

LOCATIONS

NBCUniversal Sustainability Guidelines

KEY SUSTAINABLE PRACTICES

Production will contact you towards wrap to hear about your implementation of these practices throughout production.

1. Make a plan for all locations to have access to recycling. Work with the location or with a waste hauler that will accept and recycle all materials recyclable in the local municipality.
2. Arrange for organics/compost collection for food waste generated at all locations.
3. Use hybrids or fuel efficient vehicles for scouting (at least 36 mpg or above, combined city/hwy). When possible, scout locations via public transit, bicycle, foot or carpool.
4. Use non-toxic cleaning supplies for all location clean up.
5. Use clean or alternative fuels for heaters (e.g., propane / biodiesel).

ADDITIONAL SUSTAINABLE PRACTICES

6. Protect and preserve all locations. If shooting in a park or sensitive location, see Guidelines for Sensitive Locations document.
7. Ask for a diversion report for all recycled, composted and landfilled material.
8. Rent solar powered portable restrooms.
9. Include public transit information on location maps.
10. Use locations protection material made from recycled material and/or reusable mats.
11. Use energy efficient HVAC units.
12. Turn off light towers and generators once sun has come up or you no longer need them.
13. Logistically support environmental efforts. (e.g., Movement or set up of recycling or compost bins/ water refilling stations).
14. Make a clean sweep of the area to ensure that nothing is left behind including equipment, garbage, resident letters, parking signs and directional signs.
15. Ensure that sufficient waste and recycling bins are placed in the Staging area close to camera, Craft service, Base camp, Catering, Shop and construction, and Extras holding.
16. Evaluate options for base camp and crew parking. Select those locations that are closest in order to reduce fuel use from shuttles and those that may have adequate power so generators are not needed.
17. Turn off power, HVAC, catwalk and house lights when not in use and before leaving. Close elephant doors when the air conditioning is on.
18. Use only elastic bands or string to hang signs on trees—never staples, thumbtacks or tape, all of which can severely damage trees.
19. Make all signage out of recycled or recyclable materials.
20. Search for new green vendors at GreenProductionGuide.com.

Questions, Comments, or Ideas?
Contact Green.Production@nbcuni.com



Production Office

SUSTAINABLE PRODUCTION PRACTICES

Here you will find sustainable best practices for production office spaces, including required and aspirational practices. Visit GreenProductionGuide.com for vendors and additional resources.

