

# 5S Taping

5S includes a taping system to aid the visual inspection of lab tidiness. This makes it easy to see when something is out of place, and each colored tape has a specific meaning that is shown below.

There are 2 tape widths that are used:

2" colored tape is used on the floor

1" yellow tape should only be used on countertops & benches

## Floor Taping

### Color meaning

## 5S Floor Taping Standards

<u>Tape Color</u>	<u>Application</u>	<u>Examples</u>
	Permanent location for equipment	Equipment, cabinets, furniture, waste baskets
	Temporary storage location	WIP, Finished Goods, Carts
	Biohazards	Biohazard waste collection containers
	Hazardous chemical waste	Chemical waste collection containers
	Safety equipment	Eye wash stations, safety showers, spill kits, respirators
	Radiation	Radioactive waste collection containers
	Electrical equipment access	Area in front of electrical panels and switch gear
	Fire and emergency equipment	Fire extinguishers, doors, panels
	Change in protective equipment requirements	Designated PPE (safety glasses, lab coats, etc.) required past this line.

### Tape in stock

- 1" Yellow
- 2" Blue
- 2" Red
- 2" Green
- 2" Yellow
- 2" Purple
- 2" Red & White Stripe
- 2" Yellow & Black Stripe
- 2" Orange

### Taping procedure

1. Place the appropriate colored tape on the floor, completely enclosing the piece of equipment. **Note** If the equipment is against the wall, it is not necessary to tape along the wall.

2. Using the Brother P-touch Label printer, make a label with the Name of the item **in all capitals** with the following settings **Note** that the settings are saved, so although you should check them, most likely they will not change.
3. Text settings ('Text' button right under the screen)
  - a. Font: BRU
  - b. Size: L
  - c. Width: 1
  - d. Style1: OFF
  - e. Style2: OFF
4. Label settings ('Label' button right under screen)
  - a. Frame: OFF
  - b. Align: C
  - c. Length: Auto
5. Press the 'Print' button. If this is the first label made during the session, a small piece of label will be fed and cut off prior to printing the actual label. After printing, your label will not be cut until either the next label is printed or the Feed & Cut button is pressed (Scissors button next to 'Print'). If multiple labels are needed, simply print all labels, and for the last one use the Feed & Cut button.
6. Place the label onto the tape (**NOT** directly onto the floor), in a visible location as close to the center of the item as possible.

