



# 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



**Emma Dorée**

Head of Sustainability & Marketing, Park experience  
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**Sophie Amy**

Community Manager  
[amy@epfl-innovationpark.ch](mailto:amy@epfl-innovationpark.ch) • 021 353 80 29

## 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.

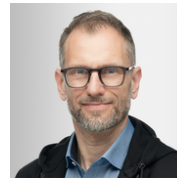
On a regular basis, we will communicate on our progress especially when impacting our common infrastructures in the Park.



**Emma Dorée**  
Head of Marketing  
& Park Experience



**Sophie Amy**  
Community Manager



**Bertrand Klaiber**  
Tech4Regen  
Program Lead



**Pauline Pichard**  
Tech4Regen  
Communications Manager



**Thomas Winteler**  
Chief Financial Officer



**Nikolina Maric**  
Front Office Supervisor



**Christine Prudente**  
Receptionist



**Jean-Luc Menetrey**  
Head of Infrastructure



**Manon Le Pezennec**  
Architect /  
Project Manager

# 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



GLOBAL ID

*“ 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



everwise

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

## InnoSuisse Business Creation - Course: Energy & Environment

This course about energy and environment is designed to ensure your startup is market-ready by focusing on key aspects like Problem-Solution Validation, Production-Market Fit, and Business Model Validation, while taking into consideration the positive impact on society

Find out more here : <https://www.startup-campus.ch/>

### Sustainability Leaders Think Tank - SLTT

A series of events 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
- **When:** During lunch break 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 suggest a topic.

## Templates

To help you in the development of your company, the EPFL Innovation Park provides templates that you can download and adapt to your company. They are split below in categories representing the three Sustainability pillars: Social, economical and environmental.

Find out more here: <https://www.epfl-innovationpark.ch/templates>

## 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

After an initial carbon footprint in 2019, the EPFL Innovation Park produced a second report in 2022 to assess its activities and measure its implemented actions. The results highlights mobility as one of the main sources of CO<sub>2</sub> emissions. To address this, an internal working group was created to develop and promote sustainable mobility solutions.

The 2022 carbon footprint report is a decision-making tool and based on these insights, the EPFL Innovation Park is committed to a continuous process of improvement.

## 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)
- 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 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/>

## Best deals

As a company located in the Park, you have access to exclusive best deals provided by external suppliers for companies of the EPFL Innovation Park ! Benefit now from discounts, extra options, pro bono counseling with our new Best deals resource. Our list includes various service providers with a sustainable approach : from CSR consulting to mobility options and business gifts & goodies

Access the list: <https://www.epfl-innovationpark.ch/best-deals>

Should you wish to recommend suppliers because you experienced premium services which could be an asset for the other companies of the Park, please contact Sophie at [amy@epfl-innovationpark.ch](mailto:amy@epfl-innovationpark.ch)

## 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. Machine for white sagex is also available in building D. 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

## Sustainability annual report 2024

The annual Sustainability Report shares our achievements and progress towards our sustainability goals. Download it [here](#).

## 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](#).

## Sustainable travel guide

Off-campus mobility also matters: a sustainable business travel guide is available to reduce the impact of business trips, by providing tips and best practices. 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.

Sophie Amy – Community Manager  
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# APPENDICES

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



### Charte Durabilité

L'EPFL Innovation Park a une mission ambitieuse :

**Être un écosystème dynamique maximisant le transfert des innovations vers l'économie pour un impact positif sur la société, tout en limitant son impact sur l'environnement.**

En montrant l'exemple, l'EPFL Innovation Park s'engage à :

- ✓ Relever 4 défis majeurs de la durabilité en **CONTRIBUANT À L'AGENDA 2030**.

#### ENGAGEMENT 1



D'ici 2027, plus de 75% des startups de l'EPFL Innovation Park intègrent une approche de durabilité dans leur modèle d'affaires et contribuent à l'Agenda 2030.

#### ENGAGEMENT 3



D'ici 2025, nous recyclons 65% des déchets générés sur le site de l'EPFL Innovation Park, par rapport à 30% en 2022.

