[COMPANY LOGO]

[Company] Sustainable Production Guidelines

We are committed to [fill in commitment]

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and email it to [cashby@carnivalfilms.co.uk](mailto:cashby@carnivalfilms.co.uk) if you are happy

for your logo to be added to the master document]

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1. Our Sustainable Production Principles

[Company] is committed to improving sustainability on our productions, and to find ways of working and producing that will contribute to a future we can live, thrive and continue to create in.

TV production in the UK currently over-indexes on greenhouse gas emissions. An average production for one-hour of content uses the same amount of carbon that it takes to run 3 average family homes for a year.

We know that as a business and as individuals we need to be part of emissions reduction year on year, in order to contain global warming and preserve natural habitats. The ambition is to transition towards low-carbon production, where we have a positive rather than negative impact on our environment.

Over the next few pages, you’ll find our Sustainable Production Guidelines to guide us in key decisions that can help improve our environmental impact, in conjunction with albert certification.

We will only affect real change by working together and so are sharing these guidelines for everyone in the industry to use. Please take them forwards into your next production and share with your teams.

Below are the sustainable production principles that will work to promote and implement:

|  |
| --- |
| * Work in partnership**:** We prefer to work with suppliers who are committed to net zero carbon. * Plan and innovate: We will find solutions and mitigate carbon emissions during production wherever possible – resulting in a ‘Green Memo’ for everyone in the production to follow. * Measure and track: We will review each production’s draft carbon footprint, complete an albert carbon action plan and track progress throughout production. * Learn and share: We will continuously share learnings and advocate for change across the industry. |

1. Sustainable Production Overview

Here are key points to consider throughout the lifecycle of each production. Please note that this is only a starting point and each production will have their own considerations

in addition, based on their cast, crew, location and filming plans.

1. **Overall sustainability management of a production:**

* Establish a key owner for sustainability who will drive and deliver in line with albert and [Company] requirements
* Establish the support team and communicate requirements
* Make sure albert certification is planned and carbon tracking is done throughout the production process
* Appoint individuals and suppliers who are actively engaged with sustainability practices across the production
* Discuss marketing, publicity and social media elements for sustainability to support production
* Debrief at the end of production

1. **Sustainability management throughout production stages:**

|  |  |
| --- | --- |
| **Development** | * Work with writers/editorial team to ensure unsustainable behaviours aren’t unnecessarily supported on screen * Discuss key talent opt-in to champion and support sustainability * Start thinking about what can be done throughout production * Engage department heads from early stages to start thinking in line with production sustainability requirements |
| **Planning and Pre-production** | * Plan all that’s possible with net zero carbon considerations * Ensure production is signed up for albert certification; implement albert predicted carbon footprint and action plan * Budget for carbon offsetting * Consider opportunities to raise awareness * Engage the right suppliers, send Suppliers Memo, ask for their green credentials and ideas they can bring to this production * Check green-rider opt-in with all cast and crew * Plan for sustainable:   + travel and transport   + materials and supplies   + catering and accommodation   + equipment   + recycling & waste management * Contact your studios, locations and facilities about renewable energy, and engage supplier of biofuel * Sustainable production training for all relevant people; make everyone responsible * Make construction ‘benign by design’ – easy to deconstruct for re-use or recycling * Do virtual meetings & recces where possible * Department heads to report on how they will support carbon reductions and albert certification * Send a Green Memo to everyone outlining how the production will align with Sustainable Production Guidelines |
| **Production** | * No single use plastics on set * Use renewable energy * Use green fuel * Minimise travel and avoid domestic flights * Reuse, repurpose and recycle * Apply the waste hierarchy and aim for zero waste to landfill * Sustainable catering * Employ local crew and choose accommodation close to set * Opt-in required for any printing (incl. call-sheets, scripts) * Send reminders to crew about switching off, waste etc. |
| **Wrap and Post Production** | * Review and store all reusable materials, scenery, props and costumes * Re-purpose or donate all that’s possible * Recycle everything else * Use preferred post-production facilities, that are powered by green-tariffs * Remote post-production where possible * Complete albert carbon calculator and certification * Offset any unavoidable emissions * Debrief with production |

Please share your learnings and knowledge at the end of production to help us improve the resources and support future productions.

1. Suppliers

We expect all our productions to work with suppliers that care about sustainability and have set their path to carbon-zero. We encourage working with those who think and foster innovation to support sustainability.

Here is an example of a supplier sustainability memo that you can use as guidance to engage your suppliers with your production sustainability goals.

|  |
| --- |
| [Company] is committed to improving sustainability on their productions.  As a production for [Company], we’re aiming to achieve [**albert**](https://wearealbert.org/)sustainable production certification and reduce our carbon footprint wherever possible.  We are looking to work with suppliers who share [Company’s] commitment to sustainability. Please send us your environmental policy, let us know if you have made any measurable commitments to carbon reduction and if so, what you are doing now and what you plan to do in the future.  We would also like you to provide any data requested for the purpose of carbon calculation and albert certification on the production, including emissions data for your services. Wherever possible, choose low/zero emission options (e.g. for deliveries).  In the future [Company] will be factoring in sustainability criteria when choosing regular suppliers and want to encourage preferred suppliers to join them on a path to sustainable production and net zero.  If you have any questions, please contact: [email address]  With thanks … |

1. Green Memo

[Company] requires all our productions to issue a Green Memo to all cast and crew. Below is an example. Please tailor as necessary for your production including the following sections – Key Sustainability Standards, Resources and Appendix.

|  |
| --- |
| [Programme Name] Green Memo  From:  To:  [Company] is committed to improving sustainability on their productions. As a production for [Company], we are aiming to achieve [**albert**](https://wearealbert.org/) sustainable production certification and to make this show the greenest it can be.  The environmental issues facing us and our planet can be overwhelming, but it is truly motivating to discover how much difference we can make collectively. No matter where you are on your journey, there is a positive step you can make. Have a look at some inspiring case studies [**here**](https://wearealbert.org/category/case-study/).  We will work to apply key sustainability standards throughout the production process, particularly on [key areas], to ensure our final footprint is as low as we can make it. Working with you all, we will look to find the best solutions.  At the end of the production we will quantify the positive difference we have made together and share the results of all our efforts. Then we hope you’ll join us in passing on our experiences to other producers and productions. Learning and sharing can help transform our industry into a regenerative one which not only leaves no footprint but has a positive impact on the environment.  Let’s work together to reimagine and reinvent. |

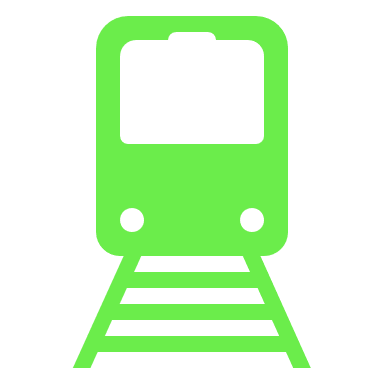
1. Key Sustainability Standards

Below are our key sustainability standards that we recommend you add to your green memo for everyone’s responsibility:

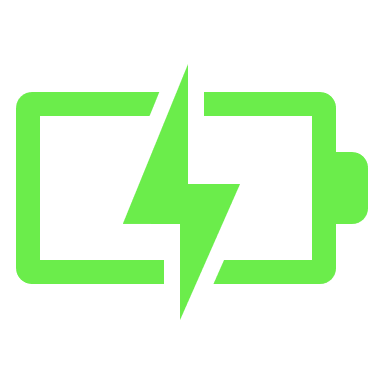


**Training & Awareness: Getting our facts straight**

* **Sustainable production training** for everyone at the beginning of each production
* Distribute production’s **Green Memo** to all
* Provide **frequent checkpoints** and **updates** throughout production

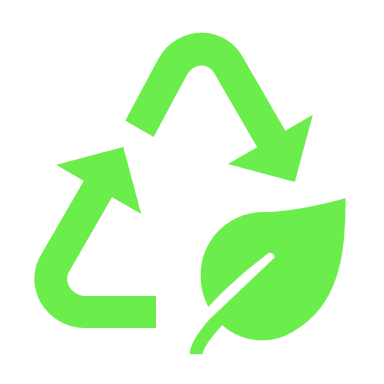


**Travel & Transport: Cleaner air**

* Take **public transport** where possible. Think **car-share** or **carpool** where not possible and it is COVID-safe to do so
* No **domestic plane travel** in England and Wales. Reduce international flights where possible
* Use **video conferencing** rather than travelling to meetings
* Hire [**electric** [**rental cars**](https://greenmotion.co.uk/fleet)](https://greenmotion.co.uk/fleet) for those doing high mileage
* Insist on **‘no idling’** for all vehicles on production
* Use [**green taxi**](https://www.greentomatocars.com/)**s** and [**couriers**](https://greencourier.co.uk/)
* ****Use **bicycle couriers** for shorter deliveries

