

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