



# SMART GUIDE SUSTAINABILITY

This guide shares the EPFL Innovation Park's vision and ambition on its Societal Impact. It presents Sustainability programs and concrete tools and explains how to take advantage of them to engage your company in a sustainability journey.

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**Reception of EPFL Innovation Park opens  
from 8.00 to 12.00 and from 13.00 to 17.00**

Location: EPFL Innovation Park, Building C (ground floor), 1015 Lausanne  
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# INTRODUCTION

## Why this guide?

This Guide shares the EPFL Innovation Park's vision and ambition on its societal impact. It provides detailed information on the sustainability programs offered to the companies of the Park, as well as concrete tools and checklists to facilitate the integration of sustainability within your company.

*This guide will evolve to reflect your comments and feedback over time.*

## Why is it important to develop a sustainability strategy?

The term "sustainability strategy" is on everyone's lips at the moment, but what does it mean? A sustainability strategy defines how a company commits to a sustainable development and takes responsibility for the impact of its activity. Therefore, every company (from startup to large corporation) has the opportunity to contribute to the sustainable development of our society and our environment.

### ● Why are stakeholders important to define your key commitments?

In order to define objectives that really benefit the company, it is essential to define the relevant stakeholders, both internal and external, and to involve them in a structured dialogue. This dialogue will enable your company to better understand what is important to your stakeholders in terms of sustainability and to align your processes and products with their feedback and needs.

### ● What are the key advantages of a sustainability strategy?

|   |   |   |   |
|---|---|---|---|
|  | Anticipate new regulations and better control risks |  | Take a competitive advantage and increase market share                  |
|   | Create a strong employer brand                      |  | Install trust among stakeholders  |
|  | Access smart funding                                |  | Develop the company & ensure its viability and success in the long term |
|   | Improve the company image                           |   |   |



Therefore, developing a sustainability strategy makes then perfect sense. However, it is not primarily about the strategy itself, but about setting sustainable goals as a company, defining concrete measures and implementing them.

## The vision and societal impact of the EPFL Innovation Park

EPFL Innovation Park has a strong ambition:

**Be a dynamic ecosystem maximizing the transfer of innovations to the economy for a positive impact on society, while limiting its impact on the environment.**

The EPFL Innovation Park is committed to addressing 4 major themes that respond to the challenges of sustainability by contributing to the Agenda 2030 in order to lead by example.

### Goal 1

By 2027, more than 75% of startups in the EPFL Innovation Park integrate a sustainability approach into their business model and contribute to the Agenda 2030. [SDG 8,9,17]



### Goal 2

By 2025, 50% of our main suppliers meet our responsible purchasing criteria and all sign our Supplier Relationship Charter, compared to 2022. [SDG 8,12,13]



### Goal 3

By 2025, we recycle 65% of the waste generated on the EPFL Innovation Park site, compared to 30% in 2022. [SDG 12,13]



### Goal 4

By 2023, 100% of new buildings in the EPFL Innovation Park are certified as sustainable construction equivalent to Minergie P Eco or higher and 50% of the remaining existing buildings are certified as sustainable construction equivalent to Minergie by 2030. [SDG 7,9,11,13]



A common mindset and commitment to sustainable development is promoted and deployed within the Park, which offers concrete programs & tools and provides opportunities for open discussions on the subject.

A Sustainability Charter has been developed to foster this collective mindset within the Park in favor of Sustainable development.

*Find the charter on appendix 1 in English. It is also available in French.*

## The Sustainability team



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## The GreenTeam

Furthermore, our internal operations are supported by an active GreenTeam representing all of our departments: Sustainability, Infrastructures, Real Estate, Training, HR, Accounting and of course our executive management.

On a regular basis, we will communicate on our progress especially when impacting our common infrastructures in the Park.



