

# TEMPORARY CHANGE REQUEST

**TCR NO. P-025, R2-001**

(e.g., TCR-ENG-021-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

**Person Requesting Change:** Kitta MacPherson

**Department Name:** Communications & Media Relations **Phone Ext:** 2755

**Document Number:** P-025 **Revision No.:** 2-001

**Document Title:** Duplicating and Printing Services

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**Reason for change:** Organizational name change

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**Change description:** (Summarize and attach changed pages, with changes clearly indicated)  
Organizational name change from Information Services to Communications and Media Relations

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1. Does this TCR significantly alter the intent or scope of the document? **YES:**     **NO:** X

2. Does this TCR significantly impact **ES&H**? **YES:**     **NO:** X

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

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**Kitta MacPherson** \_\_\_\_\_

Department/Division Head Approval

4/15/11

Date

**John DeLooper** \_\_\_\_\_

Head, Best Practices and Outreach

4/18/11

Date

Release/Effective date of this TCR: 4/26/11

Incorporate this TCR into next revision of this document? **Yes** X **No**

<b>Subject:</b>  <b>Duplicating and Printing Services</b>	<b>Effective Date:</b>  June 16, 2004	<b>Initiated by:</b>  Director, Communications & Media Relations
	<b>Supersedes:</b> Revision 1 April 22, 1998	<b>Approved:</b>  Director

**TCR-P-025, R2-001**

It is PPPL's policy to comply with applicable Joint Committee on Printing (JCP) Laws and to ensure effective management of the Laboratory's internal and external printing and duplicating operations. The Director of Communications and Media Relations has been assigned these management responsibilities and designated the "PPPL Printing Officer". When printing and/or duplicating services are requested, the following requirements shall apply:

- All printing and duplication services purchased from external sources must be approved by the designated Director of Communications and Media Relations (Ext. 2755). All such services purchased using appropriated funds will be procured through the U. S. Government Printing Office (USGPO) Regional Printing Procurement Office (RPPO) except if under the "limited exceptions" below.
- Duplication of less than 5,000 copies of a single page, or less than 25,000 copies in the aggregate of multiple pages, may be performed using PPPL copiers and high-speed duplicators. Except for "limited exceptions" all other Printing and Duplicating Services must be purchased through the USGPO RPPO.
- Government Printing and Binding Regulations allow for "limited exceptions" for which duplicating services may be procured directly from commercial sources. "Limited exceptions" must meet all of the following criteria:

- Required in less than 48 hours;
- Does not exceed 25,000 pages in aggregate;
- Required for official use only or for strictly administrative or operational purposes that have no public interest or educational value;
- Duplicating cost not more than \$1000;
- Non-repetitive job.

Determinations of which duplication requests meet the criteria as "limited exceptions" will be made by the Director of Communications and Media Relations.