**Energy & Fuel: Making the most of the good stuff**

* Source **power from the grid** where possible
* Use [**hybrid or electric generator**](https://www.fireflyhybridpower.com/sectors/festivals-events/) or [electric power stack](https://getgreenvoltage.com/) where not
* Replace diesel with [**biofuels made from waste material**](https://www.greenbiofuelsltd.com/) for generators & plant where electric isn’t an option
* Use **LED lighting** on and off set where possible
* Use **rechargeable batteries**
* Switch off vehicles, lights and **appliances when not in use** and don’t leave devices on charge overnight



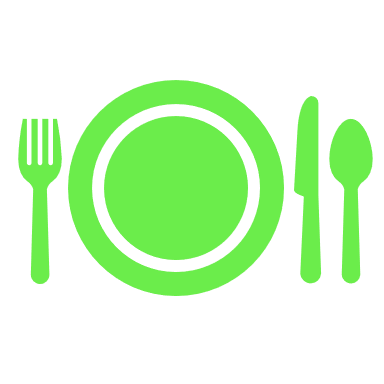
**Reuse Repurpose Recycle: Keep it in use…**

* Source [**second hand**](https://www.set-exchange.com/), [**pass on assets**](http://www.greenshoot.com/services/donations)you no longer need
* Pledge to reduce **personal waste** (e.g. food packaging waste, coffee cups, etc) and waste generated in your role within the production

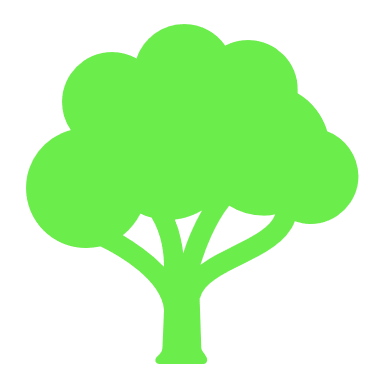


**… and out of landfill: Waste Management**

* Cut **departmental waste**, avoid single use plastics (please see [single use plastic guidance](#removing_SUP) in the appendix) and look for packaging free options
* Use the clearly signed **recycling & compost bins** in all work areas including set and unit bases
* Hire skips only when absolutely necessary, and only from suppliers who **recycle and provide data**
* Obtain **recycling reports** from all disposal companies and submit to senior production representative as advised by your production



**Catering, Coffee & Water: Consume consciously**

* **Pre-order** all catering, coffee and water in line with production’s set up
* **Avoid single use plastics**: bring your own reusable water bottles, coffee cups, food containers and cutlery and encourage everyone to do the same
* Any leftover food to be **donated locally**
* Ensure food waste is placed in the **dedicated bin**

**Sustainable Materials: Avoiding hidden habitat destruction**

* New stuff has a high carbon footprint. Reduce our impact by using existing materials, **recycled** content and **renewable** sources where you can’t reuse or repurpose
* Go paperless where possible, an **‘opt in’ policy for printing is in operation**
* If you need to always print **double sided**
* Source from **local suppliers** rather than shipping from far afield

**Suppliers: Lead and advocate change**

* Send your suppliers a [**Suppliers Sustainability Memo**](#Suppliers)
* Factor in green credentials when awarding contracts
* Check albert’s [**Green Suppliers list**](https://wearealbert.org/search-suppliers/) and the [**Green Providers Directory**](http://www.green-providers.co.uk)

You can find further information and recommendations for specific departments in the appendix

1. Further resources

Here are some useful links/documents to support you throughout the production process:

[albert](https://wearealbert.org)

* [Search suppliers](https://wearealbert.org/search-suppliers/)
* [Planet Placement](https://wearealbert.org/planet-placement/)

[BITC Net zero carbon jargon buster](https://www.bitc.org.uk/wp-content/uploads/2020/07/BITC-Facetsheet-Jargon-Buster-July2020.pdf)

[Production Managers Association - Greenwing](https://www.pma.org.uk/green_wing/)

[The Royal Society – Climate Change in 60 seconds](https://www.youtube.com/watch?app=desktop&v=n4e5UPu1co0)

[BECTU Camera Branch: Working Sustainably Within Camera](https://camerabranchtest.files.wordpress.com/2020/08/bectu-sustainability-v1.0-1.pdf)

…and some sustainable production resources that we like:

[Universal Production Services](https://universalproductionservices.com/)

[The Costume Directory](https://www.sineadkidao.com/the-costume-directory)

Please share your recommendations for us to add to our list.

