The 2023 NIH Green Labs Program for labs located in Bethesda, Research Triangle Park, and other locations, except Ft. Detrick/Advanced Technology Research Facility in Maryland and Rocky Mountain Labs, Montana, is comprised of 27 multiple choice statements.

Please select your response for each statement based on the current practices in your lab using these options:

"Yes: We do this" or "No: We do not do this" or "NA: not applicable."

There are three levels of Green Lab Certification: Bronze, Silver and Gold as described below:

Green Lab Certification Levels	**Minimum requirement to achieve the Green Labs Program Certificate**
Bronze Level	Labs must reply "Yes" to at least 6 statements
Silver Level	Labs must reply "Yes" to at least 15 statements
Gold Level	Labs must reply "Yes" to at least 20 statements

Waste Management

The ORF Division of Environmental Protection (DEP), Waste and Resource Recovery Branch (WRRB) provides chemical waste, Medical Pathological waste (MPW), and general (solid) waste disposal and recycling services. Key goals of the Waste Management Program are to reduce waste generation, increase recycling, and ensure proper disposal of all waste types.

1. We have joined the WRRB Outreach Channel on Microsoft Teams, where information on programs, tools, and new developments in waste management at the NIH can be found.

   ☐ Yes
   ☐ No
   ☐ NA

2. We procure, use, and dispose of items and materials containing elemental mercury and mercury compounds, as stated in the NIH Policy Manual – 3033 Procurement, Use, and Disposal of Mercury and its compounds.

   ☐ Yes
   ☐ No
   ☐ NA

Chemical Waste Management

Chemical waste includes non-radioactive chemical solids or liquids contaminated with hazardous chemicals. For guidance on chemical waste management, please visit the Chemical Waste site. The NIH Chemical Waste Management program provides many opportunities for chemical waste reduction through various recycling programs.

3. We display the Chemical Waste Compliance Poster in our lab where it can be easily viewed to assist lab personnel with waste compliance.

- ☐ Yes
- ☐ No
- ☐ NA

4. We **only** discharge liquid chemical waste down the drain when an *approved Chemical Discharge Request* is on file with DEP/WRRB **or** we have confirmed that all chemicals are approved for discharge as listed on the NIH Drain Discharge Guide.

   - ☐ Yes
   - ☐ No
   - ☐ NA

5. We have reviewed the NIH Chemical Waste Tag Video and understand the process for completing the NIH Chemical Waste Tag. Please contact the Division of Environmental Protection with any questions on accurately completing the NIH Chemical Waste Tag at 301-496-7990.

   - ☐ Yes
   - ☐ No
   - ☐ NA

6. We fill out all four (4) sections of the NIH Chemical Waste Tag (NSN-7530-00-L07-5985) in its **entirety** the moment we place waste in our collection container, ensuring our chemical waste is properly identified.

   Please identify the hazard category(s) used when completing Section 2 of the NIH Chemical Waste Tag that reflects all applicable hazards associated with your lab's waste: **Refer to the Chemical Waste Compliance Poster for instructions on each section.*

   - ☐ Flammable
   - ☐ Environmental Hazard
   - ☐ Corrosive
   - ☐ Explosive
   - ☐ Reactive
   - ☐ Oxidizer
   - ☐ Toxic
   - ☐ Dangerous
   - ☐ Health Hazard
   - ☐ No
   - ☐ NA

7. We store our chemical waste containers at or near the point of generation where the waste is accumulated and is under the control of the operator/person generating chemical waste.

   - ☐ Yes

- ☐ No
- ☐ NA

8. We participate in the NIH Surplus Chemical Redistribution Program to distribute sealed, unused, and unexpired chemicals (with proper labels and no signs of chemical or physical change).

   - ☐ Yes
   - ☐ No
   - ☐ NA

9. We participate in the NIH Solvent Recovery Program to have chemical solvents (ethanol, xylene, formalin, acetone) purified for our re-use.

   - ☐ Yes
   - ☐ No
   - ☐ NA

Medical Pathological Waste Management

Medical pathological waste (MPW) includes any waste with actual or perceived presence of pathogenic agents. Pathological waste includes animal carcasses, anatomical waste such as organs, tissue from humans or animals. In addition, sharps containers (scalpels, razor blades, Pasteur pipettes, pipette tips, needles, and syringes), animal bedding contaminated with pathogenic agents which cannot be decontaminated through autoclaving, and other material potentially contaminated with cytotoxic or cytostatic drug. For more information, visit the Medical Pathological Waste site and review packaging procedures in the Waste Disposal Guide.