**Jean-Philippe Lallement**  
Managing Director



**Emma Dorée**  
Head of Sustainability  
& Real Estate Services



**Géraldine Fiol**  
Sustainability Consultant



**Sophie Amy**  
Services Coordinator



**Simone Terrapon**  
Human Resources



**Björn Ignell**  
Marketing & Course  
Manager



**Nikolina Maric**  
Front Office Supervisor



**Théo Bouchardy**  
Real Estate Administrator



**Jean-Luc Menetrey**  
Head of Infrastructure



**Vincent Mahé**  
Architect /  
Project Manager



**Manon Le Pezennec**  
Architect /  
Project Manager



**Piyawat Mikota**  
Apprentice Commercial  
Employee



**Christine Prudente**  
Receptionist

# SUSTAINABILITY INITIATIVES WITHIN THE PARK

Several sustainability programs and initiatives are deployed within the Park in order to support your company to contribute to a positive impact on society and the environment.

## Swiss Triple Impact program - STI

EPFL Innovation Park is Ecosystem Partner of the Swiss Triple Impact (STI) program. This program is a simple, 3-step pathway supporting companies to integrate Sustainability within their strategy and make concrete commitments for the Sustainable Development Goals (SDGs).

As Ecosystem Partner, EPFL Innovation Park hosts STI workshops at the Park and offers its companies reduced price conditions to access the STI program.

If you want to receive more information about the next cohorts, get in touch with us at [sustainability@epfl-innovationpark.ch](mailto:sustainability@epfl-innovationpark.ch)

## Testimonial from EPFL Innovation Park participants



*“ The fact that the Park proposes a program that is affordable and concrete helped me to convince my management and to engage them in the process. They understood the impact that this approach would have on the company's business and image. ”*

**Yasmina Sandoz**, Marketing & Communications Director, Global ID

*“ The Swiss Triple Impact program gave me the opportunity to step back and align my actions with my vision, to better understand how to prioritize them and select those that make sense for my core business in order to have the greatest possible impact. ”*

**Sefkat Hotin**, Founder, Everwise



Link: <https://www.swisstripleimpact.ch>. See appendix 3: STI presentation (EN)

## Social entrepreneurship training

EPFL Innovation Park has developed two trainings on social entrepreneurship:

- **Business Creation for Social Entrepreneurs:** to support you in building your social business, receive concrete answers to your project/company-specific questions, specify your plans and consolidate your entrepreneurial knowledge.
- **Business Growth for Social Entrepreneurs:** to support you in the growth of your company by developing a concrete business development strategy for your social business.

To learn more:

SE Business Creation: <https://www.startup-campus.ch/en/innosuisse-en/business-creation/>

SE Business Growth: <https://www.startup-campus.ch/en/innosuisse-en/business-growth/>

## Sustainability Leaders Think Tank - SLTT

A monthly event to network with other companies of the Park, exchange, raise questions and share company needs on Sustainability matters.

- **Format:** Introduction of the topic by an expert followed by open discussions
- **What topic:** Check the calendar at <https://www.epfl-innovationpark.ch/events>
- **When:** Every 2nd Thursday of each month from 12:30 to 13:30
- **Where:** Pluton room in Building D – ground floor
- **Who:** Anyone working in a company at EPFL Innovation Park

Contact us at [sustainability@epfl-innovationpark.ch](mailto:sustainability@epfl-innovationpark.ch) if you would like to receive an automatic invite in your agenda.

## Private mobile application EPFL Inno Park: Sustainability



A dedicated channel of the app to receive the latest news and events in relation to Sustainability and soft mobility, or to share relevant info by the members of the group.

Click on the following link for further information: <https://epfl-innovationpark.ch/working-here/inno-park-app>

When connected on the app, ask to join the sub-group "Sustainability" by clicking on "Join".



<https://epflinnopark.minsh.com/launch.html>



# A SUSTAINABLE ECOSYSTEM

## Campus certified "nature & economy"

Since 2002, the EPFL campus, including the EPFL Innovation Park, has been certified by the Nature&Economy Foundation for its natural facilities promoting biodiversity.

## Carbon footprint assessment

In 2019, a carbon footprint assessment has been conducted about EPFL Innovation Park activities in order to measure and take concrete actions to reduce its carbon emissions. Study available in Appendix 2.

A new assessment is currently on progress based on the figures of 2022.

