STAFF PRINTING POLICY

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Summary

What is this document about?

This document details a strategic approach to a rationalised, sustainable, high-quality and cost-efficient staff print provision across the University of Portsmouth city campus.

Who is this for?

University of Portsmouth Staff

How does the University check this is followed?

Regular service reviews and reporting.

Who can you contact if you have any queries about this document?

IS Service Desk

Executive summary

This document underpins the strategic approach to a centrally managed & funded, sustainable and cost-efficient staff print provision. This service will provide standard print devices located in pre-defined locations which are not tied to an individual user or department but can be used by all. Staff will also be able to print securely, using their University Staff Card from any location. By drastically rationalising the fleet and removing duplication and administration overheads it will support the University's key [strategic aim](#) of 'Delivering sustainability across all of our operations and 'our ambition of becoming a climate-positive university by 2030' in addition to removing cost.

Staff Printing Policy

1. Background

This policy has been produced in response to an identified need across the institution, the HE sector and the wider economy, to account for the impact our business activities have on the environment. The University has an institutional priority to lead in sustainability and become climate positive by 2030. Crucially, we also have a moral obligation to ensure that we leave a positive environmental legacy for the students we are educating.

Printers consume paper, toner chemicals, and power. In addition, the environmental impact of disposing of printed media is enormous. As we have returned from primarily working from home it is now essential that we capitalise on changes in the way we work, in order to ensure that we take responsibility for how we use our resources in the workplace and that we deliver on our obligation to protect the world around us.

Having learnt to work in different ways, the return to campus now provides us with the opportunity to further reduce the amount we print. Staff have mainly used online materials during the pandemic and our aim is to continue this good practice, wherever possible. We appreciate that this has not always been easy, but it has had a huge impact and will continue to help us reduce our carbon footprint, in addition to removing cost.

2. Aims of the Policy

- To underpin the strategic approach to a sustainable and cost-efficient staff print provision.
- To provide a centrally managed, supported and funded printing service.
- To ensure devices are not tied to an individual user but can be used by all.
- To support staff mobility by providing secure print release from any location across campus.
- To provide the structural foundations enabling a move to a single print service in the future (Staff and Students).
- To support the University's key strategic aim of 'Delivering sustainability across all of our operations and 'our ambition of becoming a climate-positive university by 2030'

3. Scope

- This policy applies to all staff at the University of Portsmouth.
- It covers:
    - The use of printing devices used by staff in the UoP.
    - Ceasing the purchase of local or department owned devices for staff printing.
    - Rationalisation of all printers in the University.
    - Removal of surplus staff print devices covered under this policy.

4. Staff Print Stations

- Staff Print Stations will be placed in suitable locations in most University buildings.
- Locations will be determined based on the analysis of business requirements and the suitability of the locations available.
- The number of print devices in each location will be based on an analysis of business requirements.

- Multifunction devices may be subject to changes in location or functionality in order to fulfil the print services sustainability and cost targets.
- Staff Print Stations, including the multifunction devices, will be procured, installed and supported by Information Services and their approved suppliers.
- A list of Staff Print Station locations will be available.
- For locations that do not have access to a Staff Print Station, staff should print to the staff print queue, and collect from any Staff Print Station across the campus.
- All other printing devices used by staff (excluding agreed exceptions) will be removed, regardless of whether they still have leases or consumables available.

5. Print Provision

- There will be a single, university-wide staff print queue.
- Print devices will default to mono and duplex.
- All print devices can:
  - Print A4
  - Print A3 (not available in all areas)
  - Photocopy
  - Scan (to email)
- Colour printing will be used as an exception, where there is a specific requirement.
- Secure print release from any Staff Print Station (via your University Card or network login)
- Print jobs not retrieved after 24 hours will automatically be deleted from the print queue.

6. When to Print

General Printing:
- Think twice before printing materials. As a general rule, do not print.
- Staff now have access to laptops and therefore it is recommended that only electronic documents should be taken to meetings and lectures.

- Where printing is essential, remember that any staff printer can be used, and all are suitable for dealing with confidential material (only you can release the print and the data is not stored locally).
- The University print devices are for business use only; staff are not permitted to print for personal use.

Printing of material for Students:
- Course and module handbooks should not be printed, they should be available online for students.
- Other teaching materials or documents that are likely to be referred to in class should also be made available online.
- Students should not be asked to print items and then bring them to the class.
- Where there is an exceptional need for printed materials, they should be removed from teaching rooms at the end of taught sessions, reused or recycled.

7. Volume & Non-Standard Printing

Printing Services must be used for the following type of printing:
- Print requirements over 100 sheets of paper.
- Print larger than A3 size.
- Non-standard printing, for example, booklets, bound documents, flyers, leaflets and posters.
- More information can be obtained by contacting the Printing Services team at: printestimate@port.ac.uk

8. New Printer Request

- Information Services will recommend the appropriate number and type of multifunction devices. This will be based on the volume of printing and the number of users in conjunction with the location of existing devices.

- Requests for additional printers will be assessed individually, based on a business need and justification submitted by the Dean or Head of Department, to their Information Services, Service Delivery Manager.
- Desktop printers and printing provision at home will only be considered following a recommendation by Occupational Health.

9. Service Review

- The service will be reviewed annually by Information Services and relevant internal stakeholders.
- Information Services and Finance Procurement will hold quarterly service review meetings with the third-party supplier to measure performance agreed in the service level contract.

10. Consumables & Maintenance

- Information Services will supply printer consumables e.g toner/ink, fusers, maintenance kits, staples, rollers and white A4/A3 paper.
- It is the responsibility of local users to carry out minor tasks such as refilling paper and replacing the toner.
- If the necessary consumables are missing users are to report this to the University IS Service Desk for remediation.
- Maintenance and fault resolution is provided by Information Services, via the Service Desk, who will escalate to our third-party suppliers if required.

11. Budgeting

- This service will be funded from a central University budget.
- Funding allocated to individual departments for printing and consumables will be adjusted.

- This service will be managed at cost and reviewed annually.
- Recharging to departments or teams will be by exception only.

12. Reporting

- Monthly reports will be provided to departments, detailing the amount of printing and by whom. Primarily to aid their continued management of printing levels and to identify and resolve issues around excessive or incorrect use.
- Enhanced reporting will be utilised by IS to ensure that the service is functioning within its budget tolerances and assist with the location and size of the print fleet.

13. Exceptions

- In the event of an exception that is not addressed by this policy, the matter will be referred to the Information Services, Chief Information Officer for consideration and a decision.
- Example: Approved, additional printers are required in the Eye Clinic and Dental Academy to print patient test results or appointment details etc.
- Example: Approved, DSAA require an additional printer for parchment printing on to specialist paper.
- Example: Declined, a request for a local printer in a manager's office for printing sensitive documents (all staff print stations will have secure University card release).

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