OSU Green Labs Certification Survey

**Welcome to the Green Lab Certification!**  
     
The **Green Lab Certification** is an easy and fun way for OSU employees to start or improve laboratory sustainability efforts and get recognition for their work. It is intended to provide ideas for steps your lab can take to increase engagement and awareness, and reduce your environmental footprint and carbon emissions.  
  
For questions that ask for a one-time action (such as printing and posting signage), you may do so during the survey and count that action toward your certification.  
     
Results will be not be shown immediately upon submission, as some items require manual calculation. If needed, the Sustainability Office will contact you with follow up questions about your submission. Once data entry and analysis are complete, we will send your score and certification level, as well as recommendations for possible improvements.  
  
*Note: In order to receive certification, your lab must have at least one action in each section of the assessment tool.*

**Which laboratory is seeking certification?**

* Lab name (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Lab department (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Lab address (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Lab classification (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Total number of lab workers (paid and unpaid) (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary contact for this assessment**

* Name (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* E-mail Address (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone Number (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How did you learn about the Green Lab Certification program?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENERGY CONSERVATION**   
  
This section assesses how efficiently energy is utilized and conserved in the lab. Laboratories typically consume 5 to 10 times more energy per square foot than typical ofﬁce buildings, and we encourage any efforts made to conserve energy in your lab.

**We either enable power management settings, switch off or manually put to sleep electronic devices such as computers, laptops, monitors, copiers and printers after one hour of inactivity.**Please indicate what portion of electronics are off or asleep after one hour of inactivity (0-100%).  
  
 *For more information on how to set office electronics to automatic sleep mode,* [visit here](http://fa.oregonstate.edu/sustainability/green-office-resources#sleepsettings&quot; target=&quot;_blank)*.*

|  |  |
| --- | --- |
|  | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % () |  |

**Task lighting (such as desk lamps) use CFL or LED bulbs.** Please estimate the percentage (0-100%) of task lighting uses energy-efficient (CFL or LED) light bulbs.   
   
 *Replacing incandescent bulbs with energy-efficient bulbs* [can use up to 80% less energy, and last up to 25 times longer](https://www.energy.gov/energysaver/save-electricity-and-fuel/lighting-choices-save-you-money/how-energy-efficient-light)*! The Sustainability Office has free CFLs and LEDs for your lab or office; please contact us if the bulbs you are currently using are not CFLs or LEDs.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % () |  |

**Overhead lighting utilizes energy-efficient bulbs.**Please estimate the percentage (0-100%) of overhead lighting that uses energy-efficient (fluorescent or LED) light bulbs.   
    
   
[The Sustainability Office](https://fa.oregonstate.edu/sustainability) *has free CFLs and LEDs for your lab or office; please contact us if the bulbs you are currently using are not CFLs or LEDs.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

**We turn off lights and use natural lighting whenever practical.**Please estimate the average number of hours that lights (excluding emergency lights) are on in your lab.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 6 | 12 | 18 | 24 |

|  |  |
| --- | --- |
| Hours |  |

**We close windows when heating or air conditioning is active.** Please indicate the percentage (0-100%) of time during work hours when heating or air conditioning is active that the windows are closed. Select "Not applicable" if you do not have operable windows.

|  |  |
| --- | --- |
|  | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

**We wear layered clothing and adapt to varying lab temperatures.** Please indicate the percentage (0-100%) of time employees wear layered clothing to adapt to temperatures.

|  |  |
| --- | --- |
|  | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

**Appliances are Energy Star certified when practical. If so, which appliances in your lab are currently Energy Star Certified?**

* Yes, please list the appliances. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No
* Not applicable

S**amples no longer needed/viable** are removed from freezers/refrigerators at least annually.   
    
