

<b>Subject:</b>  <b>Duplicating and Printing Services</b>	<b>Effective Date:</b>  June 6, 2014	<b>Initiated by:</b>  Stanford E. Schoen Director of Procurement
	<b>Supersedes:</b> Rev. 2, dated 6/16/04, and TCR-001	<b>Approved:</b>  Stewart Prager Director

**Management System (Primary):** 11.00 Communications  
**Management System Owner:** Head, Communications  
**Management Process:** 11.03 Printing and Publishing  
**Process Owner:** Head, Business Operations  
**Subject Matter Expert:** Director, Procurement

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 PPPL Director of Procurement has been assigned these management responsibilities and designated the "PPPL Printing Officer". The Printing Officer is assisted in this function by the Procurement Analyst, who serves as the Laboratory's liaison to the Government Printing Office (GPO), and is the primary point of contact for the status of printing jobs ordered through the GPO.

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 PPPL Printing Officer. All such services purchased using appropriated funds will be procured through the U. S. Government Printing Office (USGPO) Regional Printing Procurement Office (RPPO), or through the *GPOExpress*<sup>SM</sup> Program that allows low-dollar, quick turnaround printing to be done at Fedex/Kinkos outlets. All Laboratory printing must be performed via GPO orders or *GPOExpress*<sup>SM</sup> unless the action falls 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. or *GPOExpress*<sup>SM</sup>.
- Government Printing and Binding Regulations allow for "limited exceptions" for which duplicating services may be procured directly from commercial sources, or via *GPOExpress*<sup>SM</sup>. If use of a commercial source is proposed, the action must meet all of the following criteria:
  1. Required in less than 48 hours;
  2. Does not exceed 5,000 copies of one page;
  3. Does not exceed 25,000 pages in aggregate;
  4. Required for official use only or for strictly administrative or operational purposes that have no public interest or educational value;
  5. Duplicating cost not more than \$500; and
  6. A non-repetitive job.

Determinations of which duplication requests meet the criteria for classification as "limited exceptions" will be made by the Printing Officer. Information on the use of *GPOExpress*<sup>SM</sup> for quick turnaround jobs may be obtained from the Procurement Analyst.