## Mobility

Sustainable mobility is promoted on the EPFL campus and on the EPFL Innovation Park:

- A large offer of public transportations
- Carsharing offer via [www.mobility.ch](http://www.mobility.ch)
- PubliBike station
- Fairmove
- Electric charging stations

Smart Guide Mobility available [here](#).

## Sustainable Food

EPFL including EPFL Innovation Park are taking concrete steps to provide high-quality food choices that are sustainable, seasonal and locally sourced at all restaurants and food outlets.

- You have also access to **food vending machine** with sustainable products in buildings E and I and locally produced ice cream in building D.



- An **EcoMenu** has been deployed in the restaurants of the campus. It complements the NutriScore. On a scale from A to E, one will inform you about the nutritional quality of a dish served in the EPFL kitchens. And the other, on its environmental impact. A simple and transparent tool to guide you in your daily meal choices.

- **Too good to go.** In order to enhance the value of unsold food, reduce food waste and fight climate change (food waste is responsible for 8% of greenhouse gas emissions in the world), the Puur cafeteria is partnering with the Too Good To Go movement.

To learn more: <https://actu.epfl.ch/news/too-good-to-go/>

## Approved suppliers

As a company located in the Park, you have access to a list of recommended suppliers. A category of service providers with a sustainable approach has been recently added: from CSR consulting to mobility options and business gifts & goodies.

Access the list: <https://epfl-innovationpark.ch/approved-suppliers/>

You can also promote a supplier which you would consider relevant to our community and which provided you with high-quality service or product: <https://epfl-innovationpark.ch/working-here/approved-suppliers>

## Circular Economy at the Park

At EPFL Innovation Park, we promote circular economy processes, encourage sustainable consumption, waste reduction and resources preservation.

- **Private mobile app EPFL InnoPark : Give, rent, buy and sell**

A channel of the mobile App EPFL InnoPark to exchange with other companies based in the Park on pieces of furniture and equipment to give, buy or sell.

When connected on the app', ask to join the sub-group "Give, rent, buy and sell" by clicking on "Join".

- **SENS Foundation eRecycling**

The SENS Foundation, in order to contribute to environment resource protection, is recycling used electrical and electronic equipment, luminaires and light sources.

<https://www.erecycling.ch/en/>

And if you want to learn more about Circular Economy at a business level, we recommend the following report: [Etudes – CleantechAlps \(cleantech-alps.com\)](https://cleantech-alps.com)

## Infrastructures

The challenge of sustainability is to guide society towards a way to satisfy the needs of all individuals, nowadays and tomorrow, while respecting planetary limits. The EPFL Innovation Park is acting in this way while also assuming its duty to set an example.

- **Waste management**

The EPFL Innovation Park offers many recycling solutions including glass, paper, cardboard, plastic, PET, electronics, printer cartridges, neon lights, coffee capsules, etc. Our ambition is to reduce the amount of waste produced at the EPFL Innovation Park as well as to further increase the recycling rate of the remaining waste.

- **Energy use**

The Park's electricity is currently 50% hydroelectric and 50% photovoltaic, but a project to switch to even greener, 100% photovoltaic energy is planned.

# TOOLS & CHECK-LISTS

## Smart Guide Mobility

A guide to detail and promote alternative solutions to the private car in order to limit traffic on the roads and act on climate change. Download it [here](#).

## Checklist for sustainable events

A practical check list to set sustainability-oriented goals for your event on and off the Park. Download it [here](#).

## Green Labs Handbook

A practical guide for scientists looking to conduct research in a more sustainable manner. See appendix 6.

## Digital sustainability

A report from EPFL on Digital Sustainability (in french).  
<https://zeroemission.group.pdf>

The 15 Best Practices of GreenIT for the Office. See appendix 7.

## EPFL Innovation Park website

Further information can be found at <https://epfl-innovationpark.ch/societal-impact/walk-the-talk>



You may find this guide not exhaustive or wish to make some comments. If so, please do not hesitate to contact me, I will take into consideration any suggestion.