1. Appendix
2. **Specific Departmental Considerations**
   1. Production
   2. Accounts
   3. Art department, construction
   4. Assistant directors
   5. Camera, lighting, grip and sound
   6. Catering
   7. Costume
   8. Facilities
   9. Hair & Make-up
   10. Locations
   11. Post-production
   12. Publicity and marketing
   13. SFX
3. **Production guidance for single use plastic**
4. Specific Departmental Considerations

# Production

Use your predicted albert footprint and data from previous series/productions to **set goals to reduce your greenhouse gas footprint**. Assign a senior person (e.g. HoP, PE, Producer) **accountable for implementing** agreed goals.

**Communicate** your goals to cast & crew in your green memo (see section 6) and **assign** sustainability champions in each area to keep you on track. Encourage everyone to share ideas to help their department achieve these goals for the whole production.

**Essential:**

* Ask your PE whether electricity is renewable for pre-, production and post-. If not, sign up for a renewable energy supply if within your control. Your PE can support you to advocate the studio/building switch to a renewable contract.
* On location:
  + Source power from the grid where possible, otherwise use a [hybrid or electric generator](https://www.fireflyhybridpower.com/sectors/festivals-events/) or [electric power stack](https://getgreenvoltage.com/). Request that the supply is renewable
  + Where electric isn’t an option replace diesel with [biofuel](https://www.greenbiofuelsltd.com/) for generators & plant hire
  + Do not use space heaters, minimise aircon
  + Use stock or archive footage to limit aerial shoots, or choose drones where possible
* Work with relevant Producers, Directors & HoDs to incorporate sustainable behaviours on screen
* Hold regular sustainability meetings with HoDs to review best practice
* Cut your travel footprint
  + Reduce air travel by using alternatives such as trains, buses and video conferencing
  + Hire crew and kit locally wherever possible
  + Hire [electric [rental cars](https://greenmotion.co.uk/fleet)](https://greenmotion.co.uk/fleet) for those doing high mileage
  + Hire [electric or hybrid](https://www.gozero.earth/) options for unit drivers
  + Insist on “no idling” for all and any vehicles on the production
  + Require staff and crew to use public transportation or carpool
  + Use [green taxi](https://www.greentomatocars.com/)s and [couriers](https://greencourier.co.uk/). Use bicycle couriers for shorter deliveries
  + Choose hotels with renewable energy and a clearly stated and implemented environmental targets
  + Choose accommodation close to location/transport to reduce the requirement for vehicle hire
* Buying – operate a ‘hire first’ approach
  + Talk to suppliers including your studios/office about their environmental policy and green products & services, have them supply emissions data for their services at the same time as getting quotes, and send them our Suppliers Sustainability Memo
  + Hire Caterers who provide seasonal ethically sourced local ingredients and tasty plant-rich options, who use crockery or compostables and who donate leftovers to local foodbanks/charities. Incorporate this into your catering contract. Provide them with accurate daily headcounts to avoid waste
  + Eliminate single use plastic & polystyrene including water bottles, sachets, cutlery, coffee cups, and provide water dispensers or tap water in the office, on set and at base including during prep and build/dress. Ask all cast and crew, dailies and supporting artists to bring their own refillable bottles
  + Make sure all purchases e.g office, cleaning supplies, are **recycled or environmentally certified** and [can be recycled](https://www.recyclenow.com/)at end of life. Only buy what you need and products with reduced/no packaging
  + Purchase from local businesses to support the community and cut down on emissions from delivery, and ask them about emissions-free deliveries
  + Choose environmentally friendly crew gifts, e.g. vouchers, donations, certified organic clothing or reusable water bottles
* If not provided by the location, adopt a zero-waste to landfill policy and set up recycling & compost bins in all work areas with clear signage. Ensure a strong recycling approach is applied throughout the production and that all selected waste contractors divert waste from landfill.