● REQUIRED PRACTICE ● ASPIRATIONAL PRACTICE

TRACK DATA IN ACCOUNTING TO CALCULATE PRODUCTION'S CARBON FOOTPRINT



PLACE CLEARLY LABELED OFFICE RECYCLING BINS IN HIGH TRAFFIC AREAS



COLLECT BATTERY AND ELECTRONIC RECYCLING: CONTACT EHS REPRESENTATIVE TO ARRANGE PROPER DISPOSAL



DISTRIBUTE INFORMATION DIGITALLY; ONLY PRINT UPON REQUEST



100

100% RECYCLED CONTENT PAPER USES NO NEW TREES AND SUPPORTS THE RECYCLING MARKET



30

PURCHASE A MINIMUM OF 30% RECYCLED CONTENT PAPER



PRINT DOUBLE-SIDED WHENEVER POSSIBLE



PROVIDE LARGE RECYCLING BIN FOR PAPER



ELIMINATE SINGLE USE PLASTIC WATER BOTTLES; INSTEAD INSTALL A WATER FILTER OR DISPENSER



WHEN USING DISPOSABLES, USE PAPER, NOT FOAM



PROVIDE WASHABLE DISHES AND CUTLERY TO REDUCE WASTE



INCLUDE ORGANICS/COMPOST COLLECTION TO REDUCE METHANE EMISSIONS



SET UP CLEARLY LABELED RECYCLING BINS IN HIGH TRAFFIC AREAS



POST AND DISTRIBUTE SUSTAINABLE PRACTICES MEMO

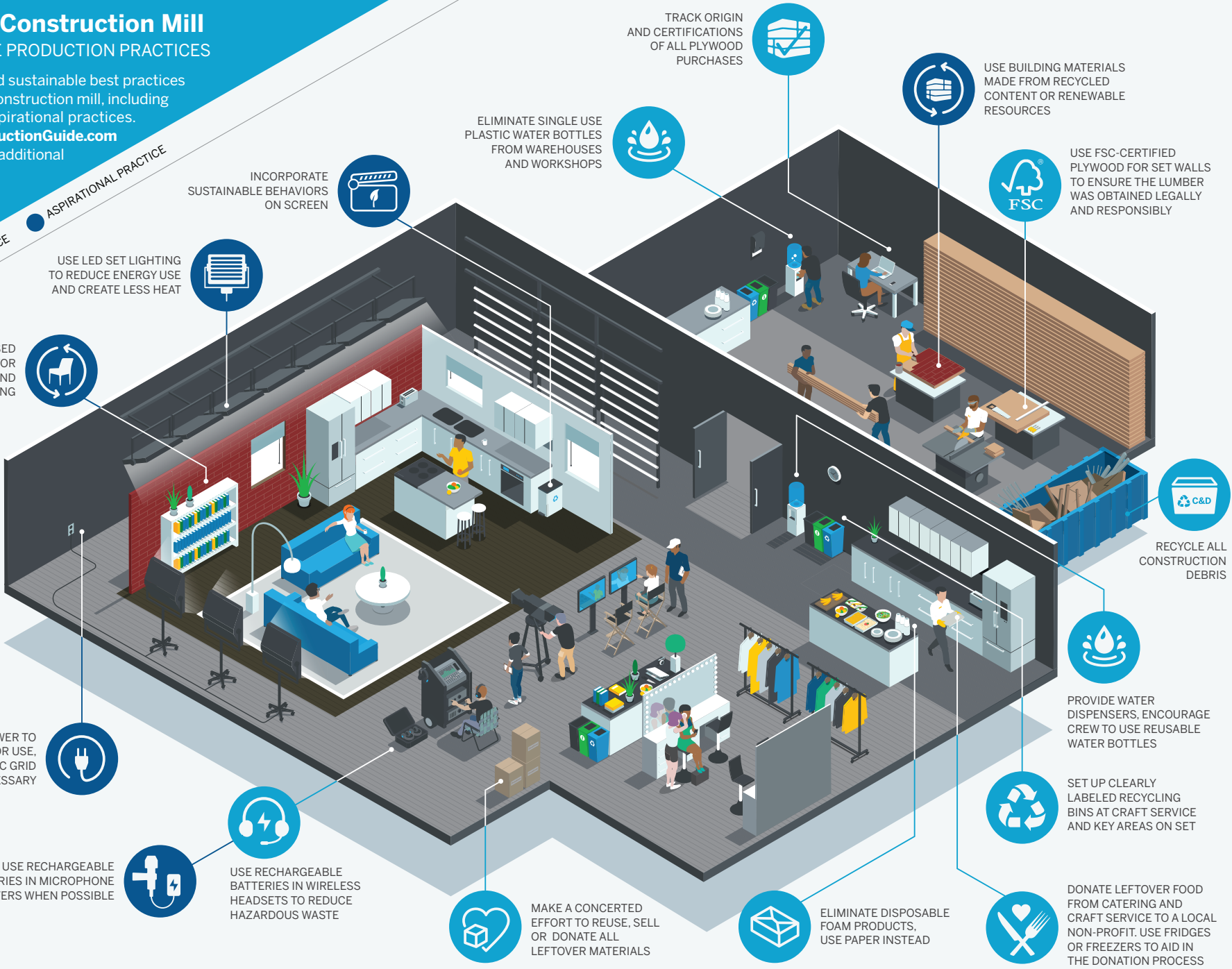


Stages + Construction Mill

SUSTAINABLE PRODUCTION PRACTICES

Here you will find sustainable best practices for stages and construction mill, including required and aspirational practices. Visit GreenProductionGuide.com for vendors and additional resources.

● REQUIRED PRACTICE ● ASPIRATIONAL PRACTICE



TRACK ORIGIN AND CERTIFICATIONS OF ALL PLYWOOD PURCHASES

USE BUILDING MATERIALS MADE FROM RECYCLED CONTENT OR RENEWABLE RESOURCES

USE FSC-CERTIFIED PLYWOOD FOR SET WALLS TO ENSURE THE LUMBER WAS OBTAINED LEGALLY AND RESPONSIBLY

ELIMINATE SINGLE USE PLASTIC WATER BOTTLES FROM WAREHOUSES AND WORKSHOPS

INCORPORATE SUSTAINABLE BEHAVIORS ON SCREEN

USE LED SET LIGHTING TO REDUCE ENERGY USE AND CREATE LESS HEAT

SOURCE USED MATERIALS FOR SET BUILDS AND SET DRESSING

RECYCLE ALL CONSTRUCTION DEBRIS

PROVIDE WATER DISPENSERS, ENCOURAGE CREW TO USE REUSABLE WATER BOTTLES

SET UP CLEARLY LABELED RECYCLING BINS AT CRAFT SERVICE AND KEY AREAS ON SET

DONATE LEFTOVER FOOD FROM CATERING AND CRAFT SERVICE TO A LOCAL NON-PROFIT. USE FRIGDES OR FREEZERS TO AID IN THE DONATION PROCESS

