

**University of Washington Bothell  
Administrative Policy Statement  
Print Services  
POLICY – 6.2**

## **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](#)