

Filling BlueBin Supply Orders (Art of Bin Fill)

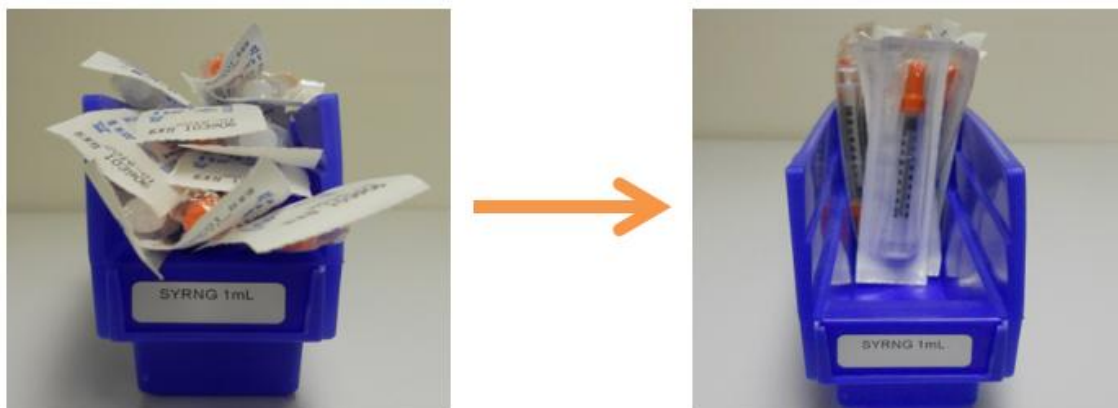
Description: Once an Order for a BlueBin Technology (BBT) bin is placed and picked (or received); this procedure explains how to appropriately “pack” the bin as the filling process is conducted.

Related: Form #3000 – Servicing BlueBin Technology Nodes
Form #3001 – BlueBin Stage Operations
Form #3003 – Managing BlueBin Technology Stock-Outs
Form #3004 – BlueBin Kanban & Stage Maintenance

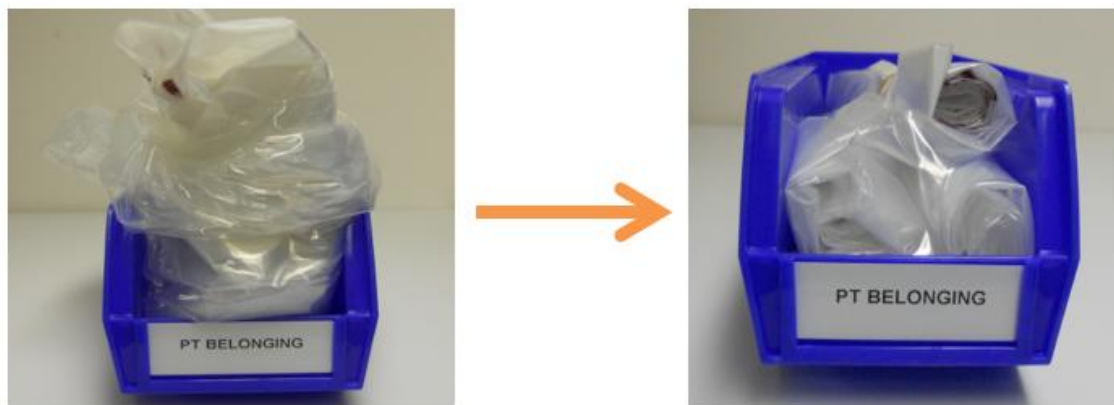
Procedure:

This procedure describes the “bin fill” techniques needed as you are conducting the bin filling operations of the BlueBin Technology system.

1. When filling bins, ensure the products placed in bins are done so in a fashion that is easy to retrieve by the end-user. Occasionally a bin will require extra prep time to ensure the product is stocked in the bin correctly. For example:
 - a. Items that would “spill over” if packed horizontally should be packed into the bin vertically:



- b. Items that lend themselves to folding (like patient belonging bags) should be neatly rolled or folded with a rubber band securing them to ensure they can be easily retrieved (without upsetting bin contents) by the end-user:



- 2. Where applicable, separate items so they can be retrieved by the end-user one (1) unit at a time.
- 3. Products should not be so crowded that if the end-user takes one (1), five (5) fall out. If you are uncertain the items “fit” appropriately, notify your Supervisor prior to delivering the bin the BBT Node.

NOTE: Use your best judgment. Product placed in a BBT bin should be neat and orderly every time.