

# PRODUCTION

## SUSTAINABLE PRACTICES

## Completed?

## COMMENTS

1 Identify the senior person accountable for sustainability (Line Producer, UPM or Production Supervisor) and who is responsible for implementing agreed upon sustainability goals (POC, APOC, or Environmental Representative).

2 Set goals and communicate your sustainability objectives to all cast and crew. Distribute sustainability memos and program updates to cast and crew throughout the production.

3 Work with department heads to incorporate sustainable behaviors and messaging on screen.

4 Work with writers to incorporate dialogue or action that portrays or advocates for environmental responsibility.

5 Purchase carbon offsets.

6 Participate in a community give back project like tree planting, a food drive, etc.

7 Ask your production office facility contact if there are any environmental policies or practices in place.

8 Place visual reminders around offices and workspaces to remind staff and crew to reduce, re-use and recycle.

9 Use bicycle couriers.

10 Ask cast, crew and suppliers for feedback on sustainable production initiatives.



11 Did you implement unique green initiatives used on your production not already listed on the Best Practices Checklist?

**PRODUCTS & SUPPLIERS**

**Completed?**

**COMMENTS**

12 Contact your suppliers and ask if they have an environmental policy, and if they provide green products or services.

13 Incorporate Catering best practices into Catering contract.

14 Use non-toxic cleaning products, e.g. Green Seal or EPA's Design for the Environment certified and use paper products (including paper towels, toilet paper, and tissues) that are bleach free and made with recycled content paper.

15 Order colored paper with a minimum of 30% post-consumer recycled content.

16 Order white copy paper made with 100% recycled content.

17 Purchase office and food supplies in bulk to reduce packaging.

18 Use coffee from environmentally preferable sources (Fair trade/shade grown). Avoid "pod" single use coffee and use reusable filters.

19 Buy remanufactured or soy based ink toner cartridges.

20 If purchasing swag for crew, choose environmentally friendly gifts, e.g. certified organic apparel and water bottles to have on set.

21 Reuse lanyards and visitor badges, purchase materials made from recycled content.

22 Purchase from local businesses to support the community and cut down on emissions from delivery.

23 Hire Caterers who offer local and USDA organic produce, humanely raised meat and dairy, and vegan/vegetarian options and incorporate Catering best practices into Catering contract.



24 Use trash bags and liners made with recycled or biodegradable materials

25 Use reusable crates for delivery and reusable bags for shopping and ask suppliers to take back packaging for larger items such as computers and furniture.

26 Order recycled-content office supplies whenever possible or obtain used office supplies.

27 Search for new green vendors at [GreenProductionGuide.com](http://GreenProductionGuide.com).

## ENERGY

## Completed?

## COMMENTS

28 Appoint a person to ensure that lights and are shut off and equipment powered down at the end of each day. Program thermostats to be set at 76 degrees F in the summer and 68 degrees in the winter. Turn off HVAC or set points higher/lower for off hours and weekends.

29 Do not use space heaters.

30 Use Energy Star compliant (or equivalent) electronics, aim for at least 50%.

31 Turn off power strips and unplug chargers when not in use.

32 Turn on power saving settings for all electronics

33 Sign up for a renewable energy program through your local utility.

34 Use fans and open windows to minimize AC use. When AC is on be sure to keep doors and windows closed.

## WASTE & RECYCLING

## Completed?

## COMMENTS

35 Use paperless software solutions for digital distribution, start packets and accounting documents.



36 Default all paperwork to digital distribution and implement an opt-in policy for hard copies.

37 If printing is required, print only the updated sheets required and print double sided. Set all printers to default to double sided printing.

38 Choose a font that saves printer ink, such as Century Gothic, Garamond, Courier and Times New Roman.

39 Implement a comprehensive office recycling program for common items and harder to recycle items such as media and ink cartridges.

40 Track waste and ask for recycling/diversion reports from facility managers, waste haulers and recyclers for all work areas (e.g., the production office, set and construction) and locations.

41 Arrange for organics/compost collection for food waste generated in the office.

42 Dispose of batteries, compact fluorescent bulbs and electronic equipment through a certified hazardous waste vendor, as required by law.

43 Coordinate with Locations, Craft Service and Catering to create a responsible waste management plan that includes on set recycling and, where applicable, composting.

44 Use common area recycling/compost and landfill bins. Reduce or eliminate individual trash cans at workstations to reduce plastic liner use.

45 Donate items that are no longer needed to a vetted local organization or another production.

46 Provide washable dishes and cutlery to reduce waste. When using disposables use paper not plastic foam (i.e., Styrofoam).

47 Eliminate single use plastic water bottles in offices and instead install a water filter or dispenser.

48 Purchase reusable water bottles for all cast and crew.

49 Order lunches family style to reduce individual packaging waste.

50 Donate all edible leftover food to local food banks and charities.

## TRANSPORTATION & TRAVEL

## Completed?

## COMMENTS

51 Encourage staff and crew to use public transportation or carpool by providing information on options and offering incentives.

52 Make bicycles available for short trips.

53 Plan office run routes efficiently to reduce emissions.

54 Enforce mandatory no idling rules for all vehicles and adhere to local ordinances regarding idling rules.

55 Reduce air travel by using alternative means such as trains, buses and video conferencing

56 Hire local crew to avoid travel and accommodations.

57 Work with your travel agent or airline to purchase carbon offsets for air travel.

58 Choose hotels with a clearly stated and implemented environmental programs, and remind crew and cast to take advantage of programs.

59 For long term hotel stays, ask that rooms be serviced less frequently.

60 Track accommodations and air/rail travel for carbon reporting.

61 Use stock or archive footage to limit location, establishing, or aerial shoots.

