

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

OAS 1860.1  
November 2, 2020

GSA ORDER

SUBJECT: Print Management Policies and Practices

1. Purpose. To provide print management policies, practices, roles, and responsibilities regarding General Services Administration (GSA) furnished personal printers, network/group printers, copiers, and multi-functional devices that will support GSA's effort to conserve resources and increase efficiency.
2. Background.
  - a. This Order supports [Executive Order \(EO\) 13589](#), which promotes efficient spending in the Federal Government. Section 5., *Printing*, states that agencies are encouraged to limit the publication and printing of hard copy documents and to presume that information should be provided in an electronic form, whenever practicable, permitted by law, and consistent with applicable records retention requirements.
  - b. This Order also supports [E.O. 13834](#), which states that agencies shall meet such energy and environmental performance statutory requirements in a manner that increases efficiency, optimizes performance, and eliminates unnecessary use of resources.
3. Cancellation. This Order supersedes [ADM IL-12-02](#), which was previously cancelled.
4. Scope and Applicability. This Order applies to all GSA employees and contractor employees in the performance of their duties. It does not apply to print devices provided to:
  - a. Employees with approved reasonable accommodations; or
  - b. The Office of Inspector General

## 5. Policy.

### a. Procurement.

(1) Multi-function devices (MFDs) and plotters shall be purchased using nationwide task orders established by the Office of Administrative Services (OAS), Office of Internal Acquisition. The goal is to decrease the number of task orders in order to reduce administrative burden and order cycle time, as well as to simplify the MFD ordering process for customers.

(2) Smaller devices, such as desktop printers, if approved by the requesting office's Head of Service or Staff Office (HSSO), can be purchased by the Service and Staff Office (SSO) with a purchase card, according to the rules outlined in [GSA Order 4200.1B CHGE 1, Management and Use of the GSA SmartPay Purchase Card](#). The micro-purchase threshold is \$10,000. The purchasing office will work with the Office of GSA IT to ensure network compatibility.

b. Funding. Funding for small, owned devices under the purchase card threshold will be the responsibility of the SSO, who shall be responsible for funding for the purchase of the device, the cost of consumables, and any associated maintenance costs or coverage. Where print/scanning/copy volume warrants it, customers are encouraged to switch to MFD leasing to the maximum extent practicable.

c. Government-furnished Equipment. Per GSA Order [OAS P 9900.1, Government Furnished Equipment for Use Outside GSA Agency Worksites](#), GSA will not provide a government furnished print output device, GSA furnished internet connection, or other equipment or services for use by employees working at locations other than GSA agency worksites. The standard equipment provided to GSA employees is a laptop and headset for use by employees working at locations other than GSA agency worksites.

d. Input of Asset Record in the Service Catalog. Any new request for a print device, including personal printers, requires the creation of an asset record in the ServiceNow database. The requester shall open the Asset Intake Request through the Service Catalog online. During that process, GSA IT will create the contract and asset record and coordinate affixing, or sending to the remote site, the asset tag which shall be included on the asset record.

### e. Optimization of Print Devices.

(1) Whenever possible and economically feasible, leased devices are preferred over owned devices.

(2) It is preferred that print devices are MFDs and not a lesser-functioning network printer.

(3) Shared print devices are encouraged. Print devices shall be limited to an appropriate ratio of users per print device, in order to reduce printing and associated costs while meeting the business needs of the organization. Actual print device allocation at GSA locations may vary, depending on such factors as space configuration and print volume requirements.

(4) Desktop printers are discouraged and should be minimized. Personal printers (printers designated for the use of a single individual), are not permitted unless it is for an approved reasonable accommodation. Extremely limited exceptions may be granted by an HSSO and GSA IT for unique, operationally driven requirements that cannot be supported by a shared device. A business justification must be submitted through a catalog request in ServiceNow and routed through the employee's supervisor, HSSO, and GSA IT. If approved, the SSO must coordinate with GSA IT local support to ensure device compatibility and to create an asset tag.

f. Cost Saving Measures. GSA employees and other authorized users of GSA information technology, including print output devices, must:

(1) Limit the publication, printing, and storage of hard copy documents and presume that information should be provided and retained in an electronic form, when permitted by law, and consistent with applicable records retention requirements;

(2) Identify and use, as much as possible, alternatives to printing such as increased use of collaborative software and other cloud computing tools to distribute, store and edit documents online;

(3) Use paper containing the maximum recycled content consistent with the manufacturer's recommendation for the print output device;

(4) When possible, purchase at least 30% post-consumer recycled paper from a Federal Strategic Sourcing Initiative Blanket Purchase Agreement; and

(5) Utilize the manufacturer settings for sleep and powering down to the greatest extent possible to maximize energy savings by ensuring that equipment goes to sleep and then powers down after specified period of inactivity. Devices that do not have

automatic sleep or power down settings should be turned off at the end of every work day, over weekends, and over Federal holidays.

6. Responsibilities.

a. OAS is responsible for internal agency policies regarding print device acquisition, management, and use. In addition, OAS will manage all parts of the acquisition life cycle for all large print devices in Central Office, Regional Office Buildings, and field offices, including procurement, maintenance, and identification of contracting officer representatives.

b. GSA IT is responsible for following their standard operating procedures, including ensuring compliance with IT Security requirements and managing network compatibility. They are also responsible for issuing the asset tag and using the Asset Intake Service Catalog Request in ServiceNow for new print leases and purchases, prior to installing these assets on the network. For installation and connection, GSA IT standard operating procedures shall be followed.

c. The Service or Staff Office using desktop printers is responsible for the purchase and maintenance of that equipment if it is approved through the proper channels. Approval of desktop printers shall only be allowed in rare, limited circumstances and shall require a business justification to be reviewed and approved by the immediate supervisor, the HSSO, and GSA IT via a catalog request in ServiceNow.

d. GSA HSSOs and Regions are responsible for ensuring this Order is followed within their respective areas.

7. Signature.

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BOB STAFFORD  
Chief Administrative Services Officer  
Office of Administrative Services