OVERVIEW

The purpose of this policy is to improve printer/copier/scanner device support via standard, geographically distributed, multi-function devices. This is in line with Substitute House Bill 2287 and supporting UW’s sustainability and paper reduction goals including reducing paper, toner, and energy use; supporting UWB’s Collaboration Principles; and to create a sustainable service.

POLICY

- Contract printers through Managed Print Services at UW Seattle are the principal mechanism for providing printing/copier/scanner services to faculty and staff on campus.
- A defined assessment criteria and process will be utilized when making decisions on placement and changes to print devices and locations.
- Any exception to these guidelines, including the purchase of special-purpose printers (e.g., transcripts, ID cards, plotters), must be approved by the CIO and Facilities Services and Campus Operations.

Non-contract printers (and print queues) will no longer be authorized due to support and maintenance costs and sustainability considerations; existing non-contract printers will be phased out. Faculty and staff are expected to use the more economical multi-function printer/copier/scanners that are located across campus.

RESOURCES

The following resources can assist the UW community in understanding the particulars of this policy.

Resources regarding printing at the University of Washington

- UWB IT Printing Service Webpage
- UWB IT Printing Service Frequently Asked Questions
- UW "What is MPS" Webpage
- UWB Collaboration Principles
- UW Printing Best Practices

Legal and Policy Requirements and Guidelines

- UW Sustainability Guidelines
- UW Paper Reduction Goals
- Washington State Substitute House Bill 2287