



## Guide to Greening Production



## TABLE OF CONTENTS

<b>Welcome Letter</b> .....	<b>3</b>
<b>About this Guide</b> .....	<b>4</b>
<b>Pre-Production</b> .....	<b>5</b>
<b>Departments</b>	
Production Office.....	7
Accounting.....	9
Art Department.....	13
Assistant Director .....	15
Camera.....	17
Casting & Extras Casting .....	19
Catering & Craft Services.....	21
Clearances .....	23
Construction .....	25
Costume / Wardrobe .....	27
Editorial .....	29
Greens.....	31
Hair & Make-up .....	33
Lighting, Grip & Electric.....	35
Locations .....	37
Paint .....	39
Post-Production.....	41
Props & Set Decoration.....	43
Sound.....	45
Special Effects & Stunts.....	47
Transportation .....	49
Video Playback .....	51
Visual Effects .....	53
<b>Purchasing Guide to Green Labels</b> .....	<b>55</b>

# TABLE OF CONTENTS



It is my pleasure to share Fox's Guide to Greening Film & Television Production. As part of Fox's continuing commitment to reduce its impact on climate change and the environment, this Guide was created to help "green" our productions by providing the information necessary for everyone – from PAs to department heads to talent – to continue to produce high quality productions with exacting standards, while minimizing our impact on the environment.

This guide focuses on those areas of production that have the greatest opportunity for improvement and offers practical solutions that can be implemented by any production, regardless of size. Many of the actions require little effort to implement -- they just need your leadership.

This effort is a work in progress and I welcome your feedback as you implement the environmental measures contained in this guide on your production as well as your ideas on what else can be done to green production. This guide will be frequently updated as the effort progresses.

Lisa Day, the Associate Director of Fox's Energy Initiative, is available to assist you in your greening efforts and can answer any questions or concerns you may have. She can be reached at 310-369-8240 or via email at [lisa.day@fox.com](mailto:lisa.day@fox.com).

Greening is about progress, not perfection. This is only the beginning of an ongoing effort within the industry, and I thank you and wish you every success as you help us take the first steps in transforming the way we do business.

Warm regards,

Joe Hartwick  
President, Physical Production

WELCOME LETTER

## ABOUT THE FOX GREEN GUIDE

This guide is designed to help your production reduce its environmental impact by offering practical environmental advice that can be implemented by any production regardless of size or location. It offers step-by-step advice for every stage of production and every department within a production as well as advice on:

- How to communicate these goals to cast and crew members
- How to engage cast and crew members in the effort
- How to work with vendors to meet environmental goals

### **Help Improve this Guide**

This Guide will always be a work in progress and you can help create the next version by sharing your comments, knowledge and experience. Please send your feedback, suggestions for additional strategies that should be included, as well as information on any green vendors in your area.

### **Support is Available**

The Associate Director of Fox's Energy Initiative, Lisa Day, is available to assist you in your greening efforts and can answer any questions or concerns you may have. Contact Lisa at [lisa.day@fox.com](mailto:lisa.day@fox.com) or 310-369-8240.

## Getting Started

The first step in successfully greening your production is to set clear goals for what you would like to achieve. This will help you organize your work plan and also more easily engage cast and crew in the effort.

- Host a brainstorming session to identify where the greatest environmental impacts of your production may be, and use this guide to help develop a plan of action.
- You should also identify general environmental goals for your production such as reducing waste by recycling and reusing; sourcing local foods for catering; or eliminating plastic water bottles.
  - For example, if you will be building large sets, you may want to focus on the materials used during construction and ensuring that all sets are diverted from landfills.
- Lisa Day, the Associate Director of Fox's Energy Initiative, can help you identify and achieve your goals. Contact her at [lisa.day@fox.com](mailto:lisa.day@fox.com) or 310-369-8240.

## Engaging Cast & Crew

- Once you've set your goals, communicate them with cast and crew and engage them in the effort.
  - Ensure that department heads and crew understand that your goal is to reduce your production's carbon emissions and environmental footprint.
    - A sample memo that can be sent to cast and crew can be found below.
  - Set an environmental meeting with all department heads to discuss the environmental initiative and the goals you have set as well as how to achieve them.
  - Distribute the relevant section(s) of this guide to each department head.
- Rely on your crew's expertise. They understand their jobs better than anyone else and will often find innovative ways to advance your efforts. Encourage that innovation.
- If possible, designate a crew member to be a "green" point person.

## Engaging Vendors

The vendors you work with can also help you achieve your greening goals. As you start hiring vendors, let them know about your green initiative and ask how they can help.

- Do they provide green products or services? If not, ask if they will.
- Do they have any environmental programs at their own companies? If not, will they consider implementing any environmental programs?
- Do they recycle?
- Do they buy locally?
- Do they use renewable power or have energy conservation programs?
- Can they help reduce waste by providing alternatives to traditional packing materials?
- Do they have any kind of environmental certifications?



You can search for vendors in your area at [FoxGreenGuide.com](http://FoxGreenGuide.com). If you know of any vendors not already in the database, please let us know.

---

**Date:**  
**To:** All Cast & Crew  
**From:**  
**Subject:** Going Green

---

As part of Fox's green initiative, we will be working to reduce our environmental impact and our carbon footprint. This initiative is wholly supported by the producers and director of our film, but your support and assistance is also crucial if we are to achieve our goals in making this the greenest production possible.

Wherever possible we're using alternative fuels, renting hybrids and fuel efficient vehicles, purchasing recycled materials, reducing waste, recycling and composting. In addition, Accounting will be tracking our carbon emissions throughout production and will need your cooperation in gathering information and when submitting any documents for payment or reimbursement.

Some of our efforts are highlighted below, but please don't hesitate to implement other initiatives in your department or to let me know if you have any suggestions or other ideas.

**Water Bottles**

- We are trying to eliminate plastic water bottles. All cast & crew will be provided with a reusable water bottle. If you have not received yours, please check with XXXXXX. Filling stations will be available at catering, craft service, base camp and on set.

**Recycling & Composting**

- Bins will be located at catering and on set.
- Please forward old batteries to XXXXXX for recycling.

**Craft Service & Catering**

- Ceramic plates and metal cutlery will be used at catering along with compostable plates and cutlery. Please place compostable plates and cutlery in the composting bins with all food scraps.
- Wherever possible, local and organic ingredients will be used.

**Paperwork**

- Only recycled paper will be used.
- Please print only when needed and, when printing, print double-sided wherever possible.

## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Use digital or online dailies rather than burning DVDs or distributing tapes.
- Avoid using messengers for deliveries -- use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles or bike messengers.

## Energy Usage

- Choose energy efficient equipment and appliances. Look for the Energy Star label to choose the most efficient models.
- Turn off all office equipment and lights when not in use, at end of day and on weekends.
- Replace regular incandescent light bulbs with compact fluorescent light bulbs (CFLs). Avoid using halogen torchieres and other inefficient lamps.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Install or ask the landlord to install sensors to turn off lights in rooms that are unoccupied or used infrequently such as conference rooms, rest rooms and kitchens.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Adjust thermostats down 2 degrees in winter and up 2 degrees in summer.
- Install a programmable thermostat to automatically lower the heat or air conditioning during off hours.
- Consider installing multiple thermostats (i.e., inside offices which don't get sunlight don't need the same level of air conditioning as sunny areas and vice versa).
- Open windows on nice days instead of using air conditioning or heating.

## Paper & Printing

- All paper should have a minimum of 30% post-consumer recycled content.
- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use paper printed on one side as scrap paper.
- Communicate digitally. Ask department heads and crew members to accept documents digitally either via email or through a virtual production office site. This includes scripts, script revisions, contact lists, one-liners, call sheets, day out of days, maps, production memos and general correspondence.
- Use other paperless solutions such as tablet PCs, blackberries and other handheld data devices.
- Refill toner cartridges instead of buying new ones. If you do buy toner cartridges, use re-manufactured or soy-based ink cartridges.
- Recycle all toner cartridges when done with them.



