

Attachment B

Environmental Review and Self-Assessment Checklist

Lab staff should be aware of the environmental impacts of their activities and seek ways to reduce those impacts. The checklist is designed to: 1) assist Divisions in reducing, their environmental impacts as required in Pub-3000 and the Institutional ISM Plan, and 2) provide guidance to Divisions in self-assessing their performance.

Listed below are suggested examples of activities that can accomplish this purpose. This is not meant to be an exhaustive list and is meant to provide basic activities and possibly stimulate other ideas for reducing the environmental impacts.

Answer “yes” or “no” to the following questions. By asking your Departments, Groups or teams these questions, areas for improvement may be identified. If activities cannot be implemented, describe any impediments.

Paper Reduction

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are your Divisions’ copy machines and computer printers default settings to make double-sided copies? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all documents printed and copied on both sides? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are documents routinely shared in electronic formats, rather than making hard copies? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are existing hard copy documents scanned and distributed as PDF files? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are handouts at meetings only provided on an as-requested basis or stored electronically in an accessible area (e.g., eRoom or Webspaces) where they can be downloaded later? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do slide presentations that must be printed contain multiple slides per page (e.g., six)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is paper that is clean on one side used routinely for in-house drafts and message pads? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have cover sheets for faxes been eliminated? |

Lessons Learned: Are there additional areas where you have reduced or eliminated the use of paper? If yes, please describe:

General

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do presentations use electronic formats rather than transparencies? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are items, such as paper, aluminum cans, glass, cardboard, plastics, transparencies, floppy disks, and shipping materials, recycled? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all batteries rechargeable and all calculators solar powered? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is your Division using 100% recycled content copier and printer paper? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are remanufactured items, such as recharged toner cartridges, routinely used? |

Lessons Learned: Are there other activities that you have implemented? If yes, please describe:

Laboratory Areas

Yes No

- Has your Division minimized the purchase and use of hazardous materials to the extent feasible? (Waste Management Group can assist)
- Do all oil cans, plant cans and other liquid materials have appropriate drip pans or trays to catch leaks?
- Has all mercury-containing equipment been replaced with non-mercury alternatives where ever possible?
- Does your Division follow a process to assess whether less toxic or hazardous materials may be used for existing and planned research experiments involving hazardous chemicals or radioactive materials?
- Has your Division replaced photochemicals with digital imaging where feasible?

Lessons Learned: Has your Division implemented other activities that have reduced or eliminated the use of hazardous materials? If so, please describe:

Purchasing and Resource Use

Yes No

- Has your Division purchased electronic equipment that was Energy Star[®] labelled? If so, are the Energy Star[®] features enabled?
- Is electrical equipment turned off when not in use?
- Is the NextBus service used to assist in using the Lab's shuttle bus system?
- Are environmentally-friendly office products and facility supplies purchased? (<http://www.lbl.gov/sustainlbl/Office/> offers guidance)
- When acquiring furniture, was Building 904 (x4938) contacted first to see if reusable items were available?
- Was the Property Reuse Center (Building 79, x5497) checked before office supplies, such as notebooks, folders, staplers, trays, or binders) were purchased?
- Are potential return-on-investment opportunities identified (e.g., equipment purchases) that prevent pollution, use less energy or water, or preserve other resources? Are these opportunities submitted during Laboratory funding calls? (Waste Management Group can assist)

Lessons Learned: Has your Division implemented other activities that have reduced energy consumption, or maximized the use of sustainable materials? If yes, please describe:

Signature

Date