



12

Managing Uncertainty in a Supply Chain: Safety Inventory

*PowerPoint presentation to accompany
Chopra and Meindl Supply Chain Management, 5e*



Learning Objectives

1. Understand the role of safety inventory in a supply chain
2. Identify factors that influence the required level of safety inventory
3. Describe different measures of product availability
4. Utilize managerial levers available to lower safety inventory and improve product availability



The Role of Safety Inventory

- *Safety inventory* is carried to satisfy demand that exceeds the amount forecasted
 - Raising the level of safety inventory increases product availability and thus the margin captured from customer purchases
 - Raising the level of safety inventory increases inventory holding costs

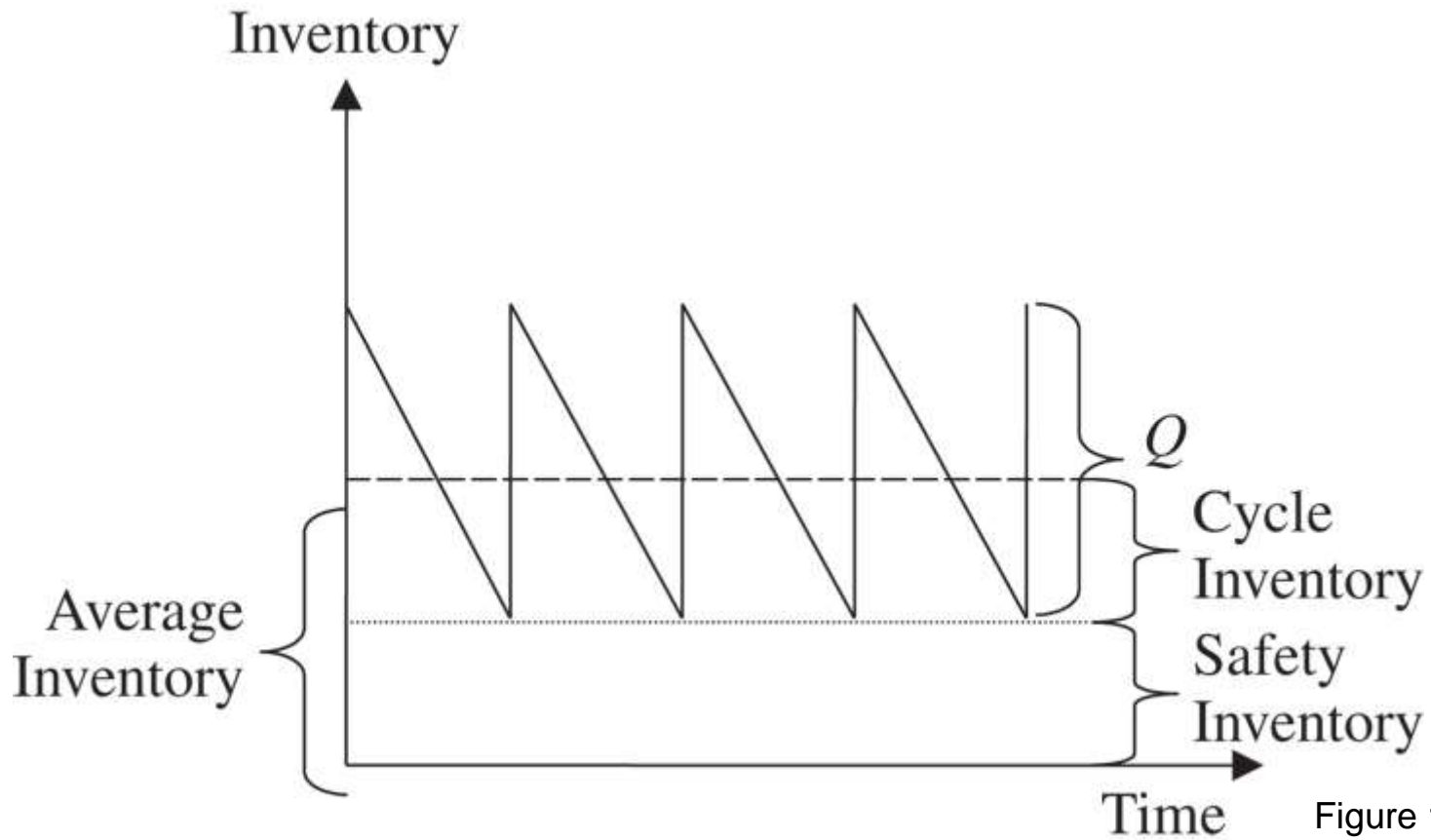


The Role of Safety Inventory

- Three key questions
 1. What is the appropriate level of product availability?
 2. How much safety inventory is needed for the desired level of product availability?
 3. What actions can be taken to improve product availability while reducing safety inventory?



