

# BPA Policy 440-72

## Print and Reproduction

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## 1. Purpose & Background

BPA Mail and Print Services organization has established a Printing and Reproduction Service function that offers a variety of reproduction services and products, such as black and white or color copying, binding, collating, cutting, folding, shrink-wrapping, stapling, scanning, reproduction of engineering drawings, folders and packets for meetings and conferences, and business cards. Additionally, graphics services are provided by this organization, such as the development and production of posters and exhibit display panels.

The purpose of this policy is to establish requirements for printing, reproduction, and related media services at BPA consistent with applicable regulations established by the Congressional Joint Committee on Printing (JCP) and the Government Publishing Office (GPO) to ensure compliance with regulation on printing and reproduction that applies to BPA.

## 2. Policy Owner

The Chief Administrative Officer is the owner of this policy and is accountable for the general oversight of BPA's Printing and Reproduction Services function.

The Manager for the Mail and Print Services organization is responsible for implementing, operating, and monitoring this policy.

## 3. Applicability

This policy applies to the reproduction of materials, or production of materials, by BPA's Mail and Print Services organization for appropriate business uses in BPA's daily activities.

## 4. Terms and Definitions

- A. **Print-Ready:** Print-Ready is defined as the documents submitted for reproduction are properly formatted and prepared for production.
- B. **BPA-Business Related:** Business Related refers to media services jobs that have a business purpose. For example, birthdays, retirement cards, and sports brackets are not related to BPA's business.
- C. **Copyright protection:** Copyright refers to documents produced outside of BPA that have copyright protection to prevent unauthorized reproduction of the documents. Copyrighted material must receive permission from the publisher before it can be printed by Media Services.
- D. **Order:** Valid request for business-related services related to printing and reproduction offered by the organization submitted through the order entry system.

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## 5. Policy

For each order, the Printing and Reproduction Services function completes printing and reproduction of submitted, print-ready materials in a manner that is responsive to the needs of the client, compliant with all applicable regulations on printing, and reproduction for Federal agencies.

Decisions made by the Printing and Reproduction Services function regarding the most appropriate method of printing and distribution shall include considerations of cost-effectiveness of the service request and sustainability requirements of the US Government Print Office (GPO).

A. **Printing and Reproduction Services at BPA:** BPA’s Printing and Reproduction Services function shall provide all BPA organizations with printing and related services.

1. All BPA printing and reproduction services are managed through Printing and Reproduction Services.
  - a) The purchase of printing or reproduction services by BPA employees is prohibited outside of purchases approved and conducted through the Government Printing Office.
2. The Manager of Mail and Print Services or their representative may recommend or choose alternative methods or design for reproduction to improve cost effectiveness or choose sustainable options, if available.
3. Purchase of any material, equipment, or establishing any service contracts related to providing printing and reproduction services, as well as graphics services, shall require advance approval of the GPO.
4. An individual print job that requires 100 or more sheets of paper to complete must be sent to BPA’s Printing and Reproduction function or an authorized facility for processing.

B. **Requesting Printing Services:** A printing services order must be submitted to the printing and graphic services via the order entry system. The order entry system can be accessed via this link: [Login \(pro-matters.com\)](https://pro-matters.com) and is referenced in the Standards and Procedures section of this policy.

C. **Orders Outside of Scope:** Orders that Printing and Reproduction are unable to print in-house may be requested and produced by Government Printing Office and coordinated through BPA Printing and Reproduction Services.

D. **Copyright Considerations for Print-Ready Materials:** BPA Printing and Reproduction Services function accepts copyrighted, print-ready material only if permission for reproduction was granted in writing by the copyright owner. BPA Printing and Reproduction Services function will not reproduce copyrighted, print-ready material without the explicit permission of the copyright owner.

