GENERAL SERVICES ADMINISTRATION
Washington, DC  20417

April 15, 2013

GSA BULLETIN FMR B-37
Federal Print Management Practices

TO:  Heads of Federal Agencies

SUBJECT:  Guidance on Printer and Print Management Practices

1. What is the purpose of this bulletin?  This bulletin provides guidance for agencies to implement policies and procedures on printers and print management practices.

2. When does the bulletin expire?  This bulletin remains in effect until cancelled.

3. What is the background?

Executive Order (E.O.) 13514, Federal Leadership in Environmental, Energy, and Economic Performance, signed on October 5, 2009, requires the Federal Government to lead by example in reducing costs and resources in its printing activities.  This Bulletin will guide Federal agencies and employees toward specific actions and approaches to implement effective printer and print management programs.

4. What should I do as a result of this bulletin?

Your agency should establish a policy for the administration of printers and multifunction devices such as copier/printer/scanners, as well as paper and ink usage.

For printers and multifunction devices, your agency should consider:

    a.  Significantly reducing the number of devices;
    b.  Setting economical defaults for both computers and printers (i.e., default to duplexing and reduced margins);
    c.  Reducing the total cost of ownership;
    d.  Streamlining the acquisition process;
    e.  Developing best practices in print management;
    f.  Assisting in behavioral changes through improved data collection and analysis;
    g.  Driving increased visibility into print usage;
    h.  Leveraging agency volume to drive cost savings; and
    i.  Encouraging innovation in print management.

For paper and ink usage, your agency should consider:

    a.  Reducing margins;

b. Reducing line spacing;
c. Reducing font size and changing font type to save ink and toner;
d. Using specialty fonts; such as fonts with blank holes that are not visible when documents are printed with typical font sizes;
e. Double-sided printing;
f. Eliminating color printing unless absolutely necessary;
g. Using print preview to eliminate blank pages from documents;
h. Shrinking to fit or shrinking to one page when printing from the Internet;
i. Training and familiarization with handling and storing digital documents instead of hard-copy documents;
j. Deleting excess advertisement/banners when printing Internet articles; and
k. Utilizing specialty printing software to help reduce the amount of ink used during printing.

Additional tools and discussion points can be found at: https://strategicsourcing.gov/print-wise.

When following these principles, printer and printing management can become a holistic commodity management approach that allows agencies to realize cost and environmental benefits.

5. Whom must I contact for further information? Further information regarding this Bulletin may be obtained by sending an e-mail message to: robert.holcombe@gsa.gov.

By delegation of the Administrator of General Services,


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