MAKE A CONCERTED EFFORT TO REUSE, SELL OR DONATE ALL LEFTOVER MATERIALS

ELIMINATE DISPOSABLE FOAM PRODUCTS, USE PAPER INSTEAD

USE RECHARGEABLE BATTERIES IN WIRELESS HEADSETS TO REDUCE HAZARDOUS WASTE

USE HOUSE POWER TO REDUCE GENERATOR USE, TIE INTO ELECTRIC GRID WHEN NECESSARY

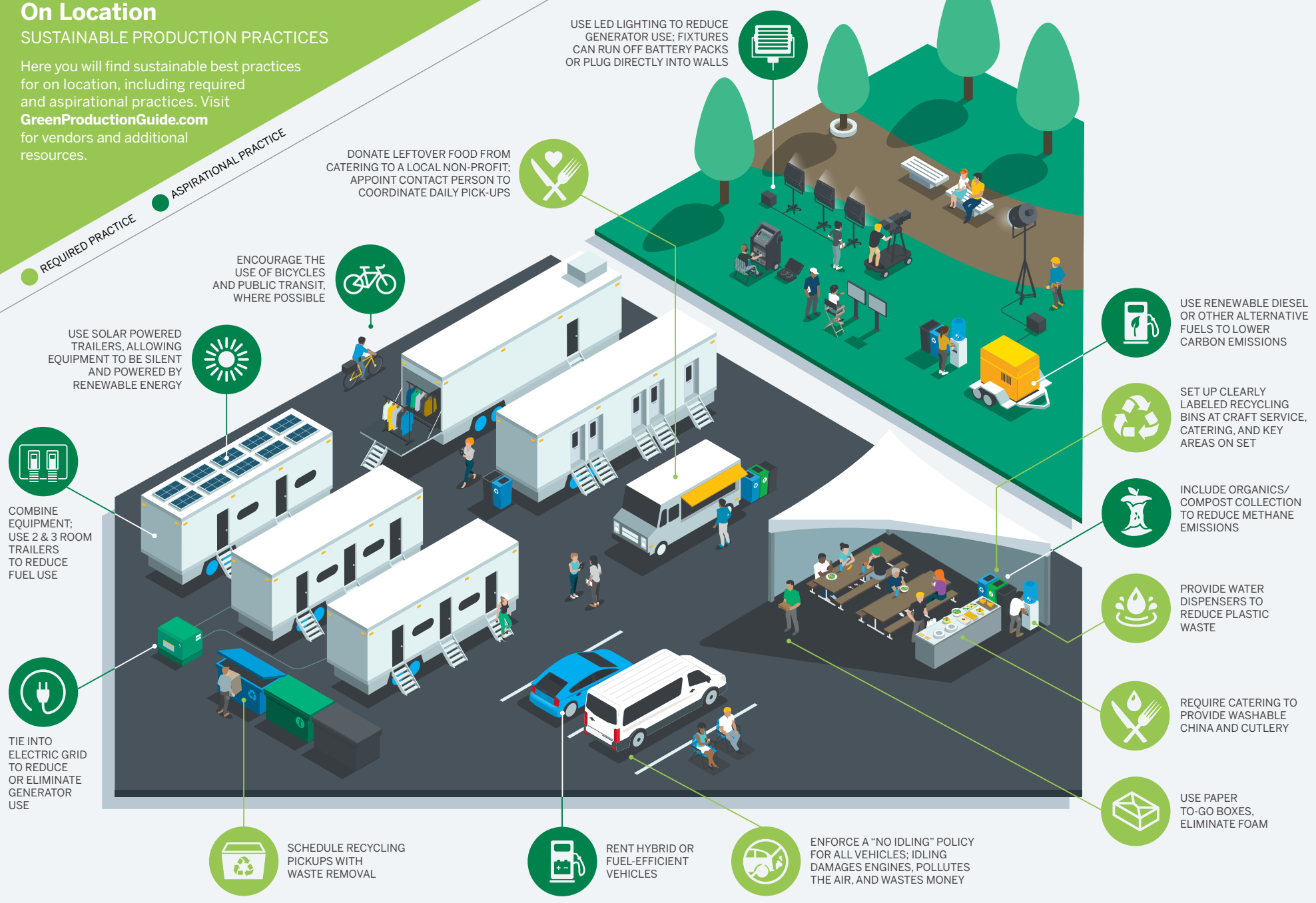
USE RECHARGEABLE BATTERIES IN MICROPHONE TRANSMITTERS WHEN POSSIBLE

On Location

SUSTAINABLE PRODUCTION PRACTICES

Here you will find sustainable best practices for on location, including required and aspirational practices. Visit GreenProductionGuide.com for vendors and additional resources.

