Green Labs at Emory is a VOLUNTARY program to advance sustainability in the operations and practices of Emory’s research and teaching laboratories. Submissions are accepted any time by all university and healthcare laboratories, and are purely voluntary and not required by Emory.

Instructions:

* In the Annual Review column, select the status of each checklist item as it applies to your lab now. When selecting, choose actions that you would like to implement during the next 12 months. Use the supplemental [Green Labs at Emory Guidance Document](http://sustainability.emory.edu/uploads/articles/2017/06/2017062611422535/Final_Green_Lab_Guidance_Document_2017.pdf) to get more information on each action item. For any items you mark “N/A” or “Not Implementing”, please provide an explanation in the “Comments” column.
* Submit your lab’s completed checklist to greenlabs@emory.edu. You will receive a confirmation email with your Green Labs at Emory certification level. Certification level is based on the status of your lab’s sustainability at the time of the Annual Review. Certification levels are upgraded each year a review is completed.
* OPTIONAL: Apply for an annual Green Labs at Emory Incentives Fund grant to implement checklist items or innovative sustainability projects in your lab. Information and application materials for the grant program can be found [here](http://sustainability.emory.edu/page/1067/Green-Labs).

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| --- | --- | --- | --- | --- |
| Principal Investigator: |       |  | Principal Investigator Email: |       |
|  |  |  |  |  |
| Green Lab Representative: |       | Representative Email: |       |
|  |  |  |  |  |  |  |  |
| Department: |       |  | Building: |       |  | Room Number(s): |       |

| **#** | **Item Description** | **Annual Review**Date Completed:       |
| --- | --- | --- |
|  |  | **Status** | **Comments/Plan** |
| **1.0** | **Energy & Water Use Reduction****In our lab, we . . .** |  |  |
| * 1. Ener
 | Turn off equipment when it is not in use. |  |       |
|  | Unplug lab equipment daily when it is not in use to reduce “vampire” loads. |  |       |
|  | Keep cooling equipment full for maximum energy efficiency (freezers, dry ice coolers, etc.). |  |       |
|  | Inventory our freezer contents to minimize the time the door is open while accessing materials. |  |       |
|  | Unplug empty freezers when not in use.  |  |       |
|  | Defrost our freezers regularly for maximum energy efficiency. |  |       |
|  | Place freezers in freezer farms. |  |       |
|  | Store at -80°C only those samples that need to be at that temperature.  |  |       |
|  | Maintain equipment according to manufacturer instructions to optimize performance and efficiency. |  |       |
|  | Use cleaning equipment only when full (dishwashers, autoclaves, etc.). |  |       |
|  | Turn lights of when not in use, including task lighting. |  |       |
|  | Report any water leaks in pipes or sinks to Facilities Management. |  |       |
|  | Use water aspirators minimally. |  |       |
|  | Lower the sash on the fume hood when not in use. |  |       |
|  | Post signage encouraging energy savings throughout the laboratory. |  |       |
|  | With the consent of EHSO, set the rate of air change at 8 changes per hour, versus the common 10 changes per hour. |  |       |
| **2.0** | **Recycling & Waste Reduction****In our lab, we . . .** |  |  |
| * 1. 2.1
 | Make recycling bins available to the laboratory and ensure nonhazardous, clean materials are recycled. |  |       |
|  | Reuse envelopes, boxes, and packaging materials whenever possible. |  |       |
|  | Use rechargeable batteries when possible and participate in the battery recycling program. |  |       |
|  | [Replace aerosols with non-aerosol alternatives when possible. If aerosols are necessary, they are returned to EHSO for draining and recycling.](http://www.acs.org/content/dam/acsorg/about/governance/committees/chemicalsafety/publications/less-is-better.pdf) |  |       |
|  | Scale down experiments when possible to reduce materials used and waste produced. |  |       |
|  | Redistribute unused chemicals within the building, or utilize the chemical redistribution program within EHSO. |  |       |
|  | Redistribute unused supplies with other labs on campus. |  |       |
|  | Recycle used film. |  |       |
|  | Participate in the ice pack reuse program. |  |       |
|  | Give redundant or non-used equipment to surplus for re-use by another lab or to recycle. |  |       |
|  | **Chemicals****In our lab, we . . .** |  |  |
|  | Find alternative solutions to radioactive materials when possible. |  |       |
|  | Review our chemical inventory prior to purchasing new chemicals to avoid duplication of stock. |  |       |
|  | Use chemicals/reagents “first in, first out” per received dates. |  |       |
|  | Utilize green chemistry methods, including computer simulations and micro-scale chemistry techniques when applicable.  |  |       |
|  | Substitute mercury-containing equipment with other alternatives when possible. |  |       |
|  | **Procurement****In our lab, we . . .** |  |  |
|  | Share equipment whenever possible. |  |       |
|  | Purchase products made from recycled materials whenever possible. |  |       |
|  | Prioritize purchasing Energy Star equipment. |  |       |
|  | Prioritize high-efficiency, low-flow fume hoods when purchasing new chemical fume hoods. |  |       |
|  | Utilize micro-scaling or volume ordering. |  |       |
|  | Procure equipment from Emory Surplus before buying new when possible. |  |       |
|  | Use supplier take-back programs. |  |       |
| **5.0** | **Communications and Participation In our lab, we . . .** |  |  |
| 5.1**.** | Inform and ask lab members to agree to follow the applicable actions on this checklist.  |  |       |
| 5.2 | Share information about our Green Lab certification with all new employees and encourage them to get involved. |  |       |
| 5.3 | Discuss sustainability and the progress of our Green Lab certification at lab meetings. |  |       |
| 5.4 | Have at least one lab representative on the Office of Sustainability Initiatives e-mail list serv, and redistribute relevant information to lab members or post on a shared resource. |  |       |
| 5.5 | Know who our building's Sustainability Representative is and communicate with them about any related inquiries and ideas. |  |       |
| 5.6 | Promote and provide resources for alternative transportation options.  |  |       |
| 5.7 | Provide information about the nearest recycling containers. |  |       |
| 5.8 | Have 50% of our lab staff participating in Emory's Sustainability Pledge. |  |       |
| 6.0 | **Innovation Points****In our lab, we . . .**  |  |  |
| 6.1 | Encourage innovative ideas from our employees for office-wide sustainability initiatives.  |  |       |