

Environmental Review and Self-Assessment Checklist

Lab staff should be aware of the environmental impacts of their activities and seek ways to reduce those impacts. The checklist is designed to: 1) assist Divisions in reducing, their environmental impacts as required in Pub-3000 and the Institutional ISM Plan, and 2) provide guidance to Divisions in self-assessing their performance.

Listed below are suggested examples of activities that can accomplish this purpose. This is not meant to be an exhaustive list and is meant to provide basic activities and possibly stimulate other ideas for reducing the environmental impacts.

Answer “yes” or “no” to the following questions. By asking your Departments, Groups or teams these questions, areas for improvement may be identified. If activities cannot be implemented, describe any impediments.

Paper reduction

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are your Divisions' copy machines default settings to make double-sided copies? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all documents printed and copied on both sides? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are documents routinely stored and sent in electronic formats, rather than making hard copies? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is paper that is clean on one side used routinely for in-house drafts and message pads? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have cover sheets for faxes been eliminated? |

Lessons Learned: Are there additional areas where you have reduced or eliminated the use of paper? If yes, please describe:

General

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are all presentations using electronic formats rather than transparencies? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all items such as paper, aluminum cans, cardboard, plastic bottles, transparencies, floppy disks and packing peanuts recycled? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all batteries rechargeable and all calculators solar? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your Division using 100% recycled content copier paper? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are remanufactured items such as recharged toner cartridges routinely used? |

Lessons Learned: Are there other activities that you have implemented? If yes, please describe:

Laboratory Areas

Yes No

- Has your Division minimized the purchase and use of hazardous materials to the extent feasible? (Waste Management can assist)
- Do all oil cans, plant cans and other liquid materials have appropriate drip pans or trays to catch leaks?
- Has all mercury-containing equipment been replaced with non-mercury alternatives where ever possible?
- Has your Division developed and implemented a process whereby all existing and planned research experiments using hazardous chemicals or radioactivity reviewed for use of alternative non hazardous materials?
- Has your Division replaced photochemicals with digital imaging where feasible?

Lessons Learned: Has your Division implemented other activities that have reduced or eliminated the use of hazardous materials? If so, please describe:

Purchases

Yes No

- Has your Division purchased equipment and was it Energy Star rated? If so, are the Energy Star features enabled?
- Are routine supplies made with recycled materials (i.e., paper products, toner cartridges, office products)?
- Are office supplies such as trays, binders, etc. obtained from the Property Reuse Center?
- Are potential return-on-investment opportunities identified (such as equipment purchases) and submitted to the Lab for funding? (WM can assist)

Lessons Learned: Has your Division implemented other activities that have reduced energy consumption, or minimized the use of virgin materials? If yes, please describe:

Signature

Date