● REQUIRED PRACTICE ● ASPIRATIONAL PRACTICE



USE LED LIGHTING TO REDUCE GENERATOR USE; FIXTURES CAN RUN OFF BATTERY PACKS OR PLUG DIRECTLY INTO WALLS

DONATE LEFTOVER FOOD FROM CATERING TO A LOCAL NON-PROFIT; APPOINT CONTACT PERSON TO COORDINATE DAILY PICK-UPS

ENCOURAGE THE USE OF BICYCLES AND PUBLIC TRANSIT, WHERE POSSIBLE

USE SOLAR POWERED TRAILERS, ALLOWING EQUIPMENT TO BE SILENT AND POWERED BY RENEWABLE ENERGY

COMBINE EQUIPMENT; USE 2 & 3 ROOM TRAILERS TO REDUCE FUEL USE

TIE INTO ELECTRIC GRID TO REDUCE OR ELIMINATE GENERATOR USE

SCHEDULE RECYCLING PICKUPS WITH WASTE REMOVAL

RENT HYBRID OR FUEL-EFFICIENT VEHICLES

ENFORCE A "NO IDLING" POLICY FOR ALL VEHICLES; IDLING DAMAGES ENGINES, POLLUTES THE AIR, AND WASTES MONEY

USE RENEWABLE DIESEL OR OTHER ALTERNATIVE FUELS TO LOWER CARBON EMISSIONS

SET UP CLEARLY LABELED RECYCLING BINS AT CRAFT SERVICE, CATERING, AND KEY AREAS ON SET

INCLUDE ORGANICS/COMPOST COLLECTION TO REDUCE METHANE EMISSIONS

PROVIDE WATER DISPENSERS TO REDUCE PLASTIC WASTE

REQUIRE CATERING TO PROVIDE WASHABLE CHINA AND CUTLERY

USE PAPER TO-GO BOXES, ELIMINATE FOAM

RECYCLING AND COMPOSTING: How to set up a Comprehensive Waste Diversion Plan

With the proper planning your show can strive for “Zero-Waste,” meaning that only a minimal amount of waste created (less than 10%) is sent a landfill or incinerator. On Set, this effort involves the coordination of the Production Office, Locations, Craft Service, and Catering and in some cities, Set Dressing. The following steps should be taken for all work spaces including offices, warehouses and when shooting on location.

- ✓ **Identify the waste/recycling hauler.** On set, Locations should contract with one vendor that is able to transport trash, recycling and compost. Facility representative(s) should ensure that the same resources are set up at the stage and offices. Go to GreenProductionGuide.com to find local vendors.
- ✓ **Determine what materials can be recycled.** (i.e. cardboard, paper, metals, plastics) and what materials can be sent for composting. (i.e. all food, compostable food service items, soiled paper)
- ✓ **Determine how the materials need to be collected on set.**
 - For example, some recycle vendors need bottles & cans separate from cardboard and paper.
 - If your waste hauler separates recycling from trash, recycling should still be collected separately on set. A clean stream of materials will allow for maximum recovery at the materials recovery facility.
- ✓ **Purchase recycling bins and lids. Lids with appropriate openings for the materials being collected can help the sorting process, result in more materials recycled and less contamination.**
- ✓ **Purchase recycling labels.** In order to reduce crew confusion and increase recycle rates, NBCUniversal is working with the non-profit Recycle Across America to implement a standardized recycling label system across all productions. Please order all recycle labels from: www.recycleacrossamerica.org
- ✓ **Determine who will transport the bins and be responsible placing out the receptacles each day.**
- ✓ **Issue a memo detailing the process to all cast and crew.** Educating crew and eliciting everyone’s participation is vital in the success of a “Zero-Waste” initiative.

TIPS: Recycling

- Place a recycling can next to every trash can.
- Recycling bins should ALWAYS have lids and clear signage on the lids.
- Use transparent liners for ease of recycling.

TIPS: Composting

- Set up a “green bin” in the kitchen or break rooms.
- The majority of the food waste will be at Catering. Ensure all cooks understand what can be composted, how to sort it and where they should put the food waste for proper collection.
- Compost bins should ALWAYS have lids and clear signage on the lids.
- Check if the composting facility requires the use of compostable liners.

Sustainable Film Production Program

The NBCUniversal Sustainable Production program was developed to provide productions with the necessary tools to reduce environmental impacts. Our Green is Universal initiative integrates sustainable practices into our operations, as we strive to create a culture of innovation and empower our employees to foster a cleaner, healthier environment. NBCUniversal strongly encourages productions to reduce their greenhouse gas emissions and employ other sustainability measures whenever possible.

NBCU Sustainability Contacts

NBCUniversal Sustainability is available to answer questions and provide resources and education in relation to the Sustainable Production Program. General Inquiries: Green.Production@nbcuni.com

Kimberly Burnick, *Sustainability Director*
Kimberly.Burnick@nbcuni.com | 818-452-8172

Daphne Medina, *Sustainable Production Specialist*
Daphne.Medina@nbcuni.com | 818-319-7684

About Sustainable Production Practices

Universal Pictures and NBCUniversal Sustainability have identified key best practices that are essential to reducing a production's environmental impact. These best practices are illustrated in the Sustainable Production Infographics. Required practices are indicated, and productions are strongly encouraged to implement the aspirational practices, when feasible.

The corresponding Prep and Wrap Checklists reflect these practices. The completion of both of these documents is required. Obtain the checklists from the Sustainability Dept or in your production folder.