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# APPENDICES

## 1. Sustainability Charter (available in French as well)



### Sustainability Charter

Sustainability Charter between EPFL Innovation Park and the company \_\_\_\_\_  
*(specify the name of the company)*

The EPFL Innovation Park has an ambitious mission:

**Be a dynamic ecosystem maximizing the transfer of innovations to the economy for a positive impact on society, while limiting its impact on the environment.**

Leading by example, the EPFL Innovation Park is committed to :

✓ addressing 4 major challenges to sustainability by **CONTRIBUTING TO THE 2030 AGENDA.**

**GOAL 1**



By 2027, more than 75% of startups in the EPFL Innovation Park integrate a sustainability approach into their business model and contribute to the Agenda 2030.

**GOAL 3**



By 2025, we recycle 65% of the waste generated on the EPFL Innovation Park site, compared to 30% in 2022.

**GOAL 2**



By 2025, 50% of our main suppliers meet our responsible purchasing criteria and all sign our Supplier Relationship Charter, compared to 2022.

**GOAL 4**



By 2023, 100% of new buildings in the EPFL Innovation Park are certified as sustainable construction equivalent to Minergie P Eco or higher and 50% of the remaining existing buildings are certified as sustainable construction equivalent to Minergie by 2030.

✓ promoting a **COLLECTIVE MINDSET** for sustainable development within its ecosystem of partners, especially the companies of the Park.

**By signing this charter, your company commits to:**

- Acknowledge the sustainable measures and commitments** adopted by the Park and participate in their achievement
- Contribute to a positive social impact**, to the best of your ability through your business model and value chain, in order to reconcile economic performance with social and environmental
- Promote sustainable mobility** among your employees (eg. alternative to private cars, parking spaces optimization, promotion of soft mobility and public transport) to create better accessibility and to fight against climate change
- Designate an internal contact person, called **Sustainability Respondent**, whose role is to:
  - Participate, relay and promote internally the Park's information, events and tools related to Sustainability Leaders Think Tank (eg. Smart Guide Sustainability and Mobility, the EPFL InnoPark app,...)
  - Provide feedback and suggestions on sustainability topics at [sustainability@epfl-innovationpark.ch](mailto:sustainability@epfl-innovationpark.ch) to help EPFL Innovation Park develop appropriate tools & programs for your company

If identified, please indicate:

Last name, first name of Sustainability Respondent:

\_\_\_\_\_

Sustainability Respondent's email address:

\_\_\_\_\_

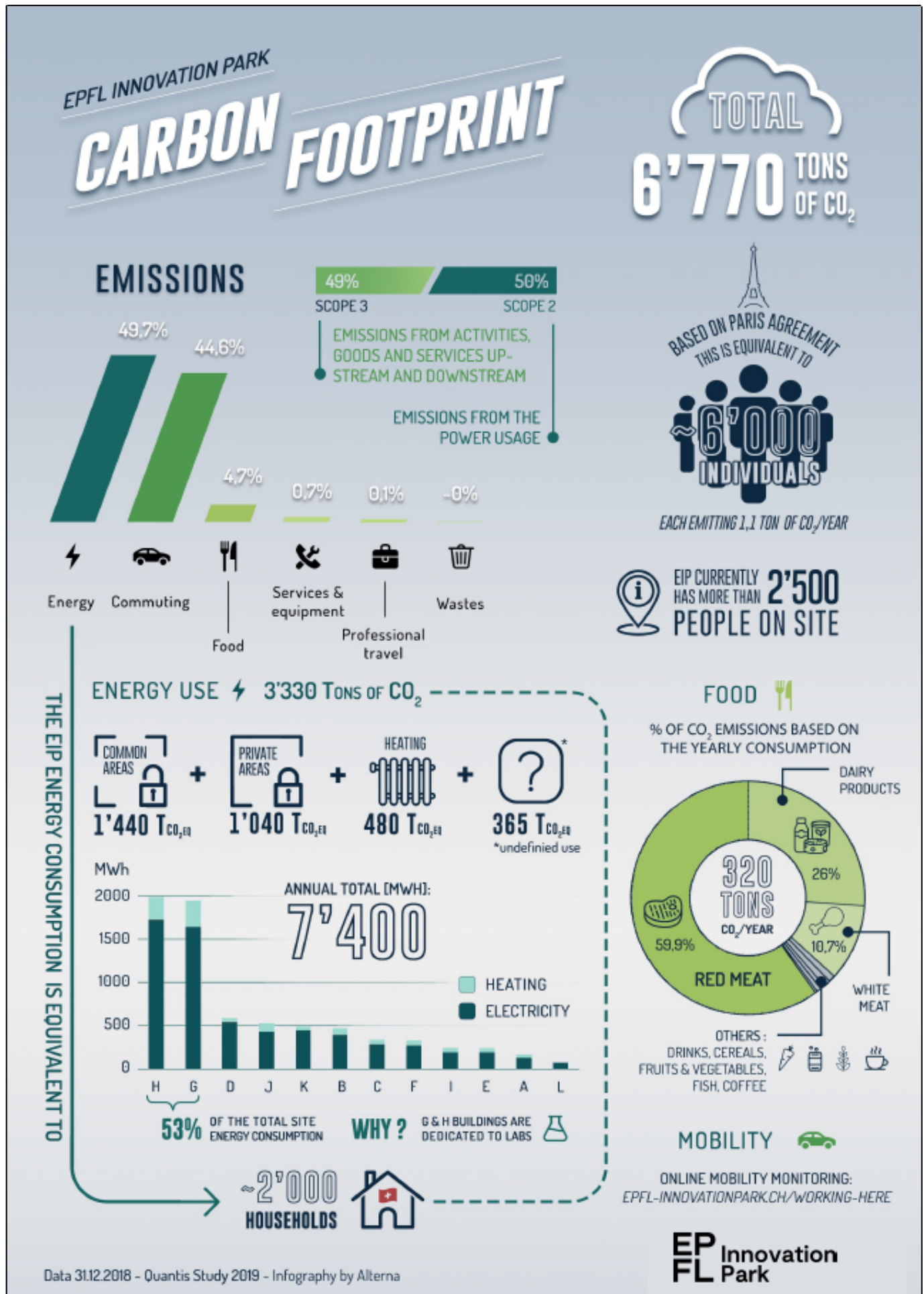
Name of the Manager:

\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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## 2. Carbon footprint assessment





### 3. Swiss Triple Impact tailored for the companies of the Park



Make your business future-proof  
Develop operational practices on sustainability  
that will give you a competitive advantage

Join the Swiss Triple Impact tailored program  
developed for EPFL Innovation Park

Initiated by B Lab Switzerland, the Swiss Triple Impact program supports Swiss companies in measuring their contributions to the Sustainable Development Goals (SDGs), identifying the most important areas for improvement, opening up new business opportunities and boosting innovation.

3 steps  
program

workshops &  
coaching

peer-to-peer  
learning



#### For whom

Swiss companies of all  
sizes and sectors, not-  
for-profits or for profits.

- ✓ Startups
- ✓ Established companies
- ✓ Industry leaders

#### Participants @ EPFL Innovation Park



"The Swiss Triple  
Impact program gave  
me the opportunity to  
step back and align my  
actions with my vision,  
to better understand  
how to prioritize them  
and select those that  
make sense for my core  
business in order to  
have the greatest  
possible impact."

Sefkat Hotin,  
Founder, Everwise



## Why become a participant ?

### Measure your impact

- ✓ Learn sustainability best practices
- ✓ Take a first step towards certification
- ✓ Contribute to the first swiss-wide SDGs benchmark

### Identify Opportunity

- ✓ Better manage risks
- ✓ Lower your costs
- ✓ Boost innovation and growth

### Take Action

- ✓ Define your action plan
- ✓ Make pledges
- ✓ Become a member of the first STI Directory

## Participants engagements?

Follow our 4 to 8 months programme ( about 0,2 FTE)

Participation fees based on your company size + special discount for the EIP community

Act on the pledge you make



"The fact that the Park proposes a program that is affordable and concrete helped to convince my management and to engage them in the process. They understood the impact that this approach would have on the company's business and image."