The Role of Safety Inventory





Determining the Appropriate Level

- Determined by two factors
 - The uncertainty of both demand and supply
 - The desired level of product availability

- Measuring Demand Uncertainty

D = Average demand per period

σ_D = Standard deviation of demand (forecast error)
per period

Lead time (L) is the gap between when an order is placed and when it is received



Evaluating Demand Distribution Over L Periods

$$D_L = \sum_{i=1}^L D_i \quad S_L = \sqrt{\sum_{i=1}^L s_i^2 + 2 \sum_{i>j} r_{ij} s_i s_j}$$

$$D_L = DL \quad S_L = \sqrt{LS_D}$$

The *coefficient of variation*

$$cv = s / m$$



Measuring Product Availability

1. *Product fill rate (fr)*

- Fraction of product demand satisfied from product in inventory

2. *Order fill rate*

- Fraction of orders filled from available inventory

3. *Cycle service level (CSL)*

- Fraction of replenishment cycles that end with all customer demand being met



Replenishment Policies

1. *Continuous review*

- Inventory is continuously tracked
- Order for a lot size Q is placed when the inventory declines to the reorder point (ROP)

2. *Periodic review*

- Inventory status is checked at regular periodic intervals
- Order is placed to raise the inventory level to a specified threshold



Evaluating Cycle Service Level and Fill Rate

- Evaluating Safety Inventory Given a Replenishment Policy

Expected demand during lead time = DL

Safety inventory, $ss = ROP - DL$



Evaluating Cycle Service Level and Fill Rate

Average demand per week, $D = 2,500$

Standard deviation of weekly demand, $\sigma_D = 500$

Average lead time for replenishment, $L = 2$ weeks

Reorder point, $ROP = 6,000$

Average lot size, $Q = 10,000$

Safety inventory, $ss = ROP - DL = 6,000 - 5,000 = 1,000$

Cycle inventory = $Q/2 = 10,000/2 = 5,000$



Evaluating Cycle Service Level and Fill Rate

$$\begin{aligned}\text{Average inventory} &= \text{cycle inventory} + \text{safety inventory} \\ &= 5,000 + 1,000 = 6,000\end{aligned}$$

$$\begin{aligned}\text{Average flow time} &= \text{average inventory}/\text{throughput} \\ &= 6,000/2,500 = 2.4 \text{ weeks}\end{aligned}$$



Evaluating Cycle Service Level and Fill Rate

- Evaluating Cycle Service Level Given a Replenishment Policy

$$CSL = Prob(\text{ddlt of } L \text{ weeks} \leq ROP)$$

$$CSL = F(ROP, D_L, \sigma_L) = NORMDIST(ROP, D_L, \sigma_L, 1)$$

(ddlt = demand during lead time)



Evaluating Cycle Service Level and Fill Rate

$$Q = 10,000, ROP = 6,000, L = 2 \text{ weeks}$$

$$D = 2,500/\text{week}, \sigma_D = 500$$

$$D_L = DL = 2 \cdot 2,500$$

$$\sigma_L = \sqrt{L}\sigma_D = \sqrt{2} \cdot 500 = 707$$

$$CSL = F(ROP, D_L, \sigma_L) = \text{NORMDIST}(ROP, D_L, \sigma_L, 1)$$

$$= \text{NORMDIST}(6,000, 5,000, 707, 1) = 0.92$$



Evaluating Fill Rate Given a Replenishment Policy

- *Expected shortage per replenishment cycle (ESC)* is the average units of demand that are not satisfied from inventory in stock per replenishment cycle
- Product fill rate

$$fr = 1 - ESC/Q = (Q - ESC)/Q$$



Evaluating Fill Rate Given a Replenishment Policy

$$ESC = \int_{x=ROP}^{\infty} (x - ROP) f(x) dx$$

$$ESC = -ss \left[1 - F_s \left(\frac{ss}{S_L} \right) \right] + S_L f_s \left(\frac{ss}{S_L} \right)$$

$$ESC = -ss [1 - NORMDIST(ss / S_L, 0, 1, 1)] + S_L NORMDIST(ss / S_L, 0, 1, 0)$$



Evaluating Fill Rate Given a Replenishment Policy

Lot size, $Q = 10,000$

Average demand during lead time, $D_L = 5,000$

Standard deviation of demand during lead time, $\sigma_L = 707$

Safety inventory, $ss = ROP - DL = 6,000 - 5,000 = 1,000$

$$ESC = -1,000[1 - NORMDIST(1,000 / 707, 0, 1, 1)] \\ + 707 NORMDIST(1,000 / 707, 0, 1, 0) = 252$$

$$fr = (Q - ESC)/Q = 100,000 - 252/10,000 = 0.9975$$



Evaluating Fill Rate Given a Replenishment Policy

	A	B	C	D	E
1	Inputs				
2	Q	D	σ_D	L	ss
3	10,000	2,500	500	2	1,000
4	Distribution of demand during lead time				
5	D_L	σ_L			
6	5,000	707			
7	Cycle Service Level and Fill Rate				
8	CSL	ESC	fr		
9	0.92	25.13	0.9975		

