

## BlueBin Kanban & Stage Maintenance

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**Description:** The BlueBin Technology (BBT) staging area cycles bins for all active BBT Nodes. It serves as the scanning location for empty bins collected from nodes and as a gathering point for all bins that have been filled by Supply Chain Management (SCM). There are designated areas on each "Stage Rack" for each BBT Node in the hospital.

**Related:** Form #3000 - Servicing BlueBin Technology Nodes  
Form #3001 – BlueBin Stage Operations  
Form #3003 – Managing BlueBin Technology Stock-Outs

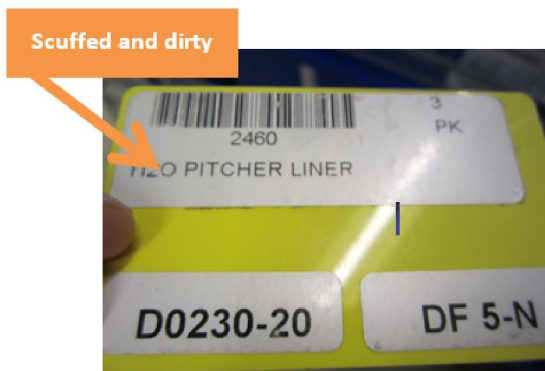
### Procedure:

1. Everyone is responsible for ensuring that all work-areas of the BlueBin operation (stage, fill cell, nodes, etc) are neat and tidy, that carts, signage, bins and cards are in good condition, and that any concerns have been addressed with your Supervisor.
2. Each SCM shift will visually sweep the staging and fill areas of the BBT operation, paying specific attentions to:
  - Condition of bins and cards
  - General appearance of the workareas
  - Condition of signage
  - Any orphaned products or misplaced bins
  - Trash and other debris in the area
  - Supplies for the operations (stock-out tags, markers, etc) are stocked and ready to use
3. IMPORTANT: Bins and cards located in the area (whether in Stage or in the Filling Work-Areas) should be inspected for cleanliness and function (label maintenance, etc) everytime they are handled. Bins and cards with missing, dirty, or faded labels should corrected prior to fill and/or passing to the next operation in the process.
4. The Stage and Fill work-areas of the BlueBin operation are designed to easily identify hardware and/or supplies that are out of place, and/or in need of repair. It is everyone's responsibility to ensure everything is in order and all hardware is functioning as originally designed. The following areas of concern are referenced as way of example:
5. Signs and labels should be clearly visible, accurate, and in good condition. Alert your Supervisor (or program lead) if signs need to be corrected or replaced.

6. Stage racks must remain stationed in their designated locations. If racks begin to weaken or appear worn, alert the SPD Manager to assess if should be reinforced or replaced. All racks should be neat, tidy, and clear of garbage both on the racks and surrounding floors.



7. Cards and bins should be clean and their labels readable. If dirty, clean the kanban with an antibacterial towelette or alert the SCM Supervisor if a replacement is needed. If bin or card labels are missing, peeling, tearing, scuffed, etc., alert your Supervisor (or program lead) immediately.



8. Supply bins on the top of each Stage Rack must only contain supplies for designating Stockouts. This includes a stockout tags, and small white adhesive labels for affixing stockout slips to bins.



Supplies needed for the operation are filled and ready for use