You can search for vendors in your area at [FoxGreenGuide.com](http://FoxGreenGuide.com). If you know of any vendors not already in the database, please let us know.

## Office Supplies

- Purchase eco-friendly office supplies (e.g., recycled & recyclable). There is a guide to green labels at the end of this Guide.
- Encourage local purchasing to reduce resources utilized through supply and delivery of goods.

## Recycling & Waste

- Recycle paper, cardboard, plastic, cans, toner cartridges, electronic waste, tapes, CDs, DVDs, and batteries.
- Compost food scraps and organic materials.
- Use rechargeable batteries and dispose of batteries in an environmentally sustainable manner.
- Donate old office equipment to local schools or nonprofits.
- Recycle any equipment that can't be donated.

## Kitchen & Cleaning

- Use water coolers, a water filtration system or a faucet filter instead of bottled water.
- Give cast and crew members their own personal, reusable water bottles and ensure that water stations are within easy use.
- Use dishware and utensils that can be washed whenever possible.
- Use biodegradable/compostable serving products. When they're not available, use products that are made out of recycled materials and which can be recycled.
- Do not use plastic or Styrofoam plates, cups, utensils and take-out containers.
- Donate leftover food to local food charities instead of throwing it away. NOTE: there is a U.S. Good Samaritan Law (<http://www.p2pays.org/ref/12/11822.htm>) to protect from liability issues.
- Snip plastic six-pack rings, which can endanger ocean birds and sea life.
- Turn off coffee makers and other service items when not in use and at the end of the day.
- Buy supplies in bulk to avoid waste.
- Purchase local and/or organic produce and other products for kitchens.
- Avoid purchasing over-packaged products.
- Buy fair trade, organic, shade grown coffee and use unbleached, chlorine-free coffee filters.
- For shopping, use reusable bags instead of plastic or paper from the store.
- Use non-toxic, environmentally friendly cleaning products.

### Recycling on the Fox Lot

If you are working on the Fox Lot, please be aware that there are no separate recycling bins – we use a single stream system. All trash is sorted by hand and recyclables are removed.

Bins for batteries are located in Buildings 31 and 99. Batteries can also be dropped off directly with the Hazardous Materials department along with paint, electronic waste and all other hazardous materials. Contact Mike King at [Mike.King@fox.com](mailto:Mike.King@fox.com) or 310-369-0453.

Film, tapes, DVDs and CDs can also be recycled. Call 310-369-4780 to arrange for a pick-up.

## Travel, Transportation & Hotels

- Rent hybrids when available. If there are limited numbers available, give them to those people who drive the most.
- For talent, use a car service that has hybrids or alternative fuel vehicles in their fleet.
- Use electric or solar powered golf carts.
- Buy or rent bikes for PAs or others who are traveling short distances.
- Offer incentives for crew members who can car pool or use public transportation.
- Have and enforce a no-idling policy for vehicles.
- Use teleconferencing and videoconferencing whenever possible in order to avoid travel.
- When flights are necessary, advocate commercial flights, not private planes or jets.
- Use green hotels or hotels that have a stated environmental policy.



## Tracking Carbon Emissions

As part of News Corp's Global Energy Initiative, all Fox productions must track and report on their carbon emissions. This means that you will need to collect data about your use of electricity and fuels as well as travel related data such as information on flights and on any hotel rooms, apartments or houses rented by your production. That data must then be entered into either the Excel spreadsheet provided to you or Cast and Crew's carbon tracking function.

The following information needs to be collected:

**Electricity use at all locations using one of the following:**

- kWh from electricity bills, or
- Square footage of the facility and the number of days used, or
- Total cost

**Natural Gas use at all locations using one of the following:**

- Actual amount used from gas bills, or
- Square footage of the facility and the number of days used, or
- Total cost

**All fuel used in vehicles, generators, lifts, cranes, etc., or in special effects using one of the following:**

- Actual amount used (gallons, liters, etc.), or
- Total cost by type of fuel, or
- Miles driven

**All charter air travel (including helicopters) using one of the following:**

- Gallons of fuel used, or
- Total miles flown, or
- Total hours flown

**All commercial air travel**

- Number of seats per flight and IATA airport codes for each flight

**All accommodations**

- Type of accommodation, total number of rooms, and total number of nights occupied

In addition to tracking carbon emissions, we are trying to learn more about the types and quantities of other materials used. If possible, we are interested in the following information:

**Waste**

- Number and size (volume) of bins sent to landfill
- Number and size (volume) of bins sent for recycling

**Wood, paper and water**

- Amount and type used

Gathering the data required should be a joint effort between Accounting, the Production Office, Transportation, Travel Coordinators, Construction, Catering, and Craft Services. A sample memo that can be sent to department heads can be found below.

Please contact Lisa Day ([lisa.day@fox.com](mailto:lisa.day@fox.com), 310-369-8240) with any questions.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask department heads and crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.

---

**Date:**  
**To:** All Crew  
**From:** Accounting  
**Subject:** Tracking Carbon Emissions – Accounting Requirements

---

As part of News Corp’s Global Energy Initiative, all Fox productions must track and report on their carbon emissions. Accounting will be tracking carbon emissions throughout production and requires the following information from your department when submitting any documents for payment or reimbursement.

**All Crew**

- “Green” Purchases or Rentals (e.g., recycled paper, hybrid vehicles, etc.) – please note that it’s a “green” item, and include any difference in costs from non-“green” items
- Fuel – all fuel receipts must include gallons/liters and type of fuel (if biodiesel, note what blend was used, e.g., B5, B40)

**Production**

- Commercial Air Travel – include number of seats on the flight and IATA airport codes for each flight
- Chartered Air Travel (including helicopters) – include gallons/liters used, total miles flown or total hours
- Ground Transport – where exact fuel usage is not known, include miles driven
- Accommodations – include type of accommodation, number of rooms, and number of nights
- Electricity – for all locations, include kWh used, square footage and days used, or cost
- Natural Gas – for all locations, include amount used, square footage and days used, or cost
- Waste/Recycling – include size (volume) of the bin and/or number of bags recycled

**Transportation**

- Fuel – all fuel receipts must include gallons/liters and type of fuel (if biodiesel, note what blend was used, e.g., B5, B40)
- Equipment rentals – if invoiced for fuel, the invoice must reflect fuel quantity and type

**Construction**

- Waste/Recycling – include size (volume) of the bin on each purchase order



## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## Energy Use

- Use rechargeable batteries and recycle batteries when they are no longer working.

## Materials

- Paint
  - Use paints, sealants and lacquers that are no emission / no VOC and less toxic.
  - Use leftover paint from previous productions as primer and recycle what is unused.
  - Avoid using spray paint.
  - Do not throw away paint. Any paint not donated should be properly disposed of as hazardous waste.
- Wood
  - Use FSC certified wood, locally grown woods, and salvaged or reclaimed woods as much as possible.
  - Use alternatives to wood such as sorghum and bamboo.
  - Use reusable steel scaffolding rather than wood platforms.
  - Reduce wood use by using recycled materials or renting pre-made scenic materials.
- Save sets for reuse. If not needed or practical they should be fully recycled.
- Use materials from other productions when possible.
- Utilize non-toxic materials and avoid the following toxic compounds whenever possible.
  - Brominated flame retardants
  - Chromium
  - Chromate copper sulfate
  - Formaldehyde
  - Polyvinyl chloride
  - Phthalates



**FSC FSC Certified Woods**

Deforestation and illegal logging have become a significant problem worldwide, destroying ecosystems, habitat and threatening indigenous cultures. The Forest Stewardship Council (FSC) was established to promote the responsible management of the world's forests by certifying wood and wood products that were harvested from sustainably managed forests. Look for woods that have been certified by FSC, especially woods such as lauan that come from tropical forests.