Cell	Cell Formula	Equation
A6	=B3*D3	12.2
B6	=SQRT(D3)*C3	12.2
A9	=NORMDIST(A6+E3, A6, B6, 1)	12.4
B9	=-E3*(1-NORMDIST(E3/B6, 0, 1, 1)) + B6*NORMDIST(E3/B6, 0, 1, 0)	12.8
C9	=(A3-B9)/A3	12.5

Figure 12-2



Evaluating Safety Inventory Given Desired Cycle Service Level

Desired cycle service level = CSL

Mean demand during lead time = D_L

Standard deviation of demand during lead time = σ_L

Probability(demand during lead time $\leq D_L + ss$) = CSL

- Identify safety inventory so that

$$F(D_L + ss, D_L, s_L) = CSL$$



Evaluating Safety Inventory Given Desired Cycle Service Level

$$D_L + ss = F^{-1}(CSL, D_L, S_L) = NORMINV(CSL, D_L, S_L)$$

or

$$ss = F^{-1}(CSL, D_L, S_L) - D_L = NORMINV(CSL, D_L, S_L) - D_L$$

$$\begin{aligned} ss &= F_S^{-1}(CSL) \cdot S_L = F_S^{-1}(CSL) \cdot \sqrt{LS_D} \\ &= NORMSINV(CSL) \cdot \sqrt{LS_D} \end{aligned}$$



Evaluating Safety Inventory Given Desired Cycle Service Level

$Q = 10,000$, $CSL = 0.9$, $L = 2$ weeks

$D = 2,500/\text{week}$, $\sigma_D = 500$

$$D_L = DL = 2 \cdot 2,500 = 5,000$$

$$S_L = \sqrt{LS_D} = \sqrt{2} \cdot 500 = 707$$

$$\begin{aligned} ss &= F_s^{-1}(CSL) \cdot S_L = \text{NORMSINV}(CSL) \cdot S_L \\ &= \text{NORMSINV}(0.90) \cdot 707 = 906 \end{aligned}$$



Evaluating Safety Inventory Given Desired Fill Rate

- Expected shortage per replenishment cycle is

$$ESC = (1 - fr)Q$$

- No equation for ss
- Try values or use *GOALSEEK* in Excel



Evaluating Safety Inventory Given Desired Fill Rate

Desired fill rate, $fr = 0.975$

Lot size, $Q = 10,000$ boxes

Standard deviation of ddlt, $\sigma_L = 707$

$$ESC = (1 - fr)Q = (1 - 0.975)10,000 = 250$$



Evaluating Safety Inventory Given Desired Fill Rate

$$\begin{aligned}
 ESC = 250 &= -ss \left[1 - F_s \left(\frac{ss}{S_L} \right) \right] + S_L f_s \left(\frac{ss}{S_L} \right) \\
 &= -ss \left[1 - F_s \left(\frac{ss}{707} \right) \right] + 707 f_s \left(\frac{ss}{707} \right)
 \end{aligned}$$

$$\begin{aligned}
 250 &= -ss \left[1 - NORMDIST(ss / 707, 0, 1, 1) \right] \\
 &\quad + 707 NORMDIST(ss / 707, 0, 1, 0)
 \end{aligned}$$

- Use *GOALSEEK* to find safety inventory $ss = 67$ boxes



Evaluating Safety Inventory Given Desired Fill Rate

	A	B	C	D
1	Input			Variable
2	<i>fr</i>	σ_L	<i>Q</i>	<i>ss</i>
3	0.975	707	10000	67
4	Formula			
5	ESC			
6	250			
7				
8				
9				
10				
11				

Goal Seek

Set cell:

To value:

By changing cell:

OK Cancel

Cell	Cell Formula	Equation
A6	$-D3*(1-NORMSDIST(D3/B3, 0, 1,1)) + B3*NORMDIST(D3/B3, 0, 1, 0)$	12.10

