Denotes agency with 1,000 or more employees

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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Removed all desktop printers**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **12/31/17**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**



20. Printed products generally need to fulfill agency mission:

- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide policy templates for small agencies that do minimal printing**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Trained employees on appropriate printer and plotter use**
  - **Reduced the number of desktop printers significantly**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **As needed**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **As needed**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **As needed**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
  - **Implemented use of myPrint/Enterprise Services for print procurement**

16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Training materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**No, thank you.**

*Survey Completed By:*  
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Program Director & Tribal Liaison  
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*Primary Contact:*  
Janea Eddy  
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360-725-3151

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **Skipped**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies: **None of the above**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
  - **Meeting materials**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide additional information about print management**

*Survey Completed By:*  
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*Primary Contact:*  
Karen Pendleton  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **None of the above**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
  - **Classroom handouts**
  - **Training materials**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**

- **Envelopes**
- **Publications such as guides, brochures, pamphlets**
- **Forms**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**provide sample policies and procedures**



*Survey Completed By:*  
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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **We are a promotional advertising agency. Our printing needs are different from a typical state agency.**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **Our needs are addressed on a case by case basis.**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **We are a promotional advertising agency. Our printing needs are different from a typical state agency.**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **None of the above**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **We are a promotional advertising agency. Our printing needs are different from a typical state agency.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Skipped**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **Skipped**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **Skipped**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Defined baseline print cost for internal use printing**
  - **Developed procedures for annually reporting internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Removed all desktop printers**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Meeting materials**
- **Stationery such as business cards and letterhead**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Agency has successfully reduced printing over the past 10 years and will continue to keep printing to a minimum.**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Reduced the number of desktop printers significantly**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Publications such as guides, brochures, pamphlets**
- **Forms**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

*Survey Completed By:*  
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*Primary Contact:*  
Brenda Stav  
Director of Grants  
Management and Administration  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **Skipped**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **Skipped**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures?
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Selected our managed print service provider(s)**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
  - **Meeting materials**
21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**none**



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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Developed methodology to track internal print costs**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2019**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**  
**Provide consultation regarding managed print services**

*Survey Completed By:*  
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Deputy Director  
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360-568-1042

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Defined baseline print cost for internal use printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Trained employees on appropriate printer and plotter use**
  - **PDC uses one main printer for entire agency**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
  - **Reduced the number of desktop printers significantly**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**We continue to receive plenty of tools and information to use.**

*Survey Completed By:*  
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*Primary Contact:*  
Diane M. Tucker  
Administrative Services Manager  
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360-570-7335

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **We have implemented many print management principles. We went to a paperless filing system last year.**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Removed all desktop printers**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Our needs are minimal in this regard since we are so small.**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy?
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Developed methodology to track internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**



*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **Currently using the standard de minimus use RCW 42.52.160 and WAC 292-110-010 rules for print management.**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **We really have very few print jobs and all/most are very prescribed. If we are printing one document (most of our print jobs) we use our main printer, if we are making multiple copies we use the copier, I personally do most/all of this type of printing, others do some of this kind of printing maybe 5-6 times per year.**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **We have one printer and one copier, new employees (less than one per year) are trained in how to use them and told that the printer should be used for small print jobs but for larger jobs the copier should be used. Again, the vast majority of large print jobs are done by myself personally.**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **None of the above**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Forms**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Please let me know if we need to dedicate time to developing additional printing rules specific to our agency.**

*Survey Completed By:*  
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Director, Administrative Services  
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360.664.1286

*Primary Contact:*  
Mark L. Johnson  
Director, Administrative Services  
marjohns@utc.wa.gov  
360.664.1286

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

Washington Citizen's Commission on Salaries for Elected Officials

*Survey Completed By:*  
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360-556-2744

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Defined baseline print cost for internal use printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Increased employee awareness of benefits of print management strategies**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation? **No**

*Survey Completed By:*  
Ann E. George  
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509-453-4749

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Ann E. George  
Executive Director  
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509-453-4749

