



HOW TO RUN A SORTING GROUP

Rules of Sorting

- Before sorting make sure there are garbage cans for items that have expired.
- Show group members where the bags, pens, and labels are
- Bag sizes are Small, Medium and Large

Sorting Steps

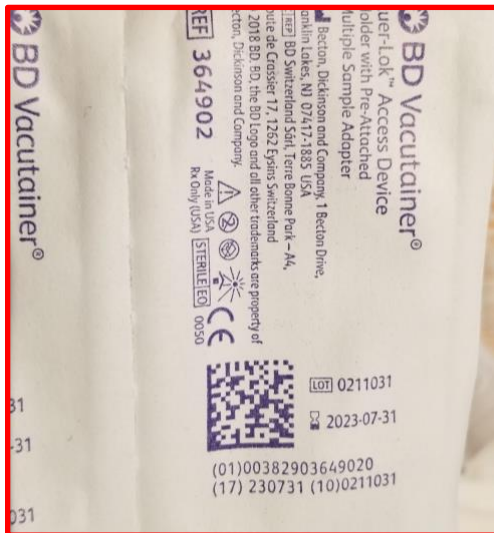
1. **Grab a plastic bin** (bins will be provided -- either pink or white)



2. **Collect like items** (same product and size)



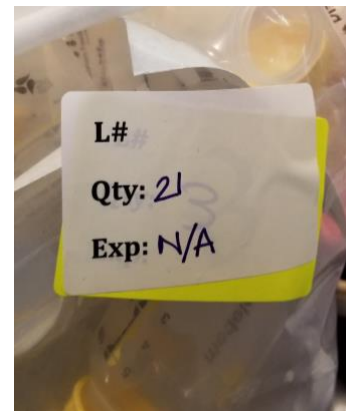
3. Check expiration date of each item. Expiration date is at least 15 months from the date of your sorting event. For example, if today's date is December 2, 2020, the expiration date to look for is March 2, 2022 (or 2022-03-02) or later. The following images are some examples of how to identify the expiration date. For more help on this step, please see the FAQ section of this handout.



4. Count all like items that you have found.

5. Bag and label items.

- a. For the label only write the quantity and expiration date.
- b. Please do not write anything next to the [L#:] (lotting number)



**If you need physical instructions, please click the link and watch a visual step-by-step version: <https://www.youtube.com/watch?v=it9i87OkSCs&t=1s>

Frequently Asked Questions

1. Question: Why do we need to throw out medical supplies that aren't expired yet?

Answer: The packaging and shipping process to countries in need can take a while and we need to ensure the products being sent are good for at least 15 months.

2. Question: How do I find the expiration date?

Answer: Look for the hourglass symbol or look for "exp". Oftentimes the expiration date may be translucent on the item or may be extremely tiny. Take a close careful look for the expiration date. If you cannot find an expiration date, then that means the item has no expiration date. Note: the manufacturing symbol and date does not mean expiration date. The manufacturing date indicates when the item was manufactured.



Expiration Date



Manufacturing Date

3. Question: What if there is no expiration date?

Answer: Write "N/A" (not available)

4. Question: What do I do if there are different expiration dates for an item?

Answer: Write the earliest date on the label.

5. Question: What expired items do we keep?

Answer: We keep the following:

- Gauze
- Gloves
- Kits
- Tape