## **On Location**

- Use the least environmentally harmful substances, particularly when filming in sensitive locations.
- Work to minimize your impact and ensure that you have site clean-up practices in place when constructing sets on location.

## **Recycling & Waste**

- Recycle, reuse or donate as much material as possible, including lumber, set walls/side walls, scrap steel, and other metals. Begin planning for recycling, re-use or donation during the earliest possible stages of pre-production and schedule strike time to include deconstruction of sets for donation and recycling to reduce costs.
- Build sets with disassembly in mind. For example, use screws instead of nails and adhesives.
- Recycle wood not suitable for donation.
- Donate unwanted and/or unused production materials and supplies (lumber, wood cuttings, paint, etc.) to non-profit organizations, local schools and/or other charitable organizations.
- Recycle paper, cardboard, plastic, cans and other recyclable materials at the office.

## **Safety, Use, Storage and Disposal of Hazardous Materials**

- Material Safety Data Sheets should be readily available for any hazardous chemicals in use. These sheets contain information on the material, toxicity, safety precautions and emergency treatment concerning said chemicals.
- Make arrangements for the safe disposal and recycling of used hazardous chemicals, containers, spray cans, paint containers, paint thinners, brushes, and rags.
- All flammable liquids, chemicals, and fuels must be stored securely in approved containers and in storage areas where any leakage or spill will be safely contained.
- All hazardous chemicals and explosives should be stored in appropriate containers and clearly labeled.
- Any use, transportation and storage of such chemicals and/or explosives must be in accordance with relevant laws and regulations governing such use so that any chemical spills, and unintended explosions or fires are avoided.

## **Office**

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.

## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Add environmental facts and tips to the call sheet (see examples below).

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask department heads and crew members to accept documents digitally either via email or through a virtual production office site. Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.

## SAMPLE TIPS

### Add one of these to your call sheet every day.

- Recycling one aluminum can saves enough energy to watch a TV for three hours – it's the equivalent to half a gallon of gasoline.
- Incinerating 10,000 tons of waste creates one job; landfilling 10,000 tons of waste creates six jobs; recycling 10,000 tons of waste creates 36 jobs.
- The average person receives the equivalent of a tree and a half of junk mail each year. Take control of your mailbox, save trees and get rid of unwanted catalogs and junk mail.
- Use recycled paper -- deforestation is responsible for more CO<sub>2</sub> emissions than all of the world's cars, trucks and planes combined.
- Every ton of recycled paper saves 380 gallons of oil.
- Compact fluorescent light bulbs use 75% less energy and last 10 times longer than an incandescent.
- Climate control is the biggest energy hog in the house. Adjust your thermostat 2 degrees down in winter and 2 degrees up in the summer.
- 75% of the power used by home electronics comes when units are turned off but still plugged in. Pull the plug or turn off power strips to kill this "vampire" energy.
- Simply keeping your tires properly inflated can improve gas mileage by more than 3%.
- Walk, bike or take mass transit more often – you'll save one pound of CO<sub>2</sub> for every mile you don't drive!
- Save energy by using less hot water – almost 90% of the energy needed to wash your clothes is used to heat the water. Wash clothes in cold water instead.
- 1 billion bottles of water are shipped in the United States alone every week. That's a weekly convoy equivalent to 37,800 18-wheelers delivering water. Skip the plastic bottle and fill up with a reusable bottle instead.
- Animal agriculture and meat production is one of the top 3 contributors of greenhouse gas emissions. Going vegetarian, at least a couple of days a week, is one of the best individual ways to fight climate change.
- If every American switched to online banking and online bill paying, it would decrease greenhouse gas emissions by 3.9 billion pounds - the same effect as removing 355,000 cars from the road for a year.
- If all the ATM users in the U.S. alone stopped getting receipts for one year, we would save over two billion feet worth of paper, enough to wrap around the equator fifteen times.
- If every driver in the U.S. alone avoided idling for just 5 minutes a day, we would avoid more than 10 million tons of CO<sub>2</sub>.
- More than **500 BILLION** plastic bags are used every year, and only **5%** are recycled. The rest become trash. A reusable bag can eliminate thousands of plastic bags over its lifetime, so bring a bag with you next time you go shopping.



## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## Energy Usage

- Use energy efficient alternatives to traditional lighting packages.
- Perform a detailed inspection of lighting equipment to ensure proper functioning.
- Use rechargeable batteries and recycle batteries when they are no longer working.
- Donate partially used batteries to other productions or local schools.
- When purchasing or renting equipment, ask about energy-efficient alternatives or inquire about more efficient ways to use the equipment.

## Film

- Use three-perf film stock, which uses 25% less stock and 25% fewer chemicals in manufacturing and processing.
- Recycle scrap film or donate to local organizations.
- Use digital dailies.
- If shooting digitally, use hard drives or flash drives instead of tape.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.



## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Use digital or online dailies rather than burning DVDs or distributing tapes.
- Recycle all tapes and DVDs.
- Avoid using messengers for deliveries -- use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles or bike messengers.

## Energy Usage

- Choose energy efficient equipment and appliances. Look for the Energy Star label to choose the most efficient models.
- Turn off all office equipment and lights when not in use, at end of day and on weekends.
- Replace regular incandescent light bulbs with compact fluorescent light bulbs (CFLs). Avoid using halogen torchieres and other inefficient lamps.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Install or ask the landlord to install sensors to turn off lights in rooms that are unoccupied or used infrequently such as conference rooms, rest rooms and kitchens.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Adjust thermostats down 2 degrees in winter and up 2 degrees in summer.
- Install a programmable thermostat to automatically lower the heat or air conditioning during off hours.
- Consider installing multiple thermostats (i.e., inside offices which don't get sunlight don't need the same level of air conditioning as sunny areas and vice versa).
- Open windows on nice days instead of using air conditioning or heating.

## Paper & Printing

- All paper should have a minimum of 30% post-consumer recycled content.
- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use paper printed on one side as scrap paper.
- Communicate digitally. Ask department heads and crew members to accept documents digitally either via email or through a virtual production office site. This includes scripts, script revisions, contact lists, one-liners, call sheets, day out of days, maps, production memos and general correspondence.
- Use other paperless solutions such as tablet PCs, blackberries and other handheld data devices.
- Refill toner cartridges instead of buying new ones. If you do buy toner cartridges, use re-manufactured or soy-based ink cartridges.
- Recycle all toner cartridges when done with them.

## Office Supplies

- Purchase eco-friendly office supplies (e.g., recycled & recyclable). There is a guide to green labels at the end of this Guide.
- Encourage local purchasing to reduce resources utilized through supply and delivery of goods.

## Recycling & Waste

- Recycle paper, cardboard, plastic, cans, toner cartridges, electronic waste, tapes, CDs, DVDs, and batteries.
- Compost food scraps and organic materials.
- Use rechargeable batteries and dispose of batteries in an environmentally sustainable manner.
- Donate old office equipment to local schools or nonprofits.
- Recycle any equipment that can't be donated.