**Yasmina Sandoz**

*Marketing & Communications Director, Global ID*

## Become a participant today

## Register for a free introduction workshop

### EPFL Innovation Park contact

### STI Coordinator

#### Want to learn more?

Get in touch with your Contact at EPFL Innovation Park



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## 4. Eco-gesture @ work

### Eco gestures

#### @Work

##### WHAT

##### GOOD PRACTICES

to follow & encourage within your companies and with your employees

##### WHAT THE PARK IS DOING / OFFERING



##### DAILY LIFE

##### Food and Drink

- Local and vegetarian menus\*
- No packaging or bulk products
- Reusable tableware, cup, mug and water bottle (no more single-use containers)

##### In the office

- Implement ecological criterias in your purchasing decisions\*
- Ask the cleaning company to use natural or eco-labelled products
- Print double-sided, 2 slides per page, in black & white and only if necessary. Prefer thin fonts.
- Water the plants with unused water

- ReCircle box proposed at Puur and in every restaurants on the Campus
- Vegetarian day once a week at all campus' restaurants



##### WASTE

- Promote upcycling, second-hand products and recycling\*
- Eliminate individual waste bins (to encourage recycling and reduce maintenance costs)
- Install draft bins next to printers and encourage the reuse of drafts for writing or printing

- Too good to go partnership to reduce food waste @Puur
- Recycling solutions for glass, paper, cardboard, coffee capsules, PET,... see map on page 3
- EPFL Inno Park App "Give, Rent, Buy & Sell"



##### ENERGY OPTIMISATION

- Close blinds on hot days to keep the building cool
- Ventilate once a day during cooler hours in summer
- Close doors in winter to keep offices warm
- Switch off the lights and bring in natural light
- Unplug your devices when they are charged and unplug the charger (a charger consumes energy even if it is not connected to your device!)

- Lighting systems with LED bulbs
- The Park's electricity is currently 50% hydroelectric and 50% photovoltaic in buildings A, B, C, D & L. Other buildings are supplied with energy from EPFL.

- Use a power strip with a switch
- Turn off screens and computers when leaving, put your equipment on standby when not in use

- Variable motors have been installed to reduce consumption
- Presence detectors are installed in common areas



#### DIGITAL USAGE

##### Hardware

- Buy a laptop rather than a desktop computer
- Favor responsible purchases or eco-labelled products
- Think about buying refurbished material
- Extend the life of your devices by repairing them\*
- Donate your old equipment to an association or social solidarity enterprise

##### Usage

- Optimise email & attachment storage. Reduce the size of email archives
- Unsubscribe from unnecessary newsletters
- Add the instruction not to print the email to your signature
- Limit the number of recipients for your email blasts
- Choose a data centre using green energy

- EPFL Inno Park App "Give, Rent, Buy & Sell"
- Conferences and workshops proposed at the Park
- Our data centre in building D uses 50% hydroelectric and 50% photovoltaic energy



#### MOBILITY

- Promote staggered working hours to reduce traffic congestion
- Prefer video-conferencing to limit business travel
- Implement a mobility policy and support employees in making the change\*
- Use public transport, carpooling and carsharing
- Encourage soft mobility (cycling or walking) & new modes of transport with lower carbon emissions (ecars, escooters, ebikes)
- Rethink business travel by plane and if absolutely necessary, travel in eco and not in business class\*

- Mobility car available next to building H
- Free bike parking available in the Park
- Carpooling option with the Fairpark app
- ParkShare for occasional needs

