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| Subject: Duplicating and Printing Services | Effective Date: June 16, 2004 | Initiated by: Head, Information Services |
| | Supersedes: Revision 1 April 22, 1998 | Approved: Director |

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 Head of Information Services 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 Head of Information Services (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 Head of Information Services.