## Kitchen & Cleaning

- Use water coolers, a water filtration system or a faucet filter instead of bottled water.
- Give cast and crew members their own personal, reusable water bottles and ensure that water stations are within easy use.
- Use dishware and utensils that can be washed wherever possible.
- Use biodegradable/compostable serving products. When they're not available, use products that are made out of recycled materials and which can be recycled.
- Do not use plastic or Styrofoam plates, cups, utensils and take-out containers.
- Donate leftover food to local food charities instead of throwing it away. NOTE: there is a U.S. Good Samaritan Law (<http://www.p2pays.org/ref/12/11822.htm>) to protect from liability issues.
- Snip plastic six-pack rings, which can endanger ocean birds and sea life.
- Turn off coffee makers and other service items when not in use and at the end of the day.
- Buy supplies in bulk to avoid waste.
- Purchase local and/or organic produce and other products for kitchens.
- Avoid purchasing over-packaged products.
- Buy fair trade, organic, shade grown coffee and use unbleached, chlorine-free coffee filters.
- For shopping, use reusable bags instead of plastic or paper from the store.
- Use non-toxic, environmentally friendly cleaning products.

## Travel, Transportation & Hotels

- Rent hybrids when available. If there are limited numbers available, give them to those people who drive the most.
- For talent, use a car service that has hybrids or alternative fuel vehicles in their fleet.
- Use teleconferencing and videoconferencing whenever possible in order to avoid travel.
- When flights are necessary, use commercial flights, not private planes or jets.
- Use green hotels or hotels that have a stated environmental policy.

## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Encourage catering, craft service and other food service providers to provide green/sustainable products and services.
- Suggest that vendors implement sustainable practices in their own business operations.

## Disposables

- Use dishware and utensils that can be washed.
- Where real dishes can't be used, use biodegradable serving products instead of Styrofoam and plastic. When not available, use products made out of recycled materials that can also be recycled.

## Recycling & Waste

- Recycle plastic and glass bottles, aluminum and metal cans.
- Recycle cardboard boxes.
- Keep well-labeled recycling bins near areas where people eat and drink.
- Use water coolers instead of bottled water.
- Donate leftover food to local food charities instead of throwing it away. NOTE: there is a U.S. Good Samaritan Law (<http://www.p2pays.org/ref/12/11822.htm>) to protect from liability issues.
- Snip plastic six-pack rings, which can endanger ocean birds and sea life.
- Buy supplies from vendors in bulk to avoid waste.
- Compost food scraps and organic materials.

## Energy Use

- Turn off coffee makers and other service items when not in use and at the end of the day.

## Food

- Make efforts to choose seafood that is abundant, caught or farmed in environmentally sustainable ways and low in harmful toxins like mercury and PCBs. Seafood Watch can help guide your choices: <http://www.montereybayaquarium.org/cr/seafoodwatch.aspx>
- Purchase local and/or organic produce and other products for catering, craft service, and kitchens.
- Avoid purchasing over-packaged products.
- Buy fair trade, organic, shade grown coffee and use unbleached, chlorine-free coffee filters.
- Provide vegetarian and vegan options and reduce the use of meat, especially beef.
- When shopping, use reusable bags instead of plastic or paper from the store.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.

## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Use digital or online dailies rather than burning DVDs or distributing tapes.
- Avoid using messengers for deliveries -- use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles or bike messengers.

## Energy Usage

- Choose energy efficient equipment and appliances. Look for the Energy Star label to choose the most efficient models.
- Turn off all office equipment and lights when not in use, at end of day and on weekends.
- Replace regular incandescent light bulbs with compact fluorescent light bulbs (CFLs). Avoid using halogen torchieres and other inefficient lamps.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Install or ask the landlord to install sensors to turn off lights in rooms that are unoccupied or used infrequently such as conference rooms, rest rooms and kitchens.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Adjust thermostats down 2 degrees in winter and up 2 degrees in summer.
- Install a programmable thermostat to automatically lower the heat or air conditioning during off hours.
- Consider installing multiple thermostats (i.e., inside offices which don't get sunlight don't need the same level of air conditioning as sunny areas and vice versa).
- Open windows on nice days instead of using air conditioning or heating.

## Paper & Printing

- All paper should have a minimum of 30% post-consumer recycled content.
- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use paper printed on one side as scrap paper.
- Communicate digitally. Ask department heads and crew members to accept documents digitally either via email or through a virtual production office site. This includes scripts, script revisions, contact lists, one-liners, call sheets, day out of days, maps, production memos and general correspondence.
- Use other paperless solutions such as tablet PCs, blackberries and other handheld data devices.
- Refill toner cartridges instead of buying new ones. If you do buy toner cartridges, use re-manufactured or soy-based ink cartridges.
- Recycle all toner cartridges when done with them.

## Office Supplies

- Purchase eco-friendly office supplies (e.g., recycled & recyclable). There is a guide to green labels at the end of this Guide.
- Encourage local purchasing to reduce resources utilized through supply and delivery of goods.

## Recycling & Waste

- Recycle paper, cardboard, plastic, cans, toner cartridges, electronic waste, tapes, CDs, DVDs, and batteries.
- Compost food scraps and organic materials.
- Use rechargeable batteries and dispose of batteries in an environmentally sustainable manner.
- Donate old office equipment to local schools or nonprofits.
- Recycle any equipment that can't be donated.

## Kitchen & Cleaning

- Use water coolers, a water filtration system or a faucet filter instead of bottled water.
- Give cast and crew members their own personal, reusable water bottles and ensure that water stations are within easy use.
- Use dishware and utensils that can be washed whenever possible.
- Use biodegradable/compostable serving products. When they're not available, use products that are made out of recycled materials and which can be recycled.
- Do not use plastic or Styrofoam plates, cups, utensils and take-out containers.
- Donate leftover food to local food charities instead of throwing it away. NOTE: there is a U.S. Good Samaritan Law (<http://www.p2pays.org/ref/12/11822.htm>) to protect from liability issues.
- Snip plastic six-pack rings, which can endanger ocean birds and sea life.
- Turn off coffee makers and other service items when not in use and at the end of the day.
- Buy supplies in bulk to avoid waste.
- Purchase local and/or organic produce and other products for kitchens.
- Avoid purchasing over-packaged products.
- Buy fair trade, organic, shade grown coffee and use unbleached, chlorine-free coffee filters.
- For shopping, use reusable bags instead of plastic or paper from the store.
- Use non-toxic, environmentally friendly cleaning products.

### Recycling on the Fox Lot

If you are working on the Fox Lot, please be aware that there are no separate recycling bins – we use a single stream system. All trash is sorted by hand and recyclables are removed.

Bins for batteries are located in Buildings 31 and 99. Batteries can also be dropped off directly with the Hazardous Materials department along with paint, electronic waste and all other hazardous materials. Contact Mike King at [Mike.King@fox.com](mailto:Mike.King@fox.com) or 310-369-0453.

Film, tapes, DVDs and CDs can also be recycled. Call 310-369-4780 to arrange for a pick-up.



## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## Energy Usage

- Use rechargeable batteries and recycle batteries when they are no longer working.
- Close elephant doors when the air conditioning or heat is on.
- Turn off power, HVAC, catwalk and house lights when not in use and before leaving.

## Materials

- Paint
  - Use paints, sealants and lacquers that are no emission / no VOC and less toxic.
  - Use leftover paint from previous productions as primer and recycle what is unused.
  - Avoid using spray paint.
  - Do not throw away paint. Any paint not donated should be properly disposed of as hazardous waste.
- Wood
  - Use FSC certified wood, locally grown woods, and salvaged or reclaimed woods as much as possible.
  - Use alternatives to wood such as sorghum and bamboo.
  - Use reusable steel scaffolding rather than wood platforms.
  - Reduce wood use by using recycled materials or renting pre-made scenic materials.
- Save sets for reuse. If not needed or practical they should be fully recycled.
- Use materials from other productions when possible.
- Utilize non-toxic materials and avoid the following toxic compounds whenever possible.
  - Brominated flame retardants
  - Chromium
  - Chromate copper sulfate
  - Formaldehyde
  - Polyvinyl chloride
  - Phthalates



### FSC FSC Certified Woods

Deforestation and illegal logging have become a significant problem worldwide, destroying ecosystems, habitat and threatening indigenous cultures. The Forest Stewardship Council (FSC) was established to promote the responsible management of the world's forests by certifying wood and wood products that were harvested from sustainably managed forests. Look for woods that have been certified by FSC, especially woods such as lauan that come from tropical forests.

