



Standard Operating Procedure (SOP)
Printing, Copying, Scanning

Table with 4 columns: SOP No., Department, Dept. Head Approval, Director Approval. Contains handwritten signatures and dates.

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.
2. TMA Work Order shall be a Service/Setup for in house shop requests.
3. TMA Work Order shall be a Project if requests are project related.



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 S:/ 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