Depositing material from MRU to Distribution

Effective 14 NOV 2013

Trucks:

1. All incoming trucks should have a filled-out “To distribution” sheet attached, and should be left in the parking lot.
2. It has been past practice to simply drop off trucks of backlogged materials near the areas where they are shelved. We have however started to count all incoming materials and it is therefore important that all trucks, regardless of content, coming from MRU be placed in the parking lot along with the rest. Since we count everything including backlogged materials, please place in Distribution all incoming trucks irrespective of content. A fully filled out “To distribution” sheet is also required for each truck of backlogged materials.
3. Partial trucks are fine, though if there are fewer than twenty items, it may be better to deposit the material on the lone bank of Incoming Materials shelves.
4. MRU and PromptCat trucks have priority for sorting, and all emptied MRU trucks will be returned to MRU as quickly as possible. If an MRU truck cannot be left in Distribution, please contact the Distribution work leader. Do not empty trucks onto the Incoming Materials shelves.

Incoming Materials shelves

1. The incoming shelves should be used when dropping off 1-20 items.
2. When not dropping off materials via a truck, do not place incoming MRU materials anywhere other than on the incoming shelves. Placing incoming materials not grouped together on a truck anywhere other than the Incoming Materials shelves defeats our quantification of incoming materials. It’s also fairly common for materials placed directly into the work flow “where they’re supposed to go” by untrained individuals results in materials getting misrouted.