*For more information about ULT freezer best practices, click this link from Tufts Office of Sustainability.*

* Yes
* No
* Not applicable

**Freezer/refrigerator doors are inspected at least monthly for frost accumulation around door seal gaskets.**

* Yes
* No
* Not applicable

**None of the refrigerators/freezers in the lab were built earlier than 15 years prior to the current date.**

* Yes
* No
* Not applicable

**High-energy sterilizers (combustion ovens, autoclaves, etc.) are only used when your lab (or group of labs) can run a full load.** Please estimate the percentage (0-100%) of times when your lab is able to run high-energy sterilizers at (safely) full capacity.   
    
*For more information about autoclave/sterilizer best practices, please click* [this link](https://www.mygreenlab.org/autoclaves.html) *from My Green Lab.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Rarely | Sometimes | Most of the time | Always | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % () |  |

**Fume hood sashes are shut or lowered to a height of fewer than 2 inches when not in use.** Please estimate the percentage (0-100%) of times when your lab shuts/lowers fume hood sashes to maximize energy efficiency.  
  
*For more information on the energy (and cost) savings associated with lowering a fume hood sash, click* [this link](https://www1.eere.energy.gov/femp/pdfs/sash_stickers_cs.pdf) *from the U.S. Department of Energy's Federal Energy Management Program.*

|  |  |
| --- | --- |
|  | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % () |  |

**If you have comments, questions or additional information specific to this section, please share it here. If you selected "Not Applicable" for any questions in this section, you have the option to explain why you chose that/those answer(s) here.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WATER CONSERVATION**   
  
 This section assesses how efficiently water is utilized and conserved in the lab.

**Efforts are made to minimize water/soap usage when hand-washing equipment; if so, please describe.**  
*For example, you can have a container with soapy water next to the sink when washing equipment, rather than putting concentrated soap on everything you wash.*

* Yes, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No
* Not applicable

**Faucets are fitted with aerators rated at 1 gallon per minute or less.**   
    
*An aerator screws onto the tip of the faucet; the flow rate, in gallons per minute (gpm), is typically stamped on the side of the aerator. For additional assistance identifying your building's aerator flow rates, please email the Sustainability Office.*

* Yes
* No
* Not applicable

**Estimate the percentage (0-100%) of water usage that is deionized and/or Ultrapure treated water.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| Percent DI/Ultrapure water (%) () |  |

**If you have comments, questions or additional information specific to this section, please share here.** **If you selected "Not Applicable" for any questions in this section, you have the option to explain why you chose that/those answer(s) here.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WASTE MANAGEMENT**   
    
This section focuses primarily on how efficiently different forms of material waste are managed in the lab. This section assumes your lab follows guidelines for waste management set by [Environmental Health & Safety](https://ehs.oregonstate.edu/services).

**Our lab participates in the OSU Department Composting program.**   
    
*To learn more about Department Composting and how to sign up, see* [this link](https://fa.oregonstate.edu/recycling/services/composting-departments)*.*

* Yes
* No
* We compost, but not through this program
* Not applicable

**We recycle the following items (Ctrl+Select all that apply).**   
    
*To learn about which items can be recycled through OSU's services, please see* [this page](https://fa.oregonstate.edu/recycling/resources/osu-recycle-guide)*.*To request a pick-up service of any of these items, please use [this form](https://apps.campusops.oregonstate.edu/portal/recycle/request). Questions? Please contact [Machelle Bamberger](mailto:machelle.bamberger@oregonstate.edu).

* Mixed Office Paper
* Cardboard
* Bottles & Cans
* Special Recyclables
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Not applicable

**Disposable gloves and pipette tips are no longer recycled by OSU. However, departmental-level recycling of these items via a third-party is an option. Would you be interested in setting up/participating in a program such as this?**

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pipette tip refills are purchased instead of new boxes from supplier.**

* Yes
* No
* Not applicable

**All trash cans in common areas are paired with recycling bins, as space allows.**

* Yes
* No

**We have a designated area in our lab for sharing and reusing office supplies such as file folders, binders, pens, paper clips, etc.**

