



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](#).
REMEMBER: 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 UMeNET at a discounted price. (Contact Cinthia Pedrosa cxp708@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 you 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 green@umiami.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.
- Install [Sink Aerators and Water Misers](#) (Grainger catalog in Ariba) on your faucets to save up to 50% on your water consumption
- Report Water 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 green@umiami.edu for a final audit