



Charles Sturt  
University

**csugreen**  
sustainability  
- your actions count!

## Green labs checklist

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APRIL 2020



Green labs rep/tech staff/researcher:	
Date of assessment:	
Building/lab no:	
Gross floor area m <sup>2</sup> :	
Teaching/Research Clinical/Other:	
No of staff and students in lab:	
Green labs lab name	
Green labs assessor:	
Green labs assessor Signature	
School/section of lab 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 [science.csu.edu.au/technical](http://science.csu.edu.au/technical). Charles Sturt University acknowledges that this check list has been adapted from materials developed by the University of Queensland. Thank you to our colleagues.

The following assessment has been designed based on the work procedures in the Sustainability Research Guidelines and the Green Labs fact sheets. Auditors should look for evidence to the questions. If the question does not apply to the lab then answer N/A. Once completed, forward a copy of your Green Labs Assessment to [csugreen@csu.edu.au](mailto:csugreen@csu.edu.au)

Information collected will be used by DFM to optimise A/C operation (in consultation with technical staff)	Comment
Is the A/C a centralised system?	
Is the A/C system zoned?	
Is the A/C system manually controlled (can be manually adjusted) or controlled by the BMS?	
Does the centralised A/C run 24/7 during semester?	
Does the centralised A/C run 24/7 out of semester times?	
If the centralised A/C is run 24/7 (either during or out of semester times) Is this necessary?	
If the centralised A/C humidity control run 24/7 (either during or out of semester times) - Is this required?	

1.0	Interview with Green Labs Champion/Tech staff/Researcher	Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
<b>1.1</b>	<b>Training</b>							
1.1.1	Is environmental training provided as part of new staff and research student inductions?							
1.1.2	Is there a record of who has undertaken environmental training? (Sight record for yes)							
1.1.3	Are annual update sessions on Environmental Management run? For Yes', response: these sessions are for all lab users as a reminder of their responsibilities and the procedures, particularly in relation to waste disposal. It could be a 15 mins session perhaps held during a staff meeting rather than formal training.							
1.1.4	Is there a record of who attends update sessions? (sight record for yes)							

1.0	Interview with new Green Labs /Technical staff member/Researcher	Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
1.1.5	Is there a sustainability component in inductions for students in teaching labs? Sight inductions for yes							
1.1.6	Is sustainability e.g. specific waste recycling, included in practical manuals? Sight manuals for yes science.csu.edu.au/technical							
1.1.7	Has a green team been established in your lab to encourage sustainable behaviour and share ideas for improving sustainability?							
1.2	<b>Energy</b>							
1.2.1	Are appliances only switched on just before they are needed rather than leaving them running constantly? e.g. incubators, ovens, growth chambers, autoclaves, waterbaths For Yes, response must know the warm up times – could be on a label on the appliance.							
1.2.2	Is equipment switched off over extended breaks? e.g. Incubators, ice machines, drying ovens etc. (Easter/at the end of teaching/over Xmas?)							
1.2.3	Are monitors and screens, teaching microscopes and data capture units switched off at the conclusion of each class in teaching labs? (Screens are timed to stay on for 2 hours) Encourage academic staff and/or demonstrators to be responsible for this.							
1.2.4	Where possible and appropriate, are fabric towel items line-dried (not tumble-dried)? i.e. where items are laundered in the facility							
1.2.5	Has an appliance audit been conducted to eliminate any unnecessary refrigerators OR replaced all old refrigerators?							
1.2.6	Have power management stickers been placed on most lab equipment? e.g. 'Switch off and Save', 'Appliance warm-up time'							
1.2.7	Are computers & monitors switched off overnight/on weekends/during extended breaks?							
1.2.8	Are lights always turned off in vacant or occasionally used rooms? e.g. storage rooms, cold rooms, microscopy rooms.							
1.2.9	Are lights turned off when leaving rooms (if being left for more than 10 minutes)? Energy required to re-start fluorescent lights is equivalent to a few seconds of energy, so switching them off, even for a few minutes, will save energy, especially in large labs/prep rooms etc.							