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Not applicable

**We have a scrap paper bin near printers to be reused for scrap or internal memos.**

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Not applicable

**Our break rooms and/or kitchens provide reusable dishes and silverware.**

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Not applicable

**We use OSU Surplus to:**  
  
*For details on OSU Surplus, visit* [here.](http://fa.oregonstate.edu/sustainability/green-office-resources#WasteManagementResources)

* Find needed furniture and office supplies before purchasing new.
* Dispose of unneeded furniture and office supplies through OSU Surplus.
* Neither
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We use rechargeable batteries in place of disposable ones when possible.**

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Not applicable

**We recycle all of our used batteries by taking them to collection bins at designated locations across campus.**  
     
*To find the locations of collection bins visit* [here](https://ehs.oregonstate.edu/sites/ehs.oregonstate.edu/files/pdf/si/wastebatteries_si.pdf)*.*

* Yes
* No
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Not applicable

**Efforts have been made to limit the number and toxicity/volatility of chemicals in the lab; if so, please describe.**

* Yes, please describe.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No
* Not applicable

**What other steps has your lab taken to prevent, reduce, or reuse lab equipment and supplies?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you have comments, questions or additional information specific to this section, please share here.** If you selected "Not Applicable" for any questions in this section, you have the option to explain why you chose that/those answer(s) here.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LAB PURCHASING**    
   
This section focuses on the efficiency of purchasing specific to your lab. Since labs account for major sources of material resource use, we encourage being conscious of what is purchased and brought into the cycle of disposal.

**We only purchase computer-related equipment that is EnergyStar compliant and/or with an EPEAT rating of at least Gold.**   
   
 *Learn more about Energy Star and EPEAT products at www.energystar.gov and www.epeat.net.*

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For our lab and common area(s), we use environmentally preferred cleaning products when possible.**   
    
*To find "environmentally preferred" products, look for phrases such as "contains no phthalates," "phosphate free", and "biodegradable in 10 days." Terms such as "natural," "eco-friendly," and "nontoxic" aren't regulated terms in the United States and may or may not indicate some level of environmental sensitivity. Additionally, baking soda and vinegar can substitute for harsher cleaning chemicals in many cases. OSU custodial products are Green Seal certified.*

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We utilize equipment communally among multiple labs (for example, autoclaves) when possible.**

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Not applicable

**If you have comments, questions or additional information specific to this section, please share here.** **If you selected "Not Applicable" for any questions in this section, you have the option to explain why you chose that/those answer(s) here.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRANSPORTATION**   
  
This section assesses use of alternatives to the single occupancy vehicle (SOV). [Transportation is the leading source of CO2 Emissions in the U.S.](https://www.epa.gov/ghgemissions/sources-greenhouse-gas-emissions)  For information about transportation options at OSU, please visit [Transportation Services](https://transportation.oregonstate.edu/)*.*

**Estimated percentage (0-100%) of employees in our lab who routinely get to campus using something other than a single-occupancy vehicle (SOV).**   
  
 *Examples of non-SOV modes include riding a bicycle, walking, carpooling, vanpooling, or using public transit.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

**Estimate the number of miles that are flown by plane as a result of work in your lab per year. This is the total of lab members' collective lab-related trips, including conferences and presentations.**   
*You do not need to double-count miles. For example, if 5 people board the same plane and travel 100 miles, this would count as 100 miles, not 500 miles.*

* <100 miles per year
* 100-500 miles per year
* 500-1,000 miles per year
* 1,000-5,000 miles per year
* >5,000 miles per year
* Our work has not required us to travel by plane yet.