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **Hopefully DES will be able to work with WSDA to assist state commodity commissions by providing a template for this policy. We have only 4 employees, and do not have the staff resources to research and build this policy from the ground up.**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **We hope DES will work with WSDA to develop templates to assist commodity commissions with required implementation.**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **We have only one copier. All four staff are trained on this copier.**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Many of these items don't really fit our situation, as we operate 3 organizations, 2 of which are non-profits. One of the non-profit organizations owns all of the printers and copier. These are used for Commission business under a lease arrangement.**
  - **None of the above**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Meeting materials**
- **Most of our publications are electronic only.**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**We would prefer to have DES work with WSDA to outline what requirements will be necessary for commodity commission compliance, and develop templates to assist in implementation.**



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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Removed all desktop printers**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Samples of policies for small agencies**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **We will include the standards in the Print Management Policy**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
  - **Reduced the number of desktop printers significantly**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Forms**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide a model Print Management Policy for Small Agencies**

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360.753.5446

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Trained employees on appropriate printer and plotter use**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide consultation regarding managed print services**



Washington State Commission on African American Affairs

*Survey Completed By:*  
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*Primary Contact:*  
Edward Prince  
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360-725-5663

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **We have our own network printer. Our jobs are very small and very infrequent.**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
  - **Training materials**
  - **Meeting materials**
  - **Publications such as guides, brochures, pamphlets**
  - **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide additional information about print management**  
**Provide consultation regarding managed print services**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Developed methodology to track internal print costs**
  - **Selected our managed print service provider(s)**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

**Provide consultation regarding managed print services**

**Help to facilitate the print management conversation in our agency**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **When we get direction from the WSFC Board of Directors and an example of a state approved print policy**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **Same as previous**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **Our agency has only one copier and a few printers**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Publications such as guides, brochures, pamphlets**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**A look at what other agencies that are 20 FTE's and less are doing to implement a print management plan. What does one look like?**



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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Developed methodology to track internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Meeting materials**
- **Publications such as guides, brochures, pamphlets**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Leave small, non-appropriated agencies out of this discussion**

Washington State Medical Quality Assurance Commission

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*Secondary Contact:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **The Medical Commission is exploring paperless processes for our core business functions.**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **The Medical Commission is exploring paperless processes for our core business functions.**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
- **Training materials**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide additional information about print management**

*Survey Completed By:*  
Chris Voigt  
Executive Director  
cvoigt@potatoes.com  
509-765-8845

*Primary Contact:*  
Chris Voigt  
Executive Director  
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509-765-8845

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide an example of plans and standards for very small agencies like ourselves that we could build upon**

*Survey Completed By:*  
Mike Shelton  
Office/Audit Manager  
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208-882-3023

*Primary Contact:*  
Mike Shelton  
Office/Audit Manager  
mshelton@usapulses.org  
208-882-3023

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **Currently contract with USA Dry Pea and Lentil Council for administrative services. Other than those which legally must be printed by the State (i.e. referendum ballots), the USADPLC is contractually obligated to do all printing on behalf of the Commission.**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **The USADPLC conducts all non-legally required printing for the Pulse Crops Commission.**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **The Commission is planning on continuing to contact the USA Dry Pea and Lentil Commission for administrative services, including printing services, for the foreseeable future. The Council will be receiving the same amount of funding from the Commission for administrative services every fiscal year, and it is up to the Council to determine the most fiscally responsible procedure for printing. The USADPLC's printing procedures has no fiscal impact on the Commission's funds.**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **The Pulse Crops Commission worked with DES to gain approval to enter into a new administrative contract with the USA Dry Pea and Lentil Council. Print management is included in this administrative contract.**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**
- **All of the above documents are developed and printed by the USADPLC as part of their obligations in the administrative services contract. The Commission board members approve the design, but do not spend funds specific to printing the documents.**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

**Provide consultation regarding managed print services**

**Help to facilitate the print management conversation in our agency**



*Survey Completed By:*  
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*Primary Contact:*  
Antonio Gonzalez  
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(360) 252-3008

