



**United States  
Department of  
Agriculture**

**Food Safety  
and Inspection  
Service**

**FSIS Directive  
2680.1**

**Revision 2**

# **Printing, Graphics, and Copying Services**

# PRINTING, GRAPHICS, AND COPYING SERVICES

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UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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<b>FSIS DIRECTIVE</b>	2680.1 REVISION 2	4/28/10
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**PRINTING, GRAPHICS, AND COPYING SERVICES**

**PART ONE—BASIC PROVISIONS**

**I. PURPOSE**

This directive:

- A. Identifies printing, graphics, and copying services available to FSIS offices nationwide.
- B. Establishes guidelines and procedures to obtain services.

**II. CANCELLATION**

This directive cancels FSIS Directive 2680.1, Revision 1, dated 2/13/84.

**III. REASON FOR REISSUANCE**

This directive is completely revised to update procedures and responsibilities for printing, graphics, and copying administrative and external material for FSIS nationwide.

**IV. REFERENCES**

Government Printing and Binding Regulations, Joint Committee on Printing,  
Congress of the United States  
The USDA Symbol and USDA Stationery Systems  
USDA's Visual Management Manual

**V. ABBREVIATIONS AND FORMS**

The following are used in their shortened form in this directive:

ASD	Administrative Services Division
CD-ROM	Compact Disc—Read Only Memory

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**DISTRIBUTION:**  
Electronic

**OPI:**  
ASD – Information Management and  
Analysis Branch

DPI	Dots Per Inch (dpi)
FedEx	Federal Express
FSES	Food Safety Education Staff
GPO	Government Printing Office
GWCC	George Washington Carver Center
JCP	Joint Committee on Printing
OC	Office of Communications, USDA
OCIO	Office of the Chief Information Officer
OO	Office of Operations, USDA
OPACE	Office of Public Affairs and Consumer Education
OPM	Office of Personnel Management
PBIS	Performance Based Inspection System
PGDS	Printing, Graphics, and Distribution Section
PMS	Pantone Matching System
RIS	Resource Information System
AD-59	Request for Manuscript Review
AD-78	Request for Printing and Binding
AD-271	Request for Photographic Services
AD-413	Short Order Copier Work Requisition
AD-652	Request for Visual Services

FSIS Form 1360-6, Enterprise Request for Change  
 FSIS Form 2600-1, Request for Copying/Duplicating Services  
 GPO Form 952, Desktop Publishing - Disk Information

## VI. **POLICY**

It is FSIS policy to provide employees with printing, graphics, and copying guidelines to carry out the Agency's mission. The key objective is to use the most economical printing method available without impacting the quality and delivery requirements, using guidelines established by the JCP, GPO, and the USDA Design Center.

## VII. **DEFINITIONS**

A. **Administrative Material.** Information that the Agency issues to manage its operations and implement its programs. The information includes publications on regulations, training, personnel procedures, planning documents, reports, budgets, forms, and other general administrative material. It also includes information directed to entities such as states and other outside interested parties responsible for program implementation.

B. **Copying.** Duplicating material through the reproduction process as performed in USDA copier stations or Departmental Duplicating Service, OO.

C. **External Material.** Information on subjects of widespread interest to the public that is presented in a non-technical manner. This material usually requires Agency editorial clearance or USDA review. (See Part Three, subparagraph III. B.)

D. **Graphics.** Pictorial representation and manipulation of data (**example:** computer-aided design).

E. **Printing.** Process for reproducing text and images through inked type, halftone, platemaking, presswork, and binding.

F. **Rider.** Opportunity for a Federal agency to obtain other Government publications at a reduced rate.

## VIII. **RESPONSIBILITIES**

A. PGDS provides printing, graphics, copying, and distribution services for all Agency material. This includes field and headquarters.

1. PGDS is responsible for examining, writing specifications, and making determinations on printing, distribution, and related services to meet the needs of FSIS customers. PGDS provides consulting services for technical advice and guidance. (**EXAMPLES:** Printing procedures, production methods, and cost estimates.)

2. Only PGDS has the authority to negotiate directly with outside printing contractors. Title 44 of the Government Printing and Binding Regulations, as published by the JCP, prohibits customers from going to outside sources for printing and binding without approval. A waiver may be granted if circumstances prevent a government office from executing its mission. Contact PGDS at 301-504-4242 to determine if approval is needed to meet production needs.

B. PGDS works jointly with programs, staff offices, divisions, and field offices to maintain Agency, USDA, and GPO standards. Employees should consult with PGDS during the planning stages to develop materials and to assure that reproduction is cost effective and efficient. Field offices should plan ahead for printing needs to allow time for printing and shipping.