**Estimate the percentage (%) of meetings held via teleconference versus traveling by car or plane.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Never | Sometimes | About half the time | Most of the time | Always | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| Percent teleconference (%) |  |

**We utilize University Motor Pool vehicles and carpools for university-related travel, rather than driving alone in personal vehicles.**   
    
*Visit* [here](http://transportation.oregonstate.edu/motorpool) *for more information on Motor Pool.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Never | Sometimes | About half the time | Most of the time | Always | Not Applicable |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

**If you have comments, questions or additional information specific to this section, please share here.** **If you selected "Not Applicable" for any questions in this section, you have the option to explain why you chose that/those answer(s) here.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION & ENGAGEMENT**  
    
This section prioritizes placing informational signage in strategic locations around the laboratory, as well as ensuring at least one person in the lab is well-informed on recent waste management policies and services available at the University. There are also resources provided within each question to assist the user in the completion of that task as needed. Increasing awareness is often considered the first and most valuable step in practicing more sustainable behavior!

**A Green Lab Representative has been designated to maintain progress on sustainability goals and efforts in the lab.**   
    
*A Green Lab Representative can be a valuable primary liaison between your lab and the OSU Sustainability Office. This role serves to implement and maintain sustainable practices in your lab, and keep up-to-date with OSU policies and services. This can be anyone in your lab, including you!*

* Yes (please list name and contact information) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No
* Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Not applicable

**Our team is informed on the special materials (such as Styrofoam, ink/toner cartridges, and electronic media) that can be recycled at OSU and know how to complete service requests for these materials.**  
 *For more details on special materials, visit* [here](https://fa.oregonstate.edu/recycling/resources/osu-recycle-guide/special-recyclables)*.*

* Yes
* No
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We have installed signage, stickers or visual prompts in the following locations:**

* All kitchens and bathrooms to encourage water conservation.
* For help with printed reminders, please contact the Sustainability Office.
* On or near all shared space light switches as reminders to turn off the lights. For help with printed reminders, please contact the Sustainability Office.
* Near workstations as reminders to turn off office electronics during periods of inactivity over one hour.  For help with printed reminders, please contact the Sustainability Office.
* Near waste receptacles to encourage proper recycling of waste. *For a downloadable and printable version of the OSU Recycling Guide, click here.*
* Near fume hoods advising to shut the sash when not in use, which can save up to 60% of the energy used by the hood. *For printable signage, click here.*
* None
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What percentage of your lab employees (graduate students and permanent employees) have completed diversity, equity and inclusion (DEI) training or learning, such as OSU's**[**Social Justice Education Initiative**](https://facultyaffairs.oregonstate.edu/sjei)**(SJEI)?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| % |  |

**For responses to the previous question over 0%, please list courses, trainings or other professional development events or activities.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To what extent does your lab utilize the OSU Search Advocate Program during recruitment for non-student employees?**   
  
*Please indicate the percentage of recruitments that use the Search Advocate Program.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 25 | 50 | 75 | 100 |

|  |  |
| --- | --- |
| Click to write Choice 1 |  |

**What types of social justice-related communications or engagement does your office regularly promote via newsletters, departmental websites, staff meetings or other outlets?  Minimum frequency to be considered "regular" promotion is monthly.**    
  
 *Examples include: notification of events related to social justice, OSU press related to social justice, goals for social justice and equity in the office*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you have comments, questions or additional information specific to this section, please share here.** If you selected "Not Applicable" for any questions in this section, you have the option to explain why you chose that/those answer(s) here.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEEDBACK**   
    
Your feedback helps us improve our systems! Thank you!

**Approximately how long did it take you to complete this survey?**

* Less than a day
* Less than a week
* More than a week
* More than a month
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you feel as though any sections didn't apply to your lab? If so, please describe.**

* Yes, please describe. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* No, they all applied to our lab.

**Approximately how many people were needed to complete this survey?**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 0 | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 | 27 | 30 |

|  |  |
| --- | --- |
| Approximate number of people |  |

**Any other comments, questions, concerns, and/or feedback regarding this survey?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you ready to submit your assessment?**  
  
**YES!** Click "next" button. This will submit your data for certification. The Sustainability Office will be in touch when we have finalized your score. You will not be able to edit the data submitted.  
  
**NO!**Click "back to navigation page" to work on a new section or leave the survey for now to return to at any time with the link received within your e-mail.