Sustainability Budget

Films produced by Universal Pictures have a \$10,000 "Green Line" in their budget to support sustainable best practices (this does not include Focus films). Suggested uses include reusable water bottles for crew, composting services if outside existing budget, part time sustainability support, freezer for food donations, facilitating set reuse or donations, and/or donation to an environmental effort (ex: planting trees in production's name.) NBCU Sustainability travel, if needed, is also allocated to this line.

Production Environmental Accounting Report (PEAR) / Carbon Footprint

Accounting tracks data to calculate the show's environmental impact and carbon footprint. Tracking procedures are detailed in "Environmental Reporting", located under "Accounting" on the left panel of the Production Executive System (PES) website. The Production Office may be asked to assist in some areas, however it is the responsibility of Accounting to submit all information and PEAR deliverables in wrap.

Sustainability Support / Environmental Representative (description below)

The Production Office is to appoint a Green Point of Contact to distribute information, set up initial sustainable production practices, complete deliverables, and liaise with NBCUniversal Sustainability.

In addition, if budget allows, Universal Pictures supports productions that wish to employ an Environmental Representative to manage green practices on the production. On smaller productions, and with the approval of the Universal Features Assets Department, it works best to have this role be taken on by the Asset Representative. For most productions, Locations shall appoint a person and develop a plan to manage the recycling and/or composting on set.

Steps from Prep to Wrap:

Prep

1. Once the Production Office has opened, set up a meeting with NBCU Sustainability.
Required attendees: UPM, Production Supervisor, Production Coordinator, Head Accountant and First Assistant Accountant. Include Construction, Locations, and Transportation dept. heads if available.
2. Review the Sustainable Production Infographics and create your sustainability action plan by completing the associated **Prep Checklist**. Be sure to discuss relevant practices with key department heads to detail an execution plan. Email excel file to Green.Production@nbcuni.com.
3. Distribute department specific Sustainability Guidelines located in your production's folder.
4. Engage your vendors to help your production meet sustainability goals. Search for green vendors near you at GreenProductionGuide.com. Contact the Sustainability Department for additional resources.
5. Edit and distribute the Sustainable Production Practices Memo to all crew. A template is available for download in your production's folder and in your sustainability prep email. Be sure to customize the template to fit your production.
6. Set up food donations with your caterer. NBCU Sustainability will connect you with a non-profit.

Production

1. After Production begins, keep in touch with NBCU Sustainability on the execution of your sustainability plan and to receive additional support, if necessary. When possible, a site visit will occur.
2. Check in with departments. Address and troubleshoot any issues.
3. About three weeks prior to wrap of principal photography, schedule a time with NBCU Sustainability to review wrap deliverables and discuss donation plans.
4. Work with each department to identify items that may need to be donated, and to begin filling out the Wrap Checklist and Sustainable Wrap Report.

Wrap & Deliverables

1. Make a concerted effort to donate all items and materials that are not being stored, sold or returned. Clear all items with Producers and Studio prior to donating. Set material donations require recipient to sign a Waiver of Liability that can be obtained from the production's Asset Coordinator. Track all donations and include item description, estimated value, and receiving agency on your wrap checklist.
2. Complete the following documents and email to Green.Production@nbcuni.com.
 1. **Wrap Checklist (PEACH)** – Documents the practices that were implemented in each department, vendors used and any additional details. Send in Excel, do not PDF.
 2. **Sustainable Wrap Report** – See template and include photos where possible
 3. **Plywood Tracking Worksheet** – To be completed by Construction
 4. Submit the following documentation, if applicable:
 - i. **Recycling / Waste diversion reports**
 - ii. **Food Donation Agreements / Logs**
 - iii. **List of items (set walls, props, etc.) given to another production for reuse**
3. **Environmental Tracking / PEAR Worksheet** – Accounting submit one week before finishing work.

Green Measures Credit & EMA Green Seal

Each sustainable best practice on the Wrap Checklist (PEACH) is assigned a point value. Productions that implement the required practices and achieve at least 75 points will receive a "Green Measures" credit at the end of their rolling credits. Additionally, your wrap checklist will be submitted as your official application for an Environmental Media Association (EMA) Green Seal.



Environmental Representative Overview

The Role: Appointing an Environmental Representative to facilitate the Universal Sustainable Production Program throughout a feature film production is essential. This position works with each department to determine how to best implement the required and aspirational practices from the program. On smaller productions, and with the approval of the Universal Features Assets Department, it works best to have this role be taken on by the Asset Representative. To maximize success on larger productions, it is beneficial to assign the below responsibilities to one or more individuals. Consider hiring a dedicated environmental representative when budget allows.