Figure 12-3



Impact of Desired Product Availability and Uncertainty

- As desired product availability goes up the required safety inventory increases

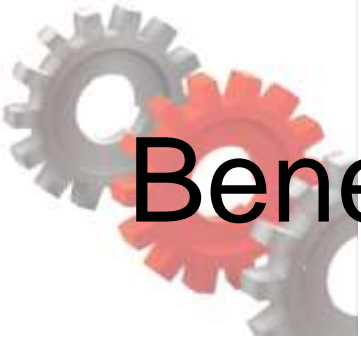
Fill Rate	Safety Inventory
97.5%	67
98.0%	183
98.5%	321
99.0%	499
99.5%	767

Table 12-1



Impact of Desired Product Availability and Uncertainty

- Goal is to reduce the level of safety inventory required in a way that does not adversely affect product availability
 - Reduce the supplier lead time L
 - Reduce the underlying uncertainty of demand (represented by σ_D)



Benefits of Reducing Lead Time

$$D = 2,500/\text{week}, \sigma_D = 800, CSL = 0.95$$

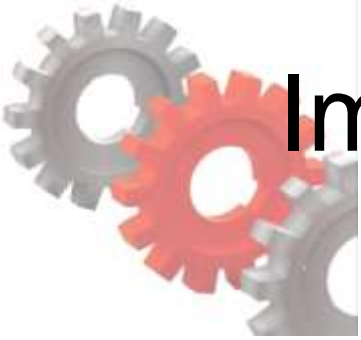
$$\begin{aligned}ss &= \text{NORMSINV}(CSL) \cdot \sqrt{LS_D} \\ &= \text{NORMSINV}(.95) \cdot \sqrt{9} \cdot 800 = 3,948\end{aligned}$$

- If lead time is reduced to one week

$$ss = \text{NORMSINV}(.95) \cdot \sqrt{1} \cdot 800 = 1,316$$

- If standard deviation is reduced to 400

$$ss = \text{NORMSINV}(.95) \cdot \sqrt{9} \cdot 400 = 1,974$$



Impact of Supply Uncertainty on Safety Inventory

- We incorporate supply uncertainty by assuming that lead time is uncertain

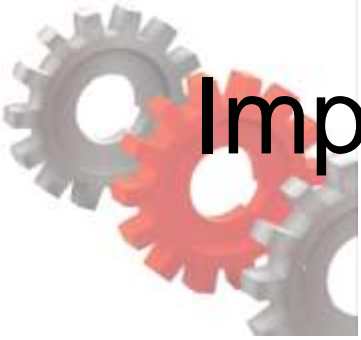
D : Average demand per period

σ_D : Standard deviation of demand per period

L : Average lead time for replenishment

σ_L : Standard deviation of lead time

$$D_L = DL \quad S_L = \sqrt{LS_D^2 + D^2S_L^2}$$



Impact of Lead Time Uncertainty on Safety Inventory

Average demand per period, $D = 2,500$

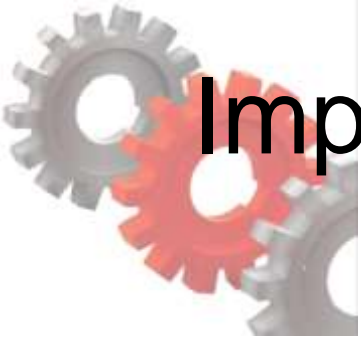
Standard deviation of demand per period, $\sigma_D = 500$

Average lead time for replenishment, $L = 7$ days

Standard deviation of lead time, $\sigma_L = 7$ days

Mean ddlt, $D_L = DL = 2,500 \times 7 = 17,500$

Standard deviation of ddlt
$$S_L = \sqrt{LS_D^2 + D^2S_L^2}$$
$$= \sqrt{7 \cdot 500^2 + 2,500^2 \cdot 7^2}$$
$$= 17,500$$



Impact of Lead Time Uncertainty on Safety Inventory

- Required safety inventory

$$\begin{aligned}ss &= F_S^{-1}(CSL) \cdot S_L = NORMSINV(CSL) \cdot S_L \\ &= NORMSINV(0.90) \cdot 17,500 \\ &= 22,491 \text{ hard drives}\end{aligned}$$

Table 12-2

s_L	σ_L	ss (units)	ss (days)
6	15,058	19,298	7.72
5	12,570	16,109	6.44
4	10,087	12,927	5.17
3	7,616	9,760	3.90
2	5,172	6,628	2.65
1	2,828	3,625	1.45
0	1,323	1,695	0.68