#### ENGAGEMENT 2



D'ici 2025, 50% de nos fournisseurs principaux répondent à nos critères d'achats responsables et tous signent notre Charte Relation Fournisseurs, par rapport à 2022.

#### ENGAGEMENT 4



Dès 2023, 100% des nouvelles constructions de l'EPFL Innovation Park sont labellisées construction durable équivalent à Minergie P Eco ou supérieur et 50% des bâtiments existants restants sont labellisés construction durable équivalent à Minergie d'ici 2030.

- ✓ Promouvoir un **ETAT D'ESPRIT COLLECTIF** en faveur du développement durable au sein de son écosystème de partenaires, notamment les entreprises du Park.

En signant cette charte, votre entreprise s'engage à :

**Contribuer au mieux à un impact sociétal positif**, par le biais de votre modèle d'affaires et de votre chaîne de valeur, afin de concilier la performance économique avec l'impact social et environnemental

**Prendre connaissance des mesures et engagements** adoptés par le Park en matière de développement durable et participer à leur réalisation en prenant des initiatives concourant à ce but

**Promouvoir la mobilité durable** parmi vos employés

Désigner en interne une personne de contact, appelée **Répondant.e Durabilité**, qui a pour rôle de :

- Participer, relayer et promouvoir en interne les informations, événements et outils de communication du Park liés à la durabilité
- Répondre au questionnaire d'évaluation annuel concernant la maturité en développement durable de votre entreprise, soumis en ligne et traité par la Fondation EPFL Innovation Park
- Fournir un feedback et des suggestions sur les thèmes de la durabilité à [sustainability@epfl-innovationpark.ch](mailto:sustainability@epfl-innovationpark.ch) pour aider le Park à développer des outils et des programmes appropriés pour votre entreprise.

Si identifié.e

Nom, prénom du/de la Répondant.e Durabilité :

Email du/de la Répondant.e Durabilité :

Nom de la personne responsable :

Signature :

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



# Integrate sustainability into your business model to boost your startup at EPFL Innovation Park

Powered by



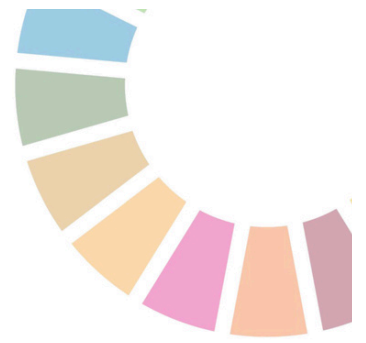
In partnership with





# Sustainability programme

## Startup-Pathway



### Boost Efficiency, Dynamism, and Appeal

Ready to make your startup stand out? Anticipate future challenges and seize the next decade's opportunities with our all-in-one sustainability strategy program.

Integrating sustainability into your core operations not only gives you a competitive edge but also builds your expertise in a landscape where sustainability is crucial. Plus, by joining our network, you'll connect with like-minded entrepreneurs, face exciting challenges, and share best practices.

The [Swiss Triple Impact](#) (STI) offers Swiss startups a unique chance to lead the way in building a sustainable and inclusive economy. Don't miss this exclusive opportunity to be a pioneer of change!

### The programme in detail

#### Workshop 1 - 4 hours

##### Priorisation : Define the key issues for your startup

- Discover the opportunities offered by a sustainability strategy
- Define the priority issues for your startup and yourself
- Differentiate your startup from the competition

#### Workshop 2 - 4 hours

##### Structuration : Create a sustainable blue ocean

- Identify your negative and positive impacts
- Define your strategy based on your sustainability profile
- Understand the i-SMART commitments

#### Workshop 3 - 4 hours

##### Transformation : Make ambitious commitments and draw up an action plan

- Structure your action plan and refine your i-SMART commitments
- Deploying your sustainability strategy within your startup
- Learn how to convince and mobilise

**Location:** EPFL Innovation Park, Lausanne



### 3. 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/ 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 + 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 + D	Lighting	Set the lighting automation system	Possible as demonstrated in D-building - 3rd floor

\*while ensuring safety



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

### Electricity - Tenants' actions

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

# 15

## The 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.

