



BEST PRACTICES GUIDE FOR GREEN PRODUCTION

PRODUCTION OFFICE

Energy Usage

Highly Recommended:

- ✚ Use lighting that significantly cuts energy usage, including compact fluorescent torchieres and light bulbs (instead of halogen and incandescent).
- ✚ Choose energy efficient equipment and appliances (refrigerators, dishwashers, copiers, etc). Look for the Energy Star label to choose the most efficient models.
- ✚ Turn off computers, printers, monitors, copy machines, and appliances when not in use, overnight and on weekends. Set computer monitors to sleep mode to save energy when not in use.
- ✚ Unplug chargers for mobile phones, cameras and other equipment when not in use.
- ✚ Move your thermostat down 2° in winter and up 2° in summer. Install a programmable thermostat to automatically lower the heat or air conditioning at night.
- ✚ If you have windows that open, open them whenever possible, but keep doors and windows closed when the air conditioning or heating is on.
- ✚ Turn off the lights when leaving a room and install occupancy sensors where possible.

Other Suggestions:

- ✚ Open blinds and use natural lighting when possible.
- ✚ Turn off non-essential and decorative lighting, especially in unoccupied areas.
- ✚ Use desk lamps or area lamps instead of overhead lights.
- ✚ Use a laptop computer instead of a desktop computer.
- ✚ Purchase flat screen over conventional tube based televisions.
- ✚ Ensure that refrigerators and freezers operate efficiently by defrosting regularly and check that they are set to the optimum temperature.

Paper & Office Supplies

Highly Recommended:

- ✚ Reduce paper usage: print double-sided documents (e.g. scripts & call sheets) whenever possible, and use paper only printed on one side as scrap. Consider the use of paperless solutions, such as tablet PCs, digital distribution, and online sharing.
- ✚ Reuse office supplies where possible.
- ✚ Buy office supplies – copier paper, stationary, envelopes, and paper clips - made with as high a percentage of recycled content as possible.
- ✚ Use rechargeable batteries.

PRODUCTION OFFICE Continued...

- ✚ Use real dishes and silverware whenever possible. If you must use disposables, buy paper plates made from recycled paper or biodegradable plates and cutlery made from cornstarch. Avoid Styrofoam.
- ✚ Buy remanufactured or soy-based ink and toner cartridges.
- ✚ Use non-toxic, environmentally friendly cleaning products.

Other Suggestions:

- ✚ Use reusable boards for scheduling (dry-erase, chalkboards, magnetic) rather than printing.
- ✚ Print all large format signage on environmentally friendly, biodegradable sign material, such as polyethylene.
- ✚ Buy fair trade, organic, shade grown coffee.
- ✚ Use reusable or unbleached, chlorine-free coffee filters.

Waste Disposal & Recycling

Highly Recommended:

- ✚ Dispose of batteries, compact fluorescent bulbs and electronic equipment through a certified hazardous waste vendor, as required by law.
- ✚ Recycle ink and toner cartridges.
- ✚ Provide adequate facilities for recycling paper, glass, aluminum, plastic and cardboard.
- ✚ Raise staff awareness about recycling facilities in the office and on location.
- ✚ Donate old equipment, and recycle any equipment that can't be donated.
- ✚ Replace disposable products with durable alternatives.
- ✚ Return redundant mobile phones, batteries, paint, and chemicals to retailers for recycling.

Other Suggestions:

- ✚ Collect organic waste and convert it to compost in a bin.
- ✚ Ask suppliers to take back packaging for large items such as computers and furniture.
- ✚ Dispose of any unavoidable waste safely.

SET DESIGN/CONSTRUCTION/OPERATION

Highly Recommended:

- ✚ Use paints, sealants and lacquers that are low (or no) emission (low VOC) and less toxic. Avoid spray paint. Use leftover paint from previous productions as primer and recycle what is unused. Follow studio safety guidelines for handling paint, brushes, and rags – these cannot be disposed of in regular trash.
- ✚ Use alternative or certified Renewable/Sustainable building materials for set construction instead of rainforest hardwoods like lauan. Alternatives include farmed maple or birch. Look for woods grown locally.
- ✚ Try alternatives to wood, such as sorghum, bamboo, palm, or engineered wood.
- ✚ Use reusable steel scaffolding rather than wood platforms.
- ✚ Re-use materials when possible. Contact the studio regarding reusing or donating unwanted and/or unused production materials and supplies to low-income families or need-based organizations.
- ✚ Make efforts to recycle as much as possible, including set construction materials such as lumber. Begin planning during the earliest stages of preproduction. Consult with your studio for assistance with planned recycling. Schedule strike time to include deconstruction of sets for donation and recycling to reduce costs.