Impact of Aggregation on Safety Inventory

- How does aggregation affect forecast accuracy and safety inventories

D_i : Mean weekly demand in region i , $i = 1, \dots, k$

σ_i : Standard deviation of weekly demand in region i ,
 $i = 1, \dots, k$

ρ_{ij} : Correlation of weekly demand for regions i, j ,
 $1 \leq i \neq j \leq k$



Impact of Aggregation on Safety Inventory

Total safety inventory
in decentralized option $= \sum_{i=1}^k F_S^{-1}(CSL) \cdot \sqrt{L} \cdot S_i$

$$D^C = \sum_{i=1}^k D_i; \quad \text{var}(D^C) = \sum_{i=1}^k s_i^2 + 2 \sum_{i>j} r_{ij} s_i s_j;$$

$$S_D^C = \sqrt{\text{var}(D^C)}$$

$$D^C = kD \quad S_D^C = \sqrt{k} S_D$$



Impact of Aggregation on Safety Inventory

Require safety inventory on aggregation = $\sum_{i=1}^k F_S^{-1}(CSL) \cdot \sqrt{L} \cdot S_D^C$

Holding-cost savings on aggregation per unit sold

$$= \frac{F_S^{-1}(CSL) \cdot \sqrt{L} \cdot H}{D^C} \cdot \left(\sum_{i=1}^k s_i - S_D^C \right)$$



Impact of Aggregation on Safety Inventory

- The safety inventory savings on aggregation increase with the desired cycle service level CSL
- The safety inventory savings on aggregation increase with the replenishment lead time L
- The safety inventory savings on aggregation increase with the holding cost H
- The safety inventory savings on aggregation increase with the coefficient of variation of demand
- The safety inventory savings on aggregation decrease as the correlation coefficients increase



Impact of Aggregation on Safety Inventory

- The Square-Root Law

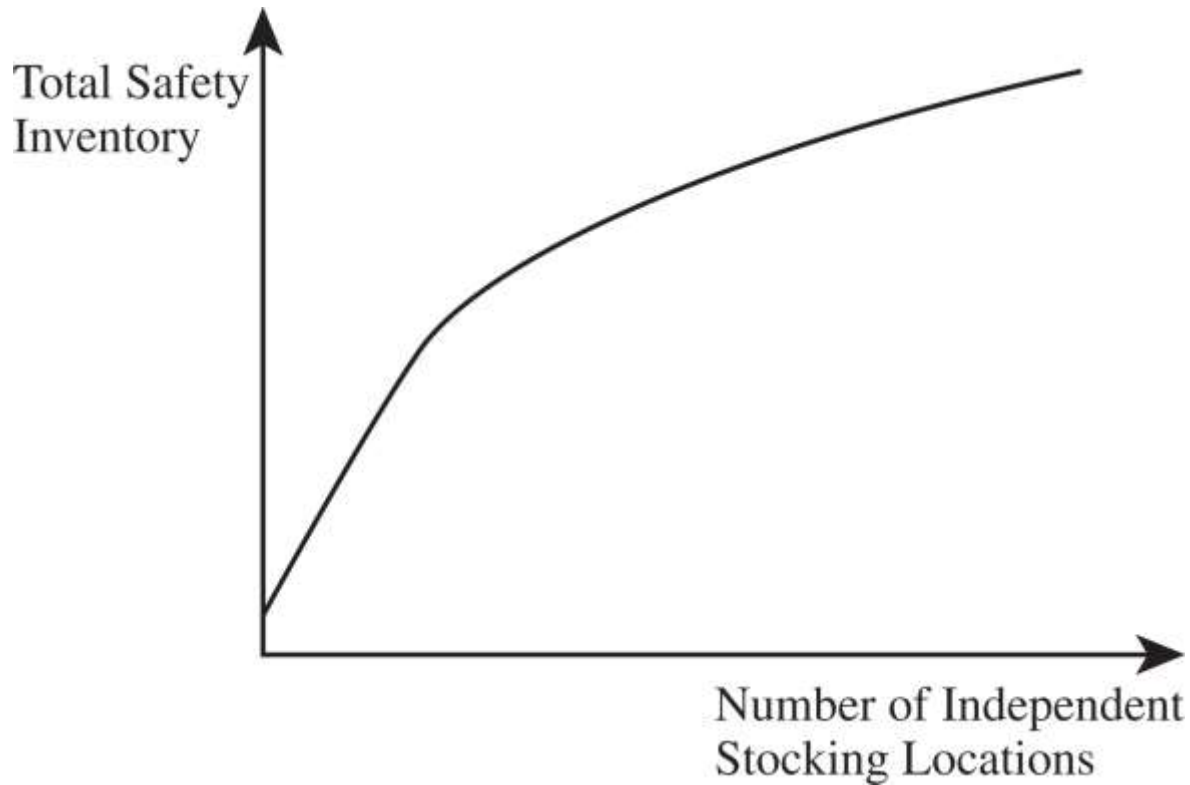


Figure 12-4



Impact of Correlation on Value of Aggregation

Standard deviation of weekly demand, $\sigma_D = 5$;

