

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.

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