10. We keep Medical Pathological Waste (MPW) free of radioisotopes or hazardous chemicals.

    - ☐ Yes
    - ☐ No
    - ☐ NA

General Waste Management

General waste consists of materials free of any apparent pathological/infectious, radioactive, or hazardous chemical contamination. Materials considered as soft plastics are the grocery bags, Ziploc bags, air shipping pillows, all clean, dry bags, pallet/shrink wrap, and bubble wrap. Other general (solid) waste items are pipette tip racks, toner and ink cartridges, cardboard, mixed paper products, furniture, electronics, equipment, and appliances. For more information, visit the General Waste site.

11. We dispose of uncontaminated, non-recyclable labware in the Disposable Labware and Broken Glass Box (NSN-8115-00-N19-2305).

    ☐ Yes
    ☐ No
    ☐ NA

12. We no longer use the large plastic teal containers and refer to the Chemical Waste Compliance Poster for removal instructions.

    ☐ Yes
    ☐ No
    ☐ NA

13. We collect pipette tip racks, mixed paper products, and ink/ toner cartridges for recycling at designated areas. For more information on acquiring recycling bins for these items or locating the designated collection areas in your building, please contact Division of Environmental Protection at 301-496-7990.

    ☐ Yes
    ☐ No
    ☐ NA

14. We recycle soft plastics (e.g., grocery bags, Ziploc bags, air shipping pillows, bubble wrap) by placing them in designated Plastic Film Collection Boxes.

    ☐ Yes
    ☐ No
    ☐ NA

15. We surplus government-owned personal property, accountable and non-accountable properties for reutilization and recycling, through our IC Property Custodial Officer (PCO) or Property Accountability Officer (PAO). This includes items such as office equipment, appliances, and electronics. For more information, please refer to the Personal Property Management Guide.

    ☐ Yes
    ☐ No
    ☐ NA

16. We participate in the NIH Styrofoam take-back program. Please contact the Division of Environmental Protection at 301-496-7990 for more information.

    ☐ Yes
    ☐ No
    ☐ NA

Freezer Management

NIH Manual Chapter 26101-16 establishes the NIH policy for the selection, inventory, placement, and maintenance of Ultra-Low Temperature Freezers (ULTF), Laboratory Grade Freezers (LGF) and Laboratory Grade Refrigerators (LGR) to increase freezer and refrigerator reliability and reduce energy consumption, operating costs, and greenhouse gas (GHG) emissions. For more information, visit the Freezer Management site.

17. We manage ULT and Laboratory Grade freezers and refrigerators per NIH Manual Chapter 26101-16 as listed below.

    - Conduct preventative maintenance semiannually. Please review the video for details on performing a user-level preventative maintenance.
    - Ensure freezers and refrigerators are placed in areas with at least 6 inches of clear space around the sides and on top.
    - Register freezers and refrigerators into the NIH Business System

    ☐ Yes, all listed actions apply to our freezer and refrigerator management.
    ☐ No, one or more of the listed actions are not reflective of our lab's practices.
    ☐ NA

18. We participated in the 2023 NIH Freezer Challenge to practice environmental stewardship above and beyond the requirements in the NIH Manual Chapter 26101-16.

    ☐ Yes
    ☐ No
    ☐ NA

19. We operate ULT freezers capable of maintaining temperatures between -60°C and -90°C at -70º C or warmer.

    ☐ Yes
    ☐ No
    ☐ NA

Sustainable Procurement:

The Biden-Harris Administration released Executive Order 14057: *Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability* which establishes a coordinated, whole-of-government approach, along with individual agency goals and actions, to transform Federal procurement and operations to reduce greenhouse gas (GHG) emissions and environmental impacts and secure a transition to clean energy and sustainable technologies. A few sustainable procurement and operational practices are listed below:

20. We review the Sustainable Marketplace: Greener Products and Services website and Significant New Alternatives Policy (SNAP) program to identify green products/services and determine acceptable chemical substitutes for ozone-depleting substances, respectively, before purchasing items to be used in our laboratories.