Replenishment, $L = 2$ weeks; Decentralized $CSL = 0.9$

Total required safety inventory,

$$ss = k \cdot F_s^{-1}(CSL) \cdot \sqrt{L} \cdot S_D$$
$$= 4 \cdot F_s^{-1}(0.9) \cdot \sqrt{2} \cdot 5$$
$$= 4 \cdot NORMSINV(0.9) \cdot \sqrt{2} \cdot 5 = 36.24 \text{ cars}$$

Aggregate $\rho = 0$

Standard deviation of weekly demand at central outlet,

$$S_D^C = \sqrt{4} \cdot 5 = 10$$

$$ss = F_s^{-1}(0.9) \cdot \sqrt{L} \cdot S_D^C = NORMSINV(0.9) \cdot \sqrt{2} \cdot 10 = 18.12$$



Impact of Correlation on Value of Aggregation

ρ	Disaggregate Safety Inventory	Aggregate Safety Inventory
0	36.24	18.12
0.2	36.24	22.92
0.4	36.24	26.88
0.6	36.24	30.32
0.8	36.24	33.41
1.0	36.24	36.24

Table 12-3



Impact of Correlation on Value of Aggregation

- Two possible disadvantages to aggregation
 1. Increase in response time to customer order
 2. Increase in transportation cost to customer



Trade-offs of Physical Centralization

- Use four regional or one national distribution center

$$D = 1,000/\text{week}, \sigma_D = 300, L = 4 \text{ weeks}, CSL = 0.95$$

- Four regional centers

Total required safety inventory, $SS = 4 \cdot F_s^{-1}(CSL) \cdot \sqrt{L} \cdot S_D$

$$= 4 \cdot NORMSINV(0.95) \cdot \sqrt{4} \cdot 300 = 3,948$$



Trade-offs of Physical Centralization

- One national distribution center, $\rho = 0$

Standard deviation of weekly demand,

$$S_D^C = \sqrt{4} \cdot 300 = 600$$

$$\begin{aligned} SS &= F_s^{-1}(0.95) \cdot \sqrt{L} \cdot S_D^C \\ &= \text{NORMSINV}(0.95) \cdot \sqrt{4} \cdot 600 = 1,974 \end{aligned}$$

$$\begin{aligned} \text{Decrease in holding costs} &= (3,948 - 1,974) \$1,000 \times 0.2 \\ &= \$394,765 \end{aligned}$$

$$\text{Decrease in facility costs} = \$150,000$$

$$\begin{aligned} \text{Increase in transportation} &= 52 \times 1,000 \times (13 - 10) \\ &= \$624,000 \end{aligned}$$



Information Centralization

- Online systems that allow customers or stores to locate stock
- Improves product availability without adding to inventories
- Reduces the amount of safety inventory



Specialization

- Inventory is carried at multiple locations
- Should all products should be stocked at every location?
 - Required level of safety inventory
 - Affected by coefficient of variation of demand
 - Low demand, *slow-moving items*, typically have a high coefficient of variation
 - High demand, *fast-moving items*, typically have a low coefficient of variation



Impact of Coefficient of Variation on Value of Aggregation

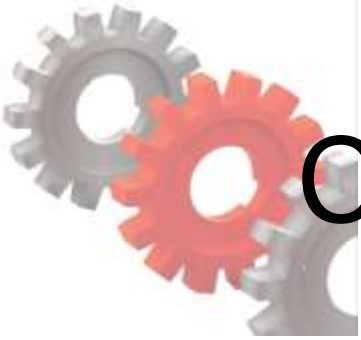
Table 12-4

	Motors	Cleaner
Inventory is stocked in each store		
Mean weekly demand per store	20	1,000
Standard deviation	40	100
Coefficient of variation	2.0	0.1
Safety inventory per store	132	329
Total safety inventory	211,200	526,400
Value of safety inventory	\$105,600,000	\$15,792,000
Inventory is aggregated at the DC		
Mean weekly aggregate demand	32,000	1,600,000
Standard deviation of aggregate demand	1,600	4,000
Coefficient of variation	0.05	0.0025
Aggregate safety inventory	5,264	13,159
Value of safety inventory	\$2,632,000	\$394,770
Savings		
Total inventory saving on aggregation	\$102,968,000	\$15,397,230
Total holding cost saving on aggregation	\$25,742,000	\$3,849,308
Holding cost saving per unit sold	\$15.47	\$0.046
Savings as a percentage of product cost	3.09%	0.15%



