

GSA Printing Rules

FOR A COMPLETE LIST OF THE REGULATIONS, REFER TO THE MANUAL FOR THE AGENCY THE TEAM IS PROVIDING SUPPORT.

Forest Service Manual (FSM) Publication guidelines are found in:

- FSM 1600, Information Services, Chapter 1630, Publications.
- The authorities the Forest Service must follow are laws and regulations.

The Public Printing and Document Law, Title 44 of the United States Code, stipulates how and where the federal government shall accomplish the printing, binding, distribution, and sale of government documents.

Copyright Act of 1976, Public Law 94-553; 90 Stat. 2541 sets forth the subject matter and media that are covered by copyright and describes the scope and limitations of exclusive rights.

Several regulations can be found in the forest service manual, but the primary three are:

- Government Printing and Binding Regulations, Joint Committee on Printing, Congress of the United States, 1977.
- U.S. Department of Agriculture Departmental Regulations 1410, 1420, 1430, and 1470.
- BLM Manual 1551 and other agency policy guidance.

The Forest Service Manual lists informational materials that are considered to be publications. It also provides for the exemption from publications review of administrative documents.

- Government administrative documents are prepared primarily for agency employees. This type of publication may be distributed to other agencies, cooperators, and other individuals, or organizations that need the information about the routine business of the government; but quantities distributed externally (to the public) must not exceed 2,000 copies or ten percent of the total number of copies printed, whichever is less.
- The informational materials that are considered administrative documents that are exempt from formal proposal/review/ approval procedures, but must conform to all other applicable rules and regulations include:
 - Certain kinds of informational materials, such as fire danger notices, road closures, avalanche warnings, and temporary restrictions that are necessary to protect public health and safety and prevent resource damage.
 - News media releases and background materials for media use.
 - Waiver from the Office of Communications allows the team to seek local vendors. This may take considerable time.

Printing and distribution authorities and policies are also contained in Forest Service Manual 1600, paragraph 1633.

- Prior to committing any funds for printing, consult the host unit's public affairs specialist or procurement staff to ensure all regulations and laws are being met for the agency.

Federal agencies must follow GPO procedures when purchasing printing or duplication services.

- Printing and duplicating must go through GPO if assigned to a federal agency.
- Federal agencies also have small purchase authority, (SPA)
- Waivers can be granted verbally for one-time, non-repeating orders, based on needs and circumstances.
- Check with local printing specialists on procedures.