



Achieving Bronze

Author	Role	Version	Issue date
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1. Purpose

The purpose of this document is to provide guidance on answering the questions in the LEAF bronze award criteria. Each section of this document explains what should be considered when answering the questions. If any questions are not suitable for your area than 'Not applicable' along with an explanation can be written in the answer box. Any sustainable activities carried out in your area that are not captured by the framework can be captured in the 'Open Initiatives' section at the end of the questions.

2. Scope

This guide is for laboratory users who have been nominated to carry out LEAF in their area and are filling out the criteria for the bronze award.

3. Procedure

3.1. Waste (Q1)

- Are there adequate waste bins in the laboratories such clinical, general, recycling? **This will be specific to each laboratory area.**
- Ideally signage should be present around the laboratory.

3.2. People (Q2-5)

- Does the laboratory induction cover sustainability and sustainable practises that take place in the laboratories?
- Does the laboratory have a way to track material left by departing staff – can samples be destroyed or do they have to be kept. If they are being kept where are they stored and are box plans available so samples can be easily identified? Can chemicals/consumables be



redistributed to other laboratory users? Ideally there should be an exit checklist that laboratory users complete with PI before departure.

- Is there a nominated person driving sustainability and LEAF and is it discussed at Laboratory/departmental meetings?

3.3. Purchasing (Q6)

- Is energy consumption considered when purchasing new equipment?

3.4. Equipment (Q7-9)

- Heat sources on cold equipment are not blocked – fridges and freezers are well spaced and the filters and seals on ULT freezers are cleaned regularly.
- Ovens, incubators and other similar items of equipment are only operated when full, can items be consolidated into one? If they are empty can they be switched off?
- Equipment and lights are turned off when not in use – sticker up. **Stickers are available from the laboratory sustainability officer (jenna.love@liverpool.ac.uk)**

3.5. IT (Q10)

- Has computer monitor brightness settings and time-to-sleep been minimised?
- **This is pre-set by the university so does not need changing. Make sure it is set on standalone PC's.**

3.6. Sample and Chemical management (Q11-12)

- All samples and chemicals have legible labels – **Samples and chemicals should be easily identifiable with the contents and the laboratory user.**
- Chemicals can be shared between laboratory users – **ideally there should be a chemical inventory.**

3.7. Research quality (Q13-14)

- Common protocols are centrally shared and available to all laboratory members.
- Pipettes, balances and other equipment is calibrated.

3.8. Ventilation (Q15-16)

- Any building issues are reported to estates.
- Fume cupboards and safety cabinets have signage encouraging good practise. **Signage available from Teams site.**

4. Changes to the procedure

Version	Reason for change	Date
1.0		November 2023
2.0	Change to purpose, scope and section 3.4	January 2024