

# Green Labs Guide

Tulane University Office of Sustainability  
[green.tulane.edu](http://green.tulane.edu)

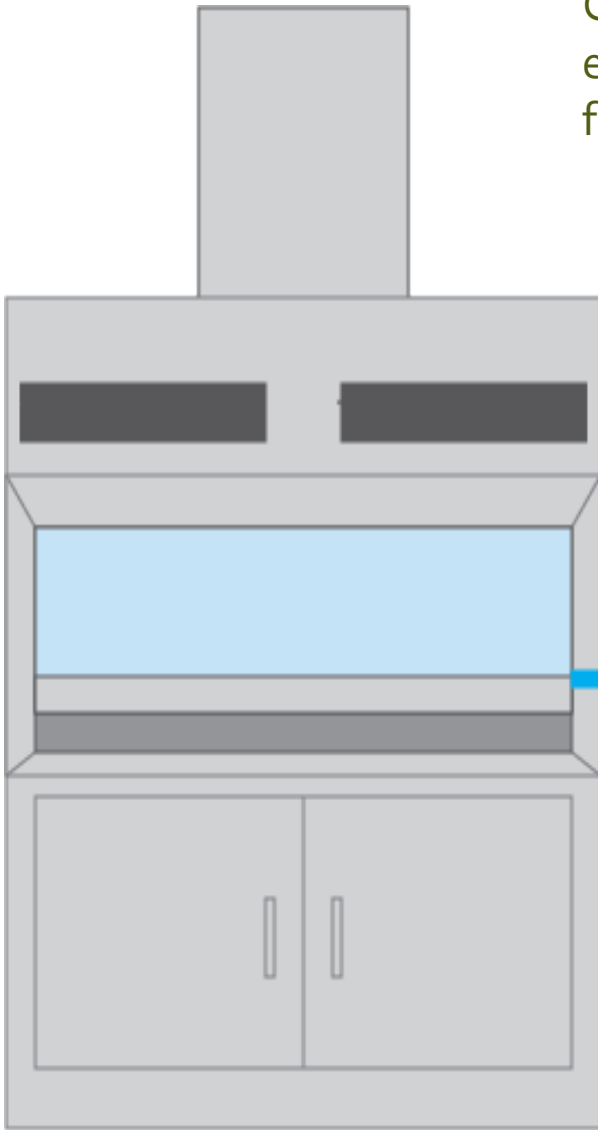


# Shut the Sash!

Close your fume hoods when not in use to increase energy efficiency while reducing risk of safety hazards! Closing fume hoods benefits lab users by doing the following:

- Allows HVAC system to operate more efficiently
- Reduces risk of chemical hazard, fire, and other incidents
- Saves a huge amount of energy! A single fume hood at Tulane can use the same amount of energy as a house!

