

Managing BlueBin Technology Stock-Outs

Description: During the daily BlueBin fill process, at times there will be “stock-out” situations that need to be quickly identified and remedied. This procedure defines the identification process that happens in the BBT Stage area.

Related: Form #3000 - Servicing BlueBin Technology Nodes
Form #3001 – BlueBin Stage Operations
Form #3002 – Filling BlueBin Orders – Art of Bin Fill

Procedure:

1. After the BlueBin scanning process is completed (see Form #3001 for complete procedure), product will begin to arrive within 24 hours to fill the kanbans (some may take longer than 24 hours).
2. During the “fill” process it is found that a BBT kanban cannot be filled 100% complete (the order was not shipped, or short shipped from the supplier or from the hospital’s central warehouse), the following process will be followed:
 - a. Return the “stocked-out” bin or card to its originating Stage Rack. Note “stock-outs” are defined as a bin or card that cannot be 100% filled from the supplier or central warehouse.
 - b. Remove a STOCKOUT tag from the SUPPLIES ONLY bin located on top of the Stage Rack.
 - c. Note today’s date in the DATE square of the tag.
 - d. Adhere the tag on to the back of the bin and place the bin “tag forward” on top the the bin’s designated Stage Rack:



NOTE: Do not adhere the stock-out tag to the barcode or any other bin label as the adhesive may destroy the active bin label. Always adhere the tag to the top of the bin as shown above.

- e. If the stock-out is associated with a BBT card item, place the "stocked-out" kanban card in the STOCKOUT CARDS bin on top of the BBT card's designated Stage Rack:



- f. Fill out a STOCKOUT tag as described in Steps B and C above and adhere the tag to the front of the acrylic STOCKOUT CARDS bin:



- g. Once identified, stock-outs will be managed and filled by the area Supervisor.