



miami.edu/greenlabs

		Check
RECYCLING/REUSE		
1	Order a complete audit with Green U (email green@umiami.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 Lab.	
2	Reuse shipping polystyrene boxes, as well as pipette tips boxes (buy refillable ones).	
3	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 U Learn. 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 dropped in a regular trash bin; Place pipette and tips in a box and toss in trash bin to avoid poking.	
4	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 Renee Wendeln rhw10@miami.edu Call 305.284.5751)	
ENERGY		
5	Set computers to energy saving mode (Control Panel> power Options> Power Saver check)	
6	Set computer on sleep modes to 10 minutes or less (Activate Power Management on your computer)	
7	Post Turn off the light stickers if your lab does not have motion sensor switches (Order prior to audit with Green U).	
8	Close the fume hood sash in labs. Post Close the Sash stickers on equipment i (Order prior to audit with Green U). REMEMBER: 1 Fume Hood = the energy consumption of 3.5 Homes!	
9	Defrost your -20 freezers when necessary. Download the Freezer Best Practices recommendations from UM's Miller School of Medicine experts. Share freezers between labs whenever possible. Report Freezers that are "On" and/or empty to green@umiami.edu	
10	Register and participate in the International Freezer Challenge. Learn more and register here	
11	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		
12	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).	
13	The Green Lab Leader sends weekly Green tips from this checklist and this other Green Tips list to colleagues.	
14	Two emails were sent to other labs to promote the program	
WATER		
15	Run your Autoclave chamber only when full. Do not overload.	
16	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		
17	UM Surplus Inventory is checked before buying new Furniture	
18	The office recycles printer cartridges (find out here)	
19	The office is using the Big Green Box to recycle single use batteries	
20	Order Green Cleaning products (Recycled fiber paper towel, green cleaners) if in compliance with your lab Biosafety Level of regulations (<i>Environmentally Preferred Products: check this video to help you</i>)	
21	Try to find safer, more environmentally-friendly alternative to chemicals: Green Chemicals	
22	Instead of disposable plastic products, buy auto clave glassware whenever possible.	

When you completed this checklist, please contact green@umiami.edu for a final audit
Check 18 out of 22 items and claim your reusable GREEN U bottle!