

# RED TAG

Date:

Location:

Name of item:

REASON FOR TAGGING:

Not needed

Broken

Obsolete

Other (please state)

NEXT STEPS:

Discard

Move to (give details)

Store in red tag area until:

# RED TAG

Date:

Location:

Name of item:

REASON FOR TAGGING:

Not needed

Broken

Obsolete

Other (please state)

NEXT STEPS:

Discard

Move to (give details)

Store in red tag area until:

# RED TAG

Date:

Location:

Name of item:

REASON FOR TAGGING:

Not needed

Broken

Obsolete

Other (please state)

NEXT STEPS:

Discard

Move to (give details)

Store in red tag area until:

# RED TAG

Date:

Location:

Name of item:

REASON FOR TAGGING:

Not needed

Broken

Obsolete

Other (please state)

NEXT STEPS:

Discard

Move to (give details)

Store in red tag area until: