Business Cards Policy

BRIEF

Policy Summary
This policy describes the conditions for obtaining Berkeley Lab business cards.

Who Should Read This Policy
Persons who want Berkeley Lab business cards

To Read the Full Policy, Go To:
The POLICY tab of this wiki page

Contact Information
Information Technology Division
Creative Services

POLICY

A. Purpose
This policy describes the conditions for obtaining business cards from Lawrence Berkeley National Laboratory (Berkeley Lab, LBNL).

B. Persons Affected
Persons who want Berkeley Lab business cards

C. Exceptions
D. Policy Statement

1. The following requirements must be met to obtain Berkeley Lab business cards:
   a. Business cards may be provided to an employee (1) whose job requires regular interaction with representatives of federal agencies; other contractors; state, local, or foreign governments; private industry; or the general public; and (2) for whom a business card would facilitate prompt and efficient communication with such individuals and entities as a representative of Berkeley Lab for the Department of Energy (DOE).
   b. Under the terms and conditions of the DOE/LBNL Contract, discretion must be used in determining whether business cards will serve a suitable mission-related use.
   c. Business cards must be approved by a division director or designee in order to:
      i. Comply with the California Education Code and Berkeley Laboratory's Ethics and Conduct Policy by (1) avoiding possible misrepresentation of the University of California or the Laboratory and (2) preventing use of the University's name without permission from the Laboratory Director or designee.
      ii. Ensure the number of cards is kept to a reasonable amount, based on cost and percentage of use. Cards must include the following statement on the face: "Operated for the U.S. Department of Energy." Expense for cards meeting these conditions is paid by the individual's department or division.
   d. Creative Services provides graphic services for appropriate placement of logo and text, and coordinates the printing of cards created at a division's expense. Those wishing to pay for their own business cards may receive the camera-ready artwork to arrange for their own printing services.

2. Printing by Off-Site Printers: Regulations of the U.S. Congress Joint Committee on Printing prohibit the printing of business cards at government expense unless the conditions outlined in condition 1(a) above are met. Printing of business cards not meeting these conditions, by off-site printers not coordinated through the Government Publishing Officer in Creative Services, must be paid for directly by the employee. Purchase cards may not be used to pay for printing.

3. Requests for Authorization of Business Cards: Employees may request authorization of business cards from the relevant division director or designee by completing either an online Business Card Request form, or a printout of the form available here.
   a. Procedure for submitting the online form:
      i. Go to the online Business Card Request form. Complete the form by filling in the required fields under Requester Info, choosing the card style, filling in the Personal Info fields, and submitting the form.
      ii. Once the order form has been submitted online, an e-mail will be sent to the division director or designee to approve the business-card request, and to ensure compliance with the California Education Code. To avoid possible misrepresentation of the University or the Laboratory, this code prohibits use of the University's name without permission from the Laboratory Director or designee.
   b. Procedure for submitting a printout of the downloadable form:
      i. Go here to download the form. Print out the form, and fill in the information requested on both pages of the form.
      ii. Send the completed form to the appropriate division director or designee for his or her signature authorization.
      iii. Mail the signed form to Creative Services, Mail Stop 46R0125. The form may also be faxed to ext. 5333, or e-mailed to bizcards@lbl.gov.

E. Roles and Responsibilities

- Persons who wish to obtain Berkeley Lab business cards and persons who approve the use of Berkeley Lab business cards must adhere to the provisions of this policy.
- Creative Services must coordinate procurement of Berkeley Lab business cards, as long as condition 1(a) above is met.

F. Definitions/Acronyms

None

G. Recordkeeping Requirements

None

H. Implementing Documents
I. Contact Information

Information Technology Division
Creative Services

J. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2/2012</td>
<td>1</td>
<td>J. Weiner</td>
<td>Rewrite for wiki</td>
<td>All</td>
<td>Minor</td>
</tr>
<tr>
<td>7/25/2014</td>
<td>1.1</td>
<td>C. Youngquist</td>
<td>Reviewed 7/24/14.</td>
<td>Next review date</td>
<td>Minor</td>
</tr>
<tr>
<td>1/15/2015</td>
<td>1.2</td>
<td>C. Youngquist</td>
<td>&quot;Government Printing Officer&quot; changed to &quot;Government Publishing Officer&quot;</td>
<td>D</td>
<td>Editorial</td>
</tr>
<tr>
<td>6/29/2016</td>
<td>1.3</td>
<td>J. Weiner</td>
<td>Periodic review</td>
<td>All</td>
<td>Minor</td>
</tr>
<tr>
<td>8/26/2017</td>
<td>1.4</td>
<td>J. Weiner</td>
<td>Changed policy owner to Information Technology/Creative Services</td>
<td>All</td>
<td>Editorial</td>
</tr>
</tbody>
</table>

Document Information

DOCUMENT INFORMATION

<table>
<thead>
<tr>
<th>Title:</th>
<th>Business Cards Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document number</td>
<td>10.07.007.000</td>
</tr>
<tr>
<td>Revision number</td>
<td>1.4</td>
</tr>
<tr>
<td>Publication date:</td>
<td>8/26/2017</td>
</tr>
<tr>
<td>Effective date:</td>
<td>7/7/2011</td>
</tr>
<tr>
<td>Next review date:</td>
<td>6/29/2019</td>
</tr>
<tr>
<td>Policy Area:</td>
<td>Public Information and External Relations</td>
</tr>
<tr>
<td>RPM Section (home)</td>
<td>Information Management</td>
</tr>
<tr>
<td>RPM Section (cross-reference)</td>
<td>Section 1.21(C)</td>
</tr>
<tr>
<td>Functional Division</td>
<td>Information Technology/Creative Services</td>
</tr>
<tr>
<td>Prior reference information</td>
<td>RPM Section 1.21(C)</td>
</tr>
</tbody>
</table>

Source Requirements Documents

- Berkeley Lab Ethics and Conduct Policy
- University of California Standards of Ethical Conduct
- California Education Code
Implementing Documents

<table>
<thead>
<tr>
<th>Document number</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business Card Request Form</td>
<td>Form</td>
</tr>
</tbody>
</table>