Product Substitution

- The use of one product to satisfy demand for a different product
 1. *Manufacturer-driven substitution*
 - Allows aggregation of demand
 - Reduce safety inventories
 - Influenced by the cost differential, correlation of demand
 2. *Customer-driven substitution*
 - Allows aggregation of safety inventory



Component Commonality

- Without common components
 - Uncertainty of demand for a component is the same as for the finished product
 - Results in high levels of safety inventor
- With common components
 - Demand for a component is an aggregation of the demand for the finished products
 - Component demand is more predictable
 - Component inventories are reduced



Value of Component Commonality

27 PCs, 3 components, $3 \times 27 = 81$ distinct components

Monthly demand = 5,000

Standard deviation = 3,000

Replenishment lead time = 1 month

$CSL = 0.95$

Total safety

$$\begin{aligned} \text{inventory required} &= 81 \cdot \text{NORMSINV}(0.95) \cdot \sqrt{1} \cdot 3,000 \\ &= 399,699 \text{ units} \end{aligned}$$

Safety inventory per

$$\begin{aligned} \text{common component} &= \text{NORMSINV}(0.95) \cdot \sqrt{1} \cdot \sqrt{9} \cdot 3,000 \\ &= 14,804 \text{ units} \end{aligned}$$



Value of Component Commonality

- With component commonality
- Nine distinct components

Total safety inventory required = $9 \times 14,804 = 133,236$



Value of Component Commonality

Number of Finished Products per Component	Safety Inventory	Marginal Reduction in Safety Inventory	Total Reduction in Safety Inventory
1	399,699		
2	282,630	117,069	117,069
3	230,766	51,864	168,933
4	199,849	30,917	199,850
5	178,751	21,098	220,948
6	163,176	15,575	236,523
7	151,072	12,104	248,627
8	141,315	9,757	258,384
9	133,233	8,082	266,466

Table 12-5

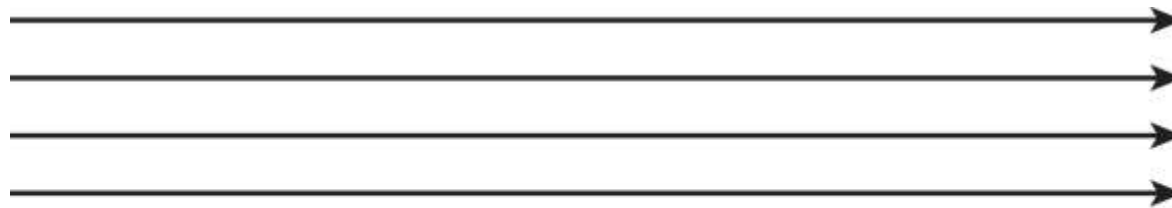


Postponement

- Delay product differentiation or customization until closer to the time the product is sold
 - Have common components in the supply chain for most of the push phase
 - Move product differentiation as close to the pull phase of the supply chain as possible
 - Inventories in the supply chain are mostly aggregate



Postponement



Supply Chain Flows Without Postponement



Supply Chain Flows with Component
Commonality and Postponement

Figure 12-5



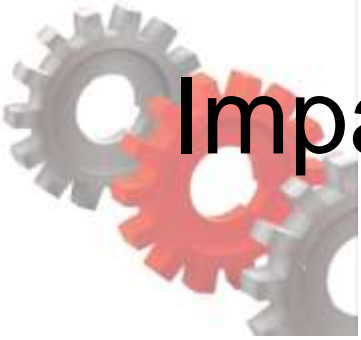
Value of Postponement

100 different paint colors, $D = 30/\text{week}$, $\sigma_D = 10$,
 $L = 2$ weeks, $CSL = 0.95$

Total required
safety inventory, $SS = 100 \cdot F_s^{-1}(CSL) \cdot \sqrt{L} \cdot S_D$
 $= 100 \cdot NORMSINV(0.95) \cdot \sqrt{2} \cdot 10 = 2,326$

Standard deviation of
base paint weekly demand, $S_D^C = \sqrt{100} \cdot 10 = 100$

$$SS = F_s^{-1}(CSL) \cdot \sqrt{L} \cdot S_D^C = NORMSINV(0.95) \cdot \sqrt{2} \cdot 100 = 233$$



