

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

ADMINISTRATIVE SERVICES

COPY CENTERS AND REPRODUCTION SERVICES

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1. PURPOSE

This Guide provides information concerning equipment and services available in the copy centers located in the Parklawn Building, and from the Reprographics Branch, which are under the control of the Program Support Center (PSC), Administrative Operations Service (AOS), Division of Technical Support, Publication Technologies Branch.

2. GENERAL INFORMATION

Copy centers are located in the Parklawn Building for the purpose of making available a wide range of copying/duplicating capabilities on a self-service and service-provided basis and to curtail the need for decentralized copying machines. The center has several high-speed, fully featured copiers with basic binding capabilities.

3. RESPONSIBILITIES

- A. The Publication Technologies Branch is responsible for managing and maintaining the Parklawn copy centers and for operation of the Reprographics Branch.
- B. The Administrative Services Branch(ASB), HFA-210, Division of Central Services, is responsible for reviewing all Forms PHS-5178, Reprographics Services Requisition, for FDA components and determining whether the requests conform to the requirements of internal reproduction.

- C. Users of copy center equipment and services are responsible for observing all regulations and guidelines for copy center usage and for complying with instructions from copy center monitors.

4. LOCATION AND HOURS OF OPERATION

- A. Copy centers are located in Rooms 16-02, 15-92, 12-48 and 8-02, Parklawn Building. The normal daily hours of operation are from 7:00 a.m. to 6:30 p.m., the doors are locked at all other times. Arrangements to use copy centers during unscheduled hours may be obtained by contacting the Publication Technologies Branch on 443-6418.
- B. The Reprographics Branch is located in Room 1A-34. All work for this Branch is scheduled by the Publication Technologies Branch.

5. EQUIPMENT AND CAPABILITIES

- A. Copy Centers.** Copy centers offer a large variety of high-speed copying equipment which have capabilities to satisfy most reproduction and special services requirements. Capabilities provided include reduction, enlarging, automatic document feeding, automatic two-sided copying (duplexing), sorting, stapling, copying unbursted computer printouts, and copying large originals up to 11" X 17". Not all copy centers offer the same features. A placard is posted above each copier which indicates the model and lists the features offered.
- B. Reprographics Branch.** The equipment and capabilities of this Branch are similar to those available in the self-service copy centers but are designated for higher volume jobs with additional finishing requirements. The Reprographics Branch can also provide limited finishing and mailing services which include: Standard three hole drilling (3/8" and 1/4" holes, 4 1/4" center to center), one wire stitch in upper left corner, two wire side stitches, vellum cover stock, colored xerographic plain paper, and internal addressing/ mailing services.

6. GUIDELINES

- A. Copy Centers. The following guidelines and procedures apply for use of the copy centers:
 - 1. All centers are available for self-service use.
 - 2. Instructions are provided with each copier.
 - 3. The maximum timeframe for use of the copy centers is 30 minutes when there are others waiting to utilize the machine.

B. Reprographics Branch.

1. Prepare a Form PHS-5178 for all work that is to be reproduced by the Branch. The material to be duplicated along with the Form PHS-5178 should be submitted to the FDA Printing Liaison Officer, ASB, HFA-210. All documents must be page numbered (folioed) with a non-photo blue pencil. Documents considered publications must display complete Department identification on front cover of text.
2. After review and approval, the Administrative Services Branch will hand-carry all reproduction work to the Publication Technologies Branch for final determination as to the location and method of reproduction. If the determination is made to send the material to an outside contractor, the program office will be asked to prepare a Form HHS-26, Printing and Visual Services, and provide appropriate accounting information.
3. The maximum number of impressions allowed on a single job reproduced by the Reprographics Branch is 25,000.

7. OPERATING COSTS

All work performed in the copy centers and in the Reprographics Services Center will be charged to the FDA Common Services Account. These operating costs will be distributed to components on a pro rata basis.