SET DESIGN/CONSTRUCTION/OPERATION Continued...

- ✚ Recycle green waste, wood, metal, and carpet used in set construction and dressing.
- ✚ Close elephant doors when the air conditioning is on (some have automatic switches).

Other Suggestions:

- ✚ Use non-toxic building materials whenever possible.
- ✚ Turn off power, HVAC, catwalk and house lights when not in use and before leaving.
- ✚ Recycle polystyrene blocks.
- ✚ Save money by consolidating unused paint for donation.
- ✚ Turn off appliances before leaving.

TRANSPORTATION

Highly Recommended:

- ✚ Use alternative fuel (CNG, biodiesel, ethanol) or hybrid vehicles (car, trucks, vans, forklifts) wherever possible. Do fleet deals with rental companies for alternative fuel or hybrid vehicles.
- ✚ Use alternative production vehicles and equipment (e.g., solar powered golf/service carts). When using diesel-powered generators, where possible insist on using bio-diesel or ultra-low sulfur diesel. Use catalyzed particulate filter to reduce emissions. Turn off generators when not in use.
- ✚ Enforce no idling rules for all vehicles on set.
- ✚ Reduce/minimize trips for both local runs and flights.

Other Suggestions:

- ✚ Plan to take only the trucks and technical equipment needed for the day to location.
- ✚ Offer incentives for car pools; provide information on public transit options.
- ✚ Encourage local purchasing (where cost-effective) to cut energy for delivery.
- ✚ Turn off air conditioning in unoccupied trailers.
- ✚ Use hybrid or alternative fuel vehicles, as well as mini coaches and vans, for all talent and crew transportation.
- ✚ Encourage 100% car pooling of technicians and crews in rental vehicles.
- ✚ Encourage participation through teleconferencing rather than traveling to meetings.
- ✚ Make efforts to reduce the size of the production by encouraging above-the-line talent to share trailers.
- ✚ Use rerefined motor oil and dispose of properly.
- ✚ Use compact fluorescent or solar power lighting in trailers.
- ✚ Condense deliveries into as few vehicles and trips as possible.
- ✚ When flights are necessary, only use commercial airlines where possible.
- ✚ Maintain vehicles in optimum operating condition.
- ✚ Drive smoothly and keep speeds down to optimize fuel consumption.

CAMERA & SOUND

Highly Recommended:

- ✚ Recycle film.
- ✚ Unplug video players, television monitors and other similar equipment with stand-by mode when not in use and at the end of the day.
- ✚ When purchasing or renting equipment, ask about energy-efficient alternatives or inquire about more efficient ways to use the equipment.
- ✚ Use digital dailies, if available and appropriate.

CAMERA & SOUND *Continued...*

- ✦ Use rechargeable batteries and always recycle dead batteries through a certified hazardous or e-waste vendor.

SET LIGHTING

Highly Recommended:

- ✦ Explore energy efficient alternatives to traditional lighting packages.
- ✦ When shooting digitally, encourage testing to discover the optimal lighting package.
- ✦ Perform detailed inspection on lighting equipment to ensure proper functioning.
- ✦ Turn off lighting not currently in use.

GRIP & ELECTRIC

Highly Recommended:

- ✦ When replacing light bulbs, replace with lower-wattage, longer life, cool lamps or energy-efficient alternatives such as fluorescents.
- ✦ Use backings made from organic material whenever possible.
- ✦ Use adhesives made from natural, nontoxic materials (no petroleum based products).
- ✦ Encourage the use of fluorescent lights for work areas on location.
- ✦ Use environmentally considerate textiles on frames instead of poly based materials for bounce and filtration.
- ✦ Use rechargeable batteries and always recycle dead batteries through a certified hazardous or e-waste vendor.

Other Suggestions:

- ✦ Use dimmers to rest lights between setups rather than switching lights on and off.
- ✦ Recycle color gels that can be used by future production.

SPECIAL EFFECTS

- ✦ Avoid burning materials such as plastic, rubber, diesel fuel, etc.
- ✦ Limit the amount of hazardous materials purchased, used, and stored on location.
- ✦ Use propane rather than liquid fuel for fire effects where available.
- ✦ Reduce environmental impact by using water based smoke fluids.
- ✦ Use biodegradable artificial snow products.

WARDROBE

Highly Recommended:

- ✦ Request an environmentally friendly garment cleaner when cleaning costumes.
- ✦ Use low energy washers and dryers.
- ✦ Buy nontoxic, environmentally friendly detergents.
- ✦ Reuse coat hangers and plastic garment covers.
- ✦ Donate clothing to local charities at the end of production.