	Interview with Green Labs Champion/Tech staff/Researcher	Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
<b>1.2</b>	<b>Energy (cont.)</b>							
<b>1.2.10</b>	Are appliances run only when they have a full load? (e.g. autoclaves, dishwashers, glasswashers): Teaching Labs only (only if suitable for Research, PC2 & QAP)							
<b>1.2.11</b>	Are students/researchers/clinical staff encouraged to switch off equipment when they're not using it, or when they finish the practical? e.g. microscopes, Bunsen burners etc							
<b>1.2.12</b>	Do labs and offices use blinds, shades, or curtains throughout the space (as available) to maximize day lighting and minimize the need for overhead or task lighting?							
<b>1.2.13</b>	Does sensor lighting have an appropriate switch-off setting e.g. 30 minutes?							
<b>1.2.14</b>	Does sensor lighting have an over-ride switch? For Yes response: Location known and panel used							
<b>1.2.15</b>	Are staff & researchers working after hours aware of the location of the control panel for sensor lighting if available? Is this covered in building inductions? For yes: Sight induction manual							
<b>1.2.16</b>	If temperate control is local, are air-conditioners set at a minimum of 24°C in summer and a maximum of 22°C in winter?							
<b>1.2.17</b>	Are fume hoods switched off when tasks are completed or the sash lowered as far as possible when in use? Sashes should be completely lowered at all times unless work is in progress. When the sash is up in non- use times, a running fume hood uses as much as 3.5 times the energy of a medium sized house.							

	Interview with Green Labs Champion/Tech staff/Researcher	Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
<b>1.3</b>	<b>Fridges/Freezers/Ice machines</b>							
<b>1.3.1</b>	Are fridges and freezers defrosted annually and condenser coils and filters cleaned biannually? For yes: Sight records							
<b>1.3.2</b>	Is regular maintenance done on ULT Freezers? E.g. clear away ice build-up on doors and gaskets with a rubber mallet or plastic scraper <a href="https://green.harvard.edu/tools-resources/how/de-ice-your-freezer-4-steps-gifs">https://green.harvard.edu/tools-resources/how/de-ice-your-freezer-4-steps-gifs</a>							
<b>1.3.3</b>	Do ULT freezers have up-to-date inventories, detailing where samples are located within each freezer? See the Green Labs Fact sheet for information on freezer storage programs.							
<b>1.3.4</b>	Are all researchers/groups aware of the need for rapid access to ULT freezers to protect all contents and save energy? For yes: Is this included in the induction for the ULT freezer?							
<b>1.3.5</b>	Is Ultra-low freezer space shared between other researchers/groups to avoid purchasing a new ULT freezer?							
<b>1.3.6</b>	Are Ultra Low Freezers chilled down to -70°C, -75°C or -80°C? Consult users to confirm if -70°C is adequate for all samples. 30% energy saving if temperature is increased from -80°C to -70°C <a href="https://green.harvard.edu/news/harvards-hoekstra-lab-wins-national-green-labs-competition">https://green.harvard.edu/news/harvards-hoekstra-lab-wins-national-green-labs-competition</a>							
<b>1.3.7</b>	Are refrigerated incubators used as refrigerators? Equipment should be used for intended purpose. See equipment specifications							
<b>1.3.8</b>	Are fridge & freezer temperatures monitored and recorded on a regular basis? For Yes: sight records							
<b>1.3.9</b>	Are ice machines drained and cleaned regularly (every 2 months) to prevent blockages? For yes, sight records							
<b>1.3.10</b>	Are ice machines switched off when not in use?							