## **On Location**

- Use the least environmentally harmful substances, particularly when filming in sensitive locations.
- Work to minimize your impact and ensure that you have site clean-up practices in place when constructing sets on location.

## **Recycling & Waste**

- Recycle, reuse or donate as much construction material as possible, including lumber, set walls/side walls, scrap steel, and other metals. Begin planning for recycling, re-use or donation during the earliest possible stages of pre-production and schedule strike time to include deconstruction of sets for donation and recycling to reduce costs.
- Wood not suitable for donation should be recycled.
- Save sets for reuse. If not needed or practical they should be fully recycled.
- Donate unwanted and/or unused production materials and supplies (lumber, wood cuttings, paint, etc.) to non-profit organizations, local schools and/or other charitable organizations.

## **Safety, Use, Storage & Disposal of Hazardous Materials**

- Make suitable arrangements for the safe disposal and recycling of used hazardous chemicals, containers, spray cans, paint containers, paint thinners, brushes, and rags.
- All flammable liquids, chemicals, and fuels must be stored securely in approved containers and in storage areas where any leakage or spill will be safely contained.

## **Office**

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.

## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Reuse coat hangers and plastic garment covers.
- Donate clothing and materials to non-profit organizations (e.g., schools, shelters, etc.) at the end of production.
- Re-use or rent clothes and costumes rather than purchasing new clothes.
- Repair and alter garments rather than buying new.
- Purchase clothes made out of organic cotton or other natural and renewable materials.
- Source locally made clothes and materials.
- Use reusable bags when shopping.

## Energy Usage

- Use energy efficient (Energy Star rated) washers and dryers and wash in cold when possible.

## Cleaning

- Use environmentally friendly dry cleaners such as “wet” cleaning or CO<sub>2</sub> cleaning when cleaning costumes and wardrobe.
- Use reusable garment bags instead of plastic when dry cleaning.
- Return hangers to dry cleaners for reuse.
- Use non-toxic dyes, environmentally friendly detergents, chemicals and cleaning products.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.



## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Use digital or online dailies rather than burning DVDs or distributing tapes.
- Recycle DVDs and tapes when no longer needed.
- Avoid using messengers for deliveries -- use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles or bike messengers.

## Energy Usage

- Choose energy efficient equipment and appliances. Look for the Energy Star label to choose the most efficient models.
- Turn off all office equipment and lights when not in use, at end of day and on weekends.
- Replace regular incandescent light bulbs with compact fluorescent light bulbs (CFLs). Avoid using halogen torchieres and other inefficient lamps.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Install or ask the landlord to install sensors to turn off lights in rooms that are unoccupied or used infrequently such as conference rooms, rest rooms and kitchens.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Adjust thermostats down 2 degrees in winter and up 2 degrees in summer.
- Install a programmable thermostat to automatically lower the heat or air conditioning during off hours.
- Consider installing multiple thermostats (i.e., inside offices which don't get sunlight don't need the same level of air conditioning as sunny areas and vice versa).
- Open windows on nice days instead of using air conditioning or heating.

## Paper & Printing

- All paper should have a minimum of 30% post-consumer recycled content.
- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use paper printed on one side as scrap paper.
- Communicate digitally. Ask department heads and crew members to accept documents digitally either via email or through a virtual production office site. This includes scripts, script revisions, contact lists, one-liners, call sheets, day out of days, maps, production memos and general correspondence.
- Use other paperless solutions such as tablet PCs, blackberries and other handheld data devices.
- Refill toner cartridges instead of buying new ones. If you do buy toner cartridges, use re-manufactured or soy-based ink cartridges.
- Recycle all toner cartridges when done with them.

## Office Supplies

- Purchase eco-friendly office supplies (e.g., recycled & recyclable). There is a guide to green labels at the end of this Guide.
- Encourage local purchasing to reduce resources utilized through supply and delivery of goods.

## Recycling & Waste

- Recycle paper, cardboard, plastic, cans, toner cartridges, electronic waste, tapes, CDs, DVDs, and batteries.
- Compost food scraps and organic materials.
- Use rechargeable batteries and dispose of batteries in an environmentally sustainable manner.
- Donate old office equipment to local schools or nonprofits.
- Recycle any equipment that can't be donated.

## Kitchen & Cleaning

- Use water coolers, a water filtration system or a faucet filter instead of bottled water.
- Give cast and crew members their own personal, reusable water bottles and ensure that water stations are within easy use.
- Use dishware and utensils that can be washed whenever possible.
- Use biodegradable/compostable serving products. When they're not available, use products that are made out of recycled materials and which can be recycled.
- Do not use plastic or Styrofoam plates, cups, utensils and take-out containers.
- Donate leftover food to local food charities instead of throwing it away. NOTE: there is a U.S. Good Samaritan Law (<http://www.p2pays.org/ref/12/11822.htm>) to protect from liability issues.
- Snip plastic six-pack rings, which can endanger ocean birds and sea life.
- Turn off coffee makers and other service items when not in use and at the end of the day.
- Buy supplies in bulk to avoid waste.
- Purchase local and/or organic produce and other products for kitchens.
- Avoid purchasing over-packaged products.
- Buy fair trade, organic, shade grown coffee and use unbleached, chlorine-free coffee filters.
- For shopping, use reusable bags instead of plastic or paper from the store.
- Use non-toxic, environmentally friendly cleaning products.

### Recycling on the Fox Lot

If you are working on the Fox Lot, please be aware that there are no separate recycling bins – we use a single stream system. All trash is sorted by hand and recyclables are removed.

Bins for batteries are located in Buildings 31 and 99. Batteries can also be dropped off directly with the Hazardous Materials department along with paint, electronic waste and all other hazardous materials. Contact Mike King at [Mike.King@fox.com](mailto:Mike.King@fox.com) or 310-369-0453.

Film, tapes, DVDs and CDs can also be recycled. Call 310-369-4780 to arrange for a pick-up.

## Travel, Transportation & Hotels

- Rent hybrids when available. If there are limited numbers available, give them to those people who drive the most.
- For talent, use a car service that has hybrids or alternative fuel vehicles in their fleet.
- Use teleconferencing and videoconferencing whenever possible in order to avoid travel.
- When flights are necessary, use commercial flights, not private planes or jets.
- Use green hotels or hotels that have a stated environmental policy.

## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Rent greens instead of purchasing.
- If greens must be purchased, reuse or donate them to a local organization or school.
- Donate or sell plants as soon as they are no longer needed – don't wait until the end of production when many will have died.
- Recycle or compost green waste.
- Use native plants and those grown organically if possible.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.





## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Purchase products from manufacturers that do not test on animals.
- Purchase organic and naturally derived products free of harmful chemicals. Check the Cosmetics Safety Database for more information on specific products. <http://www.cosmeticsdatabase.com/>
- Use biodegradable products.
- Use CFL light bulbs in hair and make-up tables to reduce energy use.
- Avoid the use of aerosols containing ozone-depleting substances.
- Use refills to avoid disposing of non-recyclable make-up containers.
- Purchase in bulk where possible.
- Have recycling bins readily available to stylists and make-up artists.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.



## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## Lighting

- Use energy efficient alternatives (LED, Fluorescent, etc.) to traditional lighting packages.
- Perform a detailed inspection of lighting equipment to ensure proper functioning.
- When shooting digitally, test to discover the optimal lighting package.
- Turn lights off when not in use.
- Utility and practical lighting should be fluorescent or other low energy lighting.