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- E. **BPA Branding and Logos on Print-Ready Materials:** Any BPA branding or logos used in print-ready materials must be approved by and conform to the agency’s Logo and Branding policy (BPA Policy 250-6)..
- F. **Timeliness of Print Jobs:** All print jobs will be produced consistent with requests to the extent possible and practical. Printing and reproduction will be done consistent with requirements for prioritization of print jobs.
  - 1. When requesting critical or complex material requiring strict deadlines, the client may meet in advance with the Manager of Mail and Print Services to ensure that the print-ready materials are submitted in a manner and timeframe that will meet the client’s requirements.

## 6. Policy Exceptions

- A. Non-business-related jobs do not qualify for use of Media Services.
- B. Exceptions to the 100 sheet policy can be requested through management and may be granted on a case-by-case basis by BPA Printing and Reproduction Services.
- C. Documents with copyright protection cannot be printed without permission from the author.

## 7. Responsibilities

- A. **Manager of Media Services:** The Media Services Manager ensures this process works and the orders are processed on time and correctly.
- B. **Mail and Print Services Organization:** Responsible for the following:
  - 1. Determines the most appropriate method of meeting BPA’s requirements for printing and reproduction.
  - 2. Orders the printing of standard BPA envelopes, mailing labels, and official forms in conformance with established JCP and GPO standards.
  - 3. Arranges for non-Governmental printing and binding services.
- C. **Clients:** Clients are responsible for submitting jobs to Media Services with print-ready materials.
- D. **Front Desk Worker/Order Processor:** The worker at the Media Services front desk takes jobs from the order entry queue and moves them to production status. Media Services Front Desk Worker also answers any questions the clients may have and assist them with entering orders for services and products.
- E. **Media Services Workers:** Media Services Workers produce the jobs received from the order processor for the clients.

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## 8. Standards & Procedures

- A. **Printing Services Requisitions** are only accepted via electronic submission from the Printing and Reproduction Services Connect website: [Login \(pro-matters.com\)](https://pro-matters.com)
- B. Procedure 440-72-1 Client Submits an Order for Media Services
- C. Procedure 440-72-2 Process an Order Submission from Client

## 9. Performance & Monitoring

- A. **Number of Printed Pages:** As outlined by the JCP, the Mail and Print Services organization records the number of printed pages produced by paper size and reports to the GPO upon the close of each fiscal year.
  - 1. The Printing and Reproduction Services function captures recycled paper used as directed by the JCP and GPO and also reports this information on the annual report.
- B. **Reworked Print Jobs:** The Printing and Reproduction Services function tracks rework for print jobs completed compared to all jobs, as a measure of efficiency and effectiveness. This is computed monthly.
- C. **On-Time Print Job Performance:** The Printing and Reproduction Services function measures jobs completed on time as a percentage of total jobs produced on a monthly basis. This measure ensures Printing and Reproduction Services function clients are receiving print requests in a timely manner to meet their mission requirements.

## 10. Authorities & References

- A. USC Title 44, *Public Printing and Documents*
- B. Joint Committee on Printing, U.S. Congress No. 26, February 1990, S. Publication 101-9, *Government Printing and Binding Regulations*
- C. United States Government Printing Office, April 2014, Publication 305.3, *Printing Procurement Regulation*
- D. United States Government Printing Office, June 2001, Publication 310.2, *Contract Terms Solicitation Provisions, Supplemental Specifications, and Contract Clauses*
- E. **GPO Government Printing and Binding Regulations (101-9):** Published by the Joint Committee on Printing, U.S. Congress. <https://www.gpo.gov/fdsys/pkg/GPO-CPUB-101spub9/html/GPO-CPUB-101spub9.htm>
- F. **GPA Printing Procurement Regulation:** <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/ppr.pdf>

## 11. Review

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This policy is scheduled for review by the Manager of Mail and Print Services at least annually to ensure authorities and references listed are current.

## 12. Revision History

Version Number	Issue Date	Brief Description of Change or Review
1.0	2/17/2019	Re-written to conform to new BPA Policy Content Requirements.
2.0	10/7/2019	Major rewrite of original policy
3.0	10/23/2024	Major rewrite of policy and publication

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