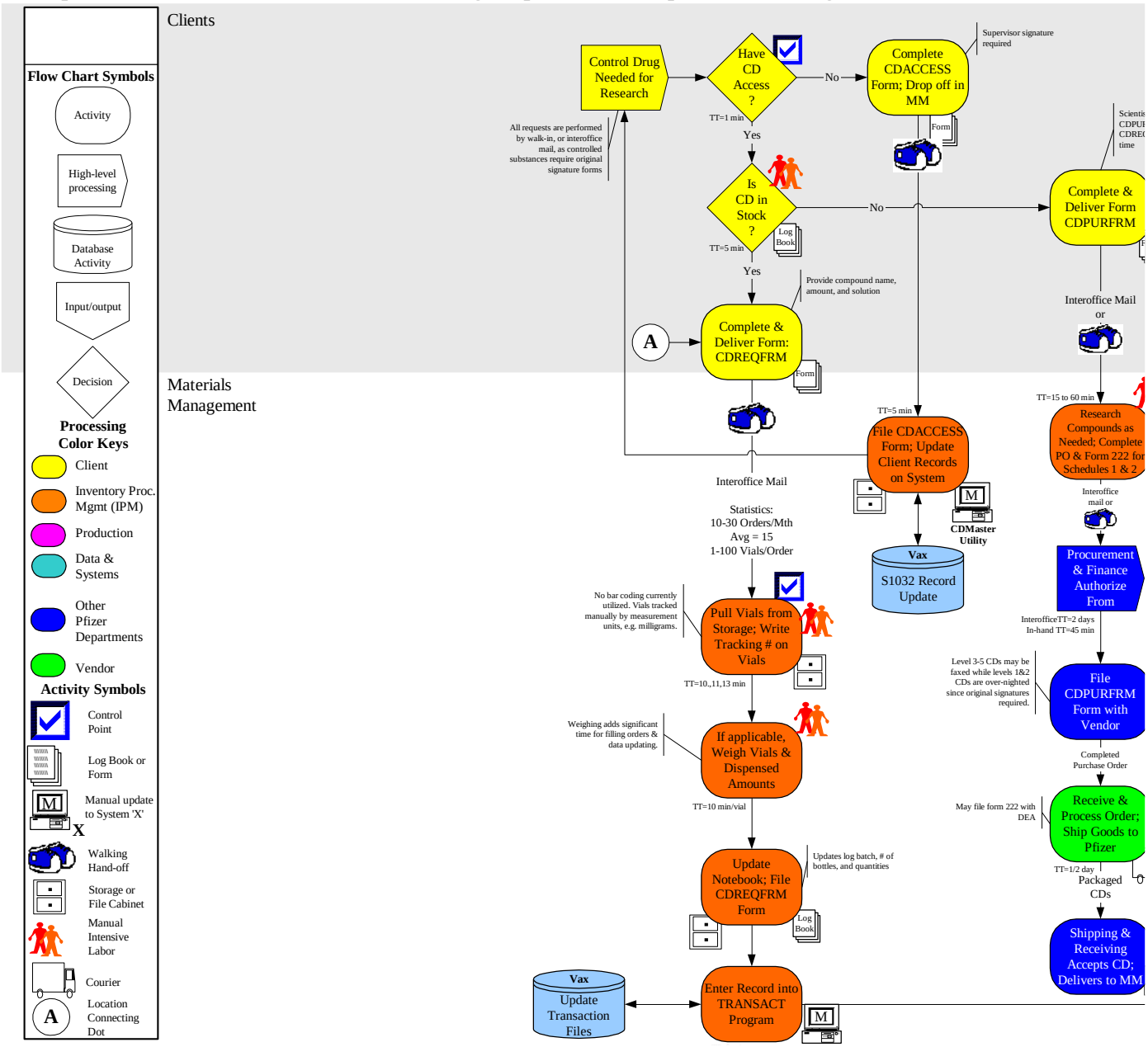
Flow Chart Symbols
Activity
High-level processing
Database Activity
Input/output
Decision
Processing Color Keys
Client
Inventory Proc. Mgmt (IPM)
Production
Data & Systems
Other Pfizer Departments
Vendor
Activity Symbols
Control Point
Log Book or Form
Manual update to System 'X'
Walking Hand-off
Storage or File Cabinet
Manual Intensive Labor
Courier
Location Connecting Dot
Clients
Materials Management
Control Drug Needed for Research
All requests are performed by walk-in, or interoffice mail, as controlled substances require original signature forms
Have CD Access ?
TT=1 min
No
Yes
Complete CDACCESS Form; Drop off in MM
Supervisor signature required
Form
Is CD in Stock ?
TT=5 min
Log Book
No
Yes
Complete & Deliver Form CDPURFRM
Interoffice Mail or
Provide compound name, amount, and solution
A
Complete & Deliver Form: CDREQFRM
Form
Interoffice Mail
TT=5 min
File CDACCESS Form; Update Client Records on System
M
CDMaster Utility
Vax
S1032 Record Update
TT=15 to 60 min
Research Compounds as Needed; Complete PO & Form 222 for Schedules 1 & 2
Interoffice mail or
Procurement & Finance Authorize From
InterofficeTT=2 days In-hand TT=45 min
Level 3-5 CDs may be faxed while levels 1&2 CDs are over-nighted since original signatures required.
File CDPURFRM Form with Vendor
Completed Purchase Order
May file form 222 with DEA
Receive & Process Order; Ship Goods to Pfizer
TT=1/2 day
Packaged CDs
Shipping & Receiving Accepts CD; Delivers to MM
Statistics:
10-30 Orders/Mth
Avg = 15
1-100 Vials/Order
No bar coding currently utilized. Vials tracked manually by measurement units, e.g. milligrams.
Pull Vials from Storage; Write Tracking # on Vials
TT=10.,11,13 min
Weighing adds significant time for filling orders & data updating.
If applicable, Weigh Vials & Dispensed Amounts
TT=10 min/vial
Updates log batch, # of bottles, and quantities
Update Notebook; File CDREQFRM Form
Log Book
Vax
Update Transaction Files
Enter Record into TRANSACT Program
M