\*Actions with the highest potential impact



## Recycling map per building



### Buildings

| Recyclable materials          | A | B | C | D | E | F | G | I | J | L |
|-------------------------------|---|---|---|---|---|---|---|---|---|---|
| Cardboard                     | X | X | X | X | X | X | X | X | X | X |
| Paper                         | X | X | X | X | X | X | X | X | X | X |
| Plastics                      | X | X | X | X |   |   |   |   |   | X |
| Glass                         | X | X | X | X | X | X | X | X | X | X |
| PET                           | X | X | X | X | X | X | X | X | X | X |
| Aluminium                     |   | X | X | X |   |   | X |   |   |   |
| Iron                          |   |   | X | X |   |   |   |   |   |   |
| Metals                        |   | X | X | X |   |   |   |   |   |   |
| Batteries                     |   | X | X | X |   |   |   |   |   |   |
| Electronics                   |   |   | X | X |   |   |   |   |   |   |
| Nespresso capsules            |   | X | X | X |   |   |   |   |   |   |
| Neon lights/floodlights       |   | X | X | X |   |   | X |   |   |   |
| Sagex chips                   | X | X | X | X |   |   |   |   |   |   |
| Toners and printer cartridges |   |   | X | X |   |   |   |   |   |   |



## 5. Energy sobriety plan

### Energy sobriety plan



reduction in consumption of  $\approx 15\%$

| BUILDINGS/<br>LOCATIONS   | EQUIPMENT   | DETAILS                            | ACTIONS  |
|---|-------------|------------------------------------|--|
| <b>Electricity &amp; heating - Actions under the control of the EPFL Innovation Park in common areas or common equipments</b> |             |                                    |  |
| E, F, G, H, I, J, K<br>+ D  | Ventilation | Variable motors                    | Decrease at night and on weekends                      |
| A, B, C   | Ventilation | On-off motors                      | Cutting at night and/or at weekends                    |
| All   | Lighting    | Lamps in the common areas          | Remove the number of lamps*                            |
| All   | Lighting    | Floor lamps in common areas        | Replace fluorescent lamps (from 220W to 98W)           |
| All   | Lighting    | Sensors                            | Adjust daylight sensors, motion and presence detectors |
| A, B, C   | Lighting    | Decorative lamps                   | Significantly reduce                                   |
| Toilets   | Lighting    | Mirror lighting                    | Remove lights  |
| Parkings  | Lighting    | Neon lights                        | Remove 1 neon out of 2                                 |
| E, F, G, H, I, J, K<br>+ D  | Lighting    | Set the lighting automation system | Possible as demonstrated in D-building - 3rd floor     |

\*while ensuring safety

|   |          |                |   |
|---|----------|----------------|---|
| External<br>lighting (E, F, G,<br>H, I, J, K) | Lighting | New luminaires | Optimization  |
| A, B, C, L                                    | Heating  | Radiators      | Set the thermostatic valves<br>correctly, lower the boiler<br>temperature |

### Electricity - Tenants' actions

|     |                |                    |  |
|-----|----------------|--------------------|--|
| All | Lift           |                    | Reduce usage by using the<br>stairs                              |
| All | Lighting       | All personal lamps | Adapt the intensity of the<br>lighting                           |
| All | Lighting       | All personal lamps | Switch off all lights when<br>leaving the room                   |
| All | Computer       |                    | Reduce the brightness of your<br>screen                          |
| All | Computer       |                    | Turn off your computer<br>instead of putting it to sleep         |
| All | Coffee machine |                    | Turn off your coffee machine<br>instead of putting it on standby |
| All | Water          |                    | Wash your hands with cold<br>water*                              |



\*Discover good practices to adopt at work in our Eco-gestures document on page 15



### Green Labs Handbook

*A practical guide for scientists looking to conduct research  
in a more sustainable manner.*

The purpose of this document is to suggest feasible and impactful actions to limit the environmental footprint of laboratories. The Green Labs Handbook was developed by the Sustainability Office of the EPFL School of Life Sciences, with the help of a consultation committee. It was first developed in 2021 and undergoes a yearly update.

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**For all lab members**

#### 1/ Consumables

Consumables (including single use plastics, chemicals and biological products) are a major source of environmental impacts in the lab, especially during their production and disposal stages.

- **Design your experiment** by brainstorming with your colleagues about how to generate the least waste as possible and favor material reuse or recycling.
- **Borrow products from other labs** when you only need a small quantity. Before buying a new product, check its availability in other labs and contact the owner.
- **Use hazardous waste bins exclusively for contaminated waste.** This serves to avoid non-contaminated waste undergoing unnecessary energy-intensive end-of-life processing.
- **Sort your non-contaminated recyclable waste properly** (aluminum, paper, glass...).