Interview with Green Labs Champion/Tech staff/Researcher		Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
<b>1.4</b>	<b>Water efficiency</b>							
<b>1.4.1</b>	Is all water-cooled equipment on a recycle system?							
<b>1.4.2</b>	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 water purity. Consider soaking rather than continuous flushing.							
<b>1.4.3</b>	Is lab glassware and equipment 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 where possible.							
<b>1.4.4</b>	Are timers installed or used on critical or continuous water uses? (Glasshouses, Phytotron, QAP growth chambers)							
<b>1.4.5</b>	Do you look for and report leaks? (e.g. in icemaker and autoclave drains, irrigation systems). Leaks are reported to DFM via a BEIMS request							
<b>1.4.6</b>	Are water-driven suction systems used for filtration? Replace with small electric pumps or used inbuilt vacuum system							

1.5	Chemical Management	Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
1.5.1	Are Green Chemistry practices implemented where possible? <a href="http://www.chemistryexplained.com/Ge-Hy/Green-Chemistry.html">http://www.chemistryexplained.com/Ge-Hy/Green-Chemistry.html</a>							
1.5.2	Do you seek to minimise chemical use where feasible? e.g. Scale down experimental quantities/micro-scale for teaching and research?							
1.5.3	Are staff encouraged to purchase only the volume of chemical required and avoid buying larger volumes because it seems cheaper and they may use it?							
1.5.5	Is an annual inventory check completed to identify old and obsolete chemicals to be sent for disposal?							
1.5.6	Is a chemical tracking system used for the labs? CHMFFX manifests For yes: manifests to be up-to-date on storage facilities and CHMFFX							
1.5.7	Are excess and waste chemicals disposed of after research is completed or students / staff leave the area? For Yes, response of: 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. Project risk assessment and Faculty Waste Disposal Procedure followed							
1.5.8	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? For fume hoods and Biosafety cabinets: full experimental information and documentation is to be attached to hood/ cabinet. For yes: sight labelling and/or documentation							
1.5.9	Are waste disposal bottles for each specific chemical provided for practical sessions?							
1.5.10	Do you purchase water or alcohol-based white board markers over petroleum-based ones? Refillable whiteboard markers and ink are available in Unimarket (WINC).							

1.6	Waste Reduction	Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
1.6.1	Has waste recycling information been incorporated into practical requirements for teaching/research protocols/clinical procedures							
1.6.2	Have academic staff/research protocols/clinical procedures been consulted to see where experiments can be modified to reduce the quantity of items such as single-use plastics?							
1.6.3	Are single use items for teaching/research re-used where possible?							
1.6.4	Does the lab office use multifunction printers that scan, fax, print, and copy so that costly personal printers are eliminated?							
1.6.5	Where possible and safe to do so, is washable or reusable labware used in place of disposable items?							
1.6.6	Is green-waste from class pracs/research projects diverted to composting facilities? Contaminated plant material must be sterilised as per the FoS Waste Disposal procedure.							
1.6.7	Is paper towel composted where possible?							
1.6.8	Are specialist waste streams in place e.g. hair nets & beard covers (FPP): Other waste: have alternative waste streams been identified, appropriate containers* provided, and DFM/other collection organised?*Where possible and appropriate, use the same collection containers that will be used in industry e.g. hospital. Contact CSU Green for information on alternative waste streams csugreen@csu.edu.au							
1.6.9	Are cornstarch packing peanuts collected and used as compost / mulch / added to worm hotels? Has a collection bin been set up and procedure for transfer to composting been organised?							
1.6.10	Does the lab purchase and use rechargeable batteries as available?							
1.6.11	Are used batteries collected and recycled where facilities exist? Check the batteries factsheet at <a href="http://www.csu.edu.au/csugreen">www.csu.edu.au/csugreen</a>							
1.6.12	Are cardboard boxes collapsed before being added to recycling? Boxes which aren't collapsed incur significant additional cost for recycling & transport, & create problems on the sorting line at recycling facilities.							

1.6.13	Are empty printer toner cartridges recycled? Go to the CSU Green website: <a href="http://www.csu.edu.au/csugreen">www.csu.edu.au/csugreen</a>							
1.6.14	Are mobile phones, tablets & laptops recycled? If not, contact DIT for recycling information <a href="https://cms.csu.edu.au/division/dit/compshop/home/our-green-commitment">https://cms.csu.edu.au/division/dit/compshop/home/our-green-commitment</a>							
1.6.15	Is obsolete computer equipment cascaded/sold/recycled? If not, contact DIT for recycling information <a href="https://cms.csu.edu.au/division/dit/compshop/home/our-green-commitment">csu.edu.au/division/dit/compshop/home/our-green-commitment</a>							
1.6.16	Are all lab-sponsored functions zero waste? (no garbage; only compostable and recyclable items). This means using reusable cups, bottles, crockery and cutlery.							