Responsibilities

Prep

- Schedule a meeting with NBCUniversal Sustainability to review program.
- Meet with UPM to go over Prep Checklist and understand commitments made for this production.
- Introduce self to the heads of each department. Set up a brief one-on-one or phone call to go over the sustainability guidelines for their department.
- Confirm set recycling and composting plan with Locations, Craft Services and Catering. This plan should apply to BOTH the stages and location work. Refer to the “Composting and Recycling Tips” one-sheet for additional information.
- Distribute reusable water bottles when applicable. Confirm that water coolers or water filtration systems are available in all work spaces.
- Work with NBCU Sustainability to set up a food donation plan.
- Work with the Production Office to ensure that an on set version of the Sustainable Practices Memo is prepared and ready to send out on the first day of shooting.

Production

- Act as the point person for the production and ensure that requirements are being met. Offer additional support and vendor information as needed. Troubleshoot any issues with NBCU Sustainability.
- Collect stories, photos, and/or quantifiable data pertaining to donations, recycling, reuse or other green happenings throughout the production. *For example, if the Construction Dept. donates set walls to a local children’s theater, get name of theater, a count of how many set walls were donated, and estimated value.*
- Track all Green Vendors to include in the Wrap Checklist.
- Begin working on the Sustainable Wrap Report and Wrap Checklist.

NOTE: The Environmental Representative is the eyes and ears for the program, but not necessarily the implementer. This role is NOT responsible for recycling/compost bin set up or water distribution. This position is to work with Locations, Security, Craft Service and Catering to detail a shared responsibility plan that ensures correct bins and signs are set up and water coolers are available at each new location.

Wrap

- Work with NBCUniversal Sustainability to identify local organizations for the donation of items that will not be stored or shipped to Universal.
- Submit all deliverables listed in the Program Overview.
- Set up final meeting with NBCU Sustainability to review and reflect on overall successes and challenges.



NBCUniversal

Production Office

SUSTAINABLE PRODUCTION PRACTICES

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TRACK DATA IN ACCOUNTING TO CALCULATE PRODUCTION'S CARBON FOOTPRINT



CONTACT LANDLORD TO REQUEST THEY SOURCE RENEWABLE ENERGY, REPLACE LIGHTING TO LED, AND PROVIDE EV CHARGING IN PARKING LOT