#### 2/ Lab equipment

- **Shut down** equipment as often as possible to save electricity. **Avoid leaving devices on stand-by mode** when possible.
- **Contact your facility manager or external supplier** as soon as lab equipment presents **failures or malfunctions**.

##### *Cooling devices*

Cooling devices are a major source of electricity consumption in a lab, especially -80°C freezers (each of them consumes as much energy as an average household<sup>1</sup>).

- **Optimize sample preservation temperatures** to be as close to room temperature as possible. For example, **increase PCR end-of-cycle temperature** to 15°C (rather than operating 4°C overnight incubations).
- **Optimize freezer space** and **turn off unused fridges**. Readable sample labels and an annual fridge cleanout can help save significant amount of energy. In addition, try to anticipate what will happen with the samples of anyone leaving the lab.

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<sup>1</sup> [My green lab](#)

- **Open freezer doors as rarely as possible.** Organize and post a freezer map or inventory on each freezer door so you can locate your sample before opening the freezer. If the doors are not tightly shut (e.g. due to excessive frost accumulation), contact your facility manager quickly.

#### *IT equipment*

Most of the environmental impact of IT equipment happens at the manufacturing stage<sup>2</sup>.

- **Avoid replacing IT equipment** that is still in good condition.
- **Avoid purchasing multiple screens** if not strictly necessary.
- Organize an **annual cleanout of large files** that have become obsolete.

#### *Biological and chemical extraction hoods*

- **Lower the sash** of fume hoods all the way down between each use<sup>3</sup>.

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**For all lab managers**  
(and curious scientists!)

### **1/ Consumables**

- **Centralize purchase requests** to minimize transportation and packaging needs.
- **Keep a chemical and biological inventory and a proper labelling** to avoid product expiry and unnecessary purchases.
- **Consider referring to the [ACT environmental impact factor label](#)**. It can be a starting point to compare the environmental impact of similar products.

### **2/ Lab equipment**

- Before ordering new equipment:
  - **Consider sharing equipment** with other labs and core facilities.
  - Investigate the availability of free refurbished equipment.
  - **Take advantage of the expertise provided by your suppliers** once you decide to buy a new piece of equipment. They can help you choose the best option.
- Contact your facility manager whenever lab equipment is not in use anymore or whenever IT equipment is not in use anymore.
- **Consider increasing the temperature of -80°C freezers** to -75°C or -70°C with the support of your facility manager. This decreases their electricity consumption by up to 30%<sup>4</sup>.

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<sup>2</sup> [ADEME](#) (in French)

<sup>3</sup> [UC Berkeley & UCLA « Shut the sash : fume hood ventilation in laboratories »](#)

<sup>4</sup> [University College London](#). This [measure](#) is already being implemented in [numerous labs](#) around the world

## 7. 15 best practices for the digital Office

### The **15** Best Practices of GreenIT for the Office



#### Material

- 1** Maintain your equipment so it lasts as long as possible.
- 2** Donate your still functioning equipment to a maintenance and repair team.
- 3** Postpone update installations if possible.
- 4** Try to replace failing parts before purchasing new equipment.
- 5** When making purchases look at refurbished models before buying new equipment.

#### Bandwidth

- 6** In the office, give wired connections priority over Wi-Fi and data transmission (4G).
- 7** Deliver messages to your colleagues verbally, when possible, instead of using email or SMS.

#### Emails, Data & Files

- 8** Give priority to your internal messaging services instead of e-mails.
- 9** Use file transferring or cloud services to send larger files.
- 10** Limit video recordings.

#### 11

Sort your shared folders regularly.

#### 12

Uninstall superfluous software and applications.

#### Energy Sobriety

#### 13

Unplug your power strips and turn off your devices when leaving your work area for an extended period of time.

#### 14

Screens: enable dark mode, energy saving settings, and adjust your screen's brightness.

#### 15

Smartphones: disable GPS, Wi-Fi, Bluetooth if they are not in use.

