



HELP

SUPPLIES A MESS?

10 WAYS TO ELIMINATE WASTE

1. **Sort your supplies.** Keep the ones you need and get rid of the ones you don't. Separate the ones you're not sure about, then get the information you need to make a decision.
2. **Give everyone in the department a chance** to say why something should be kept.
3. **Organize supplies**, keeping safety in mind (e.g., don't set it up so people will have to lift something that's too heavy). Label where supplies belong.
4. **Set "par" levels:** How much should always be on hand?
5. **Establish a signal** for when supplies need to be re-ordered or are getting close to their expiration date.
6. **Set up a system** for making sure supplies stay organized.
7. **Check in with team members periodically** to see if the new system needs fine-tuning.
8. **Investigate** whether you can consolidate orders with other departments that use the same supplies.
9. **Inspire the team:** Calculate how much money is being saved with the new system.
10. **Tell your story:** Take before and after pictures to help inspire other departments to tackle waste in their units.

