

Sustainable Lab Certification

Sustainable Duke

In order to receive Sustainable Lab Certification your lab must achieve at least 33 out of 42 total applicable checklist items. If a certain requirement is not applicable, please provide a comment.

We appreciate your time and support in completing this checklist to ultimately lessen the footprint of the Duke community and our operations.

Lab Information

- 1) What is your name and email address?
- 2) What is your P.I.'s name and email address?
- 3) What is your lab manager's name and email address?
- 4) What is the name of your office or department?
- 5) What is your lab's research focus area(s)?
- 6) What is the size of your lab (# of lab personnel)
- 7) Does your lab have any specific requirements or features?
- 8) Where is your lab located (e.g. building, room number)

Management and Training

- 1) Our lab has reviewed this checklist as a team and discuss opportunities to infuse sustainability into the lab's work.
 - a. Yes
 - b. No
 - c. N/A, Explain:

- 2) Our sustainable labs representative communicates sustainability principles and policies to PI, staff, and students working in the lab on a regular basis (at least once yearly) and during on-boarding.
 - a. Yes
 - b. No
 - c. N/A, Explain:

Energy Conservation

- 1) Our lab's fume hood(s) sashes remains closed when the hood(s) is not in use.
 - a. Yes
 - b. No
 - c. N/A, Explain:
- 2) Our lab's fume hood(s) has been evaluated and certified as operating properly within the past 13 months.
 - a. Yes
 - b. No
 - c. N/A, Explain:
- 3) Our lab's freezers and refrigerators have a regular maintenance schedule (including, but not limited to, defrosting and cleaning coils).
 - a. Yes
 - b. No
 - c. N/A, Explain:
- 4) Our lab limits compact freezers and refrigerators to 1 per 2 bays (i.e. 4 benches).
 - a. Yes
 - b. No
 - c. N/A, Explain:
- 5) Our lab regularly verifies that freezer and refrigerator contents are associated with active or on-going research or have a specific archival purpose to ensure that the freezer/refrigerator's space is used efficiently.
 - a. Yes
 - b. No
 - c. N/A, Explain:
- 6) Our lab regularly verifies that space in incubators and other equipment is used efficiently.
 - a. Yes
 - b. No

- c. N/A, Explain:
- 7) Our lab turns off equipment when not in use, particularly at the end of the day (e.g. heat blocks, water baths, incubators, etc)
- a. Yes, we turn off 100% of equipment when not in use
 - b. Yes, we turn off 75% of equipment when not in use
 - c. Yes, we turn off 50% of equipment when not in use
 - d. No
 - e. N/A, Explain:
- 8) We turn off overhead lights that are not in use except those required for safety. Additionally, we consulted with the building manager to discuss options for installing motion sensors/timers to further reduce electricity consumption.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 9) We have adjusted our computer's energy settings to be more efficient (e.g. do not use screensavers, computer goes into sleep mode after 5 minutes).
- a. Yes
 - b. No
 - c. N/A, Explain:
- 10) We have eliminated unnecessary electronic equipment (e.g. desktop printers) in favor of using centralized equipment. Please consult your IT department when necessary.
- a. Yes
 - b. No
 - c. N/A, Explain:

Water Conservation

- 1) Our lab does not use single-pass equipment cooling.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 2) Our lab does not have water powered aspirators.
- a. Yes
 - b. No
 - c. N/A, Explain:
- 3) Our lab uses tap water rather than DI water when possible.
- a. Yes

- b. No
 - c. N/A, Explain:
- 4) Our lab has worked with Duke Facilities Management (university buildings) or OESO (health system buildings) to install high-efficiency water technology (e.g. low-flow sink aerators and shower heads).
 - a. Yes
 - b. No
 - c. N/A, Explain:
- 5) Our lab reports all leaks to Duke Facilities Management (university buildings) or OESO (health system buildings) by submitting a service request.
 - a. Yes
 - b. No
 - c. N/A, Explain:

Chemical Storage and Use

- 1) Our lab has had a lab audit conducted by OESO within the past 13 months.
 - a. Yes
 - b. No
 - c. N/A, Explain:
- 2) Our lab maintains an up-to-date chemical inventory.
 - a. Yes
 - b. No
 - c. N/A, Explain:
- 3) Our lab makes efforts to use fewer hazardous chemicals when conducting research experiments.
 - a. Yes
 - b. No
 - c. N/A, Explain:
- 4) Our lab does not store obsolete chemicals and disposes of them properly.
 - a. Yes
 - b. No
 - c. N/A, Explain:

Sustainable Purchasing and Procurement

- 1) Our lab coordinates the purchasing of lab/office supplies and reagents to minimize shipping emissions and unnecessary packaging waste.
 - a. Yes
 - b. No
 - c. N/A, Explain:

- 2) Our lab follows Duke's Environmentally Preferred Purchasing Guidelines and opts for sustainable options for office supplies and equipment (e.g. we use Staples' filters for sustainable products).
 - a. Yes
 - b. No
 - c. N/A, Explain:

- 3) Our lab purchases or uses paper and other office supplies that have 100% recycled content or are eco-certified (e.g. FSC certified).
 - a. Yes
 - b. No
 - c. N/A, Explain:

- 4) When the need for new furniture or equipment arises, our lab visits Duke Surplus to review currently available options for reuse.
 - a. Yes
 - b. No
 - c. N/A, Explain:

- 5) Our lab purchases high efficiency equipment and appliances (e.g. ENERGY STAR) when possible.
 - a. Yes
 - b. No
 - c. N/A, Explain:

Waste Reduction and Diversion

- 1) Our lab has proper recycling bins in our office. If we do not have recycling bins, we have contacted Duke Waste and Recycling to explore our options.
 - a. Yes
 - b. No
 - c. N/A, Explain:

- 2) Our lab follows [guidance on waste sorting for recycling, compost, and landfill waste](#) from Duke University and the City of Durham.
 - a. Yes
 - b. No

- c. N/A, Explain:
- 3) Our lab recycles all Duke-purchased electronics and office furniture and equipment that are no longer needed by our office through the Duke Surplus Property Program as required by the university.
 - a. Yes
 - b. No
 - c. N/A, Explain:
 - 4) When our lab has unneeded office supplies (pens, paper, folders, etc), we share them with other nearby departments or donate them to local organizations, like the Scrap Exchange.
 - a. Yes
 - b. No
 - c. N/A, Explain:
 - 5) We edit and share documents electronically rather than printing them, when possible.
 - a. Yes
 - b. No
 - c. N/A, Explain:
 - 6) Our lab has set all our computers to default to double-sided printing.
 - a. Yes
 - b. No
 - c. N/A, Explain:
 - 7) If there is a shared office kitchen or break room, our lab keeps reusable plates, mugs, glasses, and utensils to avoid use of disposable items.
 - a. Yes
 - b. No
 - c. N/A, Explain:
 - 8) Our lab recycles the following items (select any or all that apply)
 - a. Expanded polystyrene and Styrofoam
 - b. Lab plastics (e.g. pipette tip boxes, etc)
 - c. Lab gloves

Transportation and Travel

- 1) Our lab encourages biking, walking, public transportation, and carpooling to work and around campus.
 - a. Yes
 - b. No

- c. N/A, Explain:
- 2) Our lab allows telecommuting or hybrid schedules, if appropriate, for our personnel.
 - a. Yes
 - b. No
 - c. N/A, Explain:
 - 3) Our lab educates people in our office about Duke Parking and Transportation's [resources for alternative commuting](#).
 - a. Yes
 - b. No
 - c. N/A, Explain:
 - 4) Our lab encourages visitors to use public transportation by providing them with information on Duke's and GoTriangle's buses.
 - a. Yes
 - b. No
 - c. N/A, Explain:
 - 5) Our lab uses videoconferencing and conference calls instead of traveling for meetings, when possible.
 - a. Yes
 - b. No
 - c. N/A, Explain:
 - 6) Our lab staff fly economy class instead of business class or first class for Duke-related travel.
 - a. Yes
 - b. No
 - c. N/A, Explain:

Field Work

- 1) When conducting research in the field, our lab recovers all staking/flagging materials from the field or uses biodegradable materials.
 - a. Yes
 - b. No
 - c. N/A, Explain:
- 2) When conducting research in the field, our lab recovers all batteries, electronics, and equipment from the field
 - a. Yes

- b. No
- c. N/A, Explain: