

 UCC University College Cork, Ireland Colaiste na hOllscoile Corcaigh	Sustainable Print Management Policy	QP 01	Issue No. 1
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1.0 Background

In 2018, University College Cork employed the services of Print audit company to produce a report on how the University managed printing. This project included a sample audit of all multi-function devices and printers (networked and standalone) in four locations on-campus.

Printing expenditure equates to approximately €800,000 per annum across all print devices in the University. This includes managed print, desktop printers and associated consumables costs. These devices are expensive to run, most are managed locally without the ability to be remotely managed and over half the devices are not networked. Few had valid maintenance agreements and there is little or no management information on much of the fleet.

A new managed print contract will commence in June 2019, this will provide an agreed catalogue of approved devices that may be procured via the Procurement and Contracts Office.

The strategic aim of the Sustainable Print Policy is to:

1. Minimising the environmental impact of university printing by encouraging responsible printing behaviour and requiring our contracted service provider to use sustainable printing devices and practices.
2. Provide a managed print service across the University for students and staff via a contracted managed print supplier that satisfies the organisation's printing requirements.
3. Increase resilience and flexibility of the university fleet by enabling a user-friendly print release across all print devices, thereby reducing dependency on singular devices whilst minimising security risk inherent with printed document not collected.
4. Reduce the overall cost of printing by maximising use of shared multi-functional devices and eliminating desktop printing where possible.
5. Upgrade the quality, functionality, service, resilience and reliability of printing.

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2.0 Scope of the Policy

This policy applies to all staff members who are persons engaged for paid employment with the University by way of an employment agreement or through other official arrangements with another organisation. It applies to all printing devices.

3.0 Definitions

- Consumable: A product integral to the functioning of imaging equipment with the intent, when depleted or worn, to be replaced or replenished by the user during the normal usage and life span of the imaging equipment. Consumables may include: toner, toner containers, toner bottles, toner cartridges, waste toner cartridges, ink cartridges, ink heads, ink sticks, ribbon ink, imaging units, transfer belts, transfer rollers, fusers, drum maintenance units and other associated items.
- Desktop Device: An imaging equipment product that is connected directly or wirelessly to a workstation with one or more users mapped to the product.
- Duplexing: Printing or copying on both sides of a piece of paper, e.g. double-sided or two-sided printing or copying.
- Duplex: A method of printing on both sides of paper, i.e. two-sided.
- Imaging Equipment: Includes the following electronic equipment – copiers, digital duplicators, facsimile (fax) machines, mailing machines, multifunction devices, printers and scanners.
- Multifunction Device: An imaging equipment product which is a physically integrated product or combination of functionally integrated components that performs two or more of the core functions of copying, printing, scanning or faxing.
- Network Device: An imaging equipment product that is connected to a wired or wireless network with multiple users mapped to the product.
- Single Function Device: An imaging equipment product that performs only one of the core functions of copying, printing, scanning, or faxing.

4.0 Policy

Sustainable Print Provision

This document outlines the University's approach to staff utilisation and acquisition of printing/copying devices on campus.

- 4.1 Wherever possible and practical, alternatives to printing and photocopying should be considered such as displayed images on either screen or via projection at meetings, use of personal devices such as laptop computers or tablets.
- 4.2 When printing, the recommendation is to use mono, duplex settings and to multi-up on a pages where possible. Mono/Duplex printing should be a default for all print devices. Colour printing should only be used exceptionally where there is a specific requirement for a document to be printed in colour.

- 4.3 The University is moving toward network-based printing as a means of servicing users and shall remove all obsolete and underutilised desktop devices. The removal of desktop devices shall be on a phased basis with replacement network devices. Only the contracted managed print devices shall be installed from the commencement of this policy. No department/centre or unit may enter into an alternative contract for any imaging equipment.
- 4.4 Any faults or requests for toner/waste containers/staples for multi-functional devices should be made directly to the contracted managed print provider. Contact details may be found at: <https://www.ucc.ie/en/procurement/ucconly/>.
- 5.5 A recycling programme will be put in place with the contracted managed print provider for all associated consumables and staff are required to make use of same when needed. Details may be found at <https://www.ucc.ie/en/procurement/ucconly/>.

Approval Record

Version	Action	Approval Authority	Action Date
1	Creation of policy	UMTO	07 th May 2019