

The University of Queensland Green Labs Program



Green Labs Assessment

Green Labs Rep:		Date of assessment:	
Lab name:		Green Labs Assessor:	
School / Section:		Lab name of GL Assessor:	
No of Staff / Students in Lab:		School / Section of GL Assessor:	

The [Green Lab Assessment Information Sheet](#) provides more information on how to prepare for the assessment and how to complete the assessment. Please read this before your assessment. This is available on the website at www.uq.edu.au/sustainability/green-labs-program or contact the Green Labs Assistant.

The following assessment has been designed based on the work procedures in the Environmental Management System (EMS) and the Green Labs fact sheets. Auditors should look for evidence of the questions. If the question does not apply to the lab then answer N/A.

Once completed, forward copy of your Green Labs Assessment to greenlabs@pf.uq.edu.au.

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1.0	Interview with new GL Rep	Yes Always	Mostly	Some-times	Rarely	No Never	N/A	Comments
1.1	Training							
1.1.1	Is environmental training undertaken in new staff inductions?							
1.1.2	Is there a record of who has undertaken environmental training? (sight record for yes)							
1.2	Energy							
1.2.1	Are appliances only switched on just before they are needed rather than leaving them running constantly? (e.g. ovens, chillers, autoclaves) <small>For Yes, response must know the warm up times – could be on a label on the appliance</small>							
1.0	Interview with new GL Rep	Yes Always	Mostly	Some-times	Rarely	No Never	N/A	Comments
1.2.2	Have power management stickers been placed on most lab equipment e.g. 'Switch off and Save', 'Appliance warm up time'							
1.2.3	Have timers been installed on all equipment that is often left on but could be turned off at night and on the weekends? e.g. heating blocks, centrifuges, PCR machines, and printers.							
1.2.4	If not on sensors, are lights always turned off in vacant or occasionally used rooms? e.g. storage rooms, cold rooms, microscopy rooms.							
1.2.5	Are appliances run only when they have a full load? (e.g.							

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	autoclaves, dishwashers, glasswashers)							
1.2.6	Does the centralised A/C run 24/7 during semester?							
1.2.7	Does the centralised A/C humidity control run 24/7 during semester?							
1.2.8	Does the centralised A/C run 24/7 out of semester?							
1.2.9	Does the centralised A/C humidity control run 24/7 out of semester?							
1.2.10	If the centralised A/C is run 24/7 (either during or out of semester times) - Is this necessary?							
1.2.11	If the centralised A/C humidity control run 24/7 (either during or out of semester times) - Is this required?							
1.3	Fridges/Freezers							
1.3.1	Are fridges and freezers defrosted annually and condenser coils and filters cleaned biannually?							
1.3.2	Do ULT freezers have up-to-date inventories, detailing where samples are located within each freezer?							
1.3.3	Is Ultra-low freezer space shared between other researchers/groups to avoid purchasing a new ULT freezer?							
1.3.4	Are Ultra Low Freezer chilled up to -70°C or -75°C?							
1.4	Water Efficiency							
1.4.1	Is all water cooled equipment on a recycle system?							
1.4.3	Is water of appropriate quality used for each task? For Yes, Tap water is used for bulk rinsing of dirty glassware and use progressively purer water with each step, as needed. Understand the chemical limits of contamination for your work and know your source <u>water purity</u> . Consider soaking rather than continuous flushing.							

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1.4.4	Is labware washed efficiently? For Yes, response includes, washed in the sink using a plug or under a tap with flowrates minimised. Dishwashers operated on full load.							
1.4.5	Are timers installed or used on critical or continuous water uses?							
1.4.6	Do you look for and report leaks (e.g. in icemaker and autoclave drains). Leaks are reported to P&F Assist							
1.5	Chemical Management							
1.5.1	Is a chemical tracking system used for the labs or will be installed? N/A if system has been considered but too difficult to implement at this stage.							
1.5.2	Has the lab been spring cleaned in the last year?							
1.5.3	Are excess and waste chemicals disposed of after research is completed or students/staff leave the area? For Yes response no chemicals on shelves that were used for research that has been completed or by staff and students who are no longer in the group.							
1.5.4	Are there sufficient labels on work spaces to allow Lab Personnel to identify the group or individual responsible for experiments/equipment/samples/chemicals when unattended?							
1.5.6	Do you wash glassware with minimum solvent rinsing?							
1.6	Waste Reduction							
1.6.1	Where possible and safe to do so, is washable or reusable lab ware used in place of disposable items?							
1.6.2	Are empty printer cartridges recycled?							
	NON OGTR OR QUARANTINE CERTIFIED LAB AND OFFICE AREAS							
	Do you return empty original chemical containers to the Chemical							

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1.6.5	Store for reuse? (Plastic and glass bottles 2.5 and 4 litre). Do not wash bottles or deface labels.							
1.6.6	Are recycling bins located outside your lab? Cleaners will only collect waste from bins that are located outside the laboratory.							
1.6.7	Has the Laboratory Recycling Poster been placed next to the recycling bins?							
1.6.8	Is paper and cardboard recycled?							
1.6.9	Are green, brown and clear glass bottles that cannot be reused by Chemical Store, recycled? (cannot be contaminated with pharmaceutical products, should be rinsed and labels defaced).							
1.6.10	Are recyclable plastic containers recycled?							
1.6.11	Is polystyrene packaging recycled?							
1.6.12	Is soft plastic recycled?							
OGTR OR QUARANTINE CERTIFIED LAB								
1.6.13	Are recycling bins located outside your lab? Cleaners will only collect waste from bins that are located outside the laboratory.							
1.6.14	Is clean uncontaminated outer packaging material which have not entered the lab recycled?							
1.0	Interview with new GL Rep	Yes Always	Mostly	Some-times	Rarely	No Never	N/A	Comments
1.7	Procurement							
1.7.1	Is equipment shared between research groups or labs? For Yes response, either it is currently being undertaken or perhaps procurement guidelines recommend checking other labs first.							
1.7.3	Are environmental benefits considered when purchasing equipment? For yes response, perhaps procurement guidelines or form has tick box							

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	indicating environmental considerations such as energy star rating/ off switches / recirculated cooling water.							
1.7.4	Is reusable equipment purchased where possible? E.g. glassware.							
1.8	Travel							
1.8.1	Do lab staff regularly car pool, ride bikes, walk or take public transport?							
1.8.2	Where possible, do lab staff use teleconferencing or video conferencing instead of travelling to a meeting?							
1.8.3	Do lab staff use the intercampus bus where feasible?							
2.0	Interview with Lab Users	Yes Always	Mostly	Some-times	Rarely	No Never	N/A	Comments
2.2	Chemical Management							
2.2.1	Do you know which liquid waste chemicals can go down the sink? How do you find out if a liquid waste chemical can go down the sink? <small>For Yes, response of either told by supervisor or look up QUU trade waste sewer acceptance guidelines through the procedures</small>							
2.0	Interview with Lab Users	Yes Always	Mostly	Some-times	Rarely	No Never	N/A	Comments
2.2	Chemical Management (Cont.)							
2.2.5	Are chemicals only ordered on an as needs basis? For Yes response, for example, order frequently of small amounts rather than occasionally and large amounts.							
2.2.6	Are chemicals shared with other researchers/groups or labs?							

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2.2.8	Are Green Chemistry alternatives investigated when setting up experiments?							
2.2.11	Are empty chemical bottles returned to the Chemical Store for use as waste bottles?							

3.0	Walk Through Survey	Yes Always	Mostly	Sometimes	Rarely	No Never	N/A	Comments
3.6	Fume cupboards							
3.6.1	Are chemicals stored in any fume cupboards when not in use?							
3.6.2	Are any sashes held open with equipment or other obstruction?							
3.6.3	Are any sashes broken?							
3.6.4	Are any fume cupboards obsolete?							
4.0	After hours Survey	Yes Always	Mostly	Sometimes	Rarely	No Never	N/A	Comments
4.1	Water							
4.1.1	Is all water cooled equipment switched off?							

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5	Fume Cupboard Sash Height * Ideally sample all fume cupboards (especially if 10 or fewer). If more than 10 take a representative random sample of the fume cupboards.	No of fume cupboards sampled	Avg. height of fume cupboards sash	Sash Closed Height (cm)	Comments
5.1	What is the approximate average height of sashes?				Instead of being specific with measurements of sash heights, it could be estimates e.g. 1/2 open, 3/4 open, 1/4 open. Instead of being an after-hours survey, the rep could measure the sash height before leaving for the day or lunchtime when it is not in use, or more simply, during assessment.