

Department of Transportation

Office of the Secretary

Washington, D.C.

ORDER

DOT 1700.24A

7-31-78

SUBJECT: PRINTING, DUPLICATING AND COPYING - PROGRAM TO REDUCE COSTS & VOLUME

1. PURPOSE. This Order stresses the seriousness of the continuing increase in the costs of reproduction and printing and provides measures to effect cost reductions. It identifies actions that can be taken by persons involved in the preparation and/or reproduction of work to avoid unnecessary cost and unnecessary paper waste.
2. CANCELLATION. DOT 1700.24, CONSERVATION OF PAPER IN COPYING, DUPLICATING AND PRINTING, of 3-4-77.
3. BACKGROUND.
 - a. Many factors affect the cost of printing; e.g., unrealistic rush schedules, elaborate art, use of colors, illustrations, non-standard trim sizes and binding methods, blank pages, volume, etc. Practices to employ these without specific purpose are to be avoided.
 - b. Federal agencies have been requested by GSA (FPMR E-121) to take actions to effect the conservation of paper. This objective was also included in the President's Management Initiatives of July 23, 1976. The policies set forth in this order are in direct compliance with the Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing.
4. POLICY.
 - a. All printing and duplicating produced by or for the Department shall be devoted to the work which the Department is required by law to undertake, and shall not contain matter which is unnecessary in the transaction of the public business or matter relating to work which any other branch of the Government is authorized to perform.
 - b. Constant vigilance shall be maintained by both requesters and producers to insure that nonessential printing and duplication are eliminated, and that printed and duplicated matter necessary in the conduct of Department business is properly planned, edited, produced and distributed with the maximum of economy compatible with end use.
5. REDUCING COST OF DUPLICATING AND PRINTING - PAPER CONSERVATION.

There are numerous ways in which cost may be conserved in duplicating and printing. Some are accomplished as a matter of routine by the pro-

DISTRIBUTION: All Secretarial Offices
All Operating Elements

OPI: Office of
Administrative
Operations

duction facility; others require the cooperation and initiative of the ordering office (e.g., the use of alternative papers and layouts and better planning in the formatting and typing of copy to be reproduced.) Listed below are some ways to effect cost reduction and paper savings for work produced in a reproduction facility.

- a. Do not print unless absolutely necessary, and then restrict the quantity to copies actually needed for a planned distribution, plus a limited reserve stock if needed.
 - b. Reduce the number of newsletters and similar types of publications by incorporating them into publications of a parent organization. Carefully screen, edit, and cut articles to reduce the number of printed pages from 12 to 8, 8 to 4, 4 to 2, etc.
 - c. Print or duplicate on both sides of paper on all jobs having two or more pages in quantities of 100 or more copies.
 - d. Typewritten material for reproduction should be formatted to avoid unnecessary white space and should be typed single-spaced whenever possible. Consideration should be given to typing reproduction copy on oversize paper for photographic reduction in order to reduce the total number of pages in the job.
 - e. Whenever possible, plan reproduction work in increments of four pages to avoid blank pages in the publication.
 - f. Use self-covers for publications (same kind of paper as the text) whenever possible. Index card or colored paper separations and tab dividers will be provided only with a letter of justification. Budget printing will be the only exception.
6. CONSERVING PAPER AND REDUCING THE COST OF PRINTING PROCURED FROM THE GPO OR COMMERCIAL SOURCES. When printing is ordered from the GPO or commercial sources there are other considerations which may not necessarily be pertinent in a small-scale printing facility such as covered above. The following practices should, therefore, be considered in addition to those previously stated:
- a. Consider the use of microfiche copies in lieu of paper copies to reduce excessive paper consumption, distribution, and storage cost.
 - b. Consider the use of a lighter weight or less expensive paper than that presently being used, especially for products which are thrown away after being read. Paper should be of a quality suitable for its intended use. The use of coated stock should be restricted to the relatively few fine quality publications which require highest fidelity halftone reproduction.
 - c. Be amenable to proposals from GPO or your printing specialist to substitute a more readily available paper for the one requested.

