Standard Operating Procedure (SOP)
Printing, Copying, Scanning

SOP No. AS-0106 Revision: 0
Department: Admin. Support Services Date: 6/18/08
Dept. Head Approval: 6/17/08
Director Approval: 7/1/08

Purpose:
The purpose of the procedure is to establish a standard for all copies, prints, scans completed on the HP T1100 MFP Large Format Copier, Scanner Printer.

Scope:
The scope of work includes but is not limited to the following:
- Black Line prints/copies/scans
- Color Line prints/copies/scans
- Color renderings/copies/scans
- Photos/copies/scans

Responsibility:
It is the responsibility of Document Control for the following:
- Provide all prints, copies, scans as required.
- Keep track via TMA Work Orders of all copies, prints and scans provided to others outside Document Control.
- Establish charges based on equipment costs for all copies, prints and scans.
- To link all new scans to the S:/Scanned Drawings file.

Procedure:

1. TMA Work Order must be provided for all copies, prints or scans requested by others outside Document Control. Work Order can be requested by the requestor or Document Control can place the Work Order for them.

2. TMA Work Order shall be a Service/Setup for in house shop requests. These requests WOs will not be charged. However, tracking of costs is still required.

3. TMA Work Order shall be a Project if requests are project related. All projects will be charged for equipment use and materials only. No labor will be charged to the projects.
4. Costs for materials and machine usage will be as follows:
   Black Line - $1.00 per Linear Foot
   Color Line - $1.67 per Linear Foot
   Rendering - $2.67 per Linear Foot
   Photo - $5.00 per Linear Foot

5. Charges are subject to change with the inflation of material costs. Document will notify all users if and when any costs need to be changed.

6. Document Control is to follow the manufacturer operations manual for making copies, scans and prints.

7. Scans are to be saved to the $:/ Scanned Drawings by Building number and then by Project number if project related.

8. Only Document Control employees will have access to the HP T-1100 MFP