**Orders**

Order receiving

Is the package delivery expected? (Be aware of potentially suspicious packages)

Check name on the order

If required: sign for the order

Place order in the appropriate spot for incoming orders

Inspect if order needs immediate processing (e.g. storage at 4°C)

Mark order as received in the “orders” sheet

Order processing

Read instructions/hazard warnings on the box

Open the box with a box cutter or plastic razor blade (as described on the [safer alternative](https://www.safety.duke.edu/laboratory-safety/work-practices-ppe/safer-alternatives) page)

Check if content matches the order sheet

Write the received date on the box/individual containers

IF this is a regularly ordered chemical by your lab:

Check if there are any notes on how to store it in your chemical inventory

IF this is a new chemical that is not yet included in your lab’s chemical inventory:

Check the supplier’s SDS and its CAS number in the [GHS tool](https://www.safety.duke.edu/sites/default/files/GHS_Lookup.xlsm?version=20200512), add the chemical to the chemical inventory, and take the appropriate action

Store the items in the appropriate place such that the present stock is likely to be used first

Order processing – Other

Inform appropriate lab member the package came in