



GREEN CHECKLIST



GREEN, **GREENER**, **GREENEST**
 NBC Universal requires all feature productions to implement the basic **GREEN** practices.

CREW SUPPORT AND PARTICIPATION

- Issue a memo stating environmental commitment and current initiatives.
- Create a green suggestion box or bulletin board, encouraging crew participation.
- ★ Hire a “Green PA” to field green suggestions, research and implement green practices.

PRODUCTION

- Recycle all paper, cardboard, cans & bottles.
- Set up recycling protocol for all batteries, ink cartridges and electronic waste.
- Appoint someone to ensure all lights and electronics are shut off at end of each day.
- Print all schedules and lists double sided.
- Create a “digital only” distro list. Ask who is willing to receive documents via email only.
- Use minimum 30% recycled content paper.
- Purchase stainless steel water bottles for all.
- Use refilled ink cartridges and copy toner.
- Moderate heat (68F/20C) and AC (74F/23C).
- Instruct runners to use reusable bags.
- Replace bulbs with CFLs or LEDs where able.
- Request that car services use hybrid vehicles.
- Use 100% recycled content paper.
- ★ Install light sensors when facilities allow.
- ★ Rent hybrid vehicles for distant hires.
- ★ Rent hybrid vehicles for runners & buyers.
- ★ Choose hotels with environmental programs.*
- ★ Choose commercial flights over charters.
- ★ Work with accounting to track green practices.

PRODUCTION OFFICE: KITCHEN

- Install a water filter or office water cooler and eliminate plastic water bottles in the office.
- Purchase real flatware, glasses, plates and bowls. Limit disposable products.
- Use non-toxic soaps and cleaners.
- Provide bulk snacks in airtight containers.
- Purchase organic, local and /or fair trade snacks, meals and coffee.
- ★ Compost organic waste.
- ★ Use “Energy Star” appliances.

CAMERA

- Recycle all film waste.
- Use rechargeable batteries. (AA, AAA, 9v)
- ★ Use a 3-perf system. Check with Post first.

CONSTRUCTION/ART/SCENIC

- Rent or buy used materials when possible.
- Recycle all construction and scenic waste.
- Use steel scaffolding in place of lumber.
- Donate applicable leftover materials.*
- Use low or no VOC paints and stains.
- ★ Use FSC certified lumber/luan in place of luan.

COSTUME

- Use phosphate-free detergent, wash in cold.
- Use reusable shopping bags at all times.
- Use “Energy Star” washers and dryers.
- Use environmental dry cleaners. (No PERC)
- ★ Use reusable garment bags for dry cleaning.

CRAFT SERVICE & CATERING

- Provide recycling bins on set.
- Eliminate all polystyrene (Styrofoam) from set.
- Provide bulk water on set (5 gallon jugs).
- Provide real dishware at lunch.
- Use compostable/biodegradable products.
- Donate leftover food to non-profit or charity.*
- ★ Serve organic / local food when possible.
- ★ Limit individual plastic water bottles.
- ★ Compost organic waste.

LOCATIONS

- Arrange recycling pick ups for all locations.
- Rent solar powered portable restrooms.*
- ★ Rent a hybrid vehicle for all scouting.

POWER: SET & BASECAMP

- Use a Tier 3 generator. (when avail, ✓ Uni transpo)
- Use biodiesel in generators. (When vendors allow)
- ★ Use solar powered generators.
- ★ Utilize power drops, tie into the existing grid.

SOUND

- Use rechargeable batteries. (AA, AAA, 9v)

TRANSPORTATION

- Limit idling to 5 minutes for all vehicles.
- Use non-toxic cleaning products in all trailers.
- Explore alternatives: CNG / bioD / hybrids.
- ★ Combine trailers & limit vehicles if possible.

*Contact Shannon Schaefer, Manager of Sustainable Production, for assistance: 818.777.5648 / Shannon.Schaefer@nbcuni.com
 See the [GREEN IS UNIVERSAL FILM PRODUCTION GUIDE](http://www.greenisuniversal.com/guide/) for additional suggestions: <http://www.greenisuniversal.com/guide/>