**Go further:**

* Offer perks for cast/crew to reduce flying, offer train options wherever possible, see [here](https://www.seat61.com/)
* Ask cast, crew and suppliers for feedback on sustainable production initiatives
* Include relevant reminders on readthrough invites, call sheet emails, memos etc
* Consider using an [emission-free shipping company](https://fairtransport.eu/shipping/)
* Donate items that are no longer needed to a vetted local organization or another production – e.g. to [Greenshoo](http://www.greenshoot.com/services/donations)t
* Implement an opt-in policy for all paperwork. Use digital distribution for start paperwork, scripts and call sheets. If printing is required, print only the pages needed, set all printers to default to double sided. All paper should be 100% recycled or FSC certified.

# Accounts

* Gather financial information on the savings or costs of sustainability initiatives
* Tag and track relevant materials for albert greenhouse gas footprint calculation
* Audit supplier use and only use suppliers who have been vetted as a responsible business
* Insist on using digital purchase orders and start paperwork
* Reduce printing by only printing when necessary and by printing double sided. Set all printers to default to double sided printing. All paper should be 100% recycled or FSC certified
* Recycle paper and ink cartridges.

# Art Department, Construction, Props

**Use materials responsibly** – take a ‘hire-first’ approach, then reuse, repurpose, recycle.

When no longer needed on the production, **pass on, donate or sell your assets** - sets, materials, props and greens.

Send your suppliers a Suppliers Sustainability Memo & factor in green credentials when awarding contracts (see [Suppliers](#Suppliers) section)

**Design & Construction**

* As the first port of call, use existing sets or recycled materials from another production. Suggested suppliers for sourcing and donating assets:
  + [CAMA](https://cama.co.uk/) – storage plus asset management software to help you find, relocate and categorise sets and props for further storage, reuse or recycling
  + [Set Exchange](https://www.set-exchange.com/) – freecycle website for materials
  + [Green Clover](https://www.greenclover.com/recycle/) - sustainable scenic recycling
  + [Reuse](https://reuse-network.org.uk/) – network for donating and sourcing furniture and appliances
  + [Stockyard](https://www.prophire-backdrophire.com/) – for prop, set and scenery rentals
* When you need to start from scratch, design for deconstruction:
  + Ensure your materials are recyclable and can be fully separated to be recycled
  + Use construction and design materials that are made from recycled or renewable resources. All wood must be FSC certified. *More sustainable wood options are bamboo and farmed maple or birch*
  + Use alternatives to wood for structural support, e.g. steel scaffolding, shipping containers
  + Avoid any materials that can’t be recycled, repurposed or re-homed
  + Check the [Idemat app](http://idematapp.com/) to understand materials’ greenhouse gas footprint and environmental impact
* Use low or no-VOC paints, stains, finishes and adhesives and use leftover paint as a primer
* Minimise waste from your workflow; where skips are needed, use a supplier that will help you separate waste for recycling and provide waste transfer notes that prove your waste has been recycled.

**Set Decoration / Props / Greens**

* Incorporate sustainable behaviours on screen, e.g., reusable water bottles & bags and electric action vehicles
* Rent and source second-hand items; choose sustainably produced products for anything new
* At exterior locations, respect and preserve the local environment - do not disturb existing flora or fauna or introduce foreign plant species
* On completion of an activity, re-instate the area to its former condition or better, such as replanting, reseeding, alleviation of ground compaction, reinstatement of footpaths
* Rent greens where possible, and/or buy organically grown live plants in peat-free compost. Compost any green waste.

# Assistant Directors

* Send your green memo to your extras agency to share with all extras
* Include green tips on call sheets and add reminders of public transport routes to the location and for people to bring reusable cups & water bottles
* Champion these Sustainable Production Standards and Practices at on-set briefings
* Ensure extras holding area has been provided water coolers and recycling bins.

# Camera, Lighting, Grip & Sound

* Use [hybrid or electric generator](https://www.fireflyhybridpower.com/sectors/festivals-events/) or [electric powerstack](https://getgreenvoltage.com/)
* Use LED lighting everywhere possible, including work lights
* Switch off when not in use, including after any pre-light. Save power by dimming between takes and don’t leave devices on charge or on standby overnight
* Shoot digitally instead of on film
* If shooting on film, choose a green lab and ask to see their environmental policy
* Use [rechargeable batteries](https://wearealbert.org/2019/06/13/switching-to-rechargeable-batteries/)
* Avoid any adhesives that leave a residue (gaffer tape, camera tape) and choose safe alternatives like [eco gaffer tape](https://www.lemark.co.uk/gaffer-tape/magtape-ultra-matt-gaffer-tape/) or non-plastic eco tape
* Recycle batteries, plastic lighting gels and any other waste
* Reduce usage and waste of consumables, and donate unused consumables.