## Grip

- Use backings made from organic material whenever possible.
- Use rechargeable batteries and always recycle dead batteries.
- Use adhesives and gels made from natural, nontoxic materials (no petroleum based products).
- Use fluorescent lights for work areas on location.
- Use environmentally friendly textiles on frames instead of poly-based materials for bounce and filtration.
- Replace light bulbs with lower-wattage cool lamps or energy efficient alternatives such as fluorescents.
- Provide containers for expendables that can be recycled, returned, donated or reused.
- Collect gels so they can be reused or recycled. If they can't be recycled by your waste hauler, ask your production supply company to take them back for recycling.
  - Black wrap can be recycled with metals.
  - Duvatine cannot be recycled but can be donated to local organizations and film schools.

## Power

- Use electricity from the grid, substations, or grid ties/power drops instead of generators whenever possible.
- Turn off all generators when not in use and avoid all unnecessary operation of both generators and vehicles.
- Use a minimum of B20 biodiesel in generators.
- Reduce emissions on generators by using catalyzed particulate filters.
- Use solar generators to power base camp when they are available.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.

- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.

## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## Recycling & Waste

- Select a waste hauler that can provide recycling.
- Have catering and craft services provide recycling bins and ask them to store the recyclables each night.
- Use water coolers instead of bottled water. Give cast and crew members their own personal water bottles and encourage their use.
- Place watering stations throughout base camp and on set.
  - Set up watering stations when the first crew arrives on set – not when craft services arrives.

## On Location

- Tape, staples and thumb tacks can severely damage trees. Use elastic bands or strings when posting resident letters or parking signs.
- Make a clean sweep of the area to ensure that nothing is left behind, including equipment, garbage, resident letters, parking signs and VTU signs that you posted.
- Turn off all generators when not needed.
- Enforce a strict no-idling policy for all production related vehicles.
- Dispose of all waste and recycling in bins and containers provided.
- Dispose of all cigarettes in appropriate receptacles.

## Filming in Parks or Other Sensitive Locations

- Manage all vehicle use, crew foot traffic and all other film related activities causing impact to ground cover and vegetation to ensure minimal damage to sensitive ground cover and terrain when on location.
- Cordon off areas where there is particularly sensitive vegetation or native wildlife so that vehicles, crew and other production related activities do not have adverse environmental effects.
- Contain and remove all water from toilets and showers used on the locations. Do not allow any discharges of water on to the land.
- If a fuel spill occurs, the location manager must be notified immediately. Make arrangements to clean up any spill in an appropriate manner.
- All crew vehicles must keep to the established vehicle access tracks and base camp areas on the site. Care should be taken to avoid wheel ruts on wet ground.
- Identify any areas of land that are sensitive, and suggest appropriate methods to avoid, mitigate or remedy the adverse environmental effects of filming activity in these areas.
- Ensure that all film related activities on location are carefully managed to avoid or minimize damage to land, especially sensitive vegetation and/or landscapes.
- Reinstate any land or vegetation that has been damaged or affected as a result of production activities.
- Helicopter use should be advocated and recommended as preferable where a location features sensitive or pristine landscapes.
- Locations should be selected so that the fewest members of the public are present in the area, particularly in the case of filming on public/government land.

- Suitable landing sites close to filming areas should be located. Aircraft engine and rotor noise should be minimized by careful landing and departure procedures, with wind-down and start-up noise to be minimized as much as possible.
- Helicopters should land on solid ground and in areas that are identified as having the least sensitive vegetation or wildlife present.
- Only essential crew and camera equipment should be flown into more sensitive locations.

## **Office**

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask department heads and crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.

## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## Paints

- Use paints, sealants and lacquers that are no or low VOC and less toxic.
- Use leftover paint from previous productions as primer and recycle what is unused.
- Avoid using spray paint.
- Utilize non-toxic materials, whenever possible.

## Recycling and Disposal

- Recycle, reuse or donate left over paints to non-profit organizations, local schools and/or other charitable organizations. Do NOT throw away.
- Make suitable arrangements for the safe disposal and recycling of used chemicals, containers, spray cans, paint containers, paint thinners, brushes and rags.

## Safety / Use, Storage and Disposal of Hazardous Materials

- Material Safety Data Sheets should be readily available for any hazardous chemicals in use. These sheets contain information on the material, toxicity, safety precautions and emergency treatment concerning said chemicals.
- Use the least environmentally harmful substances, particularly in more sensitive filming locations.
- All hazardous chemicals and explosives should be stored in appropriate containers and clearly labeled.
- Any use, transportation and storage of such chemicals and/or explosives must be in accordance with relevant laws and regulations governing such use and so that any chemical spills, and unintended explosions or fires are avoided.
- Make suitable arrangements for the safe disposal and/or recycling of used hazardous substances containers.
- All flammable liquids and chemicals must be stored securely in approved containers and in storage areas where any leakage or spill will be safely contained.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.





## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Use digital or online dailies rather than burning DVDs or distributing tapes.
- Recycle DVDs and tapes when no longer needed.
- Avoid using messengers for deliveries -- use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles or bike messengers.

## Energy Usage

- Choose energy efficient equipment and appliances. Look for the Energy Star label to choose the most efficient models.
- Turn off all office equipment and lights when not in use, at end of day and on weekends.
- Replace regular incandescent light bulbs with compact fluorescent light bulbs (CFLs). Avoid using halogen torchieres and other inefficient lamps.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Install or ask the landlord to install sensors to turn off lights in rooms that are unoccupied or used infrequently such as conference rooms, rest rooms and kitchens.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Adjust thermostats down 2 degrees in winter and up 2 degrees in summer.
- Install a programmable thermostat to automatically lower the heat or air conditioning during off hours.
- Consider installing multiple thermostats (i.e., inside offices which don't get sunlight don't need the same level of air conditioning as sunny areas and vice versa).
- Open windows on nice days instead of using air conditioning or heating.

## Paper & Printing

- All paper should have a minimum of 30% post-consumer recycled content.
- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use paper printed on one side as scrap paper.
- Communicate digitally. Ask department heads and crew members to accept documents digitally either via email or through a virtual production office site. This includes scripts, script revisions, contact lists, one-liners, call sheets, day out of days, maps, production memos and general correspondence.
- Use other paperless solutions such as tablet PCs, blackberries and other handheld data devices.
- Refill toner cartridges instead of buying new ones. If you do buy toner cartridges, use re-manufactured or soy-based ink cartridges.
- Recycle all toner cartridges when done with them.

## Office Supplies

- Purchase eco-friendly office supplies (e.g., recycled & recyclable). There is a guide to green labels at the end of this Guide.
- Encourage local purchasing to reduce resources utilized through supply and delivery of goods.

## Recycling & Waste

- Recycle paper, cardboard, plastic, cans, toner cartridges, electronic waste, tapes, CDs, DVDs, and batteries.
- Compost food scraps and organic materials.
- Use rechargeable batteries and dispose of batteries in an environmentally sustainable manner.
- Donate old office equipment to local schools or nonprofits.
- Recycle any equipment that can't be donated.

## Kitchen & Cleaning

- Use water coolers, a water filtration system or a faucet filter instead of bottled water.
- Give cast and crew members their own personal, reusable water bottles and ensure that water stations are within easy use.
- Use dishware and utensils that can be washed whenever possible.
- Use biodegradable/compostable serving products. When they're not available, use products that are made out of recycled materials and which can be recycled.
- Do not use plastic or Styrofoam plates, cups, utensils and take-out containers.
- Donate leftover food to local food charities instead of throwing it away. NOTE: there is a U.S. Good Samaritan Law (<http://www.p2pays.org/ref/12/11822.htm>) to protect from liability issues.
- Snip plastic six-pack rings, which can endanger ocean birds and sea life.
- Turn off coffee makers and other service items when not in use and at the end of the day.
- Buy supplies in bulk to avoid waste.
- Purchase local and/or organic produce and other products for kitchens.
- Avoid purchasing over-packaged products.
- Buy fair trade, organic, shade grown coffee and use unbleached, chlorine-free coffee filters.
- For shopping, use reusable bags instead of plastic or paper from the store.
- Use non-toxic, environmentally friendly cleaning products.