COLLECT BATTERIES AND ELECTRONIC WASTE SEPARATELY FOR PROPER DISPOSAL



DISTRIBUTE INFORMATION DIGITALLY; ONLY PRINT UPON REQUEST



DISTRIBUTE A SUSTAINABLE PRACTICES MEMO TO CREW



SET UP CLEARLY LABELED RECYCLING AND COMPOSTING BINS IN HIGH TRAFFIC AREAS



LOWER BLINDS ON HOT DAYS, AND TURN OFF LIGHTS AND ADJUST TEMPERATURE AT THE END OF DAY



PROVIDE WASHABLE DISHES AND CUTLERY TO REDUCE WASTE



WHEN USING DISPOSABLES, USE PAPER OR ALUMINUM, NOT FOAM OR OTHER SINGLE USE PLASTICS



ELIMINATE SINGLE USE PLASTIC WATER BOTTLES; INSTEAD INSTALL A WATER FILTER OR DISPENSER



PURCHASE 100% RECYCLED CONTENT PAPER WHICH USES NO NEW TREES AND SUPPORTS THE RECYCLING MARKET



PROVIDE LARGE RECYCLING BIN FOR PAPER



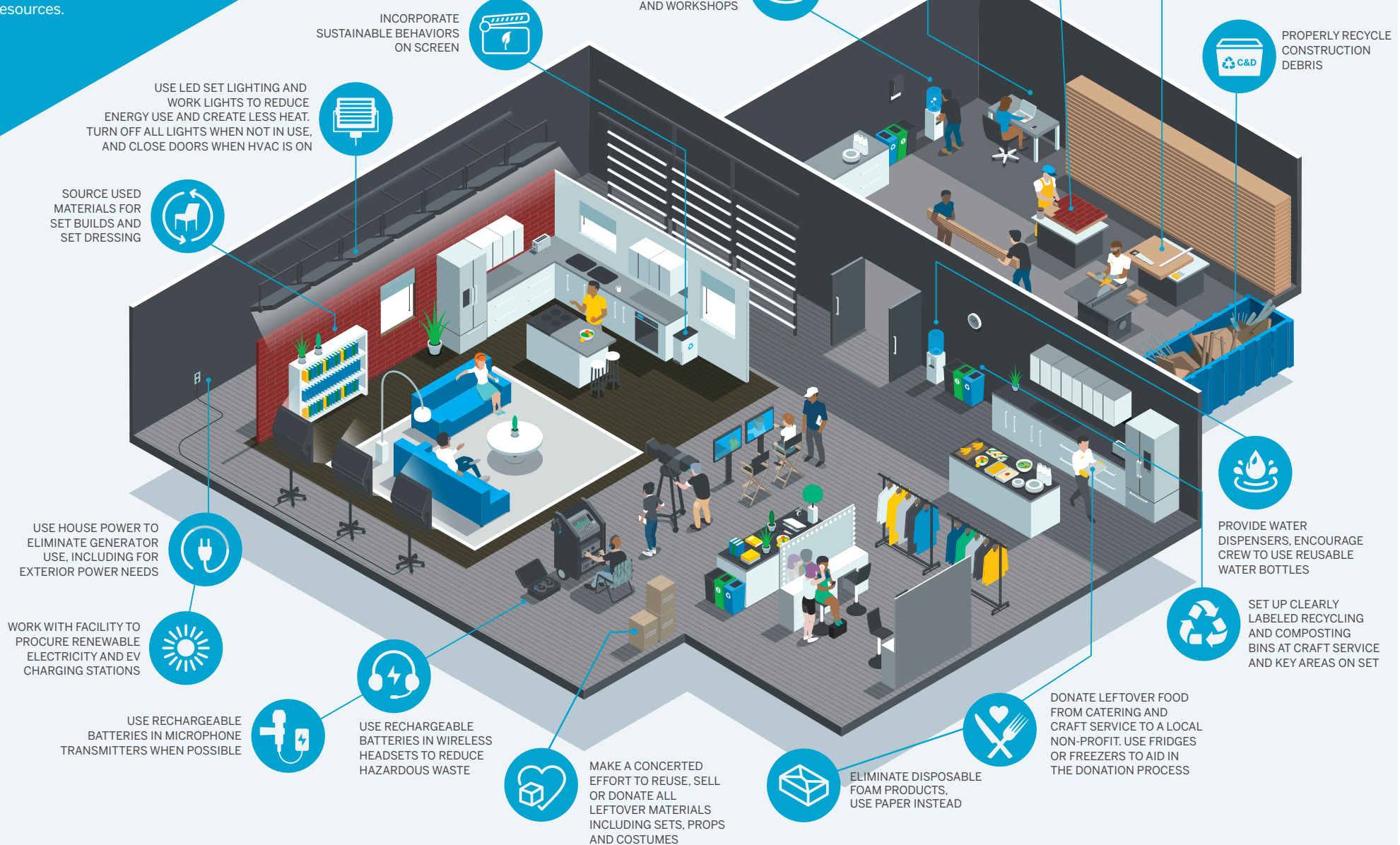
PRINT DOUBLE-SIDED AND ADJUST MARGINS TO REDUCE PAPER USE





Stages + Construction Mill SUSTAINABLE PRODUCTION PRACTICES

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On Location

SUSTAINABLE PRODUCTION PRACTICES

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USE LED LIGHTING TO REDUCE GENERATOR USE; FIXTURES CAN RUN OFF BATTERY PACKS OR PLUG DIRECTLY INTO WALLS

