



# Inventory Management

Technology Received

Inventoried

Intention Determined



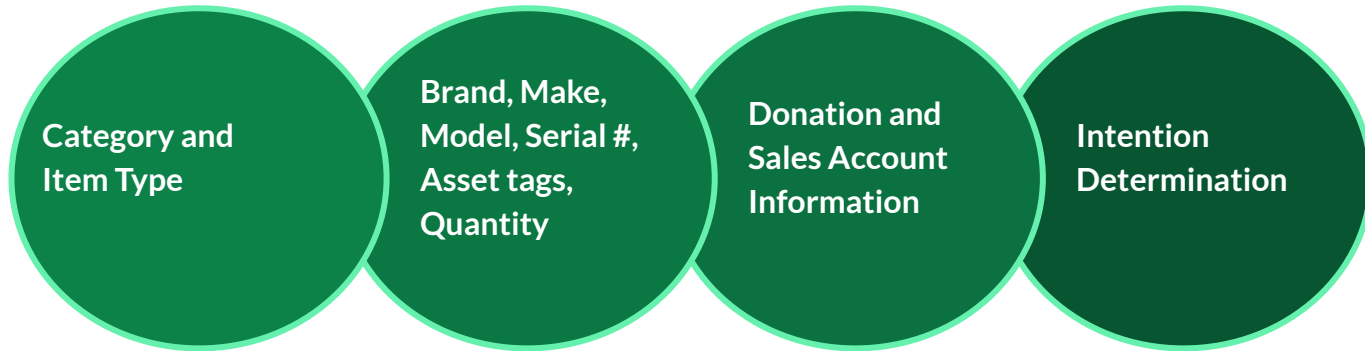
## Technology received



**Best Practice:** Items palletized and tagged with unique ID at location to keep track of loads and items throughout process. Unique ID ties to donor information, date received, and other relevant information (like sales account team).

**Best Practice:** Same system used for receiving, managing, and shipping inventory

# Inventory Process



**Note:** Donor requirements may vary by item type:

- 1) Computers, laptops, printers
  - Make, Model #, Serial #
- 2) Phones, Switches
  - Make, Model #

**Best Practice:** Use of Asset tags and barcode scanners for pallet donation ID tags, assets tags, and serial numbers to reduce data entry errors.



**Best Practice:** Remove hard drive for data wiping. Inventory hard drives and place in secure area until wiped. If unable to remove hard drive, put entire device in secure area.

# Intention Determination

## 1 Review Item Type/Condition

Use predetermined rules based on item condition to assist with inventory flow (e.g. broken screens immediately recycled).



## 2 Review Item Specifications

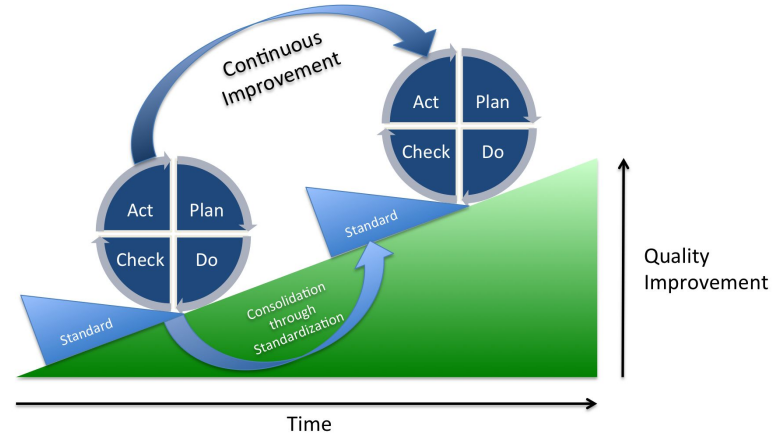
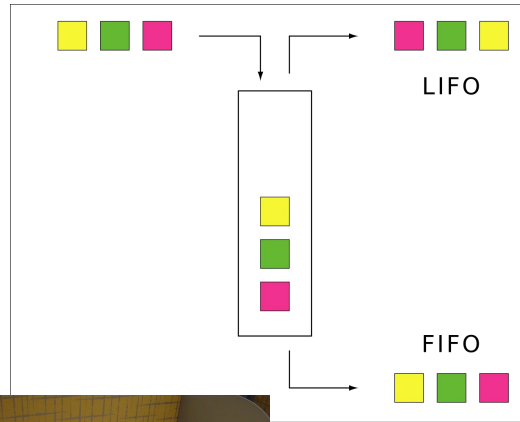
Use predetermined rules based on technology quality and/or price to assist with inventory flow (e.g. items less than \$35 not eligible to continue through processing for resale).



## 3 Determine Process Flow

Options: 1) Process for resale or donation; or, 2) Recycle/e-waste. Separate process flows should be in place for each intention category of items and items themselves.

# Lean Management



# 5s Examples







# Resources

## Websites

- ASQ - <https://asq.org/quality-resources/learn-about-quality>
- Lean Enterprise Institute - <https://www.lean.org/>

## Literature

- [Toyota Kata](#) by Mike Rother
- [A Factory of One](#) by Daniel Markovitz
- [Learning to See: Value Stream Mapping to Add Value and Eliminate MUDA](#) by Mike Rother and John Shook
- [The Toyota Way](#) by Jeffrey Liker
- [Humble Inquiry](#) by Edgar Schein