- d. Utilize GPO Standard sizes whenever possible as they are established with paper conservation in mind (Attachments 1 and 2).
- e. Camera copy, whether typed or composed, must be prepared to utilize the maximum image area of the page size. It should not contain excessive white space, double spacing, unnecessarily wide margins, half-titles instead of chapter headings, and blank pages scattered throughout.
- f. Type composition should be considered for products which are to be produced in large quantities. Typesetting condenses the text matter resulting in the reduction of pages and a substantial savings in paper and dollars. From the economic standpoint alone, composition becomes feasible when 3,500 or more copies are to be printed. Beyond 5,000 copies, it is an unjustifiable waste of paper and money not to typeset a printing job.
- g. Proofs of typeset matter should be limited to the number of sets actually required for proofreading.
- h. Print in one color only. Printing in more than one color must be fully justified by the originator, in writing, and fall within one or more of the following categories which are prescribed by the Joint Committee on Printing:
 - (1) Maps and technical diagrams where additional color is necessary for clarity.
 - (2) Object identification (medical specimens, diseases, plants, flags, uniforms, etc.).
 - (3) Safety programs, fire prevention, savings bonds programs, and competitive areas of personnel recruiting.
 - (4) Areas wherein clearly identifiable savings in costs can be soundly predicated on multicolor use.
 - (5) Printing for programs required by law, whose relative success or failure is in direct ratio to the degree of public response, and where that response can be logically attributable to the number of colors planned and the manner in which they are proposed to be used.
- i. When developing a new multipart form, or revising an old one, ascertain that all parts are required and serve a useful purpose.
- j. Periodically (at least once each year) review mailing lists, including office-maintained hand lists, to ascertain accuracy and to assure that printed products being sent out are actually wanted. Also, review current distribution plans for on-going internal newsletters,

bulletins, announcements, etc., and instead of "desk-to-desk" distribution consider sending group copies and implementing a "pass on when finished" procedure.

- k. All publications that go to the public, except those with limited readership, should be considered for sale at the Superintendent of Documents or the National Technical Information Service. Ordering offices are reminded that the Government Printing and Binding Regulations prohibit the free distribution of publications to private individuals or private organizations in quantities exceeding 50 copies.

7. REDUCING USAGE OF COPYING EQUIPMENT. The copying machine is a major cost factor and consumer of paper and an area in which there are frequent abuses and considerable waste. To curtail this, it is imperative to establish and enforce usage controls and to institute strict conservation practices in the generation and distribution of copies. The following actions are required:

- a. Ensure that only material which is necessary to the conduct of official business is copied. Do not copy personal papers, copyrighted materials, legal obligations or securities, or other restricted documents.
- b. Make the exact number of copies needed. Do not make additional copies on the possibility that they might be needed later.
- c. Do not remake copies simply to produce better ones. All readable copies should be considered acceptable.
- d. Blank forms or other materials available through normal supply channels are not to be copied.
- e. Circulate information copies of a routine nature rather than preparing separate copies for each interested individual.
- f. Copiers should not be used as duplicators (the recommended maximum on high-speed copiers is 30 copies per original). Consideration should be given to two-sided copying whenever feasible.

8. GUIDANCE. The provisions outlined in this order are routinely addressed by the printing specialist within the Department. It is essential that you consult with a printing specialist at the earliest planning stage of a publication in order to effect the greatest efficiency and economy.

FOR THE SECRETARY OF TRANSPORTATION:



R. J. Alfultis
For the Assistant Secretary
for Administration

Letterpress & Offset Printing Standards

Sizes and measures in **bold face** to be used when possible.