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **End of calendar year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **End of calendar year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **End of calendar year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Reduced the number of desktop printers significantly**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A Other (please describe)**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

*Survey Completed By:*  
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Cece Zenker  
Exec. Assistant  
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360-705-7072

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **Our strategy is to maximize efficiency of printing and staff costs.**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **Our strategy is to maximize efficiency of printing and staff costs.**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented software solutions to reduce erroneous printing**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**no.**

*Survey Completed By:*  
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Chief Technology Officer  
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360-753-7892

*Primary Contact:*  
David Mitchell  
Chief Technology Officer  
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360-753-7892

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Increased employee awareness of benefits of print management strategies**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Meeting materials**
- **Envelopes**
- **Most of our operational documents are now either online or sent via e-mail**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**No. We largely avoid printing with online and e-mail based communication**

*Survey Completed By:*  
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*Primary Contact:*  
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360-725-9898

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **Skipped**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies: **Skipped**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
  - **Training materials**
  - **Meeting materials**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

**Provide model policy, more clarity on collecting data**



*Survey Completed By:*  
Kathy Coffey  
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Kathy Coffey  
Administrative Manager  
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509-665-8271

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1-9**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **None of the above**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
  - **Meeting materials**
  - **Large-format printing such as posters, wall displays, maps, architectural**

21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Help with compliance for small operation**

*Survey Completed By:*  
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Communications Director  
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360-709-4607

*Primary Contact:*  
Marina Parr  
Communications Director  
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360-709-4607

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **10-99**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Publications such as guides, brochures, pamphlets**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**We are a small agency and work well with Department of Enterprise Services for our core print publications, including the workforce system poster, Career Bridge rack cards, Career Bridge posters and Where Are You Going career guides. These are the core products for which we do external print jobs. The rest of our publications and reports are now in PDF form and posted online.**

## Institutions of Higher Education

Bates Technical College

Bellevue College

Bellingham Technical College

Big Bend Community College

Cascadia College

Central Washington University \*

Centralia College

Clark College

Clover Park Technical College

Columbia Basin College

Community Colleges of Spokane \*

Eastern Washington University \*

Edmonds Community College

Everett Community College

Grays Harbor College

Green River College

Highline Community College

Lake Washington Institute of  
Technology

Lower Columbia College

Olympic College

Peninsula College

Pierce College

Renton Technical College

Seattle Colleges \*

Shoreline College

Skaqit Valley College

South Puget Sound Community College

Tacoma Community College

The Evergreen State College

University of Washington \*

Washington State University \*

Wenatchee Valley College

Whatcom Community College

Yakima Valley College

\*Denotes agency with 1,000 or more employees

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Training materials**
  - **Meeting materials**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide additional information about print management.**

*Survey Completed By:*  
Jason Aqui  
Director Technology  
Support Services  
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425-564-4128

*Primary Contact:*  
Gary Farris  
IT Security  
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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **Yes**
18. When does your agency plan to create a managed print policy? **N/A**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**



20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Course Catalogs, Vinyl Banners, Door Hangers, Student Handbooks,**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide consultation regarding managed print services**

*Survey Completed By:*

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CISS Director  
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*Primary Contact:*

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CISS Director  
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*Secondary Contact:*

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Helpdesk Coordinator II  
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360-752-8417

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Increased employee awareness of benefits of print management strategies**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

*Survey Completed By:*

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509-793-2214

*Primary Contact:*

Rick Sparks  
Director IT Services  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **In earlier guidance, I believe our agency falls below the size of organization required to implement print management. Please let me know if that is incorrect - ricks@bigbend.edu**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Publications such as guides, brochures, pamphlets**
- **Forms**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**You are providing good information. We have print management software and onsite printing services for large scale printing and use mfd's while focusing on reducing the numbers of desktop printers.**

*Survey Completed By:*  
Brian Culver  
Director of Information Services  
bculver@cascadia.edu  
425-352-8186

*Primary Contact:*  
Brian Culver  
Director of Information Services  
bculver@cascadia.edu  
425-352-8186

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2019**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
  - **Classroom handouts**
  - **Meeting materials**

- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide consultation regarding managed print services**

*Survey Completed By:*  
Andreas Bohman  
CIO  
andreas.bohman  
@cwu.edu  
509-963-2425

*Primary Contact:*  
Deborah Wells  
Director of  
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Deborah.Wells@cwu.edu  
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Stuart Thompson  
Purchasing and  
Contracts Director  
stuart.thompson@cwu.edu  
509-963-1004

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **Yes**
18. When does your agency plan to create a managed print policy? **N/A**



19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide consultation regarding managed print services**

*Survey Completed By:*

Bonnie Myer  
Central Services &  
Purchasing  
bonnie.myer@centralia.edu  
360-623-8556

*Primary Contact:*

Bonnie Myer  
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Purchasing  
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360-623-8556

*Secondary Contact:*

Amanda Haines  
Director of College  
Relations  
amanda.haines@centralia.edu  
360-623-8428

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
  - **Students are required to pay for all of their printing via a pre-paid print card. Log-in codes are required for use of copier/printers used by faculty with maximum volume limits per month. Faculty are urged to**

- utilize online options for distribution of handouts to students. Many faculty have also moved to online exams. Many other campus communications and resources are being provided online only. We no longer print hard copies of our campus class catalogs.
- **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Training materials**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
21. Does your agency conduct in-plant printing operations? **Yes**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Info regarding best processes for tracking baseline print costs**

*Survey Completed By:*  
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Communication Officer  
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360-992-2921

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Sabra Sand  
Director of  
Business Services  
ssand@clark.edu  
(360) 992 - 2674

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide consultation regarding managed print services**

*Survey Completed By:*  
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253-583-8770

*Primary Contact:*  
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*Secondary Contact:*  
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Vice President of  
Finance  
larry.clark@cptc.edu  
253-589-5800

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy?  
**December 31, 2017**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures?  
**December 31, 2017**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**None at this time**

*Survey Completed By:*  
Heidi Wasem  
Assistant Director of  
IT Customer Success  
hwasem@columbiabasin.edu  
509-544-2020

*Primary Contact:*  
Heidi Wasem  
Assistant Director of  
IT Customer Success  
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509-544-2020

*Secondary Contact:*  
Brian Dexter  
Assistant Vice President of  
Infrastructure Services  
bdexter@columbiabasin.edu  
509-542-4727

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2019**



19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Nothing needed**

*Survey Completed By:*

Jo Lynne Sherman  
Director Customer  
Support Services  
jolynne.sherman@ccs.spokane.edu  
509-533-7411

*Primary Contact:*

Steve Chen  
Chief Information  
Officer  
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509-434-5425

*Secondary Contact:*

Kathy Hjortedal-Powell  
IT Manager  
kathy.hjortedal-  
powell@ccs.spokane.edu  
509-533-8082

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Defined baseline print cost for internal use printing**
  - **Implemented software solutions to reduce erroneous printing**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Meeting materials**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**We have developed standards, limits, and paid services for student printing. Administrative printing is the portion we will focus on this coming year.**

*Survey Completed By:*  
Doug Vandenoorn  
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*Primary Contact:*  
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Director, Marketing &  
Communications  
tconway@ewu.edu  
(509) 359-6489

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **Unsure**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**

16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **Yes**
18. When does your agency plan to create a managed print policy? **N/A**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Training materials**
  - **Field manuals**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**This question is better answered by our MARCOM department.**

*Survey Completed By:*  
Kelvin Nesvog  
Director of Auxiliary Services  
kelvin.nesvog@edcc.edu  
425-640-1586

*Primary Contact:*  
Kelvin Nesvog  
Director of Auxiliary Services  
kelvin.nesvog@edcc.edu  
425-640-1586

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Selected our managed print service provider(s)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2019**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
  - **Classroom handouts**
  - **Training materials**

- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Help to facilitate the print management conversation in our agency**

*Survey Completed By:*  
Jeffrey D. Pearce  
Director of Logistics Operations  
jpearce@everettcc.edu  
425-388-9930