Impact of Replenishment Policies on Safety Inventory

- Continuous Review Policies

D : Average demand per period

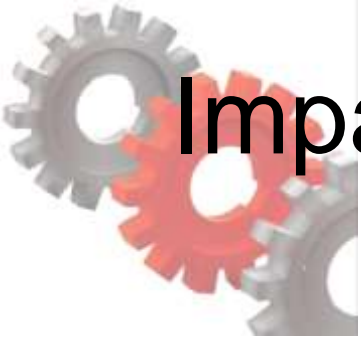
σ_D : Standard deviation of demand per period

L : Average lead time for replenishment

Mean demand during lead time, $D_L = DL$

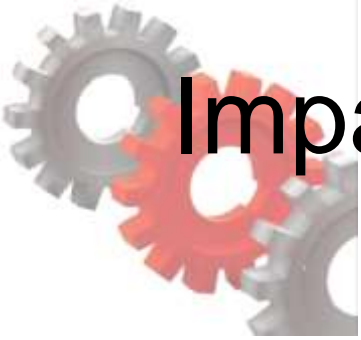
Standard deviation of demand during lead time, $S_L = \sqrt{L}S_D$

$$ss = F_S^{-1}(CSL) \cdot S_L = NORMSINV(CSL) \cdot \sqrt{L}S_D, ROP = D_L + ss$$



Impact of Replenishment Policies on Safety Inventory

- Periodic Review Policies
 - Lot size determined by prespecified *order-up-to level (OUL)*
 - D : Average demand per period
 - σ_D : Standard deviation of demand per period
 - L : Average lead time for replenishment
 - T : Review interval
 - CSL : Desired cycle service level



Impact of Replenishment Policies on Safety Inventory

Probability(demand during $L + T \leq OUL$) = CSL

Mean demand during $T + L$ periods, $D_{T+L} = (T + L)D$

Std dev demand during $T + L$ periods, $S_{T+L} = \sqrt{T + L}S_D$

$$OUL = D_{T+L} + SS$$

$$SS = F_S^{-1}(CSL) \cdot S_{D+L} = NORMSINV(CSL) \cdot S_{T+L}$$

$$\text{Average lot size, } Q = D_T = DT$$



Evaluation Safety Inventory for a Periodic Review Policy

$$D = 2,500, \quad \sigma_D = 500, \quad L = 2 \text{ weeks}, \quad T = 4 \text{ weeks}$$

$$\begin{aligned} \text{Mean demand during } T + L \text{ periods, } D_{T+L} &= (T + L)D \\ &= (2 + 4)2,500 = 15,000 \end{aligned}$$

$$\begin{aligned} \text{Std dev demand during } T + L \text{ periods, } S_{T+L} &= \sqrt{T + L} S_D \\ &= \left(\sqrt{4 + 2} \right) 500 = 1,225 \end{aligned}$$

$$\begin{aligned} ss &= F_S^{-1}(CSL) \cdot S_{D+L} = \text{NORMSINV}(CSL) \cdot S_{T+L} \\ &= \text{NORMSINV}(0.90) \cdot 1,225 = 1,570 \text{ boxes} \end{aligned}$$

$$OUL = D_{T+L} + ss = 15,000 + 1,570 = 16,570$$



Managing Safety Inventory in a Multiechelon Supply Chain

- In multiechelon supply chains stages often do not know demand and supply distributions
- Inventory between a stage and the final customer is called the *echelon inventory*
- Reorder points and order-up-to levels at any stage should be based on echelon inventory
- Decisions must be made about the level of safety inventory carried at different stages



The Role of IT in Inventory Management

- IT systems can help
 - Improve inventory visibility
 - Coordination in the supply chain
 - Track inventory (RFID)
- Value tightly linked to the accuracy of the inventory information




Estimating and Managing Safety Inventory in Practice

1. Account for the fact that supply chain demand is lumpy
2. Adjust inventory policies if demand is seasonal
3. Use simulation to test inventory policies
4. Start with a pilot
5. Monitor service levels
6. Focus on reducing safety inventories



Summary of Learning Objectives

1. Understand the role of safety inventory in a supply chain
2. Identify factors that influence the required level of safety inventory
3. Describe different measures of product availability
4. Utilize managerial levers available to lower safety inventory and improve product availability



This work is protected by United States copyright laws and is provided solely for the use of instructors in teaching their courses and assessing student learning. Dissemination or sale of any part of this work (including on the World Wide Web) will destroy the integrity of the work and is not permitted. The work and materials from it should never be made available to students except by instructors using the accompanying text in their classes. All recipients of this work are expected to abide by these restrictions and to honor the intended pedagogical purposes and the needs of other instructors who rely on these materials.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publisher.

Printed in the United States of America.