C. ASD monitors Agency correspondence practices for proper seal and symbol use. ASD provides advice or recommendations, as needed.

## PART TWO—PRINTING STANDARDS AND SERVICES

### Section One—Printing Standards and Procedures

#### I. DEPARTMENT SIGNATURE

A. **USDA Symbol.** The USDA Symbol stands for all of USDA's activities in its mission areas and agencies. It is not used to support private sector products, organizations, or their endeavors. It is not to be displayed or presented to suggest that the Department recommends one product or project over another, without written permission. The official USDA symbol colors are dark blue (PMS 288) for the letters and dark green (PMS 343) for the soil graphic. The symbol uses one (black or dark blue) or two colors.

B. **USDA Stationery System.** The USDA Stationery System is a guide developed by the OC, Design Center, on the formatting specifications and uses for various stationery. The following examples show proper use of the USDA signature. The typeface with the symbol is Helvetica or Arial.



United States  
Department of  
Agriculture



United States  
Department of  
Agriculture

Food Safety  
and Inspection  
Service

Office of  
Management



United States Department of Agriculture

## II. CONTACTS

Direct all inquiries for jobs scheduled through PGDS to PGDS at:

USDA FSIS  
ADMINISTRATIVE SERVICES DIVISION  
PRINTING, GRAPHICS, AND DISTRIBUTION SECTION  
5601 SUNNYSIDE AVENUE  
MAILDROP 5241  
BELTSVILLE, MD 20705-5241

PHONE: 301-504-4242  
FAX: 301-504-4277  
E-MAIL: [FSIS.Printing@fsis.usda.gov](mailto:FSIS.Printing@fsis.usda.gov)

## III. COPIER SERVICES

A. PGDS arranges the use of copiers and copier supplies for USDA offsite meetings. Services are only provided for meeting sites in the Washington Metropolitan Area.

B. Upon Agency approval, Department copiers are available for office use. Contact PGDS for requirements.

## IV. YEAREND SERVICES

OC establishes yearend cutoff dates for submitting requests to GPO. PGDS announces the cutoff dates each year through an all user notice.

## V. COSTS

Cost estimates for printing are available upon request.

A. The Central Fund account funds Agency costs for printing items from the plant or copier stations.

B. The requesting program funds specific printing that is required by the program.

C. ASD funds Agency costs for:

1. Common-use materials printed by GPO or other outside printing facilities (**example:** all-employee mailings from the Administrator).

2. Common-use mail preparation and handling services provided by contractors (**example:** open season for Federal benefits).

3. Postage on material mailed through PGDS.

## VI. GOVERNMENT PURCHASE CARD

Do not use the Government purchase card to buy printing services without prior supervisory approval. Send all printing requests through PGDS.

### Section Two—Obtaining Business Cards

## VII. AVAILABILITY

A. Business cards are available to all employees who interact with the public for official business or conduct business with other Agency or Department personnel (**examples:** managers, supervisors, and specialists).

B. If approved by management, employees may order business cards with program funds.

C. The gold seal is used exclusively for Schedule C political appointees (**examples:** Secretary, Under Secretary, and Administrator). The price to acquire gold seal cards exceeds the price of standard Agency business cards. Prudence is highly recommended when considering gold seal cards.

## VIII. ORDERING BUSINESS CARDS

### A. Standards.

1. PGDS issues cards in lots of 250, 500, and 1000.
2. The standard size of a business card is 2 inches in height (vertical) and 3.5 inches in width (horizontal).
3. Business cards print on white, 80 lb. cardstock with 30 percent recycled material, which meets Federal guidelines. (**NOTE:** This is the only stock approved by the Department.)
4. The USDA logo is raised with blue and green ink. Employees can select black or blue ink for text.
5. See Attachment 2-1, Business Card Formats, for the standard business card formats. (**NOTE:** Attachment 2-1 are the only formats approved by the Department.) For an additional charge, employees whose mailing addresses are different from their office addresses can have their mailing addresses printed on the back (**example:** OPHS laboratory personnel). Adjustments to the layout may occur depending on the length of the information.

6. For visually impaired employees, business cards are available in Braille. Braille text is limited to four lines of characters each with no punctuation or capitalization.
7. Contact PGDS on price per quantity for standard and Braille cards.
8. Turnaround for printing all business cards is approximately 3-4 weeks.