    ☐ Yes
    ☐ No
    ☐ NA

21. We purchase energy-efficient products (appliances, equipment, and instrumentation) certified by ENERGY STAR and energy and water efficient products designated by DOE Federal Energy Management Program (FEMP) per the Federal Acquisition Regulations.

    ☐ Yes
    ☐ No
    ☐ NA

22. We keep an updated chemical inventory and refer to this list before purchasing new items.

    ☐ Yes
    ☐ No
    ☐ NA

23. We search the NIH FreeStuff website before purchasing any new products for our laboratory.

    ☐ Yes
    ☐ No
    ☐ NA

24. We participate in the NIH Intramural Research Program, Collaborative Research Exchange (CREx) to utilize core facilities and shared resources.

    ☐ Yes
    ☐ No
    ☐ NA

Communication and Outreach

Communication and outreach are essential to the successful implementation of environmental programs at the NIH. To learn more about the communication and outreach opportunities, please visit the Outreach site.

25. We participate and represent our Institutes/Centers (ICs) at sustainability meetings/working groups to promote environmental sustainability at NIH: A few such meeting/working groups are:

    Green Team Leads Council Meeting (GTLC) –Members include the NIH Institutes/Centers (ICs) Green Team leads or representatives who are involved with increasing awareness and encouraging green and sustainable practices in office spaces.

    Sustainable Laboratory Practices Working Group (SLPWG) – This group serves the NIH intramural lab community and welcomes lab staff from all ICs to influence their peers/colleagues in embracing and advancing lab sustainability at NIH.

    Sustainability Management Team (SMT) – The team comprises of NIH senior leadership who participate in high-level discussions for strategizing, implementing, and promoting environmental sustainability across NIH.

    Please email at green@mail.nih.gov to learn more about participating in meetings/working groups and receive a point for participation.

    ☐ Yes
    ☐ No

26. We subscribe to the monthly NIH Green Zone Newsletter to stay informed about NIH environmental programs. The NIH Green Zone Newsletter includes 3 articles in each monthly issue, typically a Featured Article, a Take Action article and a Staff Spotlight or Event article.

    **Response should reflect subscription status of the lab POC/applicant and/or Principal Investigator/Core Facility Manager of lab*

    ☐ Yes
    ☐ No

27. We complete the NIH Environmental Management System (NEMS) Awareness Training annually, which informs NIH staff of their roles and responsibilities within NEMS.

    ☐ Yes
    ☐ No

28. We have motivated our peers/colleagues from another lab to participate in the NIH Green Labs Program. Please provide the name of your peers/colleagues in the box below.

The following questions will help to improve the development and outreach methods for waste management services and the NIH GLP. Your **response** to these questions will not count toward your 2023 NIH GLP score/Certification Level but are extremely valuable to ensure good customer service. Thank you in advance!

A. Please check all that apply to indicate the variety of tools you/your labs utilizes to properly dispose of waste, such as:

- ☐ NIH Waste Disposal Guide
- ☐ Chemical Waste Compliance Poster
- ☐ Waste & Recycling Section on the NEMS Website
- ☐ WRRB Outreach Channel on Microsoft Teams
- ☐ NA

B. Please check all that apply if you/your lab has received training or informal lectures on waste management at the NIH.

- ☐ DOHS lab safety courses.
- ☐ Presentation provided by a member of the WRRB team.
- ☐ 1-on-1 discussions during waste management inspections.
- ☐ Not yet and we are interested in receiving training in managing waste.
- ☐ Other: [text box]
- ☐ NA

C. Do you need additional information and guidance on managing chemical waste, Medical Pathological Waste, and general waste? If so, please specify.

D. Any suggestions for improving the NIH Green Labs Program self-assessment form, especially including a topic or environmental program area to improve sustainability in your lab or at NIH?

E. How did you hear about the NIH Green Labs Program?

- ☐ Meeting or working group (please provide name in the text box below)
- ☐ Principal Investigator or Scientific Director (please provide name and IC in the text box below)
- ☐ Colleague (please provide name and IC in the text box below)
- ☐ NIH Green Labs Fair
- ☐ NIH Intranet site
- ☐ NIH Green Zone Newsletter
- ☐ Green listserv
- ☐ NIH Twitter (X)

- □ Other: [Insert text box]

Thank you for participating in the 2023 NIH Green Labs Program.