



Receiving	Identifier:	CSP-0013
	Revision:	0
	Page:	1 of 2

ISU Chemistry Department	Stockroom Procedure	Effective Date: 05/01/2020
--------------------------	---------------------	----------------------------

1. INTRODUCTION

- 1.1. This procedure provides guidance for receiving packages delivered to the ISU Chemistry Stockroom.

2. PRECAUTIONS AND LIMITATIONS

- 2.1. Packages can be damaged during transit. Use caution when opening any package known to contain a chemical.
- 2.2. Chemicals can leak during transit. Always use a glove when opening packages containing chemicals.

3. APPARATUS AND MATERIALS

- 3.1. Box cutter
- 3.2. Gloves

4. REAGENTS

- 4.1. None

5. INSTRUCTIONS

- 5.1. When unpacking supplies locate and retain the packing slip.

NOTE: *The packing slip may be located on the exterior of the box or inside the box.*

- 5.2. Verify that each item on the packing slip was received
 - 5.2.1. Check and date the item on the packing slip.
- 5.3. Deliver the packing slip to the Financial Technician's mail box in the Chemistry Department office.
- 5.4. Check and date the item received on the stockroom order board.
- 5.5. Discard all packing materials
 - 5.5.1. Throw away any un-needed packing material.
 - 5.5.2. Break down all cardboard boxes
 - 5.5.2.1. Place boxes behind the dumpster outside the loading dock door.
- 5.6. If items are broken or missing
 - 5.6.1. Make a note on the packing slip of the problem
 - 5.6.2. Highlight the note

Receiving	Identifier: CSP-0013 Revision: 0 Page: 2 of 2
------------------	--

ISU Chemistry Department	Stockroom Procedure	Effective Date: 05/01/2020
--------------------------	---------------------	----------------------------

5.6.3. Inform the stockroom supervisor of the inconsistency

5.7. For Reagents

5.7.1. Remove all packing materials used to protect the reagent.

5.7.2. Attach a note to each reagent/supply indicating to whom it belongs.

5.7.3. Place on workbench.

5.7.4. If directed to do so, log the reagent into the Chimera inventory system.

5.8. For Gasses

5.8.1. Verify the gas and number of tanks before signing they were received.

5.8.2. Fill out the gasses receiving slip

5.8.2.1. Circle the appropriate gas

5.8.2.2. Record the date received

5.8.2.3. Initial the box

5.8.2.4. Tape the slip to the tank.

5.8.3. Notify the stockroom manager gasses were received.

5.8.4. Deliver the packing slip to the Financial Technician's mail box in the Chemistry Department office.