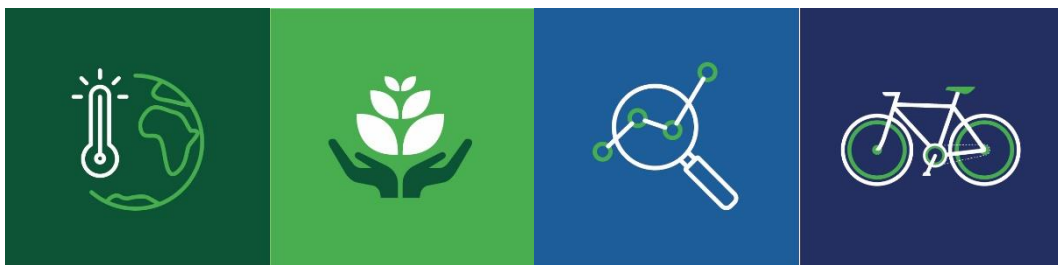


8.1.18 Printing Policy & Arrangements

Issued: 14th June 2024

Authors:	Sustainability, Procurement, Digital Services, Education Services & E&CS
Approved by:	PSLT
Clause Ref:	EcoCampus & ISO 14001. 8.1 Operational Planning and Control

DO NOT PRINT THIS DOCUMENT



Aims of the Policy

The aim of this Print Policy is to underpin Swansea University's strategic approach to provide a secure and sustainable print provision, the framework details how printing will be supported across the University, whilst ensuring Staff and Students have access to high quality MFD devices which fully meet their requirements.

Policy:	Print Policy 2024
Purpose of policy:	To set out the rules and guidelines in relation to printing, copying, and scanning provide a reduction in costs, helping to meet sustainability targets through reduction of electricity usage, paper procurement and production of waste. As well as preparing the university to meet aspirations of becoming a more paper light digital and sustainable organization. HESA 2022/23 Paper Product Emissions ~700tCO _{2e} & ~£4m.
Who formally reviewed and approved this policy?	Sustainability Committee & PSLT.
Who has responsibility for its update?	Sustainability, Procurement, Digital Services, Education Services & E&CS.
To whom does this policy, procedure or regulation apply?	All multifunction device (printer/ copier/ scanner) users.

a) Date of approval: 14/05/2024

b) Proposed date of review: 14/05/2025

Printing Policy

1 Purpose

It is Swansea University's intention that a cost effective, efficient and 'fit for purpose' printing service is provided to meet business needs. This policy will provide the guidance required to achieve these intentions.

The overall aims are to:

- 1.1 reduce the volume of printed and photocopied material where this is without detriment to the operational requirements of the institution.
- 1.2 reduce spending on printing and copying through providing print management solutions and obtain better value for money from the equipment.
- 1.3 support the "paperless" office approach already promoted by the University Executive and Senior Leadership teams as part of the digital transformation plan and sustainability strategy.
- 1.4 promote the strategic management of printing ensuring high volume and colour printing is channelled to the most appropriate devices with the necessary equipment and resource to provide this service.
- 1.5 provide complete visibility of print data, including use, financial and environmental costs at both departmental and user level to manage performance and realise efficiencies.
- 1.6 use "FSC Recycled" paper or "FSC 100%" paper and environmentally friendly printing processes, including, but not limited to, energy efficient equipment, minimal single use plastics and packaging, use of local supply chains and local repair services. Use of returnable and recyclable consumable service e.g. for cartridges and plant-based inks where possible. Resulting in energy savings, waste minimization and reduced supply chain impacts such as global warming and habitat loss. Supporting sustainability strategy commitments for a nature positive and net zero university.

2 Glossary

- **MFDs** - Multi Functional Devices (principally all in one: Printer, Copier, Scanner)
- **ID Card** - Staff/Student Identification Cards are enabled for print release
- **FSC** - Forrest Stewardship Council provide sustainable management standards and certifications for wood and wood based products
- **PaperCut** - print management software used in conjunction with MDSs
- **EMS** - Environmental Management System (i.e. ISO 14001 certified)
- **E-assessment** - Electronic assessment. The use of information technology in assessment, such as for educational assessment.

3 Responsibilities

Senior Leadership Team	<ul style="list-style-type: none"> • Defining and documenting the Print Policy • Review performance in relation to relevant strategy and operating plan.
Sustainability, Procurement, Digital Services, Education Services & E&CS.	<ul style="list-style-type: none"> • Assisting the senior leadership team in implementing and maintaining the Print Policy. • Ensuring the policy is communicated to all persons working for or on behalf of the University. • Ensure the policy is made available to interested parties. • Provide services and infrastructure as required by the policy. • Monitor and manage performance in relation to the policy and university strategies e.g. Digital, Env. and Financial.
Executive Dean Pro Vice Chancellor/ PSU Director / Head of Operations	<ul style="list-style-type: none"> • Disseminating the Print Policy in their Faculty/PSU. • Ensuring their operations are aligned to the Policy's content.
Staff, students, contractors, tenants and visitors	<ul style="list-style-type: none"> • Understand and apply the policy in practice, providing relevant feedback where necessary.
Managed Print Partner	<ul style="list-style-type: none"> • Ricoh is the current university MFD, printer and copier services provider.