38" x 48" sheet

Code No.	Size of trimmed book (inches)	Bleed	Type page [picas]			Margins [picas]						Pages out of sheet
			Size, not including bottom folio ¹	Columns	Column measure	Saddle-wire, sew		Side wire		Punch		
						Back	Head	Back	Head	Back	Head	
1	9 1/4 x 11 3/4	No	47 x 61 1/2	3	15	3 1/2	3 1/2	5	3 1/2	No	No	32
2		No	47 1/2 x 61 1/2	2	23	3 1/2	3 1/2	4 1/2	3 1/2	No	No	32
3		No	44 x 61 1/2	3	14 ²	No	No	No	No	7 1/2	3 1/2	32
4	9 1/8 x 11 3/8 ³	No	44 x 59	3	14 ²	6	3	6	3	6	3	32
5		Yes	47 x 60 1/2	3	15	3	3	No	No	No	No	32
6		Yes	47 1/2 x 60 1/2	2	23	3	3	No	No	No	No	32
7	5 7/8 x 9 1/8 ³	No	28 x 46	2	13 1/2 ²	3	3	4 1/2	3	No	No	64
8		No	26 1/2 x 46	1	26 1/2	4	3	5	3	6	3	64
9		Yes	28 x 44	2	13 1/2 ²	2 1/2	3	No	No	No	No	64
10	5 5/8 x 8 3/4	Yes	26 1/2 x 44	1	26 1/2	3	3	No	No	No	No	64
11		No	21 x 27	1	21	3	3	4	3	No	No	128
12	4 3/8 x 5 3/8	Yes	21 x 25	1	21	2 1/2	3	No	No	No	No	128

32" x 42" sheet

21	7 7/8 x 10 1/4	No	41 x 53	3	13 ²	2 1/2	3	4	3	No	No	32
22		No	39 1/2 x 53	2	19	3	3	4 1/2	3	No	No	32
23		No	37 1/2 x 53	2	18	No	No	No	No	6	2 1/2	32
24	7 5/8 x 9 3/4	Yes	41 x 52	3	13 ²	2	2 1/2	No	No	No	No	32
25		Yes	39 1/2 x 52	2	19	3	2 1/2	No	No	No	No	32
26		No	25 x 40	2	12 ²	2 1/2	2 1/2	No	No	No	No	64
27	5 1/8 x 7 1/4	No	23 x 39	1	23	4	3	4 1/2	3	4 1/2	3	64
28		Yes	23 x 36	1	23	2 1/2	3	No	No	No	No	64
29	3 3/4 x 5	No	17 x 23	1	17	2	3	No	No	No	No	128

¹ Page depth as given must include running head if one is used. If bottom folio is used, it is placed in the bottom margin of the page.

² Use only 8 point or small 10 point type for measures 14 picas or under.

³ Use these specifications for large quantities.

NOTE.—A broad type pamphlet (album style) is also possible for large quantities, and can be efficiently produced. The trim page sizes would be 11 3/8" x 9 1/8", 10 1/4" x 7 5/8", 9 1/8" x 5 1/2", 9 1/8" x 3 1/2", 7 1/4" x 4 7/8", 5 7/8" x 4 1/2", and 5 7/8" x 2 7/8". Consult Division of Typography and Design for further information.

Figure 1. Standard sizes - Saddle-wire, sew, side-wire or punch.

Letterpress & Offset Printing Standards

Sizes and measures in **bold face** to be used when possible.

38" x 48" sheet

Size of trimmed book [inches]	Type page [picas]			Margins [picas]		Pages out of sheet
	Size, not including bottom folio	Columns	Column measure	Back	Head	
9½ x 11½	47 x 61½	3	15	4	3½	32
	47½ x 61½	2	23	4	3½	32
	44 x 61½	3	14	6	3½	32
9½ x 11½	44 x 59	3	14	6	3	32
	47 x 60½	3	15	4	3	32
	47½ x 60½	2	23	4	3	32
5½ x 9½	28 x 46	2	13½	3½	3	64
	26½ x 46	1	26½	3½	3	64
5½ x 8½	28 x 44	2	13½	3½	3	64
	26½ x 44	1	26½	3½	3	64

32" x 42" sheet

7½ x 10½	41 x 53	3	13	3½	3	32
	39½ x 53	2	19	3½	3	32
	37½ x 53	2	18	4	3	32
7½ x 9½	41 x 52	3	13	3	2½	32
	39½ x 52	2	19	3½	2½	32
4½ x 7½	25 x 40	2	12	3	2½	64
	23 x 39	1	23	3½	3	64
4½ x 7½	23 x 36	1	23	3½	3	64

Consult Division of Typography and Design for further information.

Figure 2. Standard sizes - Adhesive binding only.