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# Catering

* Obtain as accurate a headcount as possible and operate a pre-ordering system, which is proven to reduce food waste
* Serve seasonal, local, organic and/or sustainably grown food and drinks, avoiding any [red-rated fish](https://www.mcsuk.org/goodfishguide/search) and keeping red meat to a minimum. Flip the Menu to list plant-rich meals first and list food provenance. Find tips for your caterers [here](https://www.wri.org/blog/2020/01/23-behavior-change-strategies-get-diners-eating-more-plant-rich-food)
* Commit to low/no landfill
* Donate all edible [leftover food](http://www.cityharvest.org.uk/) locally. Send compostable waste for composting or [energy generation](http://www.biocollectors.com)
* No single use plastics/polystyrene. Choose reusable or compostable crockery & cutlery, water jugs and refillable bottles. Provide water stations using large dispensers near set and at base
* Ensure recycling bins are clearly marked with instructions and communicate key messages about disposal to cast & crew.

# Costume

**Essential:**

* Rent and source second-hand wherever possible – avoid fast fashion. Use [The Costume Directory](https://www.sineadkidao.com/the-costume-directory) for anything you need to know about sustainable costume sourcing
* Use reusable coat hangers, shopping and garment bags
* Reduce washing and when washing, set the machine temperature low, use filters, e.g. [Guppyfriend](https://www.ethicalsuperstore.com/products/guppyfriend/guppyfriend-washing-bag/), to stop synthetic microfibres entering the water stream
* Pass on costumes & materials to other productions or local charities at the end of production.

**Go further:**

* Avoid dry cleaning when possible and, when required, use a non-toxic environmentally friendly dry-cleaner
* Choose naturally dyed fabrics and check the sustainable credentials of labels (Fair-Trade and Organic, EU ECO-label, or Cradle to Cradle)
* Use biodegradable detergents. When aging and dyeing, choose biodegradable products, and boxed washing powder instead of plastic.

# Facilities

* Ensure heating / aircon is switched off in unused trailers and doors are kept shut
* Ask all facility providers to disclose their plans to become net zero carbon and ensure they’re using the lowest emission fuel available to deliver to site; monitor suppliers’ compliance with the contract to ensure your environmental requirements are being met
* Ensure clearly labelled recycling bins are in all facilities
* See notes under Locations below about power at base

# Hair & Make Up

* Purchase products that can be refilled and look for products with recyclable or biodegradable packaging
* Avoid using wet wipes by using reusable warm flannels and hot towel cabbies, and only use biodegradable wet wipes when required
* Use cruelty-free, non-toxic and organic products
* Avoid the use of ozone-depleting aerosols and petroleum based synthetic chemicals (mineral oil, sulphates, etc)
* For prosthetics, use cruelty-free, non-toxic products and adhesives.

# Locations

* Secure access to mains power wherever possible at unit base
  + Check out Film London pilot to expand renewable mains access, [‘The Grid Project’](https://filmlondon.org.uk/posts/london-climate-action-week-film-londons-sustainable-activities)
* Protect and preserve all locations. On wrap make a clean sweep of the area to ensure that nothing is left behind including equipment, rubbish and signage.
  + Make all signs out of recycled and recyclable materials, and only hang signs in the immediate vicinity (saving journeys)
  + Use string to hang signs. NEVER use plastic, staples, drawing pins or tape to hang signs as they severely damage trees;
  + Use locations protection material made from recycled material and/or reusable mats and protectors
* Energy efficiency is key to cutting carbon – and spend!
  + Use [hybrid or electric generator](https://www.fireflyhybridpower.com/sectors/festivals-events/) or [electric powerstack](https://getgreenvoltage.com/)
  + Replace diesel with [biofuel](https://www.greenbiofuelsltd.com/) for generators & plant hire where electric isn’t an option
  + Use one generator for as many teams as possible rather than multiple generators
  + Use mobile batteries and solar power wherever possible
  + Use electric gators in place of combustion ones
  + Use energy efficient HVAC units (heating, ventilation, air conditioning)
* Clever travel planning:
  + Select unit bases and parking areas that are as close as possible to set
  + Include public transport information on movement orders
  + Use electric or hybrid vehicles
* Provide tap water on set and at base either by access to mains water or via portable refill stations including during prep and build/dress
* Engage a sustainable waste management company (e.g. [Noble Waste](https://www.noblewaste.co.uk/about), [Hazgreen](http://www.hazgreen.co.uk/), [Location One](http://locationone.co.uk/service/waste-recycling-service/), [Bio Collectors](http://www.biocollectors.com)) for waste & recycling, including compostables
  + Set up recycling & compost bins in all work areas including catering, on set & unit bases, with clear signage. Always make sure there are enough bins for each area
  + Ensure recyclables and compostables are collected at each location and request recycling reports.