### Recycling on the Fox Lot

If you are working on the Fox Lot, please be aware that there are no separate recycling bins – we use a single stream system. All trash is sorted by hand and recyclables are removed.

Bins for batteries are located in Buildings 31 and 99. Batteries can also be dropped off directly with the Hazardous Materials department along with paint, electronic waste and all other hazardous materials. Contact Mike King at [Mike.King@fox.com](mailto:Mike.King@fox.com) or 310-369-0453.

Film, tapes, DVDs and CDs can also be recycled. Call 310-369-4780 to arrange for a pick-up.

## Travel, Transportation & Hotels

- Rent hybrids when available. If there are limited numbers available, give them to those people who drive the most.
- For talent, use a car service that has hybrids or alternative fuel vehicles in their fleet.
- Use teleconferencing and videoconferencing whenever possible in order to avoid travel.
- When flights are necessary, use commercial airlines, not private planes or jets.
- Use green hotels or hotels that have a stated environmental policy.

## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Rent props rather than purchasing.
- Use materials from other productions.
- Use reusable bags when shopping.
- Recycle, reuse or donate as many materials as possible. Begin planning for recycling, reuse or donation during the earliest possible stages of pre-production and be sure to schedule strike time to include additional time for recycling and donation.
- Reinforce environmental messaging by including “green” items on sets whenever possible – recycling bins in kitchens, environmental posters or other artwork in bedrooms or dorm rooms, etc.
- Use paints, sealants and lacquers that are no emission / no VOC and less toxic.
- Reduce wood use by using recyclable materials or renting pre-made scenic materials.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.



## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## Energy Usage

- Use rechargeable batteries and recycle batteries when they are no longer working.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.



## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Identify any potential environmental effects of the special effects to be employed and avoid, mitigate and remedy any potential harm. Consult with the studio safety department if environmental effects are not known.
- Care should be taken when utilizing wind and rain effects so as not to damage any sensitive or pristine environments that the production may be operating in.
- Avoid burning environmentally harmful materials, such as plastic, rubber, and diesel fuel.
- Keep flammables and combustibles at a safe distance from open flames and store in approved containers. All stationary open flame fixtures must be firmly secured.
- Firefighting equipment, clean-up equipment and spill-kits must be kept on hand until ignition or clean up and storage is completed.
- Locate fuel sources for special effects fire rigs in a location that will not harm crew or the environment in the event of flash back.

## Materials

- Recycle all scrap steel, aluminum, and other materials utilized by the department.
- Use materials and chemicals that are organic and which can safely dissipate without any adverse effects being produced, particularly on more sensitive filming locations.
- When creating chemical special effects, including the use of liquids and gels for fire effects, those involved should endeavor to use the least harmful chemical in terms of its potential effects on the health of cast and crew and the environment.
- Use water-based smoke fluids.
- Use propane rather than liquid fuels for fire effects.
- Limit the amount of hazardous materials purchased, used and stored on location.
- Use biodegradable artificial snow products.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.





## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## Production Vehicles

- Enforce a no-idling policy for all vehicles.
  - Ask locations to identify a climate controlled area for drivers.
- Use hybrid or alternative fuel vehicles, as well as mini-coaches and vans, for all talent and crew transportation.
- Condense deliveries and movements of production vehicles into as few vehicles and trips as possible.
- Recycle used tires after replacement.
- Use electric or solar powered golf carts.
- Offer bicycles for crew/staff to use on site.
- Use CNG powered lifts (fork, cherry, etc) instead of diesel.

## Fuel Use

- Use alternative fuel (CNG, biodiesel, electric, hydrogen, ethanol) or hybrid vehicles.
- Store all flammable liquids and fuels in approved containers and storage areas and store where any leakage or spill will be safely contained.
- Create fuel spill/clean-up kits and ensure they are located in close proximity to fuel operated equipment in operation.
- Refuel in contained or banded areas and not within close proximity of any waterway (i.e., river, stream, lake, or ocean).
- Refueling should be carried out in a safe manner by ensuring that there are no sources of ignition or potential sources of fire in or near vicinity of the operation.
- Use oil drip trays and groundsheets to avoid the risk of fuel and oil spilling onto ground.
- Make suitable arrangements for the safe disposal and recycling of used fuel storage containers.
- Use synthetic or recycled motor oil and dispose of same in an environmentally sustainable manner.

## Generators

- Use electricity from the grid, substations, or grid ties/power drops instead of generators whenever possible.
- Turn off all generators when not in use and avoid all unnecessary operation of both generators and vehicles.
- Use a minimum of B20 biodiesel in generators.
- Reduce emissions on generators by using catalyzed particulate filters.
- Use solar generators to power base camp when they are available.

## Car Services

- Use car services with hybrid or alternative fuel vehicles.
- Enforce a no-idling policy for all vehicles.

## Trailers

- Use fluorescent lighting in trailers.
- Turn off air conditioning and/or heating in unoccupied trailers.
- Make efforts to reduce the size of the production circus by encouraging above-the-line talent and crew to share trailers.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.

## Biodiesel

Biodiesel is a clean burning alternative fuel produced from domestic, renewable resources such as plant oils, animal fats, used cooking oil and even new sources such as algae. Biodiesel contains no petroleum, but it can be blended at any level with petroleum diesel to create a biodiesel blend. Biodiesel blends can be used in diesel engines with little or no modifications. Biodiesel is simple to use, biodegradable, nontoxic, and essentially free of sulfur and aromatics.

One of the major advantages of biodiesel is the fact that it can be used in most existing diesel engines and fuel injection equipment in blends up to 20 percent with little impact to operating performance. In more than 50 million miles of in-field demonstrations, B20 showed similar fuel consumption, horsepower, torque, and haulage rates as conventional diesel fuel.

In addition, biodiesel reduces carbon emissions by 60 to 80 percent depending on the source and the blend, making it the best carbon reduction tool of any liquid fuel commercially available.

## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Unplug video players, television monitors and other similar equipment with stand-by mode when not in use and at the end of the day.
- Use rechargeable batteries and always recycle dead batteries.

## Office

- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Communicate digitally. Ask crew members to accept documents digitally either via email or through a virtual production office site.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Avoid using messengers for deliveries, use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles.



## Tracking Carbon Emissions

- All Fox productions must track and report on their carbon emissions. Accounting will be collecting data on carbon emissions throughout production and may require additional information from your department when submitting any documents for payment or reimbursement.

## General Practices

- Use digital or online dailies rather than burning DVDs or distributing tapes.
- Recycle DVDs and tapes when no longer needed.
- Avoid using messengers for deliveries -- use UPS/FEDEX instead. If messengers must be used, use a company that uses hybrid or alternative fuel vehicles or bike messengers.

## Energy Usage

- Choose energy efficient equipment and appliances. Look for the Energy Star label to choose the most efficient models.
- Turn off all office equipment and lights when not in use, at end of day and on weekends.
- Replace regular incandescent light bulbs with compact fluorescent light bulbs (CFLs). Avoid using halogen torchieres and other inefficient lamps.
- Use CFL desk lamps or area lamps instead of overhead lights.
- Turn off lights in rooms that are unoccupied or not in use.
- Install or ask the landlord to install sensors to turn off lights in rooms that are unoccupied or used infrequently such as conference rooms, rest rooms and kitchens.
- Use a networked multifunction device (printer, copier, fax, scanner) to replace individual devices. This reduces energy use, supplies (toner), maintenance and tech support costs.
- Use laptop computers (without additional monitors) instead of desktop computers as they use less energy.
- Set all computers, printers and monitors to power saving mode.
- Unplug chargers for mobile phones and other equipment when not in use.
- Adjust thermostats down 2 degrees in winter and up 2 degrees in summer.
- Install a programmable thermostat to automatically lower the heat or air conditioning during off hours.
- Consider installing multiple thermostats (i.e., inside offices which don't get sunlight don't need the same level of air conditioning as sunny areas and vice versa).
- Open windows on nice days instead of using air conditioning or heating.

