



St. Mary's County Public Schools
Division of Supporting Services


Department of Operations
27190 Point Lookout Road
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Mr. Ashley Varner
Director

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Memorandum

To: SSST, All Site Administrators, All Principal Secretaries, All Office Secretaries

From: Ashley Varner 
Director of Operations

Date: August 25, 2016

Re: Printing and Print Shop Guidelines

As both the Print Shop contract and the Konica-Minolta copier/printer contract are now under management of the Operations Department, I wanted to reach out with some informational items regarding printing in SMCPS for the 2016-2017 year.

General Printing

- With regard to overall printing within schools and offices, please stress with your employees to limit unnecessary printing, such as the printing of emails, as we continue to try to reduce our organizational carbon footprint and be as fiscally responsible as we can.
- Please encourage staff to send and share documents electronically via email and Google Drive whenever possible instead of printing and sharing physical documents.
- All staff should be aware of whether they are printing in color or black/white. Black/white reproductions are much more cost effective on all district printing machines, including smaller, school or department purchased machines.
- Please instruct all staff to print double-sided whenever possible.

Print Shop

- The machinery in Print Shop is designed to produce a maximum 21,025,000 black/white and 250,000 color images per year. The 2015-2016 school year was the first year that this maximum was not exceeded. Not respecting this threshold will lead to the breakdown of these machines, as was experienced during the last two years of the previous contract, where much money was spent in repairs to keep these machines operational. Because of this, the printing of “essential” SMCPS jobs, such as state and county testing documents are top priority.
 - These jobs require a minimum of two weeks from submission for completion and delivery. With two Print Shop employees and one delivery staff member, this two-week turnaround is often challenged by the fact that many assessments are turned in during the same time period. Content supervisors are encouraged to submit these assessment requests as soon as possible to alleviate some of the demand on Print Shop during these high volume periods for beginning, mid, and end of year assessments.
- All other “essential” job submissions will require a minimum of three weeks from date of job submission for completion and delivery. This timeline will ebb and flow with the volume of activity at the time of job submission.

- School-based print jobs totaling 200 or more image reproductions can be sent to Print Shop for completion. An image reproduction is defined as each time a printing machine must scan or “click” over an image to read it. For example, a request for 25 copies of a 10-page document is 250 image reproductions, and this example double-sided would be 500. Both of these can be submitted to Print Shop since each job is greater than 200 image reproductions each. Please allow for a turnaround time of up to three weeks for these jobs, pending overall Print Shop volume.
- School-based jobs under 200 image reproductions should be executed on the Konica-Minolta machines at the school/office site.
- Print Shop utilizes an electronic submission form and approval system. Each school/site/office has an approver, in most cases the site administrator. All jobs submitted will need to be approved by this individual to ensure the print job is essential and/or curriculum based. This form can be found by navigating on the SMCPS website to “Staff, then “Print Shop” or by navigating from the Operations Department web page by clicking on “Print Shop.”
- Attached to this memo please find a list of specialty services and costs for jobs submitted that are not basic, black/white copy jobs. Specialty services include color copying, binding, laminating, and custom paper sizing and thickness.

School/Office Based Printing

- SMCPS is now fully synchronized with the Equitrac program for all of the Konica-Minolta and Lexmark 652 machines. This means that individual usage data can be easily accessed and monitored to identify excessive use and abuse of these machines. We will be sharing this information with principals and directors/supervisors of departments moving forward in an effort to maximize overall efficiency and assess needs.
- Konica-Minolta Machines
 - Usage of these machines by non-SMCPS employees (those without the needed 5 digit employee number login) can be achieved by the principal or director going to the appropriate Google form site (which I will send to you electronically). These employees will be given a separate PIN for their individual use and accountability.
 - Please discourage your staff from giving out their 5-digit employee numbers for use by other employees, volunteers, or non-SMCPS users.
 - Per contract, these Konica-Minolta machines are only to be moved/relocated by Meridian, our vendor. If you need a machine relocated, please contact me directly and I will schedule it with Meridian as soon as possible.
 - Supply reorders and repair calls can be made directly from your school or office to Meridian at 703-461-8195, or by emailing ServiceMatters@whymeridian.com.
- Lexmark 652 Machines (Check printers)
 - These machines were installed for the purpose of printing checks only. They are not to be used for any other type of printing, as our contractual maintenance agreement only covers a combined 15,000 total image reproductions per year for all of these machines. Last year more than 129,000 reproductions were done on these machines, costing SMCPS extra fees for overages. The cost for printing on these machines is significantly higher due to the need for MICR toner, which is specifically designed for scanning recognition purposes.
 - I will be placing placards on these machines at every location this year identifying them as only for check printing.

I thank you in advance for your support, patience, and understanding with these informational points and guidelines. Our ultimate goal as a school district is to strive to be as paperless an organization as possible. For the printing that is necessary, efficiency and fiscal accountability continue to be of central consideration.

Please don't hesitate to contact me directly at 301.475.4256 x34163 or at abvarner@smcps.org with any questions or comments.