1.0 Empty and clean kit and get address card from kit

2.0 Non-used consumables returned?
   YES
   3.0 Surplus returned consumable materials
   NO

4.0 Inspect and sort surplused consumable materials

5.0 Repack sorted consumable materials and place in consumable inventory

6.0 Pre-packaged consumables placed in kit

7.0 Durables counted and replaced from inventory

9.0 Record quantity missing on form SMC00472-1 and attach address to form
10.0 Enter durable results into database - missing
11.0 Merge data onto communication (memo) to assigned teacher
12.0 Send memo to teacher listing quantity missing and procedures to return items

8.0 Durable quantity missing?
   YES
   15.0 Current inventory sheet checked by packer and placed in kit
   NO
   14.0 Durable placed in inventory
13.0 Teacher returns missing durable materials and database is adjusted/corrected
16.0 Two kit closure ties taped to inside of kit lid
17.0 Kit secured with one color tie and one white tie
18.0 Refurbished kits are organized by kit title

End Process
Taylor Science Materials Center – Kit Refurbishment Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Empty and clean kit and get address card from kit

This process is completed in Summer/mid-November/late December to January/Spring.

Step 2.0: Non-used consumables returned?

If yes, proceed to Step 3.0. If no, skip to Step 7.0.

Step 3.0: Surplus returned consumable materials

Step 4.0: Inspect and sort surplused consumable materials

Step 5.0: Repack sorted consumable materials and place in consumable inventory

Step 6.0: Pre-packaged consumables place in kit

Step 7.0: Durables counted and replaced from inventory

Step 8.0: Durable quantity missing?

If yes, proceed to Step 9.0. If no, skip to Step 15.0.

Step 9.0: Record quantity missing on form SMC00472-1 and attach address to form

Step 10.0: Enter durable results into database - missing

This step is completed in late August/mid-December/early April.

Step 11.0: Merge data onto communication (memo) to assigned teacher

Step 12.0: Send memo to teacher listing quantity missing and procedures to return items

Step 13.0: Teacher returns missing durable materials and database is adjusted/corrected

Step 14.0: Durable placed in inventory

Step 15.0: Current inventory sheet checked by packer and placed in kit

Step 16.0: Two kit closure ties taped to inside of kit lid

Step 17.0: Kit secured with one color tie and one white tie

Step 18.0: Refurbished kits are organized by kit title