**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