

SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE
Seattle, Washington

OPERATING POLICIES / PROCEDURES

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|------------------------|---------------------------------|
| DEPARTMENT: | Research Information Technology |
| POLICY NUMBER: | RIT-002 |
| REPLACES: | NA |
| EFFECTIVE DATE: | January 11, 2008 |
| REVISION DATE: | NA |

POLICY TITLE: PRINTER POLICY

POLICY:

Seattle Children's Hospital Research IT provides common-use printers throughout the Institute. Research IT provides support for all printers; financial responsibility for support depends on nature of the printer, where Common Use Printers are the responsibility of the Institute, and local solutions must be supported locally.

1.0 Policy Definitions

- 1.1 **Common Use Printers (CUPs)** are printers that are accessible by any individual with access to the Research Network who is conducting Research Institute work.
- 1.2 **Individual/Workgroup Printers (IWPs)** are generally requested for a directed purpose and are printers that are for the primary use of an individual, a small group of individuals, or a focused effort or department. Some IWPs are associated exclusively with a specific piece of equipment or instrumentation or with work conducted under one or more specific Sponsored Research Activities.
- 2.0 Research IT funds, supports, and maintains common-use printers throughout the Institution.
- 3.0 CUP locations and the extent to which CUPs are provided are items determined by Research IT staff. Individuals may propose new CUP locations or CUP relocations by emailing Research IT.
- 4.0 While Research IT will provide the skill set and staff to support IWPs, the "owner" of the IWP holds financial responsibility for the support; the financial support may come from the Department, Center, PI or Grant, as appropriate to the specific device. In this context, "support" includes technical support for the IWP, as well as toner and supplies for, as well as maintenance and repair of the IWP.
- 5.0 Only printers that meet the standards defined by Research IT policy may be acquired or connected to the network. Printers that do not meet standards are not supported by Research IT.

PROCEDURE:

- 002.1 Common use printers will be accessible to all institute employees and non-employees via the print server.
- 002.2 Printers are to be purchased or leased by Research IT using current vendors.
- 002.3 All Printers (CUP and IWP) must be purchased with a warranty of three years or greater.
- 002.4 Common use printer inventory that are not on a leasing contract will be refreshed at the end-of-life of printer or warranty, whichever comes later. Individual/Workgroup printers are the responsibility of the Department, Center, PI or Grant, as appropriate to the specific device.

002.5 Individual or Workgroup Printer Eligibility

- 002.5.1 Requestor must provide a rationale for the acquisition of an IWP; rationale must spell out how need is not met by currently-provided solutions. Statement must be emailed to: researchitrequests@seattlechildrens.org
- 002.5.2 Individual/workgroup printers are Seattle Children's Research Institute property and are acquired by Research IT inventory for purpose of asset management and IT standards.

002.6 Surrender on Termination of Employment

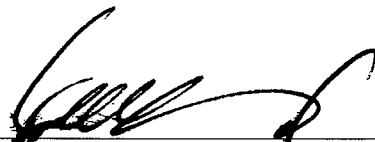
- 002.6.1 Any device funded by Seattle Children's Hospital Research Institute or an associated grant remains the property of the Institute. Upon termination of employment, the device must be surrendered to the department Manager/Director, Research IT or HR. Any data, numbers, or information on the device are and remains the property of Seattle Children's Hospital Research Institute. Seattle Children's Research and Children's Hospital and Regional Medical Center is not responsible or obligated to convert, backup, or transfer the data to another medium or device upon termination.

Submitting Office: Research Information Technology

Approved by:



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