

Department of Printing Transition Brief

Agency Name

Washington State Department of Printing
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Agency Responsibilities

The law establishing the office of the Public Printer was approved by the first session of the Washington Territorial Legislature in 1854. In 1933, a law was enacted that created the Department of Printing as a state agency. The law provided for the appointment of a Public Printer by the Governor, and established a self-supporting printing plant that operates solely with funds received in payment for work performed.

RCW 43.78 says the Department of Printing (PRT) is responsible for providing “printing and binding of every description as may be ordered by all state officers, boards, commissions, and institutions.” In addition, RCW 39.34 gives PRT the authority to provide these services for political subdivisions. The primary activities of the Department of Printing are:

- Provide complete, one-stop document services to state agencies and political subdivisions, including graphic design, printing, copying, binding, warehousing, and distribution.
- Act as a central provider of printing and document services to ensure government agencies receive the highest quality at the best price, even when bidding jobs to private vendors.
- Provide education and services that enable state agencies and political subdivisions to print and mail more efficiently and cost-effectively.
- Create and maintain centralized Internet applications for print ordering and document distribution.

Organization Chart and Budget

The Department of Printing is entirely self-supporting, and receives no appropriations from the Washington State General Fund. Revenues are received from other agencies in payment for products and services provided, and all revenues and expenses are charged to one program within the state financial system. The Department of Printing has an average \$66,000,000 biennial budget.

The agency consists of 133 full-time employees, working at the Main Plant, Fulfillment Warehouse, and eight Copy Centers in the Lacey- Olympia-Tumwater area. The following table lists the names and titles of PRT managers and the activities they oversee.

Name	Title	Activities Managed
*Larry Weber	Interim Director	Directs all agency operations
*Dan Swisher	Assistant Director	Oversees daily operations in all departments
*Kathy Forbes	Executive Assistant	Coordinates executive management activity
*Pam Derkacht	Technology Services Manager	Administers Design Services, Information Technology, and Contracts
*Doug Dow	Operations Manager	Oversees all production areas and Fulfillment
*Don Goldsby	Chief Financial Officer	Manages Financial Services, Purchasing, and Farm Out/Forms
*Laura Kirschner	Employee Services Manager	Leads Human Resources and Policies and Procedures
Mel Caldwell	Plant Manager	Coordinates activities in Prepress, Press, Bindery, Document Center, Mail
Star Bear	Design Services Manager	Manages Design Services (Graphic design)
Lynn DeGallery	Customer Service Manager	Directs Customer Service and Customer Education
Jennifer Forté	Fulfillment Manager	Leads Fulfillment (Storage and distribution of finished items and print-on-demand documents)
Dan Maygra	Prepress Manager	Supervises Prepress (Print file preparation and

		output)
Bob Samuelson	Copy Centers Manager	Manages satellite copy centers
Jeannie Simpson	Farm Out/Forms Manager	Coordinates jobs bid to outside vendors
Dan Smith	Pressroom Manager	Supervises the pressroom

**Names with an asterisk are Executive Team members.*

Agency Challenges

Issue: State agencies need to take full advantage of Department of Printing services

Details: Independent studies have shown that the state would save money and increase efficiency if all state agencies obtained printing and related services through the Department of Printing (PRT). However, some agencies continue to bid jobs directly to private printers, and use office copiers to produce high-volumes of print.

Providing complete, cost-effective printing and related services is the core function of the Department of Printing, and the agency offers equipment, expertise, and buying power beyond the capabilities of state agencies with other missions. By directing print orders to the State Printer for production or outsourcing, state agencies would be able to re-direct the time and resources currently used to make copies or obtain bids from private printers to the support of core agency functions.

In response to these issues, the Department of Printing is working with other agencies to streamline state print processes to better support the Priorities of Government. The agency has also established a customer education program to help state agencies use State Printer services effectively to increase efficiency and lower costs.

Issue: Cost and availability of recycled paper

Details: Executive Order 02-03 directs state agencies to implement sustainable practices, including the use of recycled or remanufactured products. The Department of Printing has a strong tradition of environmentally responsible practices, and supports this statewide sustainability initiative. However, recycled paper currently costs approximately 30 percent more than virgin stock. Because it costs less than recycled stock, many private printers still use virgin paper as their in-house stock and are able to bid jobs at a lower cost than the State Printer. As a result of this cost difference, budget-conscious state agencies find they must make the choice between achieving statewide sustainability goals and staying within their print budget.

Whenever possible, the Department of Printing requires vendors to use paper with recycled content similar to that used by PRT when bidding on jobs so agencies receive accurate cost comparisons as they make purchasing decisions. In addition, requiring vendors to use recycled paper when printing for state agencies increases demand for recycled products in the private sector, encouraging paper mills to increase production of recycled paper. It is hoped that the combination of increased demand for recycled products and the increased supply of recycled paper fiber resulting from sustainability initiatives in all state agencies will result in lower prices for recycled paper in the future so agencies are able to meet both their sustainability and financial goals.