



How to Use the I2SL LabSavers Program Tool Kit

The International Institute for Sustainable Laboratories (I2SL) has created the LabSavers campaign to provide resources to encourage public and private lab users and management to annually clean out and evaluate lab space across their research campuses.

While many I2SL members focus on resource-efficient design and decarbonization strategies for new construction and renovations, our community understands that the most sustainable lab building is the one that never gets built at all. I2SL encourages lab owners, operators, facility managers, and users to consider alternatives to building new labs by maximizing the use and efficiency of existing labs or promoting adaptive reuse of buildings and spaces.

I2SL's LabSavers tool kit consists of suggestions for conducting a lab clean-out and space evaluation at a research institution and sample materials to promote the campaign in a building or across a campus. Promotional materials include sample text, flier, poster, social media posts, and digital signage for lobby kiosks or mounted TV monitors. The LabSavers program is meant to provide suggestions and templates, but facility managers, green labs professionals, and research or student leaders should tailor the program and customize the materials to fit their buildings and participants.

Getting Ready

Find a specific time to promote this effort. Designate a lab clean-out week either once per year, periodically as needed, or a series of days over the course of a month. I2SL suggests May as a time for spring cleaning, but research or academic schedules may make another time more preferable.

- Schedule times with lab managers or facility staff to conduct space evaluations and a team to do walk-throughs.
- Create an online form for lab managers or research leads to sign up and commit to the LabSavers effort. [Check out this CalTech [Google form](#) for inspiration.]
- Enlist key stakeholders such as campus planners, researchers, PIs, environmental health and safety (EHS) staff, facility management personnel, maintenance workers, and other relevant professionals to assist in implementing or promoting the effort.
- Ensure that any building or campus services required to assist with proper handling or disposal of materials and equipment are secured, including property, waste management, and EHS staff. This effort might require additional hazardous waste pickups, trash containers, recycling bins, or haulers and vehicles to transport materials for e-cycling, donation, or disposal.
- Assign the role of champion to at least one person per lab, floor, building, or department who can spearhead the clean-out effort; enlist facility management, department chairs, architects, space planners, or real estate officials in the space evaluation effort if possible.



Promotion

To help lab personnel and volunteers conduct lab clean-outs, I2SL has provided a checklist to explain what to look for when inspecting lab and storage spaces. To recruit volunteers and enlist help from researchers and students, I2SL also created templates for promotional fliers, posters, digital signage, and social media posts to describe the reason and timing for the event. Customize, post, and distribute these materials to lab champions and participants.

- To help with promoting the clean-out event, determine all the possible contacts for employee and student communications on your campus. At a university, engage both campus and department-level communications staff, as well as the sustainability office. At a commercial lab, this could include the building management department, corporate communications, sustainability office, or cafeteria managers for use of digital displays.
- Place fliers about the clean-out in hallways, on bulletin boards, in cafeterias/break rooms, and in other areas where researchers and staff congregate.
- Use the campaign digital messaging for informational TVs or kiosks. Contact your building manager or event coordinator to see where you can promote electronically.
- Where applicable, make social media posts, articles in campus publications, or email list serves leading up to your clean-out week or month. During the process, give updates on progress and encourage friendly competition among labs.
- Take before-and-after pictures to document your results and demonstrate the effectiveness of the clean-out and space evaluation. Post photos of work benches, storage areas, freezers, fume hoods, and other lab areas. Document the number of and/or weight of items donated, recycled, or safely disposed.
- Acknowledge departments or groups that participate on social media using hashtags such as #LabSavers, #CleanLabs, #GreenLabs, or #CleanLabsSaveSpace. You can also tag I2SL on LinkedIn, Instagram (i2sl_labs), Facebook, or X (@i2sl_) to increase your event exposure.

Post Clean-Out

We'd love to hear how your lab clean-out and space evaluation went, especially if you also changed how space is being used and saved the need for new construction or additions. If extra space is created or identified, use the opportunity to facilitate conversations about how best to use it, including as a place to consolidate and share research equipment or swing space for new work.

- Share results with I2SL and other relevant stakeholders in your network. Submit before-and-after photos, a case study, and clean-out or space evaluation results to info@i2sl.org.
- Promote your results publicly via social media. If you take photos during the event, make sure you have signed photo releases from participants before posting.
- Share lessons learned and best practices for clean-out events; consider speaking on a webinar or sharing a blog or video with I2SL's Circular Economy for Labs **Community of Practice**.



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