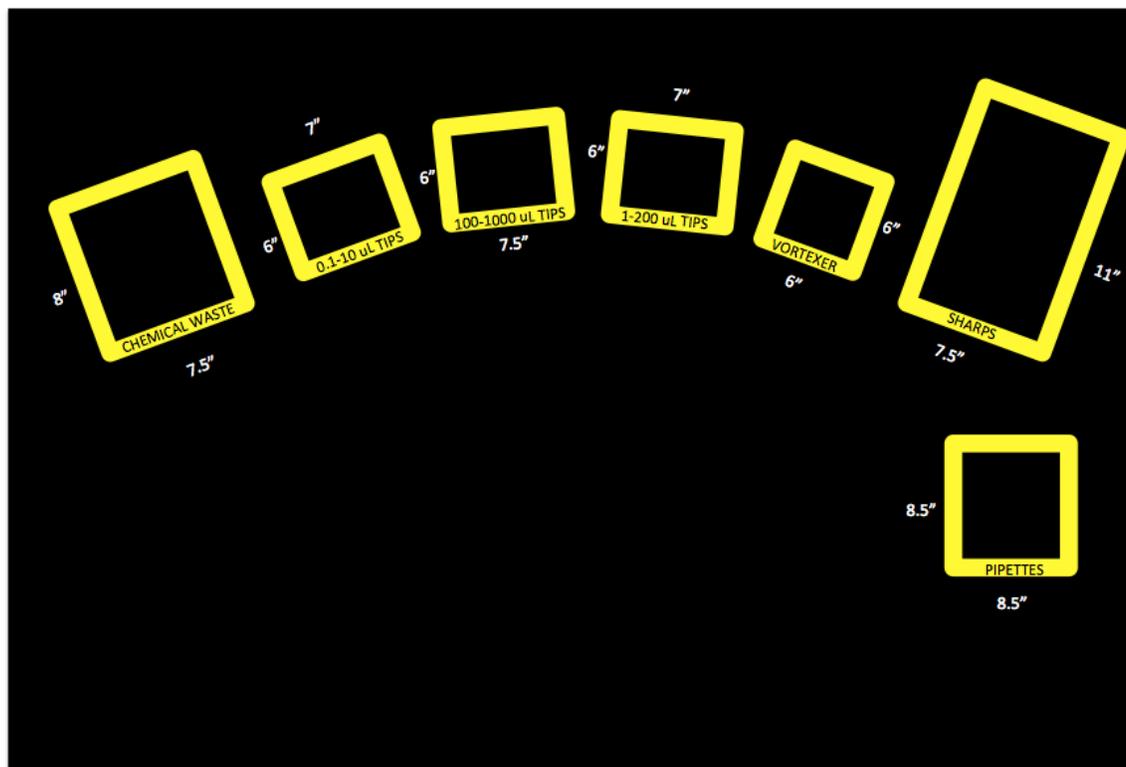
## Bench Marking

### Taping

As mentioned above, all taping done on countertops & benches uses the 1" yellow tape.

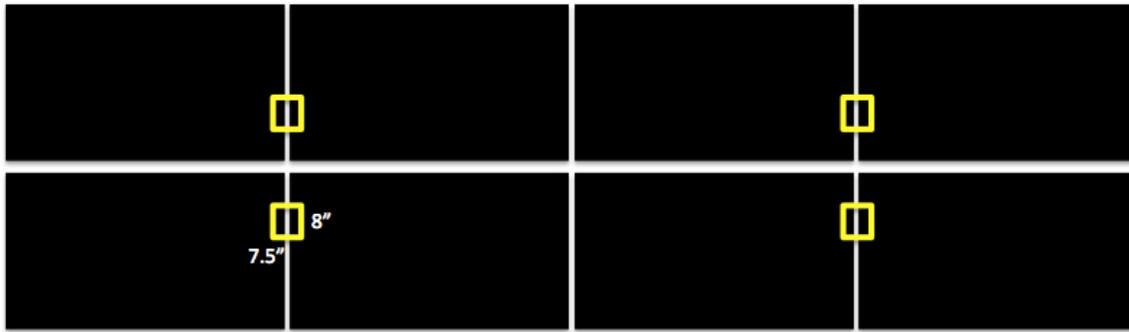
For large equipment (bioanalyzers, centrifuges, etc.) follow the same procedure outlined above for floor taping.

For lab benches, we mark the positions of all pipette tip boxes, sharps containers. Because the benches are not individually assigned, someone should have the ability to move from 1 bench to another, and still be able to quickly find any needed items. So, there is a standard layout that is shown below, and should be followed for all benches.

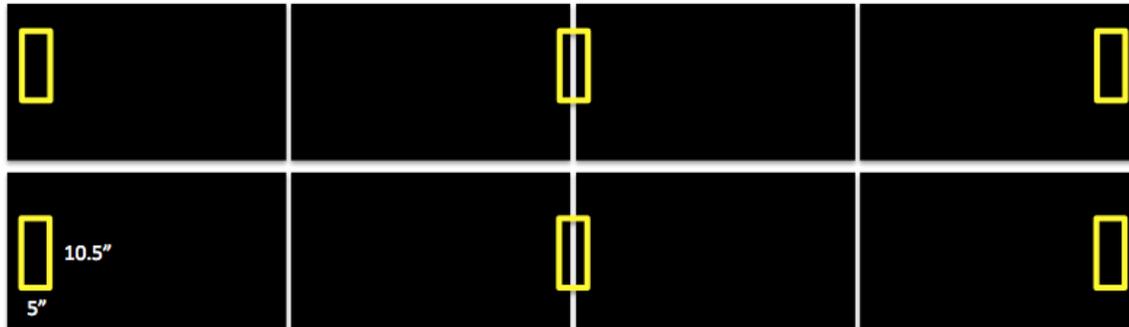


Besides those items shown in the layout, there are also mini centrifuges, and lab-tape dispensers.

1. The centrifuges are placed in the middle of 2 benches, as shown below (tape sizes: Width: 7.5", Depth: 8")



2. The lab-tape dispensers are located in the following configuration (tape sizes: Width: 5", Depth: 10.5"):



## Labels

1. For each bench, create the following Labels using Brother P-touch label maker using the same settings described above for the floor labels
  - a. Chemical Waste
  - b. 0.1-10 ul Tips
  - c. 100-1000 ul Tips
  - d. 1-200 ul Tips
  - e. Vortexer
  - f. Sharps
  - g. Pipettes
2. Create a label for each lab-tape dispenser (6) with name 'Tape'
3. Create a label for each mini-centrifuge (4) with name 'Centrifuge'