WARDROBE Continued...

Other Suggestions:

- ✚ Purchase or rent second-hand clothing and accessories when appropriate.
- ✚ Purchase clothes made out of organic cotton or other natural materials.
- ✚ Repair and alter garments rather than buying new.
- ✚ Buy clothes made in the U.S. whenever possible.

MAKE-UP & HAIR

Highly Recommended:

- ✚ Use refills to avoid disposing of non-recyclable make-up containers.
- ✚ Investigate organic alternatives for make-up, hair care and personal hygiene products.
- ✚ Avoid the use of aerosols containing ozone-depleting substances.
- ✚ Select cruelty-free make-up, hair and personal care products, as well as those that meet the Compact for Safe Cosmetics, where possible.

Other Suggestions:

- ✚ Favor make-up, hair and cosmetic brands that use less packaging.
- ✚ Purchase in bulk where possible.
- ✚ Have recycling bins readily available to make-up staff.

CARPET, DRAPERY & UPHOLSTERY

Highly Recommended:

- ✚ Reuse or rent materials whenever possible.
- ✚ Buy “green” carpet made from natural materials (no petroleum or plastic based carpets).
- ✚ Donate used materials to various home-building-related charities. Contact your studio for assistance.
- ✚ Use only low or no VOC adhesives.

Other Suggestions:

- ✚ Try to purchase material made out of organic cotton or other sustainable materials.

CATERING/CRAFTS SERVICES

Highly Recommended:

- ✚ Clean and recycle all food and beverage containers, and flatten and recycle cardboard.
- ✚ Use biodegradable plates and cutlery made from sustainable materials, such as soy, cornstarch, potato, sugarcane, or use paper plates made from recycled paper.
- ✚ Encourage the use of reusable cups, mugs, plates, and utensils where possible.
- ✚ Give each crew member their own personal water bottle and provide refill stations.
- ✚ When using outdoor grill barbecues, use propane or natural gas.
- ✚ When hiring caterers, request organic, locally-grown, and free range food.
- ✚ Donate unused food to local charities.
- ✚ Use non-toxic cleaning supplies.

CATERING/CRAFTS SERVICES Continued...

Other Suggestions:

- ✚ Never use Styrofoam and avoid plastic whenever possible.
- ✚ Switch to a reusable filter in your coffee maker.
- ✚ Caterers should use low-emission fuels to prepare, heat food, etc.
- ✚ 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.
- ✚ Obtain as accurate a headcount as possible so as not to over order.
- ✚ Purchase in bulk where possible.
- ✚ Use cloth tablecloths and napkins instead of paper whenever possible.
- ✚ Use trash bags and liners made of recycled content or biodegradable materials.

POST PRODUCTION

Highly Recommended:

- ✚ Use digital post-production workflow systems, if available and appropriate.
- ✚ Make use of the energy saving features for equipment and computers.
- ✚ Distribute projects and demonstration reels on DVD or via other digital means where appropriate.

Other Suggestions:

- ✚ Refer to production office procedures for environmentally friendly procedures in the post-production office.

DISTRIBUTION

Highly Recommended:

- ✚ Minimize DVD packaging and make with as much renewable or sustainable content as possible.
- ✚ Use electronic press kits (EPKs).

EVENTS

Highly Recommended:

- ✚ Expand the use of internal and external websites to reduce paper-based communications and invitations.
- ✚ Print large format signage and banners using an EPA approved corn-based ink. Use materials that are either recyclable, biodegradable, or considered non-hazardous.
- ✚ Print miscellaneous small signage on recycled paper and mounted onto foam core board made of recycled content. Use maximum recycled post-consumer cardboard for signs/banners.
- ✚ Use UV flatbed printers to print one-sheets directly onto a paper-based board made from recycled materials.
- ✚ Convert studio signage to retractable displays, which are printed on environmentally friendly material and can be reused.

EVENTS Continued...

Other Suggestions:

- ✚ Print banners on biodegradable material similar to a traditional vinyl banner.
- ✚ Rather than printing traditional sheets for returning series, load a CD-Rom full of show information and video clips for each show.
- ✚ Use digital photography for promotional materials rather than Polaroid or film stills.
- ✚ Purchase reusable carpets.
- ✚ Use lanyards manufactured out of recycled soda bottles.
- ✚ Refer to production office, transportation, and crafts services procedures for other environmentally friendly procedures for events.

CARBON OFFSETS

- ✚ Contact your studio for information on purchasing carbon offsets.