*Primary Contact:*  
Jeffrey D. Pearce  
Director of Logistics Operations  
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425-388-9930

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **We have no plans to create print management standards. Our printing is closely monitored, and any major changes would trigger an agency review.**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **Our agency has no plans to create print management procedures beyond our basic guidelines that we emailed to you. Printing is well-managed at Everett Community College.**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Trained employees on appropriate printer and plotter use**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
  - **Training materials**
  - **Meeting materials**



- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Classroom handouts**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Less regulation**

*Survey Completed By:*  
Jackie Blumberg  
Procurement and Supply  
Specialist 3  
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360-538-4037

*Primary Contact:*  
Andrew Glass  
CEO Technology  
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*Secondary Contact:*  
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Procurement and Supply  
Specialist 3  
Jackie.Blumberg@ghc.edu  
360-538-4037

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
  - **Classroom handouts**
  - **Training materials**

- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**None at this time**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**
- **Graphics and signage**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide consultation regarding managed print services**

*Survey Completed By:*  
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Purchasing Manager  
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*Primary Contact:*  
Dianna Thiele (Interim)  
Purchasing Manager  
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206-870-4888

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Help to facilitate the print management conversation in our agency**

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Manager Purchasing Services  
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Manager Purchasing Services  
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(425) 739 8429

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
  - **Reduced the number of desktop printers significantly**
16. Has your agency implemented managed print services? **No**



17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Forms**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide additional information about print management**

*Survey Completed By:*  
Nolan Wheeler  
VP of Administration  
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360-442-2201

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VP of Administration  
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360-442-2201

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Defined baseline print cost for internal use printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

**Provide consultation regarding managed print services**

*Survey Completed By:*  
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 360-475-7606

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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
  - **Implemented use of myPrint/Enterprise Services for print procurement**
16. Has your agency implemented managed print services? **Yes**

17. Does your agency have a written managed print policy? **Yes**
18. When does your agency plan to create a managed print policy? **N/A**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
- **Stationery such as business cards and letterhead**
  - **Publications such as guides, brochures, pamphlets**
  - **Statements, notices, and legal correspondence**
  - **Classroom handouts**
  - **Training materials**
  - **Field manuals**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **Yes**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Continuous info on what the state is doing with this subject**

*Survey Completed By:*  
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*Primary Contact:*  
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Program Director  
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360-417-7967

6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **This is being discussed at a higher level**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **This is being discussed at a higher level**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **This is being discussed at a higher level**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
  - **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Training materials**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**This is being discussed**

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 253-964-6434

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 Supervisor  
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 253-964-6405

6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**



16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Training materials**
  - **Field manuals**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
  - **Other: syllabi, tests/exams, directional signage, accreditation**
21. Does your agency conduct in-plant printing operations? **Yes**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Assist with creating print management policies**

*Survey Completed By:*  
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425-235-2352

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Information Officer  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **No**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation? **None**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **Not sure**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Developed methodology to track internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**

16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
21. Does your agency conduct in-plant printing operations? **Yes**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Not sure**

*Survey Completed By:*  
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Services  
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2063-546-4533

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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2019**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Developed methodology to track internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Training materials**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **Yes**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**N/A**

*Survey Completed By:*  
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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2019**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2019**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Selected our managed print service provider(s)**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **By the end of fiscal year 2018**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
  - **Classroom handouts**
  - **Training materials**
  - **Field manuals**



- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**thanks!**

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6. Does your agency have an internal print management team? **No**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **The College have a Printing Policy, Student Printing Policy and Web Printing Procedures that covers some standards but no specific document that covers standards.**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Developed methodology to track internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
  - **Increased employee awareness of benefits of print management strategies**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Training materials**
  - **Field manuals**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
  - **Statements, notices, and legal correspondence**
21. Does your agency conduct in-plant printing operations? **Yes**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide online assistance**

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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **Unknown**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures?  
**Unknown**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Developed methodology to track internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
  - **Reduced the number of desktop printers significantly**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Provide additional information about print management**