**B. Ordering Procedures.**

1. Complete FSIS Form 2600-1 (see Attachment 2-2) as follows:
  - a. Enter in Block 8, **Appropriation No. Chargeable**, your program's management code.
  - b. Enter in Block 9, **Title or Description of Material(s)**, "Business Cards" and your name.
  - c. Enter in Block 17, **Special Instructions**, whether it is a "Left" or "Centered" format.
  - d. Enter in Block 19, in the **Other (Specify one location)** section, the address where you would like the business cards sent.
  - e. In Block 21, **Requested by** section of the **Approvals of Requesting Office**, obtain your supervisor's or approving official's signature.
2. Submit the following employee information on a blank sheet of paper along with Form 2600-1. **NOTE:** Submit this information **EXACTLY** how it should appear on the cards. (**EXAMPLE:** If your name is William but you want your cards to say Bill.) For reprinting business cards with minor revisions, provide a previous sample with the requested changes indicated.
  - a. Name and title.
  - b. Program, division, branch, and section.
  - c. Work address, telephone, and fax numbers. (**NOTE:** Identify your e-mail address or mobile number, if you prefer to be contacted by these methods.)
3. Mail, fax, or e-mail FSIS Form 2600-1 and the employee information sheet to PGDS.

## BUSINESS CARD FORMATS

### Flush Left Format

### Centered Alternate Format

**NOTE:** The above illustrations do not reflect the actual size.

**SAMPLE FSIS FORM 2600-1, REQUEST FOR COPYING/DUPLICATING SERVICES**

U. S. DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE  <b>REQUEST FOR COPYING / DUPLICATING SERVICES</b> <i>(See Instructions on Page 2)</i>		1. Agency Control No. (ASD Use Only)	2. Internal Use Only O.O. No.
<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> REPRINT <input type="checkbox"/> RUSH		3. Agency FSIS	5. Division
9. TITLE OR DESCRIPTION OF MATERIAL(S):		4. Branch or Office	7. Date needed
13. OTHER SERVICES (SPECIFY): <input type="checkbox"/> FOLD _____ <input type="checkbox"/> PERFORATE _____ <input type="checkbox"/> COLLATE _____		10. No. of pages	11. Quantity
<input type="checkbox"/> PADDING _____ <input type="checkbox"/> PUNCH _____ <input type="checkbox"/> STAPLE(S)    1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		12. Size Required	
<b>AVAILABLE STOCK</b> <input type="checkbox"/> BOND _____ <input type="checkbox"/> INDEX _____ <input type="checkbox"/> LITHOCOATED _____ <input type="checkbox"/> VELLUM _____ <input type="checkbox"/> MANIFOLD _____ <input type="checkbox"/> NCR _____ <input type="checkbox"/> O.B. _____	<b>14. PAPER COLOR</b> <input type="checkbox"/> BLUE <input type="checkbox"/> SALMON <input type="checkbox"/> BUFF <input type="checkbox"/> YELLOW <input type="checkbox"/> GREEN <input type="checkbox"/> WHITE <input type="checkbox"/> PINK <input type="checkbox"/> OTHER (Specify): _____	<b>15. INK</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> RED <input type="checkbox"/> OTHER (Specify): _____	<b>16. TO BE PRINTED</b> <input type="checkbox"/> ONE SIDE <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT
17. SPECIAL INSTRUCTIONS (Attach Additional Sheets if Necessary):			
SAMPLE			
18. FOR FURTHER INFORMATION CALL (Name and Telephone Number of Requestor)			
19. MAILING (Delivery/Stocking point): <input type="checkbox"/> Beltsville Service Center Warehouse 6351 Ammendale Road Beltsville, MD 20705  <u>BSC Delivery Contacts:</u> Lloyd Black /Kevin Kemper (301-394-0400)		<input type="checkbox"/> OTHER (Specify one location): _____	
21. APPROVALS OF REQUESTING OFFICE Requested By (Print Signature) _____ Date _____		Agency Control Signature _____ Date _____	
23. RECEIPT Department Clearance _____		22. SUBMIT REQUEST TO ASD VIA FAX Adobe Reader ver. 7 users can click here to submit via email.	
Received By _____		Date _____	
FSIS FORM 2600-1 (12/13/2005)			

## PART THREE—GUIDELINES FOR GRAPHICS, PRINTING, COPYING, AND MAILING SERVICES

### I. GRAPHIC DESIGN STANDARDS

The USDA Visual Management Manual contains the graphic design standards for all formats, covers, and publications. Requests for elaborate or costly revisions are normally prohibited and should be avoided. The majority of Government printing is done in black ink. There are some exceptions:

A. **Administrative Materials.** Consideration may be given for color use as follows:

1. Technical diagrams where additional color is necessary for clarity.
2. Object identification (**examples:** specimens or diseases).

B. **External Materials.** Using color is permissible for promotional, recruiting, or motivational purposes (**examples:** program concerns, public health, safety, consumer benefits, or to encourage Government facility use). A written justification to PGDS may be required for color printing based on the customers' needs. PGDS will make the final decision for color printing. To avoid costly changes and delays, please consult with PGDS during the early planning stages if your publication does not meet the previous examples.

C. **Design Services.** Contact PGDS for graphic services. PGDS provides:

1. Counsel to employees during the planning stages, to help develop project concepts and designs that meet customer requirements and fiscal limitations.
2. An onsite graphic specialist to design various publications, as needed. Complete FSIS Form 2600-1 and submit it to PGDS.
3. Department graphic services. Complete Form AD-652, Request for Visual Services, found on <https://inside.fsis.usda.gov/fsis/emp/static/global/forms/formsSeriesResults.jsp>), and submit it to OC, Design Services, Room 428-A Whitten Building.

### II. TIME REQUIREMENTS FOR DESIGN SERVICES

Design services take approximately 2 weeks from the initial consultation with the customer to the final design choice. This service is for designs only and does not include printing (See Part Three, paragraph IX.) The 2-week timeline can change depending on various factors, such as:

1. Customer revisions or delays.
2. The nature of the request and priority of the requesting office.
3. Budgetary factors.
4. The design staff's current workload. (**NOTE:** The design process allows room for flexibility to ensure the best product is delivered in the most timely manner.)

### III. PUBLICATION CLEARANCES

A. **Logo, Seal, or External Publications.** Clear any logo, seal, or external publication that is informational or educational (**examples:** food safety education, food security, and recruitment) through your program Director, Assistant Administrator, and OPACE. OC's Design Center and Editorial Review Staff grants all approvals for publication clearances.

1. To begin the clearance process, prepare your print document, program clearance sheet (see Attachment 3-1, Sample Format for Program Publication Clearance Sheet) and AD-59, Request for Manuscript Review (see Attachment 3-2), found on <https://inside.fsis.usda.gov/fsis/emp/static/global/forms/formsSeriesResults.jsp> for OPACE review and approval. (**NOTE:** A justification is required to print in two or more colors).

2. For GWCC, submit your materials for clearance to OPACE, Room 2L-290 Attn: FSES Director. For headquarters, submit your materials for clearance to OPACE, Room 1175-South, Attn: Congressional and Public Affairs Director.

3. After OPACE approves the document the program office will forward it to the Editorial Review Staff. (**NOTE:** Recruitment documents (**example:** "Careers in FSIS") must be approved by the Department's Office of Human Resources Management prior to editorial review. For further assistance, program offices should contact the Office of Human Resources Management at 202-720-1057.)

B. **Editorial Review.** Editorial review ensures that the information in the document is grammatically correct and appropriately represents the Agency. The editorial review and clearance process can take up to 6 weeks for new requirements and 2 weeks for reprints with minor revisions. (**NOTE:** For requestors outside of the Washington Metropolitan Area, PGDS will assist with the review process and update the customer on required changes before printing.) For additional information on this process, please contact PGDS.

1. For new or major revisions to non-administrative publication requests:

- a. Type the text in double-spaced manuscript format for review and clearance. (**NOTE:** Do not incorporate graphics.)

b. Submit the manuscript, a completed AD-59, and the program clearance sheet to the Editorial Review Staff, Room 515-A Whitten Building.

(1) If needed, the Editorial Review Staff will revise the document and contact the requestor for pick-up to make the necessary changes.

(2) Once the manuscript has been approved, prepare the document for printing to include graphics.

2. For publications with slight revisions, provide the old publication and a copy of the new publication. Highlight the new information and provide a completed AD-59.

3. For reprinted publications, provide the publication, a copy of the previously approved AD-59, and a newly completed AD-59 that states no changes were made since the last printing. If the publication is more than 2 years old, the publication must reflect the current month and year.

4. After all required changes are made and approvals are granted by the Editorial Review Staff, submit the approved manuscript, Form 2600-1, the AD-59, a program clearance sheet, a laser copy of the publication, a CD-ROM, and GPO Form 952 to PGDS to be processed for printing. PGDS will submit the final copy to the Editorial Review Staff for final approval.

5. Customers should consider the following when submitting requests for document clearance.

a. Programs must obtain written interagency approval to use another Agency's information. Using the services of an outside author requires written permission.

b. Customers must obtain publishing rights to incorporate documents or information from a private organization.

c. OC's Editorial Review Staff must approve the posting of electronic documents (Web).