## Paper & Printing

- All paper should have a minimum of 30% post-consumer recycled content.
- Reduce paper usage by printing double-sided and copying only what is necessary.
- Make double-sided printing the default on all copiers and printers.
- Use paper printed on one side as scrap paper.
- Communicate digitally. Ask department heads and crew members to accept documents digitally either via email or through a virtual production office site. This includes scripts, script revisions, contact lists, one-liners, call sheets, day out of days, maps, production memos and general correspondence.
- Use other paperless solutions such as tablet PCs, blackberries and other handheld data devices.
- Refill toner cartridges instead of buying new ones. If you do buy toner cartridges, use re-manufactured or soy-based ink cartridges.
- Recycle all toner cartridges when done with them.

## Office Supplies

- Purchase eco-friendly office supplies (e.g., recycled & recyclable). There is a guide to green labels at the end of this Guide.
- Encourage local purchasing to reduce resources utilized through supply and delivery of goods.

## Recycling & Waste

- Recycle paper, cardboard, plastic, cans, toner cartridges, electronic waste, tapes, CDs, DVDs, and batteries.
- Compost food scraps and organic materials.
- Use rechargeable batteries and dispose of batteries in an environmentally sustainable manner.
- Donate old office equipment to local schools or nonprofits.
- Recycle any equipment that can't be donated.

## Kitchen & Cleaning

- Use water coolers, a water filtration system or a faucet filter instead of bottled water.
- Give cast and crew members their own personal, reusable water bottles and ensure that water stations are within easy use.
- Use dishware and utensils that can be washed whenever possible.
- Use biodegradable/compostable serving products. When they're not available, use products that are made out of recycled materials and which can be recycled.
- Do not use plastic or Styrofoam plates, cups, utensils and take-out containers.
- Donate leftover food to local food charities instead of throwing it away. NOTE: there is a U.S. Good Samaritan Law (<http://www.p2pays.org/ref/12/11822.htm>) to protect from liability issues.
- Snip plastic six-pack rings, which can endanger ocean birds and sea life.
- Turn off coffee makers and other service items when not in use and at the end of the day.
- Buy supplies in bulk to avoid waste.
- Purchase local and/or organic produce and other products for kitchens.
- Avoid purchasing over-packaged products.
- Buy fair trade, organic, shade grown coffee and use unbleached, chlorine-free coffee filters.
- For shopping, use reusable bags instead of plastic or paper from the store.
- Use non-toxic, environmentally friendly cleaning products.

### Recycling on the Fox Lot

If you are working on the Fox Lot, please be aware that there are no separate recycling bins – we use a single stream system. All trash is sorted by hand and recyclables are removed.

Bins for batteries are located in Buildings 31 and 99. Batteries can also be dropped off directly with the Hazardous Materials department along with paint, electronic waste and all other hazardous materials. Contact Mike King at [Mike.King@fox.com](mailto:Mike.King@fox.com) or 310-369-0453.

Film, tapes, DVDs and CDs can also be recycled. Call 310-369-4780 to arrange for a pick-up.

## Travel, Transportation & Hotels

- Rent hybrids when available. If there are limited numbers available, give them to those people who drive the most.
- For talent, use a car service that has hybrids or alternative fuel vehicles in their fleet.
- Use teleconferencing and videoconferencing whenever possible in order to avoid travel.
- When flights are necessary, use commercial airlines, not private planes or jets.
- Use green hotels or hotels that have a stated environmental policy.

### Green Labels and Claims

Green labels can help you pick products that are less harmful to the environment. However, it's not always obvious what the labels mean or how real some claims are. Phrases such as "environmentally friendly" and "kind to nature," for example, are meaningless.

This guide is an attempt to explain some of the most commonly used green labels and highlight some of things that you should look for when purchasing everything from paper and plastic to electronics and food.

If you encounter a symbol not included in this guide or have any questions, please contact [Lisa Day](mailto:Lisa.Day@fox.com) at (310) 369-8240 or [Lisa.Day@fox.com](mailto:Lisa.Day@fox.com).

### The Recycle Symbol



The recycling symbol simply means that something is capable of being recycled, nothing more. More environmentally friendly products will contain recycled content and will have this version of the recycling symbol:



Products made from recycled content will almost always give you more information about what they contain. For example, "Contains 30% Post Consumer Waste." (See the Paper section for more on recycled content.)

### Paper

When you're looking at papers, the most important thing to consider is whether that paper is made from recycled materials.



In other words, you want to see the symbol above along with an explanation of exactly what percentage of the paper is made from recycled materials.

Waste paper from your office or home is called "post-consumer" waste. If a paper is described as "100% recycled with 30% post-consumer waste" that means it is made from recycled materials, but only 30% are post-consumer. The rest is "pre-consumer" waste - wood scraps from the paper mill, sawdust, or cuttings. When you are choosing paper, look for papers with the highest amount of post-consumer content.

If you are looking at packaging or card stock, look for materials made from recycled paperboard with this logo:



### Plastics

There are a lot of different types of plastic and they're all different when it comes to recycling, which is why they've all been given their own recycling symbol.



All plastics can, in theory, be recycled, but whether they will be depends on local recycling facilities. Here's a quick guide to the 7 types of plastic:

The two most common plastics (and those most easily recycled) are labeled with a 1 or a 2. These are usually water and soda bottles, milk containers and 2 liter bottles. Plastic bags are usually a 4 and food containers a 5.

**Avoid** any plastics labeled with a 3 or a 6. 3 is PVC, an extremely toxic plastic, and 6 is Styrofoam. It is also best to avoid a 7 since very few recycling facilities can accept them.

### Electronics

Energy Star identifies the most energy efficiency electronics and is on everything from lights to refrigerators.



## Wood & Wood Products

The trademark of the Forest Stewardship Council (FSC) indicates that the wood used to make a product came from a sustainably managed forest. Products carrying the FSC logo have not come from clear-cuts or other destructive logging practices.



Other certification programs to look for include SFI (Sustainable Forestry Initiative) and CSA (Canadian Standards Association).



## Food Labels

There are a lot of claims made about food products, but very few actually mean anything. One of the most important things to look for is whether a product is organic.



Products bearing the USDA's organic label have met the USDA's organic standards and are certified by a USDA-approved agency.

Another to keep an eye out for is Fair Trade certification, which means that the grower has been paid a fair market price for their product. Coffee, tea, chocolate, and some tropical fruits such as bananas can be certified.



## Other Labels and Things to Consider

### Compostable / Biodegradable Products

This is a relatively new logo designed to identify products that are compostable or biodegradable. If you see this logo, then it means the product is made from natural, food-based materials and can be composted or will biodegrade in a landfill.



### Indoor Air Quality

The air we breathe inside can often be more dangerous than the air outside thanks to VOCs (Volatile Organic Compounds). VOCs are toxic, carcinogenic chemicals which, at certain temperatures, turn into gases you breathe. If you are buying paints, adhesives, carpet, or furniture, you want to get low or no VOC products. For carpet, look for the CRI Green Label – they've been certified. For other products, look for certification from Green Guard.



### Widely Accepted Independent Certifiers

There are two well regarded independent certification organizations that examine the entire lifecycle of a product and ensure that the products have met national and international environmental standards. Products with these logos are always a good choice.