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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **Other: By the end of FY 2019: The Evergreen State College is in the process of embracing print management across all campus functions. Evergreen has three separate areas of regular printing activities and each has unique needs and complexities. These areas include administrative and operational functions, student printing, and recruitment and alumni outreach. Evergreen has developed a print management strategy that takes these varying requirements into account.**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of FY 2019: The Print Management plan in development will include print management standards. While the actual plan may take some time to finalize and implement, Evergreen intends to make print management “best practices” available (with encouragement to use) to campus users.**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **Other: By the end of FY 2019: As with the responses to previous questions, Evergreen has developed a detailed and aggressive plan of action for print management across all campus functions. As appropriate, Evergreen will use a combination of policy, procedure, best practices, device control, monitoring, and training to create the most effective print environment for the college. The Print Management plan in development will include print management procedures.**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:

- **Developed methodology to track internal print costs**
- **Purchased/leased equipment with Energy Star or other green ratings**
- **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
- **Consulted with DES on print procurement per RCW 43.19.739 (Consultation can be an annual discussion or accomplished on a more frequent cycle, or on a job-by-job basis.)**
- **Increased employee awareness of benefits of print management strategies**
- **developed strategy and plan of action to implement print management at Evergreen**
- **Converted several or all large mailings to use the state standard envelopes/continued use of state standard envelopes as per RCW 43.19.745**
- **Implemented use of myPrint/Enterprise Services for print procurement**

16. Has your agency implemented managed print services? **No**

17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Training materials**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **No**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide additional information about print management**

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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **UW has recommendations and best practices in place. We also have a department Creative Communications which manages print operations and execution.**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **UW does not currently have formal standards published. UW has best practices and guidelines for print management. UW's print team does not have a "mandate" to force standards on departments so we instead work cooperatively with department to drive best practices and to reach other UW goals. (better utilization, paper reduction, energy star, etc)**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **See above**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Selected our managed print service provider(s)**
  - **Implemented software solutions to reduce erroneous printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**



- **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
- **Increased employee awareness of benefits of print management strategies**
- **Trained employees on appropriate printer and plotter use**
- **Print at UW is more or less four areas 1) print operations 2) Managed Print Services 3) Vendor Buyout 4) Desktop. UW works with all departments to maximize the benefits of the various print options and tracks progress**

16. Has your agency implemented managed print services? **Yes**

17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **We have best practices and recommendations**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**none at this time**

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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **1,000+**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **A number of factors including changes in technology, machine availability, and competing deadlines, redefine thresholds. At WSU we have a variety of printing/copying devices available ranging from departmental MFDs to centrally managed digital presses. Choosing an output device is typically a part of the development of the scope of work and a cost estimate. We work with departments to install machines that match their daily, routine needs and recommend that jobs that fall out of that range be sent to central printing services to be produced. By doing this we avoid having departments over-paying for machines whose duty cycles are beyond their day-to-day needs. So, to answer the question we don't have a plan to formalize print management standards but we do employ best practices determined by consultation with our vendor partners, customers and internal training and expertise.**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **See answer to question 11. For all of the same reasons we don't have a plan to formalize our print management procedures but we do employ best practices determined through consultation with our vendor partners, customers and internal training and expertise.**

15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:

- **Developed procedures for annually reporting internal print costs**
- **Selected our managed print service provider(s)**
- **Implemented software solutions to reduce erroneous printing**
- **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
- **Reduced the number of desktop printers significantly**
- **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
- **Purchased/leased equipment with Energy Star or other green ratings**
- **Trained employees on appropriate printer and plotter use**
- **We continue to grow our “Peace of Mind” printer placement program matching departmental needs with the appropriate hardware and software. <https://cougarcopies.wsu.edu/peace-of-mind-program/>**
- **We have also have significantly expanded our student printing “Coug Prints” program. <https://cougprints.wsu.edu/>**

16. Has your agency implemented managed print services? **No**

17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **WSU will work with DES to determine the best option for us as a large, geographically dispersed organization.**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**
- **hard cover and paperback books, environmental displays/artwork, stickers, customized items such as pens, flash drives, water bottles, etc., labels, magnets, decals, static clings, letterpress items such as die-cutting, foiling and embossing**