**C. Photographic Services.** Photo review ensures that photos are acceptable and that permission (no copyright infringement) for use is granted. For photos or photographic services:

1. Complete Form AD-271, Request for Photographic Services, to acquire departmental photos.

a. For all other photos used in non-administrative publications or displays, complete the Photographic Review and Clearance form. (See Attachment 3-3, Sample of Photographic Review and Clearance.)

b. On the clearance form, list and identify each photo being used. After listing the photos, indicate whether the requestor has provided written permission for use of photos or all photos are the property of USDA FSIS and in public domain. (See Attachment 3-3.)

2. Submit the document with the photos and clearance form for approval to OC, Photographic Services, Room 534-A Whitten Building. Contact that office by phone at 202-720-0901 or 202-720-6633. For photographic services approval, include the photographic clearance form along with the appropriate items.

3. PGDS will forward the document with photos for photo review and clear any photos that PGDS incorporates into a customer's document.

#### IV. **PRINTING PREPARATION**

##### A. **Submitting Camera Copy.**

1. **Camera Copy Material.** Camera copy material consists of typesetting, art and graphic design for reproduction. Prepare material using a word processor, standard computer software, desktop publishing, or electronic media (**examples:** computer floppy disk or CD-ROM). Customers must submit materials (by hand or through carrier) that **cannot** be produced on their desktop publishing equipment and software, to PGDS for processing. The camera copy should be free from wrinkles, creases, and smudges. Avoid using photographic copies for camera copies.

2. **Graphic Design.** Carefully consider the use of color when designing brochures, reports, cover sheets, or newsletters. The design should be cost effective, professional, and reflect the contents of the subject matter. Arrange multi-color designs to depict color and screens. Registration marks are necessary to assure proper alignment. (**NOTE:** Registration marks are used by designers.)

3. **Enlargements and Reductions.** Avoid requesting photographic enlargements. When a photographic copy is enlarged, flaws in the copy are enlarged proportionately. Prepare the copy as large as or larger than the desired finished product when possible. A camera can enlarge or reduce both the line and halftone copy. When a copy is photographically enlarged or reduced, it is adjusted in all directions. A photograph or line illustration reduced 50 percent is 25 percent of the original size because each side is adjusted proportionately. (**NOTE:** Electronic photos should be at 300 dpi for professional quality.)

4. **Signatures.** Use **black ink** because blue ink does not reproduce well.

**B. Electronic Media.**

1. Desktop publishing changes copy preparation and submission requirements. Submit electronic media on CD-ROM, DVD, or optical cartridges. Sometimes electronic media requires additional manipulation by a contractor to produce the desired results. This additional work increases cost.

2. Customers attempting to create documents using electronic media often do not use proper quality inspection. Camera copy allows you to visually check materials for print quality. When using electronic media, inform PGDS of the hardware and software used by submitting a completed GPO Form 952 located at <http://www.gpo.gov/pdfs/customers/sfas/952.pdf>.

3. Documents created for professional printing should be designed in cyan, magenta, yellow, and black (CMYK) or PMS, and not red, green, and blue (RGB). Images should be saved in either a Tagged Image File (TIF) or an Encapsulated Postscript (EPS) format. The Joint Photographic Group (JPG) format is acceptable; however, color shift and blurriness can occur.

4. The overall color of the final printed piece may not match a furnished color visual. A color visual is not always a good representation of the final piece due to the differences between the ink in traditional printing and the colorants used in desktop color printers.

5. Use the following procedures to produce electronic media:

a. Obtain OCIO approval for special software to produce the electronic media.

b. Complete GPO Form 952 and submit it, along with electronic media and hardcopy visual to PGDS. The hardcopy should be actual size and contain as much information as possible with markings that include size information, file reference, and color breaks as appropriate.

**V. FORMS**

A. When creating or revising an official form, complete FSIS Form 1360-6, Enterprise Request for Change, and submit it to Footprints at <http://service/footprints>. Send questions about the forms process to [FSIS.Forms@fsis.usda.gov](mailto:FSIS.Forms@fsis.usda.gov).

B. To reprint an official form, submit Form 2600-1 to PGDS.

## VI. PROOFS

PGDS arranges for the customers to receive print proofs for their print requirements. Customers should review their proofs for accuracy. The printer may retain the electronic media until PGDS returns the proofs. (**NOTE:** If the printer cannot incorporate changes into the media, the printer returns the media, through PGDS for changes. PGDS will then forward the media to the customer for revisions. The customer will resubmit their revised electronic media and hardcopy visual to PGDS. Standard turnaround is 2-3 business days. For every day the proofs are returned late, the contractor gets 2 additional production days.)

