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**Sustainable Print Policy**

**Version Control History**

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| **Version Number** | **Date of Change** | **Summary of Revisions Made** |
| 1 | 01/03/2023 | First draft created. |
| 1.2 | 21/04/2024 | Redrafted after feedback from EQIA. |

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Sustainable Print Policy

1. Introduction
2. This document contains the key policy facts, responsibilities and practise related to the digital first approach to document distribution for all UHI Perth employees.

It also aims to minimise the impact on the environment and our emissions, while increasing our stakeholder access to accessibility tools.

Increasing UHI Perth's document security, our sustainability targets and cost optimisation.

1. It also shows how this policy aligns with our Sustainable Action Plan – in conjunction with the work completed as part of the Sustainable Action Group.
2. Strategic Vision, Mission, Values
3. We will aim to address our challenges surrounding sustainability; social, economic, environmental, and financial, through this policy which will specifically underpin the UHI Perth Strategy (2022 -2025), specifically the vision:

College Growth and Ambition

Strategic Objective 5: Digital Transformation

and

Sustainability

Strategic Objective 3: Environmental Sustainability.

1. This policy also aims to support our stakeholders to be inclusive through the digital first approach to document distribution, thus allowing stakeholders to fully embrace the use of specific accessibility software and application incorporated accessibility tools.
2. Scope
3. It applies to all printing and distribution of documents within or pertaining to UHI Perth and the use of all print devices including those on the Staff Printing Service (UHI Print) or the Student Printing Service.
4. Definitions

PaperCut Mobility Print Client – proprietary name of the software for follow me secure printing client.

1. Aims/Objectives of the Strategy
2. To adopt a digital first approach for the distribution of literature, learning materials and documents, ensuring our stakeholders can utilise accessibility tools/software where required.
3. To support the UHI Perth staff to reduce our collective environmental targets, increasing our sustainability and the cost of printing both to the college and to our environment.
4. To ensure the delivery of an accessible, ethical, environmentally sustainable, secure, and cost-effective document distribution service for UHI Perth.:
5. Linked Policies/Related Documents

* ICT Strategy
* UHI Perth Strategy 2022-2027
* Our Climate Commitment

1. Objectives

This policy aims to set out the framework for distributed documents, learning material, printing, copying, scanning and use of reprographics at UHI Perth.

1. Relevant Legislation

* Scotland's climate [change legislation](https://www.gov.scot/policies/climate-change/) sets a target date for net zero emissions of all greenhouse gases by 2045.
* [Climate Change Plan update](https://www.gov.scot/publications/securing-green-recovery-path-net-zero-update-climate-change-plan-20182032/) published in December 2020 which reflects the increased ambition of the new targets set by the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019.

1. Policy Statement
2. The use of printing will only be considered when there is no digital alternative to the distribution of documents or when the materials produced are for the consumption of members of the public where a digital alternative is deemed not appropriate (for example interview assessment/promotion material) or the recipient does not have regularly access PC's/laptops/digital resources.
3. Due to our need to deliver sustainability, environmental and cost optimisation benefits, exemptions to this policy will only be approved by a member of CMT where no alternative to using the digital solution is available or where there is a recognised requirement for agreed reasonable adjustments.
4. Multi-Function Devices (MFD's), Printers, Plotters, copiers, and scanners which are not part of the Managed Print Service should not be purchased and only retained where they have an exemption (presumed to be for disability/accessibility reasons) as approved by a member of CMT.
5. Staff should log a ticket in Unidesk to arrange collection/disposal of a redundant printing device, noting that no further accessories (toner/ink)/peripherals will be purchased for devices that do not meet the exemption criteria.
6. The policy requires all staff to promote and support a digital first strategy.
7. UHI Perth Environmental Sustainability Strategy will be fully supported by ensuring stakeholders reduce the amount of paper and energy consumed, wastepaper produced, print consumables used and printing devices on campus.
8. Printing and Photocopying
9. Alternatives to printing and photocopying should be universally adopted, such as displayed images on either screen or via projection at meetings, use of personal devices such as laptop computers or tablets or sharing information in approved software licensed by UHI.
10. Reprographics should be used for pre-approved exceptions print jobs and those requiring professional finishing such as document binding.
11. The MFD's should be used only for low volume exceptional printing, scanning, and photocopying jobs, this will be monitored through an agreed credit allowance and reporting.
12. When pre-authorised printing is required the only pre-approved solution must be mono, double-sided, or multi-up on a page.
13. This will be the default for all print devices. Colour printing should be used exceptionally and only where there is a specific agreed business requirement for a document to be printed in colour.
14. MFD's are for business use only.
15. Reprographics and DTP
16. The DTP (Desk Top Publishing) team can style your documents for electronic use, ensuring accessibility and branding, resulting in the production of high-quality documents, and learning materials to comply with current Disability Discrimination Act Legislation and UHI Perth house style.
17. Only print work that has been pre-approved through an agreed reasonable adjustment or by approval of CMT for an agreed business case should be directed to Reprographics for printing.

* This is expected to be exception printing and copying; documents requiring binding or finishing; printing of a professional standard.
* This will either be produced in-house or outsourced to a supplier using existing agreements.

Reprographics has overall responsibility for Perth print production and will support departments and agreed paper reduction targets.

1. Monitoring and Reporting Usage
2. UHI Perth paper usage will be closely monitored and reported back to Heads of Departments, Budget Holders and CMT/SMT.
3. An allowance for staff printing will be set.