# Post-Production

* Insist your chosen Post House sources power from renewables wherever possible, and takes measurable steps to improve energy efficiency
* Choose a Post House offering remote services such as editing from home and remote viewings
* Use Source Connect for automated dialogue replacement (ADR) and voice over (VO) and video conferencing for meetings
* When you need to travel
  + Taketrains over cars
  + No domestic air travel in England and Wales and reduce the amount of international flights where possible
  + Send staff to viewings via public transport not taxi
  + Use green taxi firms to bring talent to VO/ADR if domestic
* Use bicycle couriers for shorter deliveries
* Archive rushes to LTO for longevity not Lacie/ G-Drives, to free up drives for re-use and store in safest, most efficient manner
* Use 100% recycled or FSC certified paper and print double-sided when you do need to print
* Normalise scripts being reviewed digitally not printed out
* [Identify local sustainable food and drink suppliers](https://www.foodmadegood.org/members/)
* Appoint a Post Sustainability Champion to keep energy and waste reduction front of mind and refer to [purchasing guidelines](#Purchasing_guidelines) under Production above

# Publicity / Marketing

* Find out if any of the talent are passionate about environmental issues
* Capture green behaviours on screen and behind the scenes in talent content
  + Include questions around sustainability in all press and marketing interviews
  + Ensure social media assets tell the sustainability stories too
  + Encourage crew members to provide content for stories they want to shout about
* Everyone on this production has been invited and encouraged to help make it more sustainable – you may find some unexpected stories 😊
* **Share your stories back to the Production Company and the Broadcaster or Financiers**

# SFX

**Essential:**

* Assess what can be achieved in post/VFX houses and avoid ‘real world’ SFX where possible
* Protect the environment before an effect and clean up afterwards, with clean up equipment and spill kit on hand at all times
* Use propane rather than liquid fuel for fire effects where available
* Use water-based smoke fluids and consider VFX smoke where possible
* Use biodegradable artificial snow products, confetti and streamers
* Recycle unused materials.

**Go further:**

* Request a development budget to test sustainable alternatives to the usual products prior to production starting.

1. How to remove single-use plastic from productions

Sky produced this simple guide to show you solutions you can apply in your production. It will help you reduce unnecessary plastic waste and normalise reusable alternatives on and off-screen.

**What is single-use plastic?** Read this [single-use plastic policy](https://www.skygroup.sky/documents-policies) for clear definitions and guidance.

**Planning**

* Include information about how you’re eliminating single-use plastics in your green memo
* Engage your Directors, teams, contractors and suppliers – they may have additional ideas and suggestions, and our experience suggests you’ll inspire further positive action
* **Single-use plastic & Covid-19**
  + Our policy exempts any single-use plastic required for health & safety reasons. This applies to single-use PPE listed in the Sky Studios Covid-19 Group Production Safety Principles and certain items used by e.g. make-up departments
  + There are responsibly produced reusable PPE options; please liaise with your Production Executive for the latest updates and availability
  + [**Re-usable containers and food service items are safe to use**](https://www.theguardian.com/environment/2020/jun/22/reusable-containers-safe-during-covid-19-pandemic-say-experts)**, with appropriate safety processes and standard food hygiene procedures in place.**

**During Production:**

* Distribute reusable water bottles and reusable travel mugs to all cast and crew who don’t already have their own – ensure there are water stations to refill
* Provide reusable ceramic crockery and metal cutlery
* Have appropriate, clearly labelled, recycling facilities on site, including for food waste
* If there is no reusable option, ensure any single-use items are from sustainably sourced materials (e.g. wood or paper items are FSC certified) and/or recyclable AND your waste contractor *can* recycle them
* Consider single-use plastic in set other construction - opt for scaffolding and construction materials that can be reused and recycled (which will save CO2 as well)
* Use printed fabric instead of vinyl backdrops.

