

<b>Procedure Title:</b>	Publication Exceptions			
<b>Procedure Number:</b>	DHS-130-001-02	<b>Version:</b>	1.0	<b>Effective Date:</b> 12/08/2005

DHS Chief Administrative Officer

12/08/2005

Approved By: (Authorized Signer Name)

Date Approved

## Procedure

### **Section 1.** – Format, Method, Paper Stock, or Full-Color Printing Exceptions

If a reason exists to publish material in a non-standard format, use more than two colors including black, or use printing stock or methods outside the standards outlined in [DHS-130-001, DHS Publication & Graphic Design Policy](#) or the [DHS Publication Design Guide](#), the requestor shall obtain an exception.

Step	Responsible Party	Action
1.	Requestor	Complete the <a href="#">DHS 2001A, Publication Project Exception Request form</a> and forward to the Section Manager for approval.
2.	Section Manager	Review, and approve or deny request for exception. <ul style="list-style-type: none"> <li>• If approved, forward the exception request to the Program Administrator for final approval.</li> <li>• If denied, return to the Requestor.</li> </ul>
3.	Program Administrator	Review and approve or deny request for exception and return to Requestor or to Section Manager.
4.	Requestor or Section Manager	If request has been approved, forward the DHS 2001A form, along with a completed DHS 2001, Publication & Graphic Design Project Request form to DHS-PUBS as outlined in <a href="#">DHS-130-001-01, Publications &amp; Graphic Design Orders and Revisions Procedure</a> .  <b>NOTE:</b> If the DHS 2001A form was routed and approved, electronically, include authorizing emails along with the 2001A when submitted to WPDT.

### **Section 2.** - Layout, Design and Print Coordination Exception Requests

If a DHS program/office determines a business reason exists to handle publication layout, design and print coordination responsibilities, submit an exception request to the WPDT. (See [DHS-130-001, Publication and Graphic Design policy, Section 8.b.C.](#) for program/office responsibilities when an exception has been approved.)

Step	Responsible Party	Action
1.	Requestor	Complete the <a href="#">DHS 2001A, Publication Project Exception Request form</a> and forward to the Section Manager for approval.
2.	Program Administrator	Review and approve or deny request for exception and return to Section Manager.
3.	Section Manager	Forward approved DHS 2001A form to the DHS Web & Publication Design Team (WPDT).  <b>NOTE:</b> If the DHS 2001A form was routed and approved, electronically, include authorizing emails along with the 2001A when submitted to WPDT.
4.	DHS WPDT	<ol style="list-style-type: none"> <li>a. Evaluate the request as outlined in DHS-130-001, Publication and Graphic Design policy, Section 8.b.B.</li> <li>b. Approve or deny the request, and notify the requesting program/office.</li> <li>c. If approved, forward names of the designers identified on the DHS 2001A to Department of Administrative Services, Publishing and Distribution (DAS P&amp;D).</li> </ol>
5.	DAS P&D	Enroll designers into the DAS On-line Digital Print Ordering System and provide training and technical assistance as needed.
6.	WPDT	<ol style="list-style-type: none"> <li>a. Provide layout, design and printing consultation and assistance as requested and inform designers of publication and graphic design training opportunities that may become available.</li> <li>b. Audit a random sample of publications produced by authorized DHS offices, on a quarterly basis, to ensure those publications adhere to the standards set forth in the DHS Publication Design Guide and DHS-130-001, Publication and Graphic Design policy.</li> <li>c. Publications found to have a significant number of non-standard elements will be brought to the attention of the publishing office. WPDT, in discussion with the publishing office will determine a more appropriate method for design/layout and printing subsequent issues/revisions of the material.</li> </ol>

**Policy that applies:**

[DHS-130-001, Publications & Graphic Design Policy](#)

[DHS Publication Design Guide](#)

**Form(s) that apply:**

[DHS 2001, Publication & Graphic Design Project Request form](#)

**Contact(s):**

**Name:** Nicholas Kern; **Phone:** 503-269-7190; **Email:** [nicholas.m.kern@state.or.us](mailto:nicholas.m.kern@state.or.us)

**Procedure History:**

- **Version 1.0:**

12/08/2005 Initial Release

**Keywords:**

(List keywords here that might be used by someone to search for this policy on the internet)

