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. Please provide explanations in the “Comments” column for all responses. An explanation is required for any items you mark “N/A” or “Not Implementing”.
* Use the supplemental [Green Labs at Emory Guidance Document](https://sustainability.emory.edu/resources/green-labs-guidance-document-2021/) to get more information on each action item.
* 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: |            | PI Email: |            |
| Green Lab Contact: |       | Contact Email:  |       |
| Lab Building & Room #: |       | Department:  |       |

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| **#** | **Item Description** | **Annual Review**Date Completed:         |
|  |  | **Status** | **Comments/Plan** |
| **1.0** | **Energy & Water EFFICIENCY AND CONSERVATION****In our lab, we . . .** |
| * 1. r
 | Turn off equipment when it is not in use. | Choose an item. |       |
|  | Unplug all lab equipment daily when it is not in use to reduce “vampire” loads (stir plates, vortexes, etc.). | Choose an item. |       |
|  | Keep cooling equipment full for maximum energy efficiency (refrigerators, freezers, dry ice coolers, etc.). | Choose an item. |       |
|  | Inventory our refrigerator and freezer contents to minimize the time the door is open while accessing materials.  | Choose an item. |       |
|  | Retire empty refrigerators and freezers when not in use.  | Choose an item. |       |
|  | Defrost our freezers annually for maximum energy efficiency. | Choose an item. |       |
|  | Place freezers in freezer farms or utilize the off-campus Bio-Bank, Akesogen.  | Choose an item. |       |
|  | Adjust the set points of refrigerators and freezers to the highest possible temperature for the samples that are present and store samples at appropriate temperatures. | Choose an item. |       |
|  | Maintain equipment according to manufacturer instructions to optimize performance and efficiency. For example, freezer coils need to be cleaned/dusted 2-3 times per year to decrease energy consumption and increase longevity. | Choose an item. |       |
|  | Use cleaning equipment only when full (dishwashers, autoclaves, etc.). | Choose an item. |       |
|  | Use task lighting rather than overhead artificial light whenever possible. | Choose an item. |       |
|  | Turn lights off when not in use, including task lighting. | Choose an item. |       |
|  | Report any water leaks in pipes or sinks to Facilities Management. | Choose an item. |       |
|  | Use water aspirators minimally. | Choose an item. |        |
|  | Use tap water rather than deionized water whenever possible. | Choose an item. |       |
|  | Lower the sash on fume hoods and close biosafety cabinets when not in use, and install “shut the sash” stickers on all fume hoods.  | Choose an item. |       |
|  | Post signage encouraging energy saving throughout the laboratory. | Choose an item. |            |
| **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. | Choose an item. |       |
|  | Print all materials double-sided and recycle printer cartridges in the Hard-to-Recycle station. | Choose an item. |       |
|  | Reuse envelopes, boxes, and packaging materials whenever possible. | Choose an item. |       |
|  | Use rechargeable batteries when possible and participate in the battery recycling program. | Choose an item. |       |
|  | [Replace aerosols with non-aerosol alternatives when possible. If aerosols are necessary, they are recycled in the nearest Hard-to-Recycle Station.](http://www.acs.org/content/dam/acsorg/about/governance/committees/chemicalsafety/publications/less-is-better.pdf)  | Choose an item. |       |
|  | Redistribute unused chemicals and supplies within the building through Quartzy or another tool. | Choose an item. |       |
|  | Offer redundant or non-used equipment for re-use by another lab or recycle. | Choose an item. |       |
|  | **Chemicals****In our lab, we . . .** |
|  | Find alternative solutions to radioactive materials when possible. | Choose an item. |       |
|  | Review Quartzy chemical inventory for lab floor/department prior to purchasing new chemicals in the event that too-small samples are needed to justify a new purchase. | Choose an item. |       |
|  | Utilize green chemistry methods, including computer simulations and micro-scale chemistry techniques when applicable.  | Choose an item. |       |
|  | Substitute mercury-containing equipment with other alternatives when possible. | Choose an item. |       |
|  | **Procurement****In our lab, we . . .** |
|  | Purchase products made from recycled materials whenever possible. | Choose an item. |       |
|  | Prioritize purchasing Energy Star equipment. | Choose an item. |       |
|  | Utilize previously purchased materials and stock solutions before purchasing new materials (micro-scaling).  | Choose an item. |       |
|  | Make bulk orders for materials that won’t expire. | Choose an item. |       |
|  | Request take-back programs from suppliers (i.e. ice packs, foam coolers, and packaging waste) and reduce these single-use items when possible.  | Choose an item. |       |
| 4.6 | Borrow and share equipment with other researchers before purchasing new. | Choose an item. |       |
| **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.  | Choose an item. |       |
| 5.2 | Share information about our Green Lab certification with all new employees and encourage them to get involved. | Choose an item. |       |
| 5.3 | Discuss sustainability and the progress of our Green Lab certification at lab meetings. | Choose an item. |       |
| 5.4 | Have at least one lab representative on [the Office of Sustainability Initiatives e-mail list serv](https://us3.list-manage.com/subscribe?u=1f31c4d8c6654d45469973f28&id=9992e4a934), and redistribute relevant information to lab members. | Choose an item. |       |
| 5.5 | Know who our building's [Sustainability Representative](http://sustainability.emory.edu/wp-content/uploads/2018/05/Emory-Sustainability-Representatives-by-Building_for-website.pdf) is and communicate with them about any related inquiries and ideas. | Choose an item. |       |
| 5.6 | Promote and provide resources for sustainable transportation options, such as public transit, biking, carpooling, etc. | Choose an item. |       |
| 5.7 | Have 50% of our lab staff participating in Emory's Sustainability Pledge. | Choose an item. |       |
| **6.0** | **SOCIAL JUSTICE AND EQUITY****In our lab, we …** |
| 6.1 | Have at least 50% of lab faculty and staff trained through [Safe Space Training](http://www.lgbt.emory.edu/programs-events/safe-space.html), [Creating an Environment of Courtesy and Respect Training,](https://equityandinclusion.emory.edu/about/events/training/courtesy-respect.html) or similar [Diversity & Equity training](https://equityandinclusion.emory.edu/about/events/training/elms.html), within the last two years. | Choose an item. |       |
| 6.2 | Have at least 50% of the lab faculty and staff listed as [Safe Space Allies](http://www.lgbt.emory.edu/programs-events/safe-space-allies.html). | Choose an item. |       |
| 6.3 | Have developed a statement on equity and diversity that has been reviewed by the Office of Diversity, Equity, and Inclusion and is publicly available on the lab website. | Choose an item. |       |
| 6.4 | Have reviewed external communications (e.g. website content, publications, etc.) to ensure they contain inclusive language such as gender-neutral pronouns. | Choose an item. |       |
| 6.5 | Have reviewed and updated internal policies and practices – both written and unwritten – to eliminate standards of white dominant culture and support a more inclusive work environment. | Choose an item. |       |
| 6.6 | Provide space or share resources regarding other spaces on campus that support an inclusive work environment such as gender-neutral restrooms, lactations rooms, and reflection rooms. | Choose an item. |       |
| **7.0** | **Innovation Points****In our lab, we . . .****Please focus on innovations relating to reducing single-use plastics, reducing packaging waste of ice packs and foam coolers, and sharing equipment, in addition to any other sustainable practices you have made in your lab.** |
| 7.1 | Encourage innovative ideas from our employees regarding lab-wide sustainability initiatives. Please provide some examples in the “Comments” section. | Choose an item. |       |
| 7.2 | What are some other sustainable implementations in your lab that are not in this Checklist? Please provide some examples in the “Comments” section. | Choose an item. |       |