

PRINT-COPY-SCAN POLICY	POLICY	
	Document Number:	CMA-EV-PL-7132
	Version Number:	01

1.0 Purpose:

The purpose of this policy is to establish guidelines for the efficient utilization of print, copy, scan, and multi-functional devices.

2.0 Scope:

This policy applies to the use and placement of VTA print, copy, scan, and multi-functional devices. This policy also applies to all VTA Board Members, departments, and employees, as well as any VTA consultants, contractors, and agents that utilize these devices.

3.0 Responsibilities:

3.1 The Chief Information Officer and Information Technology team are responsible for:

3.1.1 Identifying technical solutions that adhere to this policy.

3.1.2 Maintaining equipment under this policy.

3.1.3 Providing guidance and training to business areas on adhering to this policy

3.2 The Executive Management Team and Division Chiefs are responsible for:

3.2.1 Assuring compliance with this policy within his or her business area.

3.2.2 Determining particular instances where electronic document sharing or record keeping may be used or accepted within his or her business area.

3.3 The Sustainability Program Team is responsible for:

3.3.1 Educating and promoting this policy.

4.0 Policy:

This policy supports the vision of VTA's Sustainability Program and establishes general principles to be applied to the agency-wide use and placement of print, copy, scan, and multi-functional devices.

4.1 Printing and Copying

VTA employees, consultants, contractors, and agents shall print and copy only when necessary for business purposes.

4.2 Electronic Communication and Electronic Document Transmittal

VTA employees, consultants, contractors, and agents are encouraged to use technology in lieu of printing or copying when available and appropriate. Examples of this technology include, but are not limited to, scanning, email, and project collaboration sites.

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4.3 Default Configurations

Print, copy, and multi-functional devices shall be configured to black/white, duplex printing and copying. This default configuration may be adjusted by users for select documents only.

4.4 Device Placement

Information Technology Team shall provide the appropriate print infrastructure based on business need and location. Devices shall be placed according to employee-to-device ratios established by VTA. These ratios optimize the utilization of devices and VTA resources.

5.0 Definitions:




Multi-functional devices (MFDs): imaging devices that combine operations such as copying, printing, scanning, and faxing into one machine.

Sustainability Program: As adopted by the VTA Board of Directors, the Program seeks “to strengthen VTA's commitment to the environment through the conservation of natural resources, the reduction of greenhouse gases, the prevention of pollution, and the use of renewable energy and materials.”

6.0 Summary of Changes:

Initial release of this policy.

7.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
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