21. Does your agency conduct in-plant printing operations? **Yes**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide consultation regarding managed print services.  
Discuss how WSU can assist DES in meeting the printing needs of the state of Washington.**

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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Implemented oversight to our agency's print procurement practices**
  - **Defined baseline print cost for internal use printing**
  - **Developed methodology to track internal print costs**
  - **Developed procedures for annually reporting internal print costs**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
  - **Trained employees on appropriate printer and plotter use**
  - **Created a team to focus on print management implementation**
16. Has your agency implemented managed print services? **Yes**
17. Does your agency have a written managed print policy? **Yes**
18. When does your agency plan to create a managed print policy? **N/A**

19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**

20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**
- **Statements, notices, and legal correspondence**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide additional information about print management**

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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **No**
8. How many full time equivalent employees does your agency employ? **100-499**
9. Has your agency adopted a written print management policy? **No**
10. When does your agency plan to create print management policy? **By the end of fiscal year 2018**
11. Does your agency have written print management standards? **No**
12. When does your agency plan to create print management standards? **By the end of fiscal year 2018**
13. Does your agency have written print management procedures? **No**
14. When does your agency plan to create print management procedures? **By the end of fiscal year 2018**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Created a team to focus on print management implementation**
  - **Implemented oversight to our agency's print procurement practices**
  - **Selected our managed print service provider(s)**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Reduced the number of desktop printers significantly**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**

18. When does your agency plan to create a managed print policy? **N/A: Our agency has less than 1,000 FTEs and we are choosing not to develop a managed print policy.**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **No**
20. Printed products generally need to fulfill agency mission:
- **Classroom handouts**
  - **Training materials**
  - **Field manuals**
  - **Meeting materials**
  - **Stationery such as business cards and letterhead**
  - **Envelopes**
  - **Large-format printing such as posters, wall displays, maps, architectural**
  - **Publications such as guides, brochures, pamphlets**
  - **Forms**
21. Does your agency conduct in-plant printing operations? **Yes**
22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?  
**Provide additional information about print management**



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6. Does your agency have an internal print management team? **Yes**
7. Does your agency have a representative on the Statewide Print Management Strategies Team? **Yes**
8. How many full time equivalent employees does your agency employ? **500-999**
9. Has your agency adopted a written print management policy? **Yes**
10. When does your agency plan to create print management policy? **N/A**
11. Does your agency have written print management standards? **Yes**
12. When does your agency plan to create print management standards? **N/A**
13. Does your agency have written print management procedures? **Yes**
14. When does your agency plan to create print management procedures? **N/A**
15. Best practices implemented as of June 30, 2017 that demonstrate progress towards implementing print management strategies:
  - **Defined baseline print cost for internal use printing**
  - **Implemented agency defined default settings (e.g., double sided, black and white, disable banner sheet printing)**
  - **Established centralized print areas (a location characterized by self-service use of multifunction devices and plotters shared by employees)**
  - **Purchased/leased equipment with Energy Star or other green ratings**
  - **Evaluated agency printing needs such as planning for annual publications and recurring, scheduled-cycle projects**
  - **Increased employee awareness of benefits of print management strategies**
16. Has your agency implemented managed print services? **No**
17. Does your agency have a written managed print policy? **No**
18. When does your agency plan to create a managed print policy? **N/A**
19. Is your agency prepared to track baseline print costs and your fiscal year print spend beginning July 1, 2017? **Yes**
20. Printed products generally need to fulfill agency mission:

- **Classroom handouts**
- **Training materials**
- **Field manuals**
- **Meeting materials**
- **Stationery such as business cards and letterhead**
- **Envelopes**
- **Large-format printing such as posters, wall displays, maps, architectural**
- **Publications such as guides, brochures, pamphlets**
- **Forms**

21. Does your agency conduct in-plant printing operations? **Yes**

22. Are there other ways Enterprise Services can assist your agency in being successful with print management implementation?

**Not at this time.**