General and PC1 Laboratories		Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
1.6.17	Disposal of empty chemical containers is to align with the Faculty Waste Disposal Procedure.  (Empty glass bottles: 2.5 and 4 litre). Are empty glass containers re-used for the same chemical only? Water containers can be re-used for any waste type. Deliver used water bottles to technical staff for re-use. Plastic containers must not be re-used for chemicals other than what they originally contained e.g. ethanol DO NOT RECYCLE used plastic or glass chemical containers unless risk-assessed as safe. Please check SDS to ensure that the container is not to be treated as chemical waste. If in doubt, dispose to landfill.							
1.6.18	Are fluorescent tubes recycled? <a href="mailto:csugreen@csu.edu.au">csugreen@csu.edu.au</a> DFM staff will usually remove old tubes as they are replaced. Contact DFM to organise collection.							
1.6.19	Are cleaning staff familiar with correct procedures for disposal of recycling waste streams? For yes: check inductions							
1.6.20	Has the Laboratory Recycling Poster been placed next to the recycling bins and into waste rooms?							
1.6.21	Are green, brown and clear glass bottles that cannot be reused recycled?  (Cannot be contaminated with any hazardous chemicals, should be rinsed and labels defaced. Please check SDS to ensure that the container is not to be treated as chemical waste). Check the Risk Assessment and go to the Faculty of Science Waste Disposal Procedure <a href="https://science.csu.edu.au/technical/procedures-and-guidelines">science.csu.edu.au/technical/procedures-and-guidelines</a>							
1.6.22	Is paper and cardboard recycled?							

1.6.23	Recycling for polystyrene is currently unavailable. Please reuse where possible or return to the supplier where schemes exist. Check the CSU Green website regularly to check for updates: <a href="http://www.csu.edu.au/csugreen">www.csu.edu.au/csugreen</a>							
1.6.24	Are cornstarch packing peanuts collected and diverted to worm hotels, composting facilities, or used as garden mulch?							
<b>OGTR (PC2/PC3) OR QUARANTINE CERTIFIED LAB (QAP)</b>								
1.6.25	Are recycling bins located outside your lab? Cleaners will only collect recycling waste from bins that are located outside the PC2 laboratory.							
1.6.26	Is clean, uncontaminated outer packaging material which has not entered the PC2/QAP lab recycled? – Cardboard, polystyrene, paper, bubble wrap etc.							
<b>Interview with Green Labs Champion/Tech staff/Researcher</b>		<b>Yes Always</b>	<b>Mostly</b>	<b>Some times</b>	<b>Rarely</b>	<b>No</b>	<b>N/A</b>	<b>Comment</b>
<b>1.7</b>	<b>Procurement</b>							
1.7.1	Is equipment shared between research groups and/or teaching labs? For Yes response, either it is currently being undertaken or perhaps procurement guidelines recommend checking other labs first							
1.7.2	Is equipment chosen to suit the most frequent use/size requirements? For yes response, perhaps procurement guidelines or form has tick box indicating the equipment is sized for its most frequent use rather than occasional or just- in-case larger loads.							
1.7.3	Are environmental benefits considered when purchasing equipment? For yes response, perhaps procurement guidelines or form has tick box indicating environmental considerations such as energy star rating/ off switches / recirculated cooling water.							
1.7.4	Are reusable consumables & equipment purchased where possible? e.g. glassware.							
<b>1.8</b>	<b>Travel</b>							
1.8.1	Do lab staff regularly car pool, ride bikes or walk?							
1.8.2	Do lab staff use teleconferencing or video conferencing instead of travelling to a meeting?							

