

<b>POLICY OF</b>  <b>STATE OF DELAWARE</b>  <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b>  14.10	<b>PAGE NUMBER</b>  1 of 1
	<b>RELATED STANDARDS:</b>	
<b>CHAPTER: 14 – FOOD SERVICES</b>	<b>SUBJECT:</b> WAREHOUSE OPERATIONS	
<b>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</b>		
 3/14/2016		
<b>APPROVED FOR PUBLIC RELEASE</b>		

- I. **AUTHORITY:** 29 Del. C. § 8903 (4)(5)(7)
- II. **PURPOSE:** To establish a policy for the operations of the Central Supply Warehouse (CSW).
- III. **APPLICABILITY:** All Department institutions, facilities, sections and budget units.
- IV. **POLICY:** To ensure that the CSW provides timely and efficient delivery of commodities statewide.
- V. **PROCEDURES:**
  - A. CSW shall provide and maintain accountability of commodities needed for the daily operation of Department facilities. CSW shall ensure all aspects of material management are performed in full compliance with all applicable Department, state and federal regulations, policies and laws.
  - B. The CSW supervisor shall maintain the procedures necessary to carry-out all necessary aspects of this policy.
  - C. The CSW hours of operation are Monday through Friday, 6 a.m. through 2 p.m. The CSW is closed on observed State holidays.