

BPA Policy 440-72

Print and Reproduction

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1. Purpose & Background

The purpose of this policy is to establish requirements for printing, reproduction, and related media services at BPA consistent with applicable regulations established by the Congressional Joint Committee on Printing (JCP) and the Government Publishing Office (GPO) to ensure compliance with regulation on printing and reproduction that applies to BPA.

BPA Mail and Print Services organization has established a Printing and Reproduction Service function that offers a variety of reproduction services and products, such as black and white or color copying, binding, collating, cutting, folding, shrink-wrapping, stapling, scanning, reproduction of engineering drawings, folders and packets for meetings and conferences, and business cards. Additionally, graphics services are provided by this organization, such as the development and production of posters and exhibit display panels.

2. Policy Owner

The Chief Administrative Officer is the owner of this policy and is accountable for the general oversight of BPA's Printing and Reproduction Services function.

The Manager for the Mail and Print Services organization is responsible for implementing, operating, and monitoring this policy.

3. Applicability

This policy applies to the reproduction of materials, or production of materials, by BPA's Mail and Print Services organization for appropriate business uses in BPA's daily activities.

4. Policy

For each Service Request, the Printing and Reproduction Services function shall complete printing and reproduction of submitted, print-ready materials in a manner that is responsive to the needs of the requestor, compliant with all applicable regulations on printing, and reproduction for Federal agencies.

Decisions made by the Printing and Reproduction Services function regarding the most appropriate method of printing and distribution shall include considerations of cost-effectiveness of the service request and sustainability requirements of BPA.

A. **Printing and Reproduction Services at BPA:** BPA's Printing and Reproduction Services function shall provide all BPA organizations with printing and related services.

1. All BPA printing and reproduction services are managed through Printing and Reproduction Services. The purchase of printing or reproduction services by BPA employees is prohibited.

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2. The Manager of Mail and Print Services or their representative may recommend or choose alternative methods or design for reproduction to improve cost effectiveness or choose sustainable options, if available.
 3. Purchase of any material, equipment, or establishing any service contracts related to providing printing and reproduction services, as well as graphics services, shall require advance approval of the GPO.
 4. An individual print job that requires 100 or more sheets of paper to complete must be sent to BPA's Printing and Reproduction function or an authorized facility for processing.
- B. Requesting Printing Services:** A printing services requisition form must be used to request printing and graphic services from the Printing and Reproduction Services function. The print services requisition form is referenced in the Standards and Procedures section of this policy.
- C. Copyright Considerations for Print-Ready Materials:** BPA Printing and Reproduction Services function accepts copyrighted, print-ready material only if permission for reproduction was granted in writing by the copyright owner. BPA Printing and Reproduction Services function will not reproduce copyrighted, print-ready material without the explicit permission of the copyright owner.
- D. BPA Branding and Logos on Print-Ready Materials:** Any BPA branding or logos used in print-ready materials must be approved by and conform to the branding and logos requirements established in BPA Policy 250-6, *BPA Logos and Branding* (currently in draft status).
- E. Timeliness of Print Jobs:** All print jobs will be produced consistent with requests to the extent possible and practical. Printing and reproduction will be done consistent with requirements for prioritization of print jobs.
- a) When requesting critical or complex material requiring strict deadlines, the requestor may meet in advance with the Manager of Mail and Print Services to ensure that the print-ready materials are submitted in a manner and timeframe that will meet the requestor's requirements.

5. Policy Exceptions

Exceptions to the 100 sheet policy are granted by BPA Printing and Reproduction Services. All other exceptions are granted by the GPO and coordinated through BPA Printing and Reproduction Services.

6. Responsibilities

- A. The Requestor:** Delivers print-ready source documents to BPA's Printing and Reproduction Services function.

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B. Mail and Print Services Organization

1. Determines the most appropriate method of meeting BPA’s requirements for printing and reproduction.
2. Orders the printing of standard BPA envelopes, mailing labels, and official forms in conformance with established JCP and GPO standards.
3. Arranges non-Governmental printing and binding services.

7. Standards & Procedures

- A. **Printing Services Requisitions** are only accepted via electronic submission from the Printing and Reproduction Services Connect website.

8. Performance & Monitoring

- A. **Number of Printed Pages:** As outlined by the JCP, the Mail and Print Services organization records the number of printed pages produced by paper size and reports to the GPO upon the close of each fiscal year.
1. The Printing and Reproduction Services function captures recycled paper used as directed by the JCP and GPO and also reports this information on the annual report.
- B. **Reworked Print Jobs:** The Printing and Reproduction Services function tracks rework for print jobs completed compared to all jobs, as a measure of efficiency and effectiveness. This is computed monthly.
- C. **On-Time Print Job Performance:** The Printing and Reproduction Services function measures jobs completed on time as a percentage of total jobs produced on a monthly basis. This measure ensures Printing and Reproduction Services function customers are receiving print requests in a timely manner to meet their mission requirements.

9. Authorities & References

- A. USC Title 44, *Public Printing and Documents*
- B. Joint Committee on Printing, U.S. Congress No. 26, February 1990, S. Publication 101-9, *Government Printing and Binding Regulations*
- C. United States Government Printing Office, April 2014, Publication 305.3, *Printing Procurement Regulation*
- D. United States Government Printing Office, June 2001, Publication 310.2, *Contract Terms Solicitation Provisions, Supplemental Specifications, and Contract Clauses*
- E. **GPO Government Printing and Binding Regulations (101-9):** Published by the Joint Committee on Printing, U.S. Congress. <https://www.gpo.gov/fdsys/pkg/GPO-CPUB-101spub9/html/GPO-CPUB-101spub9.htm>

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- F. **GPA Printing Procurement Regulation:** <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/ppr.pdf>

10. Review

This policy is scheduled for review by the Manager of Mail and Print Services at least annually to ensure authorities and references listed are current.

11. Revision History

Version Number	Issue Date	Brief Description of Change or Review
1.0	2/17/2019	Re-written to conform to new BPA Policy Content Requirements.
2.0	10/7/2019	Major rewrite of original policy

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