2.0	Interview with Lab Users	Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
<b>2.1</b>	<b>Duty of Care</b>							
<b>2.1.1</b>	Did you know that CSU has a Sustainability Statement? Do you know where to find it?							
<b>2.1.2</b>	Have you heard of the Environmental Protection Act 1994?							
<b>2.1.3</b>	Do you know what your General Environmental Duty is? For Yes, response must be aware of personal responsibilities to minimise harm to the environment.							
<b>2.1.4</b>	What would you do if you became aware of an incident that might cause environmental harm? (eg. chemical spill down sink / stormwater drain) For yes: Contact manager/supervisor/security (AH). Submit hazard and incident reports.							
<b>2.1.5</b>	Do you know where to find the Sustainability Manual and procedures? For Yes, response is: in the Facility Manual							
<b>2.2</b>	<b>Chemical Management</b>							
<b>2.2.1</b>	Have academic staff /researchers/clinical supervisors been consulted to see where hazardous substances used in teaching practicals/research/clinical practice can be eliminated, substituted or reduced? Check out the Green Chemistry link at Faculty of Science: <a href="http://science.csu.edu.au/technical">science.csu.edu.au/technical</a>							
<b>2.2.2</b>	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? For Yes, response: look up Faculty Waste Procedure and SDS (should also be addressed in Risk Assessment) Go to Faculty of Science: <a href="http://science.csu.edu.au/technical/procedures-and-guidelines">science.csu.edu.au/technical/procedures-and-guidelines</a>							
<b>2.2.3</b>	Do you know how to dispose of a liquid chemical that cannot go down the sink? How do you do it? For Yes, response of: Consult risk assessment. Look up Faculty Waste Procedure and SDS. One waste bottle for each separate waste solution, label with FofS chemical waste label and provide a mini SDS. Transfer to appropriate waste repository e.g. NaLSH – to EAL manager							
<b>2.2.4</b>	Do you know how to dispose of solid chemical wastes? What is the process for disposal of solid chemical waste? For Yes, response of: Should be addressed in Risk Assessment. Look up Faculty Waste Procedure and SDS. Seal in appropriate container, label with a FofS waste label and provide a mini SDS. Transfer to appropriate waste repository e.g. NaLSH – to EAL manager							

Interview with Lab Users		Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
<b>Chemical Management (Cont.)</b>								
2.2.5	How is chemical waste collection requested? For Yes, response of: use the correct type of disposal bottle, label appropriately and take the finished waste bottle to the appropriate collection area.							
2.2.6	Are chemicals only ordered on an as needs basis? For Yes, response of for example, order small amounts frequently rather than occasionally and large amounts.							
2.2.7	Are chemicals shared with other researchers/groups within the lab where possible & appropriate?							
2.2.8	Are chemicals shared with other labs when possible? For example, when only a little of the chemical is needed or the chemical is only used once but a whole bottle has to be ordered. If a neighbouring lab can use the chemical this will reduce chemical waste (and save money and space).							
2.2.9	Are Green Chemistry alternatives investigated when setting up research/teaching experiments? Using risk assessments – elimination & substitution							
2.2.10	Is the minimal number of experiments or micro-scale experiments used where possible?							
2.2.11	When rinsing bottles, is the minimum amount of water used to dilute chemical in bottles then the rest of the water put down the sink? Generally when an empty chemical bottle has been filled with clean water several times, (and disposed of as chemical waste), water used to rinse the bottle after that will only contain traces of chemical which are below the trade waste recommendation and so can be disposed of down the sink. SDS and Faculty Waste Management Procedure for further clarification)							
2.2.12	Can empty chemical bottles be reused as waste bottles? Water containers can be re-used for any waste type. Deliver used water bottles to technical staff for re-use. Plastic containers must not be re-used for chemicals other than what they originally contained e.g. ethanol DO NOT RECYCLE used plastic or glass chemical containers unless risk-assessed as safe. Please check SDS to ensure that the container is not to be treated as chemical waste. If in doubt, dispose to landfill							
2.2.13	Do you know where the spill kit is located?							