★ *Contact the Office of Sustainability to set up helpful reminder stickers!*



**SHUT  
the  
SASH**

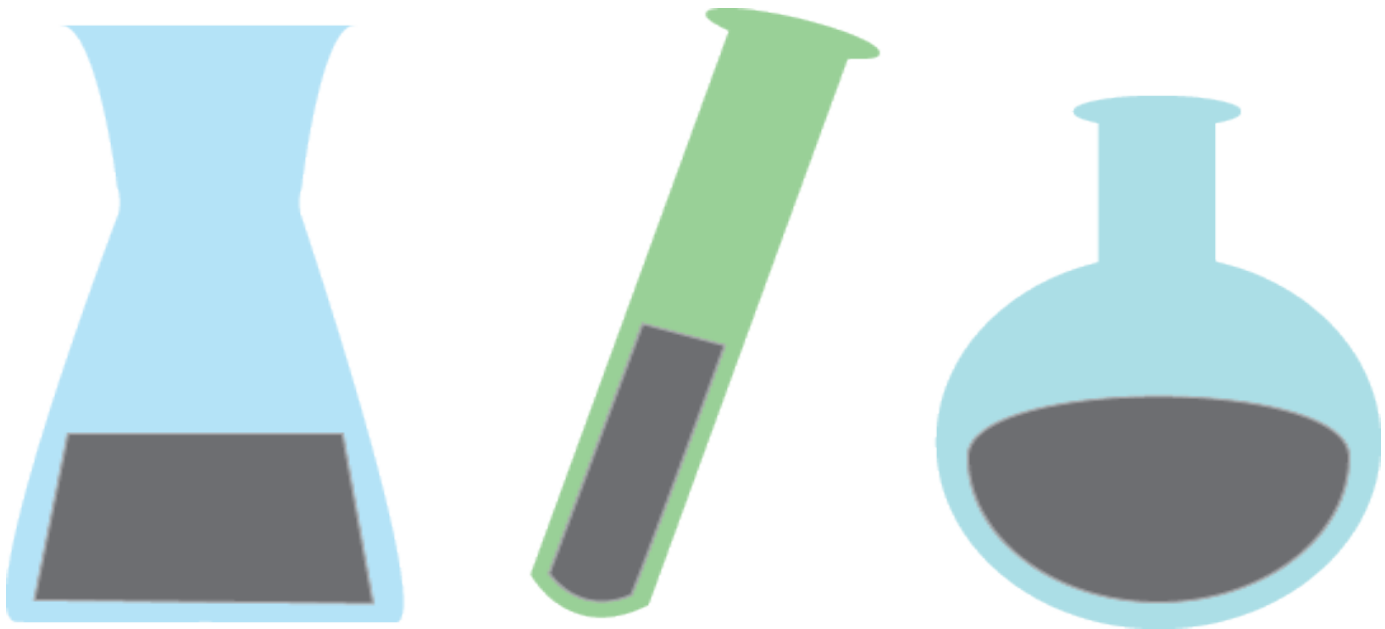
Closing the sash at or below this point when not in use saves **\$1,500** in costs and **10 tons** of **CO<sub>2</sub>** per year!  
[green.tulane.edu](http://green.tulane.edu)

# Don't store things in your fume hood!

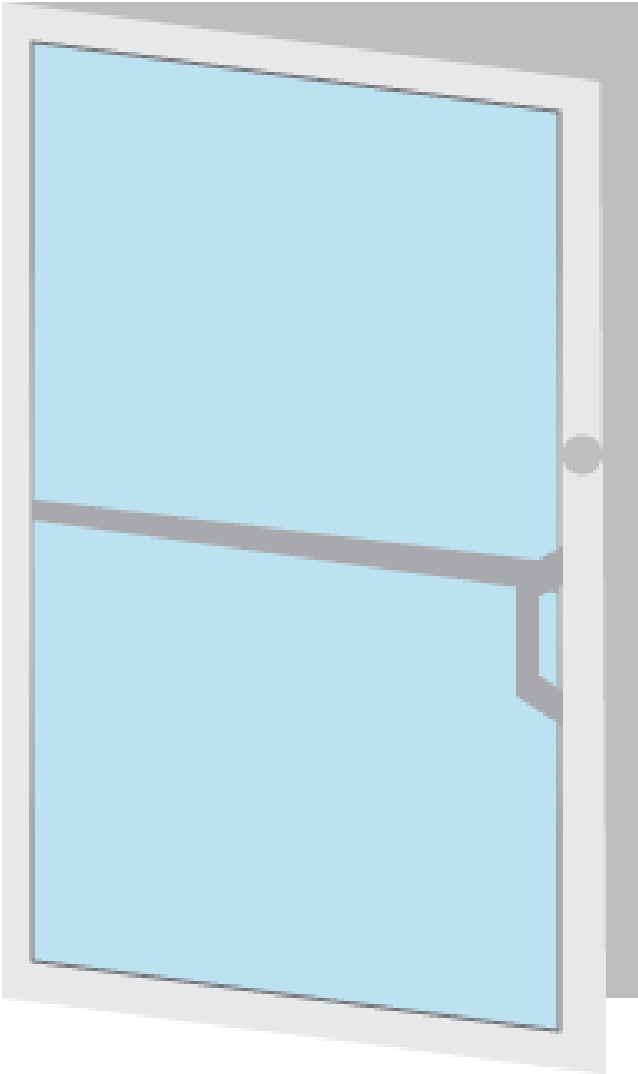
Don't store chemicals or other items in fume hoods.

