CHECKLIST: Double click to open Hyperlinks

Visit miami.edu/greenu

RECYCLING/REUSE

☐ Order a complete audit with Green U (email greenu@miami.edu). Green U will help you with single stream recycling guidelines and signage (print here). Visit Recycling programs and Green Services for additional UM vendors recycling programs. Make sure you have 1 small blue recycling bin per counter and 1 blue slim Jim (24 Gal) for each section.

☐ Reuse shipping polystyrene boxes, as well as pipette tips boxes (buy refillable ones).

☐ Use RED BIOHAZARD BAGS ONLY for the disposal of biomedical or biohazardous waste. For proper segregation, download this PDF and register for the “Biomedical (Biohazardous) Waste Disposal” CBL in ULearn.

Remainder: Disposing of 1 Lbs. of red bag waste costs SEVEN TIMES more than for 1 Lbs. of regular trash.

NON-CONTAMINATED WASTE should be tossed in a regular trash bin; Place pipette and tips in a box and toss in trash bin to avoid poking.

☐ Biohazard waste cardboard boxes, Red bags, Broken glass boxes and Sharp containers can be ordered from the VWR punch-out catalog in UM Marketplace at a discounted price. (Contact Cinthia Pedroso exp708@miami.edu or Loida Cooper l.cooper3@miami.edu; Call 305.284.5751)

ENERGY:

☐ Set computers to energy saving mode (Control Panel> Power Options> Power Saver check).

☐ Set computer on sleep modes to 10 minutes or less (Activate Power Management on your computer)

☐ Turn off the lights, all electronic appliances and lab equipment daily unless required otherwise (freezers, incubators). Post Turn off the light stickers if your lab doesn’t have motion sensor switches (print here).

☐ Close the fume hood sash in labs. Post Close the Sash stickers on equipment if not already in place (print here). REMEMBER: 1 Fume Hood = the energy consumption of 3.5 Homes!

☐ Ensure all exterior doors and windows are properly closed.
☐ Defrost your -20 freezers when necessary. Make sure your buy new freezers that are Energy Star listed. (Click here for a list of energy efficient freezers and biosafety cabinets)

REMEMBER: To share freezers between labs whenever possible. Report Freezers that are on and empty to greenu@miami.edu

☐ Report AC Unit or insulation incident to Facilities Management / Customer Service:
  - Coral Gables 305-284-8282  
  - Medical 305-243-6375  
  - RSMAS: 305-421-4815

OUTREACH:

☐ You invited Green U to one of your lab meetings for a short Green Lab 101 presentation.
  The Green Lab flyer has been posted at the lab entrance (print here).

☐ The Green Lab Leader sends weekly Green tips from this checklist and this other Green Tips list to colleagues.

☐ Two emails were sent to other labs to promote the program

WATER:

☐ Run your Autoclave chamber only when full. Do not overload.

☐ Report Water leak or incident to Facilities Management / Customer Service:
  - Coral Gables 305-284-8282  
  - Medical 305-243-6375  
  - RSMAS: 305-421-4815

GREEN PURCHASING

☐ UM Surplus Inventory is checked before buying new Furniture

☐ Order Green Cleaning products (Recycled fiber paper towel, green cleaners) if in compliance with your lab Biosafety Level of regulations (visit the Sustainable Earth line from Staples in Ariba)

☐ Try to find safer, more environmentally-friendly alternative to chemicals: MIT Green Alternatives Wizard

☐ Instead of disposable plastic products, buy autoclavable glassware whenever possible.

☐ Buy a mopping bucket combo for non-hazardous spills.

*When you completed this checklist, please contact greenu@miami.edu for a final audit*