

# Green Labs Assessment Tips

*Assessing the current environmental practices of your lab will allow for effective planning and improvement. Follow these tips to ensure consistent assessment and comparable results.*



## Before Assessment

- ✓ Seek permission from your manager or supervisor to complete the assessment. Notify colleagues when the assessment will occur.
- ✓ Consider if yourself, as the Green Labs Representative, will conduct the assessment or will be assisted by the Green Programs Assistant.
- ✓ If assistance is required, advise of the lab's dress code requirements, facilities within the lab, what research/experiments take place and any important health and safety information.
- ✓ Familiarise yourself with your lab's past assessments. If this is your lab's first assessment, review the Green Labs Annual Report for assessments on other labs.
- ✓ Budget up to 2 hours for assessment.
- ✓ Do not turn off or place stickers on computers or equipment that are not your personal responsibility.
- ✓ Survey your workplace with health and safety in mind – do not reach where you cannot see, nor sort through rubbish with your hands etc.
- ✓ Ask permission when entering occupied labs.
- ✓ If a colleague is free, ask them their perspective on the question you are currently working on, especially on procedures you have noticed non-compliance (e.g. if chemical bottles are not properly labelled, ask them what the process is for labelling).
- ✓ If they have a specific role (e.g. Purchasing Officer), ask them questions relating to their role.

## During Assessment

- ✓ Provide the Assessment Form (print version), Fume Cupboards form and this tip sheet.
- ✓ Be honest with your observations, pretending you're an independent surveyor.
- ✓ If you cannot answer some questions, source answers from colleagues.
- ✓ Observe bins before they are emptied.
- ✓ Explain the purpose of the interview and be respectful of your colleague's time and ideas.
- ✓ Ask if your colleagues have any questions about "greening" the lab or environmental management on campus. If you don't know the answer, seek clarification from the Green Programs Assistant.
- ✓ Allow your colleagues to view the anonymous results at the end of collection.

CRI/COS Provider 00025B (113886)