

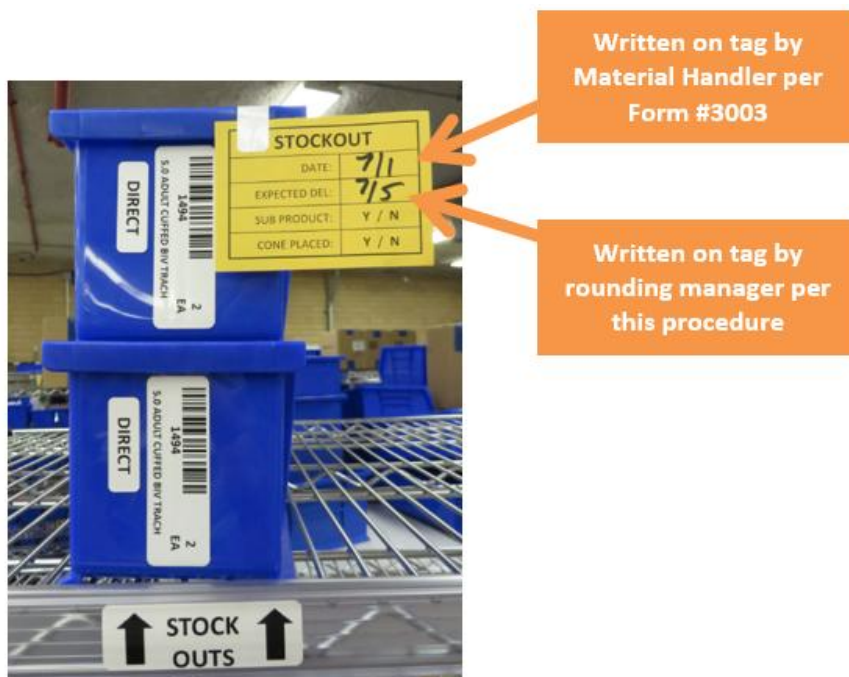
BBT Orange Cone Process

Description: The BBT “Orange Cone” process is used to follow-out on kanban stock-outs, as well as notify clinical end-users when they can expect their kanbans to be filled and delivered (in the event there is stock-out). This process is performed by the supervisory staff of the SCM department.

Related: Form #3003 – Managing BlueBin Technology Stock-Outs

Procedure:

1. The SCM Supervisor, Manager or Director (manager) will round the BlueBin Stage Area at least once per day after the daily fill cycle has been completed.
2. If in the event a stock-out has been identified during the fill-event (see Form #3003 for complete procedure), the rounding manager will perform the following steps:
 - a. Manager will follow-up on every identified stock-out by connecting with the buyer of the product (or other source) to determine the exact date in which the product will be delivered (kanban filled).
 - b. Once the date is determined, the rounding manager will write this date onto the STOCK-OUT TAG hanging from the bin.



- c. If in the event both bins of the same product, (for the same Node) are discovered in the Stage Area (the clinical area is completely “stock-out”) the rounding manager will also dispatch an ORANGE CONE with the estimated delivery date to be placed in the bin’s location within the originating Node. The orange cone serves to notify clinical end-users that:
- SCM is aware of the stock-out,
 - SCM is expediting the delivery, and
 - SCM expects to deliver the full kanban (to the Node) on the date specified on the cone:



3. Upon delivery of the supplies to the Stage Area, the stock-out bins will be filled and immediately taken to the originating Node (placed in position per Form #3000). The orange cone will be retrieved and returned to its designated holding bin located on top of the Stage Rack:

