

Subject: Duplicating and Printing Services	Effective Date: August 4, 2017	Initiated by: Director of Procurement
	Supersedes: Rev. 3, dated 6/6/14, and TCR-001	Approved: Director

Management System (Primary): 07.00 Business Operations
Management System Owner: Head, Business Operations
Management Process: 07.03 Procurement/Contract Management
Process Owner: Head, Business Operations
Sub-Process: 07.03.18 Duplicating and Printing Services
Sub-Process Owner: Head, Business Operations
Subject Matter Expert (SME) Director, Procurement

It is PPPL's policy to comply with the applicable federal Joint Committee on Printing (JCP) laws, rules and regulations designed to minimize printing costs to the American people and to ensure effective management of the Laboratory's internal and external printing and duplicating operations. The JCP oversees the U.S. Government Printing Office (GPO), which serves, by law, as the principal printing organization for Federal agencies.

The PPPL Director of Procurement, who is designated as the PPPL "Printing Officer," has been assigned these management and compliance responsibilities. A Procurement Specialist (designee) supports the Printing Officer in executing these responsibilities, and serves as the Laboratory's liaison and 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 Laboratory printing and duplicating services must be performed/purchased through the GPO or GPOExpressSM unless the action falls under the "limited exceptions" described below.
- All printing and duplication services purchased from external sources must be approved by the Printing Officer or the designee.
- All such services purchased using appropriated funds will be procured through the GPO Regional Printing Procurement Office (RPPO), or through the GPOExpressSM Program..
- 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.
- There are "limited exceptions" for which printing and duplicating services may be procured directly from commercial sources, or via GPOExpressSM. If use of a commercial source is proposed, the action must meet one or more of the following criteria:
 1. Does not exceed 5,000 copies of one page;
 2. Does not exceed 25,000 pages in aggregate;
 3. Required for Official Use Only or for strictly administrative or operational purposes that have no public interest or educational value;
 4. Printing/duplicating cost not more than \$500; provided that: (a) non-repetitive job, and (b) not conducive to the establishment of an open-end indefinite quantity type contract, and (c) cannot be ordered against existing GPO contracts.

The Printing Officer is responsible for determining which printing/duplication requests meet the criteria for classification as “limited exceptions”. Information on the use of *GPOExpress*SM for quick turnaround jobs may be obtained from the designee (Procurement Specialist).