
 CHAPTER 9. OFFICE COPIERS AND COPIER SERVICE

- 9-1 General. It is essential that there be an awareness among all employees regarding which copying facilities are available, the limitations placed on acquisition, and the proper use of copiers.
- 9-2 Headquarters Copier Service. The Department has one Copy Center in its headquarters building in Washington, DC, located in room 5135. This centralized copying facility is available for official business self-service use by all Headquarters personnel. The Copy Center is open 24 hours a day, 7 days a week.

A limited amount of convenience office copying equipment is placed throughout the Headquarters building. These copiers are justified by individual organizational units and are intended for the reproduction of minimal copying requirements only. Larger jobs should be copied on the high speed equipment in the Copy Center or Printing Branch's Duplicating Facility. Ranges for the most cost effective use of copying equipment are listed below.

Each office with a convenience copier is responsible for making all service calls to have equipment serviced or repaired. Continual copier problems or poor service response time should be reported to the copier manager in the Printing Branch. To document service calls, form HUD-21027 (see Appendix 8) should be filled out and a copy sent to the Printing Branch.

9-3 Copier Limitations

- A. Copying Equipment Quantity Limitations: Cost effective use of copying equipment dictates that larger jobs be reproduced at the Copy Center or the Printing Branch's Duplicating Facility. Ranges for the cost effective usage of all Headquarters copier equipment is listed below. Adherence to these ranges will be enforced.

Type of copier	Number impressions* per job
Office Convenience	1 - 500
Copy Center	501 - 5,000
HUD's Duplicating Facility	5,001 - 25,000

*Impressions are calculated by multiplying the number of pages times the number of copies.

- B. Official Material Only. Material for reproduction on office copiers must be official material relating to HUD programs. Official HUD forms or handbooks may not be reproduced on copiers without the approval of the Chief, Printing Branch, Management Services Division. Copiers may not be used for reproduction of any personal items or for making copies of letters, memoranda, etc., which, under normal correspondence procedures, could be provided by carbon paper.

9-4 Acquisition/Removal of Copiers

- A. Authorization To Acquire: No copying or related equipment such as collators, document feeders, binding finishers or control devices may be rented, purchased, installed, or physically moved without the approval of the Chief, Printing Branch. No rental plan may be changed or free trial requested from any vendor without the same authorization.

Request for new and replacement copier equipment must be in writing to the Chief, Printing Branch. Written requests should give the estimated number of copies per month, the type of work to be reproduced, number of employees that will use the copier, and any special circumstances that enforce the need for a convenience copier.

- B. Considerations Governing Approval and Copier Selections. The Printing Branch will consider the background data contained in a written justification as well as the proximity of other convenience copiers and the Copy Center to the requesting office. All approved requests for office copiers will be placed on HUD's Cost-per-Copy program unless special requirements are identified that are not available from that program. Copier speed and special features are determined by the number of copies produced per month. Offices that do not meet or exceed estimated monthly volumes will be moved to the correct volume band. HUD's Cost-per-Copy program volume bands are based on the following volume:

Volume band	Copies per Month	Copier Speed
1	1 - 5000	18 copies per min.
2	5,001 - 15,000	30 copies per min.
3	15,001 - 30,000	45 copies per min.
4	30,001 - 50,000	55 copies per min.

9-5 Regional and Field Office Copier Service

- A. Available In-House Facilities. Regional Office and subordinate Field installations have office copying equipment appropriate to their needs.
- B. Official Material Only. Material for reproduction on office copiers must be official material relating to HUD programs. Official HUD forms or handbooks may not be reproduced on copiers without the approval of the Regional Director, Administrative Services Division or that position's equivalent. Copiers may not be used for reproduction of any personal items.
- C. Acquisition/Removal of Copiers. No copying or related equipment such as collators, document feeders, binding finishers or control devices may be rented, purchased, installed, or physically moved without the approval of the Regional Director, Administrative Services Division or that position's equivalent. No rental plan may be changed or free trial requested from any vendor without the same authorization. If equipment requires the attendance of a trained, dedicated operator, approval must also be obtained from Chief, Headquarters' Printing Branch, and the Joint Committee on Printing.

Requests for new and replacement copier equipment must be in writing to the Regional Director, Administrative Services Division. Written requests should list the estimated number of copies per month, the type of work to be reproduced, number of employees who will use the copier, and any special circumstances that enforce the need for a convenience copier.

In approving and selecting new equipment, Administrative Services Division Directors, or their equivalent, will consider the background data contained in a written justification, proximity of other convenience copiers to the requesting office, clients' needs, and the most cost effective method of procuring equipment.

- D. Use Restrictions In Field Offices. Regional Offices and subordinate Field installations are to be governed in the economical use of copiers by the limitations appropriate to their individual copiers. These limitations vary with the copiers used and rental plans in effect. Offices unfamiliar with the factors

governing economical use of their copiers should
contact the Administrative Services Division Director
or their equivalent for advice and guidance.