When objects are stored in the fume hood:

- Air flow in the hood does not function as efficiently
- Chemicals are at risk of mixing or reacting to electrical problems
- Materials can block users' ability to shut the sash.



# Keep Lab Doors Closed



Laboratories are designed to meet specific air flow and pressure needs. When lab doors are closed:

- All chemicals and lab materials are contained to the designated laboratory space.
- Energy and money are saved by allowing ventilation systems to properly function.

# Manage Waste Materials

Keep labs free of clutter and manage materials responsibly by properly disposing of waste.

- **Old lab equipment-** Submit an equipment transfer Certification form to OEHS. Request for verification of decontamination from Office of Biosafety for equipment with potential biohazards. Submit a Service Wave request to facilities services for pick up.
- **Computers and electronics-** IT picks up the e-waste, places on pallet, shrink wrapped, stored in the vehicle maintenance area until picked up by CACRC.
- **Broken glass-** Line a cardboard box with clear, heavy liner. Fill no more than 50% full, seal liner, close and tape box. Submit a service wave and record ticket number. Lab box with PI/ group name, building, and phone number, "Broken Glass Waste," and ticket number. Place in hallway for pickup.
- **Tip Boxes & Styrofoam Coolers-** Option to purchase from companies with mail-back reuse programs for packing of products such as tip boxes and Styrofoam coolers.
- **Paper, plastic, cardboard, bottles, and cans recycling-** Use designated blue bins provided at facility and set cardboard next to waste bins for pickup.



# Contact the Office of Sustainability!

We would love to hear your questions, comments, and ideas!

★ *Arrange an appointment for Shut the Sash stickers on your fume hoods!*

Liz Pfafflin- Assistant Director [epfaffli@tulane.edu](mailto:epfaffli@tulane.edu)

Check out [green.tulane.edu](http://green.tulane.edu) for more information on campus sustainability

Learn more about energy savings by shutting the sash at:  
<http://green.tulane.edu/shutsash.html>

Learn more about campus recycling at [recycle.tulane.edu](http://recycle.tulane.edu)



[www.facebook.com/recycletulane](http://www.facebook.com/recycletulane)

## TULANE UNIVERSITY FOCUS INSPECTION – GREENING THE LAB

Checklist items should be checked, Yes, No, or N/A for Not Applicable. • For every item checked “No,” you must note corrective action under Comments. Once corrected, provide the date when corrective action is completed. Upon completion of the inspection, the original should be retained by the department via the Departmental Safety Representative (DSR). The department should keep the original for at least three years. Make a copy and forward (or submit online) the report to the Office of Sustainability via campus mail (8480), email attachment, or hand delivery.

Campus:	Building:
DSR's Name:	Room or area #:
Department:	Date of Inspection:
DSR's Email:	Inspector's Name:

ITEMS SURVEYED	Yes	No	N/A	Room or Location	Comments	Date Corrected
11.01 Sashes on all fume hoods are closed when not in use.						
11.02 Would you like to schedule a brief meeting to have "Shut the Sash" stickers placed on VAV fume hoods in your lab?						
11.03 Fume hoods not in use are not being used for storage of chemicals or other lab equipment						
11.04 All Laboratory Doors leading to main hallways are closed.						
11.05 Walkways and public areas are clear of waste and unused items.						
11.06 Waste and Recycling areas are properly labeled and maintained						
11.07 Chemical waste containers are properly closed when not actively adding waste.						