Interview with Lab Users		Yes Always	Mostly	Some times	Rarely	No	N/A	Comment	
<b>2.3</b>	<b>Animal Waste</b>								
<b>2.3.1</b>	<p>Is animal waste disposed of correctly?</p> <p>For Yes response: Animal waste shall be placed in an appropriate receptacle/bin with no splits or cracks and the receptacle/bins marked as Animal waste. Waste is to be disposed of as per the Faculty Waste Management Procedure</p> <ul style="list-style-type: none"> <li>• Animal carcasses and parts thereof, must be kept refrigerated and be disposed of as soon as practical. If the waste cannot be disposed of quickly, it should be frozen. DO NOT PLACE INTO PLASTIC BAGS</li> <li>• Animal blood, plasma, faeces, urine – dispose of as clinical waste</li> <li>• Animal bedding and faeces from healthy animals – transferred to composting site by Technical staff</li> <li>• Preserved animals: For collection by a specialist contractor</li> <li>• Large volumes of animal intestines: i.e. more than ten intestines from large animals. Placed in plastic bags and disposed of at the rubbish dump as putrescible waste.</li> <li>• Animal samples from unhealthy animals: Disposed of as clinical waste.</li> <li>• Animal waste from research facilities: Disposed of as clinical waste. Includes all forms of animal waste from research – animal tissue, blood, urine, faeces, swabs, plasma, and bedding.</li> <li>• Animal manure and bedding from animals in veterinary facilities: Disposal via Bio Bin. See Bio Bin SWP for further details.</li> </ul>								
<b>2.3.2</b>	<p>Is animal waste stored correctly?</p> <p>For Yes, response of: As per Risk Assessment and Faculty Waste Management Plan</p> <ul style="list-style-type: none"> <li>• Animal carcasses and parts thereof, must be kept refrigerated (eg dedicated area within a cold room) or frozen as required until the time of removal from site;</li> <li>* Animal litter, foodstuffs and faeces must be stored in a cool environment;</li> <li>• The waste shall be stored: <ul style="list-style-type: none"> <li>- in a weather protected, well-ventilated area;</li> <li>- in a secured area and not readily accessible by the general public; and</li> <li>- in such a manner as to present no threat to health, safety and the environment.</li> </ul> </li> </ul> <p>If possible and safe, stored until the facility has a bin full.</p>								
<b>2.3.3</b>	<p>Do you know what to do if there is an animal waste spill?</p> <p>For Yes, response of: This is documented in the risk assessment and Faculty Waste Management Procedure and depends on the type of spill.</p> <p>Every generator, transporter or handler of Animal wastes shall hold equipment, and have staff who are trained to carry out clean up of spills of this waste. This will include all measures for containing, removing and disinfecting a spill area.</p> <p>Any material generated by responding to a spill should be handled as animal waste unless it is excluded, by its nature, by any part of this procedure.</p> <p>OR – know who to contact if there is a spill – a supervisor should know so that would be a sufficient response.</p>								

Interview with Lab Users		Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
<b>2.4</b>	<b>Clinical Waste</b>							
<b>2.4.1</b>	What is clinical waste? What is included in clinical waste? For Yes response must include reference to perceived clinical waste (source of contamination), Risk Assessment and Faculty Waste Management Procedure science.csu.edu.au/technical							
<b>2.4.2</b>	How is clinical waste disposed of? For Yes, response must include placing in approved yellow liners and bins marked with ADG Infectious waste symbol in laboratories, then transferred to the clinical waste wheelie bins kept in the facility. Refer to Risk Assessment and Faculty Waste Management Procedure science.csu.edu.au/technical							
<b>2.4.3</b>	How are sharps correctly disposed of? For Yes response must include reference to sharps containers, Risk Assessment and Faculty Waste Management Procedure science.csu.edu.au/technical							
<b>2.4.4</b>	How are gloves, masks and pipettes correctly disposed of? For Yes, reference to perceived clinical waste, Risk Assessment and Faculty Waste Management Procedure science.csu.edu.au/technical							
<b>2.4.5</b>	Do you know what to do if there is a spill?							
<b>2.5</b>	<b>Plant &amp; Soil Waste</b>							
<b>2.5.1</b>	Are noxious weed plants and seeds sterilised before being disposed of?							
<b>2.5.2</b>	Is dried and fresh (non-contaminated) plant material from teaching and research sent to composting facilities?							
<b>2.5.3</b>	Is soil which is contaminated with bacteria/fungi/other sterilised before being disposed of?							
<b>2.5.4</b>	Is non-contaminated soil sent to composting facilities?							
<b>2.5.5</b>	Is chemically contaminated soil disposed of as chemical waste?							

Interview with Lab Users		Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
<b>2.6</b>	<b>Cytotoxic Waste (Clinics only, simulation nursing)</b>							
<b>2.6.1</b>	What is cytotoxic waste? For Yes, response must refer to waste which is or may be contaminated with cytotoxic drugs							
<b>2.6.2</b>	Is cytotoxic waste is correctly disposed of? For Yes response must refer to placing in approved purple receptacles marked with 'Cytotoxic waste - Incinerate at 1100°C'.							
<b>2.6.3</b>	Do you know what to do if there is a spill?							
<b>2.7</b>	<b>Radioactive waste</b>							
<b>2.7.1</b>	When is radioactive material disposed of? Refer to Faculty Radiation Management Plan RMP-S18 Storage and Disposal of Radioactive Waste. All radioactive waste is to be stored or disposed of in accordance with the current legislation							
<b>2.7.2</b>	What is the process to dispose of containers or packages that formerly contained radioactive materials? • For Yes response must include removal of all radiation labels be removed or effectively destroyed, then contact the University Radiation Officer or the Radiation Safety Committee.							
<b>2.7.3</b>	How is radioactive waste stored and disposed of? Response must include reference to Risk Assessment, RSC project approval, Faculty Waste Management Procedure and section RMP-S18 Storage and Disposal of Radioactive Waste The EPA's Waste Classification Guidelines Part 3: Waste Containing Radioactive Material: October 2013, must be adopted into the waste procedures. This document is enacted through the Protection of the Environment Operations Act 1997.							

3.0	Walk through Survey	Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
<b>3.1</b>	<b>Recycling</b>							
3.1.1	Is all paper recycled?							
3.1.2	Is all cardboard and packaging material collapsed and recycled?							
3.1.3	Is all polystyrene recycled (where facilities exist)?							
3.1.4	Are starched-based packing beads recycled as compost?							
3.1.5	Are batteries recycled?							
3.1.6	Are toner cartridges recycled?							
3.1.7	Are specialist waste streams recycled e.g. hair nets & beard covers, IV bags etc?							
3.1.8	Are fluorescent tubes recycled?							
<b>3.2</b>	<b>Chemical Management</b>							
3.2.1	Are chemical bottles labelled correctly?							
3.2.2	Are waste bottles labelled correctly? E.g. Faculty Chemical Waste label attached?							
3.2.3	Is appropriate spill equipment available?							
<b>3.3</b>	<b>Animal Waste</b>							
3.3.1	Is animal waste disposed of correctly?							
3.3.2	Is animal waste stored correctly?							
3.3.3	Is there a notice up listing who to contact if there is a spill?							

