

SUSTAINABLE LABS INDUCTION CHECKLIST

This checklist has been created to aid inductors and inductees on covering the fundamental practises that help to reduce the environmental, social and economic impacts in laboratories.

Please use this checklist as a guide to help you cover the relevant areas associated to your lab.

DID YOU KNOW...

Labs can use as much as 3-5x more energy than an average office building?

1 Fume Cupboards

- If there will be fume cupboards where your inductees will be working, request they shut the sash when finished using them. This saves energy and increases safety.
- Ask to turn off or reduce air flow over extended periods of non usage e.g. weekends

2 Fridges, Freezers and ULTs

- Ensure inductees know the appropriate procedure for sample storage (e.g. clearly labelled with names and dates, to remove from the fridges / freezers when no longer needed, and dispose of correctly to increase space).
- Inductees are made aware of spacing samples correctly and not overcrowding, resulting in increased air flow, reducing energy use, and ensuring samples are cooled properly.
- Request inductees to leave fridge / freezer doors open for as little time as possible, to help maintain constant temperatures, and remember to ensure the door is closed when finished.

3 Waste, Recycling, and Reuse

- Inductees understand the waste protocols for your specific areas, and the correct processes to dispose of certain materials and chemicals.
- If applicable to inductees' roles, make aware that if equipment or chemicals are no longer needed, their availability should be communicated to other lab staff, or added to the [University's Reuse System](#).

4 Chemical and Equipment Inventories

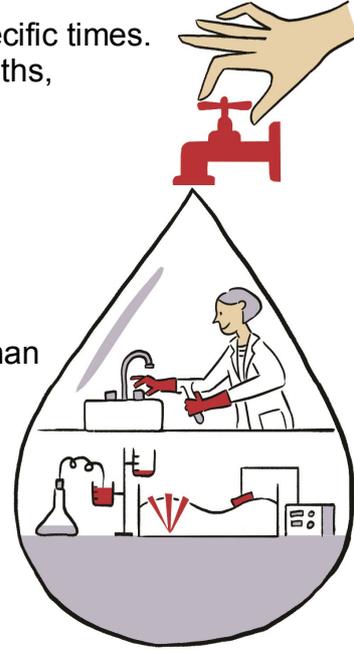
- If inductees have purchasing responsibilities, make aware to check chemical / equipment inventories to see if a desired item already exists elsewhere, before making a new purchase.
- Remind to keep inventories updated when adding or removing items. This prevents any unnecessary purchases saving time, money, and resources.
- If any hazardous chemicals are identified during experiment planning (COSHH), encourage inductees to research safer, cheaper, and less environmentally harmful alternatives (e.g. MIT's [Green Chemistry Wizard](#) database).

5 Smaller Equipment

- Ensure inductees know what equipment can and can't be turned off at specific times. Items such as ovens, autoclaves, drying cabinets, block heaters, water baths, incubators etc. can use large amounts of energy when left on constantly.
- Reminding to power down computers and lighting when not in use.

6 Water Use

- Inductees are made aware of the use of correct water purity for each experiment. Could a lower grade be used in some circumstances rather than deionized, reverse osmosis or distilled etc.?
- Inductees know to fully load dishwashers before switching on, and fill the sink to wash equipment instead of using running water.
- Inductees are introduced to the University's [disposal to drain procedure](#) to inform what is prohibited in being disposed of via the drainage system.



7 Purchasing

- If inductees have purchasing responsibilities, ask for them to think about the below steps before making a purchase:
 - Do you need to buy it in the first place? You can search the [N8 equipment database](#) to see if your desired item already exists for use elsewhere at the University. You could also place a request for an item on [Reuse@leeds](#).
 - Think about [whole life costing](#) (initial capital cost, operational, maintenance, repair, upgrades, and eventual disposal costs) before you click buy or sign off a tender.
 - Is the item the most energy / water efficient model that your budget will allow? The University's Carbon Management Fund can help with replacement equipment at key times of the year - for more information contact sustainability@leeds.ac.uk

8 Social Outreach

- Where approved by line management, inductees are made aware of the University's social outreach opportunities (e.g. [Leeds Festival of Science](#), [Be Curious](#), Summer school activities etc.) and are encouraged to get involved and develop innovative ideas to communicate their work with the wider community.
- Inductees are encouraged to share their sustainability knowledge among fellow laboratory peers to raise awareness of the opportunities to reduce environmental, economic and social impacts.

9 Sustainability Training

- Inductees have been made aware of the University of Leeds [Sustainability in Practice](#) and [Environmental Management System](#) training courses which have been developed to give all staff an overview of what sustainability means, their responsibilities, and how they can make a difference in their areas of work.

QUESTIONS?

Please e-mail: sustainability@leeds.ac.uk