## VII. GPO AND OPM RIDER

A. Riding a publication before printing allows Federal agencies to receive copies at a reduced rate. PGDS annually surveys Agency programs for GPO and OPM publication interest. (**NOTE:** Only the interested offices receive additional e-mails for opportunities to ride publications before printing. To receive the publications at the reduced rate, you must respond within the timeframe.)

B. If you miss a survey deadline, you can view and print the CFR from GPO's Web site at [www.access.gpo.gov/nara/cfr/cfr-table-search.html](http://www.access.gpo.gov/nara/cfr/cfr-table-search.html). The full purchase rate is also available on the Web site.

1. Past CFRs are immediately available. However, newly requested publications are accessible approximately 2 months after the deadline.

2. For immediate service on purchasing a CFR or any Government publication using a Government purchase card, call GPO at 202-512-0132 or 202-512-1530. For regular service, complete FSIS Form 2600-1 and submit it to PGDS for GPO processing. (**NOTE:** The publication is charged to your program's management code and delivered within 2 to 3 weeks.)

C. If by December 1, your program has not been notified of the initial survey and you would like to be added to the distribution list, e-mail your interest to [FSIS.Printing@fsis.printing.gov](mailto:FSIS.Printing@fsis.printing.gov).

D. The CFR is updated and printed by GPO per the following schedule: Titles 1-16, January; Titles 17-27, April; Titles 28-41, June; Titles 41-50, October.

## VIII. COPYING SERVICES

**For budget purposes and quality control, ALL requests for printing services performed IN-HOUSE by the Print Plant in the South Building, must first come through PGDS, NO EXCEPTIONS.** PGDS receives a monthly bill for all Agency printing and will deduct payment from the requestor's program office allocation if prior approval for printing is not received.

A. **Headquarters and GWCC Services.** Copying services are available at the short order station. Complete Form AD-413, Short Order Copier Work Requisition, supplied at the short order station. Use a separate request form for each service.

B. **Central Copier.** OO operates self-service copying stations and staffed central copying stations for USDA's headquarters complex. Contact PGDS for a list of copy station locations.

1. **Copying Request.** If 29 copies or less are needed, take printing jobs to any self-service copier station. If 30 copies or more are needed, prepare three copies of FSIS Form 2600-1. Deliver the original FSIS Form 2600-1 with the camera copy materials to PGDS. (**NOTE:** Prepare a separate request for each item to be printed.)

a. Self-service stations require a personal identification number to utilize a copier. To activate a copier, forward your request by e-mail to PGDS at [FSIS.Printing@fsis.usda.gov](mailto:FSIS.Printing@fsis.usda.gov), along with your name, program office, division, room number, telephone number, and the series of numbers (typically five digits) on the back of the requestor's identification badge. (**NOTE:** For customers with the LincPass badge, refer to the last five digits of the first set of numbers on the back of the badge. Activation takes 24 hours.)

b. Complete Form AD-413 to obtain duplicating services at the short-order stations. Submit Form AD-413 for each service. (**NOTE:** There is no direct charge to the program office because it is charged to the Agency. Be conscientious when submitting print requests. A monthly bill is sent to PGDS for review.)

2. **Color Copying.** Submit requests for color copying to PGDS during the planning stages to avoid costly charges. Some requests may require a justification letter.

C. **Field Printing Services.** Field locations should plan ahead for printing, allowing time for printing and mailing.

1. **In-house Copying.** PGDS accepts and pre-approves each field location's in-house copier needs through the Integrated Acquisitions System. Copier equipment must first be acquired through the Information Management and Analysis Branch.

2. **Outside Printing and Copying Requirements.** PGDS arranges for printing and copying that cannot be handled by in-house equipment. Contact PGDS in the early stages to assure timely completion of printing and mailing needs as follows:

a. Mail, fax, or e-mail requests to PGDS for unusual specifications approval or higher quality requirements that exceed in-house capability.

b. Contact PGDS for unique or recurring printing requirements (**example:** FSIS Beacon). PGDS develops special contracts or programs to accommodate these needs.

c. Furnish your program's management codes when requesting printing services.

## IX. **TURNAROUND SCHEDULE**

Many factors affect the time needed to complete printing jobs. They include quantity, complexity, and proofs. PGDS can negotiate with printing sources for recurring work that requires quick turnaround times. Contact PGDS when printing requirements have special needs (**examples:** rush printing or a high volume of print requests).

A. **GPO.** Writing specifications and awarding to the lowest bidding contractor are additional steps that should be considered when obtaining printing.

1. Under 2 weeks – Accelerated schedule. GPO charges a surcharge fee for an accelerated schedule. The print request is expedited before other requests to complete the printing job by the preferred date. The accelerated schedule does not guarantee the printing job will be completed in 2 weeks. (**NOTE:** Less technical printing jobs (**example:** memorandums) are not considered accelerated and can be completed in approximately 1 week.)

2. 3 to 4 weeks – Standard for non-specialty printing. Items include brochures, books, folders, posters, laminated cards, standard forms, etc.

3. 6 to 8 weeks – Standard for jobs with special specifications and large quantities. Items include specialty forms, multicolored kit folders, magnets, etc.

B. **Office of Operations.** Printing can usually be completed within 10 business days. Determining factors include complexity, paper, quantity, etc. In addition, scheduled or high-profile jobs are top priority (**example:** printing needs for the Secretary of Agriculture).

## X. **ONSITE PUBLICATION SERVICES**

For the Agency's convenience, a small quantity of Federal Acts, certificates, envelopes, and other supplies are available to customers. PGDS does not supply a full quantity of certificates and envelopes. It is the program area's responsibility to procure necessary supplies. If you are interested in whether a particular item is stocked, visit Room 0143-South Building or contact PGDS at 202-690-4662.

XI. **DISTRIBUTION SERVICE**

PGDS uses the ASDMail database to create mailing labels. Address information obtained from ASDMail is filtered through PBIS and RIS. Send a copy of the mailing label to PGDS with changes indicated. Field and inspection employees should contact their district offices for address updates. (**NOTE:** PGDS is not authorized to maintain or update field and inspection employees' addresses.) Headquarters offices should contact PGDS for additions or changes to their addresses and quantity needs.

- A. PGDS arranges for distribution of Agency-printed material.
- B. Field locations should plan ahead to ensure timely distribution and mailing.
- C. See Attachment 3-4, Sample Format for Mailing Labels, for a sample of the ASDMail label and the interpretation of its layout.
- D. OCHCO, Human Resources Policy office provides PGDS with mailing labels for employees' home addresses.



Assistant Administrator  
Office of Management

**SAMPLE FSIS FORM 2680-9, PROGRAM PUBLICATION CLEARANCE SHEET**

U.S. DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE  <b>PROGRAM PUBLICATION CLEARANCE SHEET</b>	PROGRAM OFFICE  <hr/> DATE INITIATED: _____ DATE NEEDED: _____	
TITLE		
DESCRIPTION		
AUTHOR	ROOM	PHONE AND FAX NUMBER
AUDIENCE/USE		
CLEARANCES		
NAME	DATE	
NAME	DATE	
NAME	DATE	
FSIS DIRECTOR	DATE	
ASSISTANT ADMINISTRATOR	DATE	
ADMINISTRATOR	DATE	
<small>FSIS Form 2680-9 (3/4/2010)</small>		

SAMPLE

**SAMPLE AD-59, REQUEST FOR MANUSCRIPT REVIEW**

UNITED STATES DEPARTMENT OF AGRICULTURE <b>REQUEST FOR MANUSCRIPT REVIEW</b> <i>(See reverse side for instructions)</i>	Agency	Date
	Manuscript <input type="checkbox"/> S1. revision <input type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Superseder <input type="checkbox"/> Reprint	Requested delivery date
Manuscript title	Series	
	No. copies	

**Justification For Printing** (Include (1) a brief description of contents, audience, and need for and timeliness of information; and, when applicable, (2) a justification for use of two or more colors of ink, separate covers, and special text or cover stock. (See DR 1420, section 9.)

SAMPLE

Paper Stock	Text	Cover	Recommended for sale by Superintendent of Documents
Ink Colors			<input type="checkbox"/> Yes <input type="checkbox"/> No
Est. printed pages	Trim size X	Half-tones no. Line drawings no.	Est. printing cost
Enclosures	<input type="checkbox"/> Manuscript <input type="checkbox"/> Request for Visual Services (AD-652)	<input type="checkbox"/> Illustrations <input type="checkbox"/> Negatives <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Interagency Clearance (AD-159)

REMARKS

*I certify that publication of this manuscript in the quantity and form requested is essential to the official business of the U. S. Department of Agriculture and that it has been prepared to meet exacting standards of economy and effectiveness. If a reprint, I certify text, references, and illustrations are up to date.*

Agency Publications Control Officer

Date

Agency Administrator

Date

Form AD-59 (1/86)

**SAMPLE FSIS FORM 2680-10, PHOTOGRAPHIC REVIEW AND CLEARANCE**

U.S. DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE

**PHOTOGRAPHIC REVIEW AND CLEARANCE**

1. TITLE OF PUBLICATION	2. DATE
-------------------------	---------

3. REQUESTING PROGRAM	4. CONTACT NAME	5. PHONE NUMBER
-----------------------	-----------------	-----------------

6. FORMAT

DIGITAL     SLIDES     PRINTS     OTHER \_\_\_\_\_

7. LIST OR IDENTIFY EACH PHOTO USED (Ex. Please see 4 images. Collage flyer (3 photos-man in wheelchair, lady looking at computer and kids running) page 7. Park Bench - page 8.)

NUMBER OF IMAGES:

8. ALL IMAGES ARE PROPERTY OF USDA/FSIS AND IN PUBLIC DOMAIN.     YES     NO

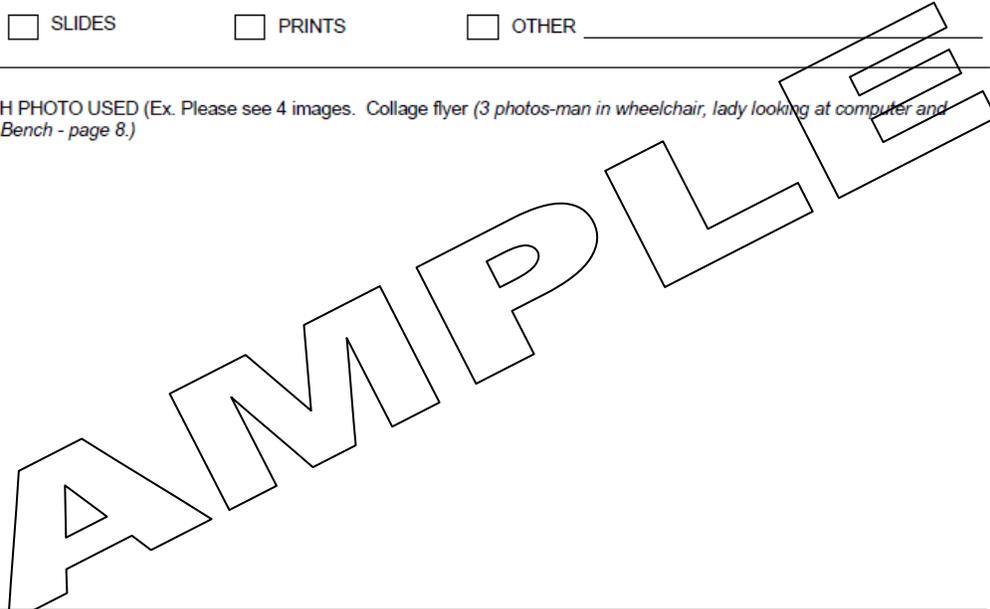
9. REQUESTER PROVIDED WRITTEN PERMISSION FOR USE OF IMAGES.     YES     NO

10. ALL IMAGES ARE PROPERTY OF (Ex. USDA/AGENCY/PROGRAM):

11. CONTROL NUMBER (Assigned by Office of Communications Photography Center)

12. SIGNATURE OF REVIEWER	<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED	13. DATE
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14. REASON FOR REJECTION



**SAMPLE FORMAT FOR MAILING LABELS**

@	-	#	◇	%	&	*
37/25	A27	AR0148	C4	608-10		
						<
000000 / 0000 / 000-0000/ E-1						
ASSISTANT ADMINISTRATOR						
USDA, FSIS, OM						
> 1400 INDEPENDENCE AVE, SW RM. 501						
WASHINGTON, DC 20250-3700						

- @ AGENCY NO. Two digit Agency number.
- LABEL REQUEST NO. Three digit reference or identification number, assigned to each label request. Use this number when referring to a specific mailing.
- # DATABASE and RECORD NO. Describes the address.  
**EXAMPLE:** A = ASD, D= DISTRICT, E= ESTABLISHMENT
- ◇ AGENCY REQUEST NO. Identifies the job number
- % DISTRIBUTION OPTION Describes the distribution selected.  
**EXAMPLES:** C4 = Regular distribution, Mailed to a domestic address.
- & LITERATURE CODE Three digit code to describe the material being mailed.
- \* COPY COUNT Number of copies being mailed.
- < EXAMPLE OF MAILING CONTAINER
 

E1	4 1/8 x 9 1/2"	T1	9 1/2 x 12 1/2"
E2	6 1/16 x 10 1/2"	T2	10 x 13 x 2"
E3	9 1/2 x 12"	T3	10 x 12 x 4"
- B Boxes
- > MAILING ADDRESS Sample illustrates first, second, third, and fourth line of an address.