Walk through Survey		Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
<b>3.4</b>	<b>Biohazardous Waste</b>							
<b>3.4.1</b>	Are biological spill kits available?							
<b>3.4.2</b>	Are bins filled appropriately (i.e. they are not over full)?							
<b>3.4.3</b>	Is all perceived biohazardous waste autoclaved and transferred to landfill bins (as per Faculty Waste Management Procedure?)							
<b>3.5</b>	<b>Clinical Waste</b>							
<b>3.5.1</b>	Are biological spill kits available?							
<b>3.5.2</b>	Are bins filled appropriately (i.e. they are not over full)?							
<b>3.5.3</b>	Is all perceived clinical waste in Clinical Waste bins?							
<b>3.6</b>	<b>Fume Cupboards</b>							
<b>3.6.1</b>	Are chemicals stored in any fume cupboards when not in use?							
<b>3.6.2</b>	Are any sashes held open with equipment or other obstruction?							
<b>3.6.3</b>	Are any sashes broken?							
<b>3.6.4</b>	Are any fume cupboards obsolete?							
<b>3.7</b>	<b>Cleaning</b>							
<b>3.7.1</b>	Are safe and sustainable cleaning products used where possible?							
<b>3.7.2</b>	Has the lab been spring-cleaned in the last year? Is this on the lab cleaning maintenance schedule?							
<b>3.7.3</b>	Is unused / unwanted equipment given to other users / donated to local schools / recycled? Conduct and annual 'Lab equipment swap day' <a href="https://news.stanford.edu/2017/04/19/annual-lab-swap-diverts-unused-supplies-landfill/">https://news.stanford.edu/2017/04/19/annual-lab-swap-diverts-unused-supplies-landfill/</a>							

4.0	General	Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
4.1.1	Consider minimising paper by using electronic lab note books. Recycle items such as pens/highlighters/ textas through the central store, and personal items such as oral care products, toner cartridges, batteries through collection points in NaLSH (Bldg 289) and Library (Bldg 13). Personal e-waste and fluorescent tubes to the bins outside building 264.							
4.1.2	Join CSU's War on Waste Initiative and BYO keep cup/mug or use the mug library for discounted hot beverages at CHEERS							
4.1.3	Say 'no thanks' when offered plastic bags or straws. Did you know that all CSU CHEERS outlets have gone STRAW-FREE? Charlie's Stores are plastic bag free.							
4.1.4	Consider participating in CSU Green activities throughout the year e.g. Ride to work in October. If you are on Facebook, like the CSU Green page to see upcoming events							
4.1.5	Take reusable shopping bags when buying items for classes							
4.1.6	Use reusable dishes, cups, cutlery etc in lunch rooms where possible							
4.1.7	Drink free water from kitchens & hydration stations – avoid buying bottled water or BYO water bottle							
4.1.8	Bring 'nude food' for lunch with no/minimal wrappings or packaging							
4.1.9	Check out CSU's annual Scorecard publication on the CSU Green website showing our annual sustainability awards & achievements <a href="https://www.csu.edu.au/csugreen/publications/sustainability-score-card">https://www.csu.edu.au/csugreen/publications/sustainability-score-card</a>							
4.1.10	Share your sustainability efforts and ideas with other laboratory staff or others at CSU							
4.1.11	Share photos of your Green Labs sustainability actions on Twitter@CSUGreen or on CSU Green's facebook page							
4.1.12	Nominate a sustainability champion in your laboratory as part of RED awards and programs							
4.1.13	Check out what else you can do to minimise your environmental impact							

5.0	After hours survey	Yes Always	Mostly	Some times	Rarely	No	N/A	Comment
5.1	Water							
5.1.1	Is all water cooled equipment switched off?							

5.2	Energy Survey	Percentage left on (excluding those switched off or on power save/sensor)	Comments
5.2.1	Are lights switched off in unmanned areas?		
5.2.2	Are hard drives (computers) switched off or on power save?		
5.2.3	Are monitors switched off or on power save?		
5.2.4	Are printers & photocopiers switched off or on power save?		
5.2.5	Are appliances switched off and not immediately in use (including ovens, sterilisers, and autoclaves)? If they have been left on ready for the morning what is the warm up period (provide answer in "Comments" column?)		
5.2.6	Is equipment that's labelled 'ok to switch off' switched off if not in use?		
5.2.7	Is equipment that is left on labelled with the user's name and contact details?		

6	Fume Cupboard Sash Height <small>* Ideally sample all fume cupboards (especially if 10 or fewer). If more than 10, take a representative random sample of the fume cupboards.</small>	No of fume cupboards sampled	Avg. height of fume cupboards sash	Sash closed Height (cm)	Comments
6.1	Average height of sashes				