

CHECKLIST

ENERGY CONSERVATION

- Remove space heaters
- Keep the windows closed
- Turn off equipment when not in use
- Use properly sized appliances
- Purchase Energy Star appliances
- Shut the fume hoods
- Remove unnecessary samples/items from freezers
- Raise freezer temperatures when possible, and where this will translate to energy savings
- Share freezers with other labs
- Defrost freezers regularly and properly to maintain freezer units
- Turn off room and hall lights when not in use
- Use light switches with dimmers when feasible

WASTE REDUCTION

- Encourage recycling of all materials
- Follow OWRR and EHS guidelines to recycle other materials such as batteries, fluorescent bulbs, and non-halogenated solvents
- Inventory yearly to prevent over-purchasing and dispose of expired chemicals
- Label, store, and dispose of hazardous chemicals and materials according to EHS guidelines
- Practice green chemistry principles to reduce hazardous chemicals used
- Inform EHS of lab closeouts and follow the Close Out Procedures
- Use chemicals and reagents first in/first out
- Encourage chemical sharing among labs

WATER CONSERVATION

- Do not use single-pass cooling equipment
- Do not use water- powered vacuum aspirators
- Use tap water rather than DI water whenever possible
- Use water timers on continuous water use devices and set them to the minimum necessary time
- Install water misers on equipment such as autoclaves and sterilizers.
- Use autoclaves, ice makers and stills efficiently
- Report water leaks immediately

PURCHASING

- Consolidate orders
- Try to identify alternatives to products that are toxic or hazardous
- Order from companies that conserve materials and use recycled content for packaging
- Participate in vendor recycling programs

GREEN OFFICE

- Set printer and copier default settings
- Plug electronics into power strips and turn them off at the end of the day
- Arrange conference calls in place of traveling
- Review recycling practices periodically
- Purchase environmentally friendly office supplies and consolidate small orders
- Encourage use of reusable dishware instead of disposable