**5S RED TAG USAGE INSTRUCTIONS**

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| --- | --- |
| Apply Date | **Date item placed into area** |

|  |  |
| --- | --- |
| Department | **Area item came from** |

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Disposal**Place in Red Tag****area for further disposition** |  | **What do you want done with the item?** |
| Storage**Must include reason and how long (see below)** |  |

|  |  |
| --- | --- |
| Storage Reason(s) | Maximum storage opportunity 3 months |
| **Why you want it stored, if you choose storage** |
| **Indicate length of storage** |
|  |

|  |  |
| --- | --- |
| Item Description | **Brief description** |
|  |
|  |

|  |  |
| --- | --- |
| Quantity | **Quantity, if more than one** |

|  |  |  |  |
| --- | --- | --- | --- |
| Reasons | Working |  |  |
| Not Working |  |
| Not Needed |  |
| Other: |  |
| **The items status, check all that apply** |

|  |  |  |  |
| --- | --- | --- | --- |
| Release Approval | Dispose of |  | **Final action of item** |
| Donate |  | **Check when item is removed from area** |
| Store |  |  |

|  |  |
| --- | --- |
| Expiry Date | **Final date item is to be removed from area** |

Shared Health works collaboratively with our provincial service

delivery partners to develop and deliver lean training to staff across Manitoba.

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