4 Related documents

- Swansea University Sustainability [Policy](#) & [Strategy](#)

5 Solution

- 5.1 MFDs (Multi-Function Devices – Printer, scanner, copiers) will be available throughout the University with the majority being in open access, accessible areas available for staff and student use. MFDs in staff offices and locked rooms will be minimised.
- 5.2 MFDs will be supported by our Managed Print Partner, so that the printer fleet is managed effectively. Papercut software will provide timely reporting to enable departments to review printing/copying in their area against this policy.
- 5.3 Student printing will continue to be managed by Education Services.
- 5.4 Students will be able to buy print credit via the web.
- 5.5 Staff and students will access the MFDs using their ID card. Prints will be on a “pull” basis which means they will not print until the user requests them at any MFD across campuses.
- 5.6 Staff requesting high volume prints and photocopies will be automatically requested to submit jobs to [Printing Services](#).
- 5.7 Print Services will process the job in accordance with agreed service levels. This will be subject to the service levels outlined below and regular reviews.
- 5.8 Students will continue to be able to print high volumes via MFDs, but this will continue to reduce as University processes change e.g. E-assessment.
- 5.9 All MFDs have a scanning function which enables users to scan to their email where print is not essential.

6 Print Rules

- 6.1 Local network or desktop printers will not be approved for purchase or maintained (see 7.6 below).
- 6.2 All staff are encouraged to minimise their printing/copying and instead to scan documents which need to be retained.
- 6.3 Departments are responsible for ensuring MFDs in their areas are stocked with appropriate paper (see 8.5 below).
- 6.4 MFDs shall be A4/A3 and mono/colour.
- 6.5 All prints will default to black and white, duplex, no staples.
- 6.6 If colour is selected, a pop-up message will state the cost and recommend changing to black and white (*Example message: “Before proceeding with this print, please consider whether a colour version is necessary. Printing in colour has a greater cost and environmental impact. By choosing to print in black and white, you are contributing to a more sustainable future, reducing waste and conserving valuable resources whilst minimising carbon footprint and impacts on nature. Thank you for your commitment to sustainability”*).

- 6.7 If a print job exceeds 200 pages a pop-up message will display stating that the job should be submitted to the print services as it is more sustainable and cost effective (*Example message: “This print exceeds 200 pages, it would be more cost effective and sustainable to submit it to [Printing Services](#). Email: printroom@Swansea.ac.uk”).*)
- 6.8 All high volume printing shall be sent to the [Printing Services](#). If a print job exceeds 500 pages an additional pop-up message will display (*Example message: “This print exceeds the high volume threshold of 500 pages. We strongly advise you contact [Printing Services](#) to complete the print in line with university policy. Printer usage is monitored to ensure efficiency. Email: printroom@Swansea.ac.uk”).*)
- 6.9 Print jobs will be deleted from the MFD system if not printed within 5 hours.

7 Applying the Policy

The following measures will be applied to implement the policy:

- 7.1 Print audit software will be run on a quarterly basis by Digital Services to monitor the printing to each device by users and departments. Departments will be informed of the results and advice and training will be provided to ensure the correct methods are being used.
- 7.2 Controls shall be implemented to prevent large jobs being produced outside of the Print Services. As a guide:
- 7.2.1 Avoid printing where possible.
 - 7.2.2 1-200 pages to be printed on Multifunctional Devices.
 - 7.2.3 200-500+ pages shall be sent to [Printing Services](#) (ensuring lower cost, environmental impacts & better print quality).
- 7.3 Printing jobs will be recharged to the department for printing completed by Print Services.
- 7.4 Regular MDF contract management meetings will be held with key stakeholders, as part of the contract management service review to monitor and review print output.
- 7.5 Desktop printers are not supported by the university, they present a cyber security and GDPR risk and have higher environmental impacts per print. Some desktop printers will approved on an individual case by case basis by Digital Services, Procurement, Faculty/PSU management and where relevant occupational health in relation to mobility issues or for specialist applications. Contact IT Service Desk - [Service Now](#) for more information.

8 Contacts, Support and Submitting Print Jobs

- 8.1 Multifunction devices are available across all campuses and available when the buildings are open. They are supported by the IT Service Desk (using the MFD serial number). Calls for support are logged via IT Service Desk - [Service Now](#).
- 8.2 The Print Services contact for any enquiries about high volume printing is Printroom@Swansea.ac.uk
- 8.3 Print Services jobs that require an element of graphic design should be referred to the Marketing Service before a proof is supplied and agreed with Print Services.
- 8.4 Print Services aim to complete jobs as soon as possible, however during busy periods e.g. Exams, jobs can take up to 48 hours. Contact [Print Services](#) for specific timescales and to arrange collection from the print room.
- 8.5 FSC certified paper shall be purchased from the university's contracted supplier. Further information on this, along with the ordering process can be found via the following link: <https://staff.swansea.ac.uk/professional-services/finance-swansea-university/procurement/contracts/>
- 8.6 Ink and Toner Cartridges shall be returned for reuse, recycling and compliant disposal as per the following [waste management guidance note WMGN14 for Ink and Toner Cartridges](#).

9 Effects and actions of non-conformance

Failure to comply with this policy may result in:

- Non-conformance with requirements of university Environmental Management System Standards: EcoCampus and ISO 14001. Departure from this policy is addressed in EMS procedure **10.1 Nonconformity and Corrective Action**

10 Relevant UN Sustainable Development Goals



11 Version control

Date	Version	Update
July 2024	1	