

# NIH 2018 Green Lab Self-Assessment Tool

The Green Labs Assessment is comprised of 32 statements. Please select the best choice among the options: “True: We do this,” “False: We do not do this,” or “NA: Not applicable” to reflect the current practices in your lab. Labs that reply an affirmative “True” or not applicable “NA” to the first 5 statements will be eligible for the Green Labs Certificate. In addition, labs that reply “True” to 10 of 27 statements will receive the Green Labs Certification.

## Environmental Management Programs

1. Answer Part A and Part B\*  
Part A. We do not use elemental mercury, mercury compounds, mercury containing products, or devices pursuant to [NIH Policy 3033 – Procurement, Use, and Disposal of Mercury and its compounds](#).  
Part B. We procure, use, and dispose of elemental mercury and mercury compounds strictly following the requirements of [NIH Policy 3033 – Procurement, Use, and Disposal of Mercury and its compounds](#). Before procuring or using mercury containing products or devices, we apply for and receive a [Special Exception for Procurement and Use of Mercury](#). Before disposing of compounds, products, or devices containing mercury, we call the [NIH Chemical Waste Services](#).
2. We actively control liquid laboratory waste discharges to the drain (sanitary sewer) and adhere to the [NIH Manual Issuance 3032](#) by collecting liquid laboratory waste for disposal through the [NIH Chemical Waste Service](#).\*
3. We seek approval to use the drain for disposal of authorized liquid laboratory waste through the ORF [Division of Environmental Protection Waste Discharge Authorization Process](#).\*
4. We conduct [preventative maintenance](#) on ULT Freezers every six months.\*
5. We purchase [Energy Star appliances and instrumentation](#) per the [Federal Acquisition Regulations](#).\*

## Energy Conservation

6. We turn off or shut down ovens, heating blocks, incubators, and other equipment when not in use (at night, or during weekends, and holidays).\*
7. We have posted durable signs about turning equipment off when not in use.\*

## Freezer Management

8. All of our freezers are listed in the NIH Business System Sunflower Property Database. Please contact your [Property Accountability Officer \(PAO\)](#) for more information.\*
9. When purchasing a new freezer we select an [Energy Star Certified](#) model per the [Manual Chapter 26101-16](#).\*
10. We have installed remote monitoring temperature sensors and we calibrate them annually.\*

## Water Conservation

11. We shut the door of the autoclave after removing the items to prevent loss of heat and steam.\*
12. We request the [building maintenance](#) staff to repair leaks and malfunctioning faucets and machines.\*

## Chemical Waste

13. We collect all types of [batteries](#) for proper disposal and recycling.\*
14. We ensure [periodic maintenance](#) of dark rooms.\*
15. We conduct inspections of chemical waste containers in the laboratory per the ORF Division of Environmental Protection, [2018 Laboratory Chemical Waste Inspection Checklist](#).\*

## Medical Pathological Waste

16. We follow procedures to dispose of [MPW](#) in biohazard bags and sharps in the sharps container, as stated in the [Waste Disposal Guide](#).\*

## Radioactive Waste

17. We follow procedures to dispose of [radioactive waste](#) in radioactive waste containers.\*

## Waste Reduction

18. We use the [NIH Free Stuff](#) and the Lab Manager’s listserv to donate usable items, including chemicals, computers, laboratory equipment, etc.\*
19. We participate in the Styrofoam take-back program. Please contact the ORF Division of Environmental Protection at (301) 496-7775 for more information.\*

## Recycling

20. We use the [NIH Chemical Waste Services](#) to provide and pick up chemical waste bins where we collect and store empty chemical bottles (for example, saline and solvent bottles).\*
21. We recycle obsolete equipment and furniture through [Gaithersburg Distribution Center](#) (GDC) for redistribution.\*
22. We recycle pipette tip racks, [mixed paper products](#), and toner cartridges.\*

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### Green Chemistry

23. We have posted the [12 Principles of Green Chemistry](#) and these have been discussed with lab personnel.\*
24. We participate in the [NIH Solvent Recovery Program](#) to reuse chemical solvents: ethanol, formalin, acetone, and xylene.\*
25. We consider alternatives, as stated in the [Toxic Chemical Reduction Initiative](#) (TCRI) document before purchasing chemicals and solvents used in our laboratories. For more information, please see [EPA safer choice](#), GSA [Green procurement](#), [USDA bio-preferred product](#), and [Green Seal](#) products.\*
26. We have chemical Safety Data Sheets/Material Safety Data Sheets containing information pertinent to our laboratory chemicals.\*

### Inventory Management

27. We maintain an inventory of supplies and equipment and refer to the inventory list before purchasing new items.\*

### Outreach

28. We have designated a lab member as a champion or point person for sustainability.\*
29. We encourage laboratory staff to be involved in the outreach events, such as the [Green Labs Fair](#) and to participate in the [NIH Sustainable Laboratory Practices Working Group](#).\*
30. We advocate for the importance of green lab practices to our leadership, administrators, and peers.\*
31. We participate in the annual NIH Green Labs certification process.\*
32. We subscribe to the [NIH Green Zone Newsletter](#) to be informed about the environmental program initiatives and projects at NIH.\*

\*Responses are required

Thank you for participating in the NIH Green Labs Program. If you need assistance, please email the NIH Green Labs Program Manager, Bani Bhattacharya, [bani.bhattacharya@nih.gov](mailto:bani.bhattacharya@nih.gov).