

Print Resource Use Policy

Division: Finance and Management

Date Established: 12/01/2020

Responsible Office: Computing and Instructional Technology

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POLICY SUMMARY

This policy is to facilitate the appropriate and acceptable use of Buffalo State University print resources by employees and authorized individuals. Buffalo State's print objectives are to reduce cost, waste and the use of print and paper; simplify and standardize the printer fleet including single-function and multi-function printers; and secure and optimize the print environment. In this document, the words "printer" and "device" are used interchangeably and refer to any locally-attached device (local), networked single-function printer (SFP), networked multi-function device (MFD), or a combination of local, and networked SFP, or MFD.

POLICY STATEMENT

The State University of New York (SUNY) has established the following goals to be achieved by July 2023:

- Eliminate all stand-alone fax devices (those connected to a land line)
- Reduce the number of 2020 SFP by more than 50 percent
- Increase the usage of two-sided (duplex) printing by 100 percent
- Increase 2020 device utilization by more than 100 percent
- Reduce 2020 color print volume by 50 percent
- Reduce 2020 monochrome volume by 40 percent

Buffalo State has established the following goals to be achieved by the end of 2021:

- Achieve a total cost per copy (TCC) of <\$0.01
- Have 100 percent of print devices secure and on a campus network
- Eliminate all locally attached desktop devices

Specific policy principles:

- All network printers be set for duplex printing (double-sided) and default to monochrome (vs color)
- Local printers (not networked) are no longer purchased for individual or office use
- Local office printers already in existence are no longer supported (e.g., repaired, moved, etc.)
- Once an existing local printer is not working, it is removed
- Local printers may not be transferred from one person, or office, to another
- Any printing equipment that is outside of SUNY Buffalo State printer standards is not supported
- All printers are purchased only after a consultation with Information Technology

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- When the IT Service Catalog Hardware Request Ticket is used to request a printer, the consultation is triggered

Exceptions

Exceptions to this policy are extremely limited, and only allowed in situations that involve accessibility, and critical business needs approved by the university president or designee

DEFINITIONS

Authorized Individuals: Any persons other than University employees who are granted permission to use University print resources, including but not limited to students and consultants.

Campus network: The dedicated network at each campus that the user's workstation is connected to, either with a wire or wirelessly, that enables their work to be done and print jobs to be submitted and printed.

Centralized printing budget by campus: The process of assimilating all costs that every department spends on print supplies, maintenance and paper and bringing it together in one campus budget, as opposed to departments using their individual budgets to track, order and pay for these items.

Critical business needs: Documents and presentations essential to the operation of the University that the user believes are better suited to be printed versus shared electronically; or administrative processes which, for compliance or regulatory issues, require a printed document.

Device utilization: The amount of output volume being produced on any device. The higher the utilization, the more volume that fixed cost component can be spread across. For example: If the device has a fixed cost of \$100 per month and the volume is 10,000 pages per month, it is better utilized than if the same device only runs 1,000 pages per month.

Duplex printing: Printing on both sides of a sheet of paper.

Locally attached device (local): A device that is connected directly or wirelessly to a workstation with only

one user mapped to the device. Also commonly referred to as a personal printer or desktop printer.

Monochrome (mono): Black and white.

Multi-function device (MFD): A print output device that performs multiple tasks such as printing, copying, scanning, and faxing.

Print defaults and standards: Pre-set properties on print devices including but not limited to monochrome (versus color) or duplex (versus single-sided) pages. Standards include the characteristics of the devices that SUNY has determined to be most acceptable. These may include deploying devices that only print letter (8.5" x 11") or legal (8.5" x 14") versus ledger (11"x17") pages.

Secure print devices: Devices that require a user to authenticate before the features of the output are enabled. Once secured, the user's print job is held on a server (either on-premises or in the cloud), or a user's workstation, and only released when the user is present and authenticates at the device. Once the user authenticates, the print jobs submitted can be printed (or deleted in the event multiple print jobs were submitted). Print jobs not selected to be printed

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will be deleted based on predefined criteria. This is sometimes referred to as “pull printing” or “follow me printing” because the user can authenticate and release print jobs from any device that is on the campus network.

Total Cost per Copy (TCC): The total cost of ownership (TCO), which includes the fixed cost of the hardware (either the lease, rental or depreciation charge) combined with the cost of supplies and maintenance; divided by the monthly usage of the device (Average Monthly TCO/Monthly Usage). Sometimes paper is included in the TCC calculation.

Single-function printer (SFP): A print output device that only performs one task, most often just printing as opposed to just scanning or just faxing.

Stand-alone fax device: A device that sends and receives printed pages or images over telephone lines by digitizing the material with an internal optical scanner and transmitting the information as electronic signals.

SCOPE & PURPOSE

As SUNY aspires to be the leading university system in terms of efficiency, sustainability, cost and security as it relates to office printing, it is the University’s policy to:

- Establish system-wide print defaults and standards
- Limit printing and the use of paper to items essential for academic instruction or required to perform
- and complete University business needs (e.g., reports or forms for submission to Federal or State
- agencies, etc.)
- Achieve University sustainability goals to reduce the University’s paper use, energy use and carbon
- footprint
- Deploy University-approved software to monitor usage by individual, application, department, and device; and have campuses centralize their print budgets

RESPONSIBILITIES

Vice President for Finance and Management: The Procurement Office in the Finance and Management division is responsible for ensuring that no purchases are processed for devices that do not align with this policy.

Chief Information Office and Deputy Chief Information Officer: The Office of Information Technology is responsible for documenting acceptable University print practices, including equipment acquisition, in a system-wide print resource use procedure. This will create print efficiency and optimization (i.e., digital versus paper-based workflows) that complies with privacy, security and regulatory requirements.

APPLICABILITY

This policy applies to all Buffalo State University employees and authorized individuals. This policy is enforced across all funding sources including grants, Other Than Personal Service (OTPS) and charitable donations.

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RELATED PROCEDURES

[Internal Control Program Policy](#)

[Electronic Resources, Policy on the Use of](#)

[IT Service Catalog Hardware Request](#)

CONTACT INFORMATION

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APPROVAL

Buffalo State University President's Cabinet, 2020

REVISION HISTORY

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Brief description of edit: Reformatted to ADA Accessible Template