
WAREHOUSE STOCK AND SHIPPING PROCEDURE (SUP-P202)

DCSS – Supply Services

1.0 SCOPE:

- 1.1 This procedure outlines the process to follow when items are received at the warehouse and require storage and shipping.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Director of Purchasing

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Purchasing

4.0 DEFINITIONS:

- 4.1 DCSS: Dougherty County School System

5.0 PROCEDURE:

- 5.1 Once items that require storage have been received and entered into the computer system, the warehouse personnel will store these items in the appropriate location, taking into consideration the type of product. Critical guidelines are as follows:
 - 5.1.1 All items with dates and/or shelf life are stored in a first in first out process. Any product exceeding the expiration date is stored in the hold area and shipped to a dump site, or shipped right away.
 - 5.1.2 Only the same type of chemical can be stored on shelves above and below each other. Chemicals that are different must be stored in separate locations.
 - 5.1.3 Chemicals may not be stored above any other type of product, including paper products.
 - 5.1.4 All items must be stored on Skids.
- 5.2 Items are handled and stored to prevent damage and deterioration. Forklift operators are trained by the Director of Purchasing/Supply Services.
- 5.3 Health Department inspections take place to ensure proper safety and health practices at the DCSS warehouse. Any violations, verbal or written, are acted upon immediately through the Process Management System's corrective action process, DPM-P005.
- 5.4 Upon receipt of Pick Reports from the Inventory Clerk, the warehouse will pick the products required and load the trucks according to the locations being shipped to.
- 5.5 As items are picked, the warehouse personnel will record the quantity on the Pick Report. After delivering the item to the destination, the person receiving the items will review to ensure that they have received the proper item, including quantity, and if acceptable, sign the bottom of the Pick Report.
- 5.6 The warehouse personnel delivering the items will sign the Pick Report and return it to the Administrative Coordinator or designee who will process the information according to PUR-P001.

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5.7 Warehouse inventories are conducted annually to confirm inventory quantities, visually check for damages, to ensure first in first out process, and to monitor for any expired items.

6.0 ASSOCIATED DOCUMENTS:

6.1 Corrective Action Procedure, DPM-P005

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Health Department Inspections	Hard copy in Supply Services	Minimum of 3 years	Back-up copies at Health Department`	Discard as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
21-Mar-03	B	Change to 5.3 and 5.7
06-May-03	C	Deleted sections 5.1.1 and 6.1. Changes in sections 5.2, and 5.4
18-Sep-03	D	Corrected Director's title in sections 2.1, 3.1 and 5.2. Changes made in sections 5.6 and 7.0.
30-Oct-06	E	Changed title from Stock Inventory Clerk to Inventory Clerk.
17-May-09	F	Deleted Director of Supply Services in sections 2.1and 3.1and added Assistant Director of Purchasing.

***** End of Procedure *****