**On-Screen:**

* Use glasses or reusable bottles for water instead of plastic bottles
* Avoid plastic straws, disposable cutlery, bags and coffee cups; find reusable alternatives
* Replace single-props with reusable items – enabling audiences to also see changes.

**Key Watch-outs:**

* Be aware of what the public can see on site, when filming and in PR shots
* ‘Bioplastics’ are sadly not the solution right now. [Here’s why in the UK](https://www.youtube.com/watch?v=4bA73LRlWOw&list=PL3rwhLVFx8OAiWo62XhxIlvos9HypVPBd&index=12&t=0s); [shorter, US version here](https://www.youtube.com/watch?v=BbQH0r0wPus). *Only use compostable plastics if your waste contractor confirms they have the facilities to compost them*
* Check through content filmed by third parties, it may contradict the guidance we follow.

**Resources and support:**

* Ask your Production Executive for an early conversation about sustainability
* Find more info, including case studies, on sustainable production at [www.wearealbert.org](http://www.wearealbert.org)
* Tell your Production Executive about extra solutions we should add to this document, or single-use plastics you can’t find an alternative for on set so we can better understand our remaining challenge areas.

**Quick Swaps**

**Wardrobe & Makeup:**

|  |  |
| --- | --- |
| **Coat hangers** | Robust, reusable coat hangers |
| **Wet wipes & cotton pads** | Warm flannels & reusable cotton pads |
| **Garment bags** | Reusable garment bags |
| **Plastic cotton buds** | Paper cotton buds |
| **Single-use make-up sponges** | Reusable make-up sponges |
| **Makeup containers** | Reusable or non-plastic makeup containers |
| **Wardrobe accessories** | Reusable or non-plastic wardrobe accessories |
| **Microplastic-containing makeup** | Non-microplastic makeup |

*Coming soon: sustainable make-up guide*

**Set & Technical:**

|  |  |
| --- | --- |
| **Cable ties** | Re-usable ties e.g. rubber or velcro (can be collected and stuck back together in rolls) or [releasable](https://uk.rs-online.com/web/c/cables-wires/cable-accessories-ties-tools/cable-ties/?applied-dimensions=4294659709) cable ties |
| **Battery packs** | Rechargeable battery packs |
| **Gels and filters** | Glass filters, dichromic glass filters |
| **Set construction** | Wood, brick, wooden crates, corrugated iron, recycled set materials, steel, printing patterns fabric (e.g. Masterchef Germany brick backdrop) |
| **Plastic overshoes** | Reusable overshoes |
| **CDs/DVDs** | Electronic viewing of rushes instead of burning disks |
| **Polyboards** | Let your Production Exec know if you have found a more sustainable solution |
| **Gaffer / Duct tape** | Let your Production Exec know if you have found a more sustainable solution |
| **Electrical tape** | Avoid PVC tapes. Let your Production Exec know if you have found a more sustainable solution |

**Catering & Cleaning:**

|  |  |
| --- | --- |
| **Single-use plastic food containers on-screen** | Glass jars, non-plastic containers on screen |
| **Single-use plastic water bottles** | Reusable water bottles |
| **Coffee cups** | Reusable coffee cups |
| **Beverages** | Water and soda from a beverage dispenser, aluminium cans |
| **Sachets e.g. coffee/ketchup** | Squeezy bottles, jars - avoid individually portioned items |
| **Snacks & sweets** | Buy wholesale and put into dispensers – avoid individually portioned items. |
| **Polystyrene food containers** | Ceramic crockery |
| **Plastic cutlery** | Metal cutlery |
| **Sandwich packaging** | Beeswax food wraps, reusable trays with recyclable greaseproof paper |
| **Cleaning products** | Refillable bottles & cleaning cloths |
| **Sanitizers including wipes** | Refillable bottles & FSC or recycled paper towel |
| **Single-use sponges** | Re-usable sponges |
| **Bin liners** | Consider no liner in small bins for dry waste that are frequently emptied and recycled plastic bin bags for moist waste |

Want to go further? [Use Sky’s Business Transformation Guide to eliminate the single-use plastic across your organisation](https://www.skygroup.sky/documents-policies).