DONATE LEFTOVER FOOD FROM CATERING TO A LOCAL NON-PROFIT; APPOINT CONTACT PERSON TO COORDINATE DAILY PICK-UPS

ENCOURAGE THE USE OF BICYCLES AND PUBLIC TRANSIT, WHERE POSSIBLE

USE SOLAR POWERED TRAILERS, ALLOWING EQUIPMENT TO BE SILENT AND POWERED BY RENEWABLE ENERGY

COMBINE EQUIPMENT; USE 2 & 3 ROOM TRAILERS TO REDUCE FUEL USE

TIE INTO ELECTRIC GRID TO REDUCE OR ELIMINATE GENERATOR USE

SCHEDULE RECYCLING PICKUPS WITH WASTE REMOVAL

RENT EV, HYBRID AND FUEL-EFFICIENT VEHICLES

ENFORCE A "NO IDLING" POLICY FOR ALL VEHICLES; IDLING DAMAGES ENGINES, POLLUTES THE AIR, AND WASTES MONEY

SOURCE MOBILE BATTERY-POWERED OR HYDROGEN UNITS AS AN ALTERNATIVE TO DIESEL GENERATORS

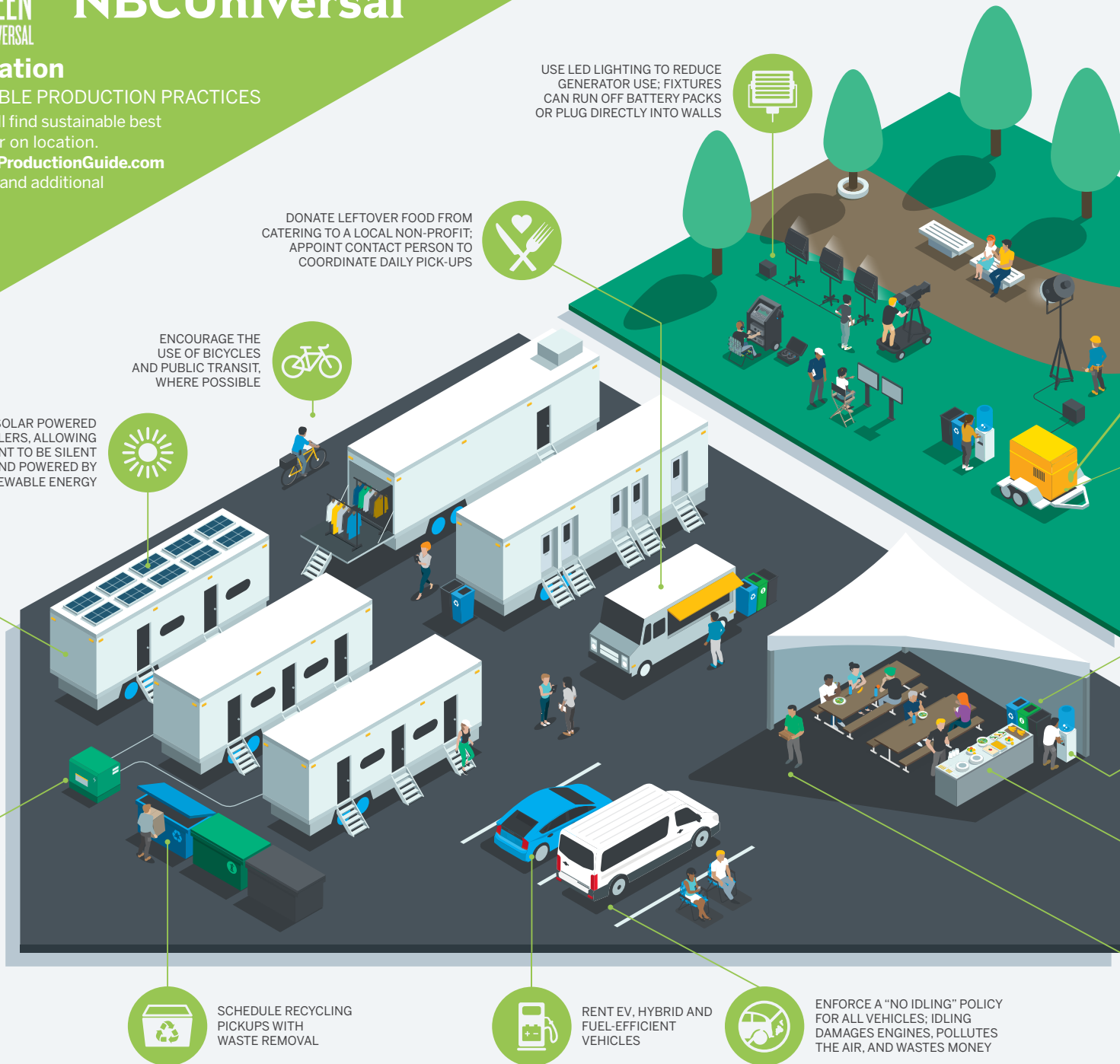
USE RENEWABLE DIESEL OR OTHER LOW CARBON FUELS TO REDUCE CARBON EMISSIONS, AND SIZE THE GENERATOR TO MATCH REQUIRED LOAD

SET UP CLEARLY LABELED RECYCLING & COMPOSTING BINS AT CRAFT SERVICE, CATERING, AND KEY AREAS ON SET

PROVIDE WATER DISPENSERS TO REDUCE PLASTIC WASTE. WHEN DISPOSABLES NEEDED, USE ALUMINUM

REQUIRE CATERING TO PROVIDE WASHABLE CHINA AND CUTLERY

USE PAPER TO-GO BOXES, ELIMINATE FOAM



15 WAYS TO GO ABOVE AND BEYOND

CREATE THE ENVIRONMENT

1 Buy reusable water bottles for crew, and remind background to BYO bottles.



2 Set up an area nearby for your drivers to hang out and shut off those vehicles!

3 Buy organic, non-toxic, and/or recycled content products.

Consider office supplies, cleaning products, hair and makeup, and more.



COMMUNICATE AND INSPIRE

6 Include green tips and facts on call sheets.

[CLICK FOR EXAMPLES](#)

5 Receive waste diversion reports to track and share your progress.

4 E-mail a paper/water memo explaining why you're cutting down on plastic and paper.



MINIMIZE CREW IMPACT

7 Identify opportunities to use electric or hybrid-electric vehicles.

8 Serve less red meat. Ask caterers to cut the amount purchased weekly (e.g. from 150 lbs to 50). And/or plan Meatless Mondays.



Plan a community give back project with cast & crew such as a tree planting or food/clothing drive.



GREEN ON SCREEN

10 Provide Set Dressing and Props with a list of on-screen green practices.

[CLICK FOR EXAMPLES](#)

11 Use hybrid, electric, or hydrogen fuel cell picture cars.

12 Tell your writers there are resources and awards for environmental storylines.



MAKE IT FUN!

15 Hold Green Contests with your crew.

14 Create green reminder signage—personalize it for your production.

13 With publicity approval, start a social media account highlighting your green initiatives.

