

Per SAM Section 2877, State In-Plants as defined in SAM section 2875(A), must maintain production activities and report those activities to the Department of General Services (DGS) Office of State Publishing (OSP) on an annual basis. The IPPOR report should be submitted to the inplantopsmanager@dgs.ca.gov inbox by February 1st each calendar year.

Section 1: Location Summary

Please enter the location name, city, head of in-plant, and contact email for each in-plant location within the department.

Location Name	City	Head of In-Plant	Contact Email

Section 2: In-Plant Production Hours

Using data points and totals derived from the “Certification Data” tab of the accompanying IPPOR spreadsheet, fill out the tables below. If any data requires correction after submission that results in a change to one of the fields below, a new certification will need to be completed, resigned, and submitted to the inplantopsmanager@dgs.ca.gov inbox within 30 calendar days.

Locations	Total Staff
Management Staff	Digital Impressions
Production Staff	Offset Impressions
Support Staff	Total Impressions
Digital Press Equipment	Digital Production Hours
Offset Press Equipment	Offset Production Hours
Wide Format Press Equipment	Wide Format Production Hours
Bindery/Finishing Equipment	Bindery/Finishing Production Hours
Total Equipment	Total Production Hours

Section 3: Acknowledgement and Signature

I hereby certify that I have reviewed the information contained in the In-Plant Printing Operations Report (IPPOR) Certification and attached spreadsheet(s) and certify that all responses relating to this Agency’s printing operations recorded on the submitted documents are true and correct.

This signature shall be by the submitting department’s Deputy Director over Administration or equivalent as required per SAM Section 2875F. Once the form is signed, the Admin Deputy Director or equivalent must submit the certification and accompanying Equipment Spreadsheet(s) to the inplantopsmanager@dgs.ca.gov by inbox February 1st each calendar year.

Full Name (print or type)	Title
Signature	Date