Hi Everyone [or “Dear colleagues,” or other locally appropriate greeting]

**As part of [our organizational goals].** To this end, [org name] has recently partnered with the non-profit [My Green Lab](file:///C:/Users/kjlh777/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/8COFG89C/mygreenlab.org), to assess the environmental sustainability of our research laboratories across [#sites or labs], including [site or lab name].  Here at our site, we have a goal to become My Green Lab certified by [target date].  Getting this certification is one way that we can celebrate our strengths and improve our sustainability, so that we continue to conduct research in ways that protect the planet.

To achieve certification, everyone who works in the labs will be asked to complete an initial assessment, participate in improvement activities and before the end of the year, complete a follow up assessment so we can show improvement.

On **date,** we will be launching our initial **My Green Lab Assessment** and I encourage you to take the time to complete the survey. Our aim is to receive a response rate of at least xxx to benchmark our current performance. The Assessment will help identify both our strengths and opportunities to reduce waste, minimize energy and water consumption, and adopt green chemistry strategies. Based on the results of this assessment, the recently formed, cross-functional [program name] Team will help develop actions to adopt best practices.

Be on the lookout for the survey launch email and invitations to attend “Complete & Eat” sessions (if applicable), where you can get free food for completing the survey.  If you have any questions, you can reach out to [your name], who is leading our site green labs effort.

Thank you in advance for your participation!

If you would like to read more about the My Green Lab initiative, please see the links below:

My Green Lab: <https://www.mygreenlab.org/>.

Intranet Article:

(you can also link to or attach other locally relevant materials and/or the 1-pager)