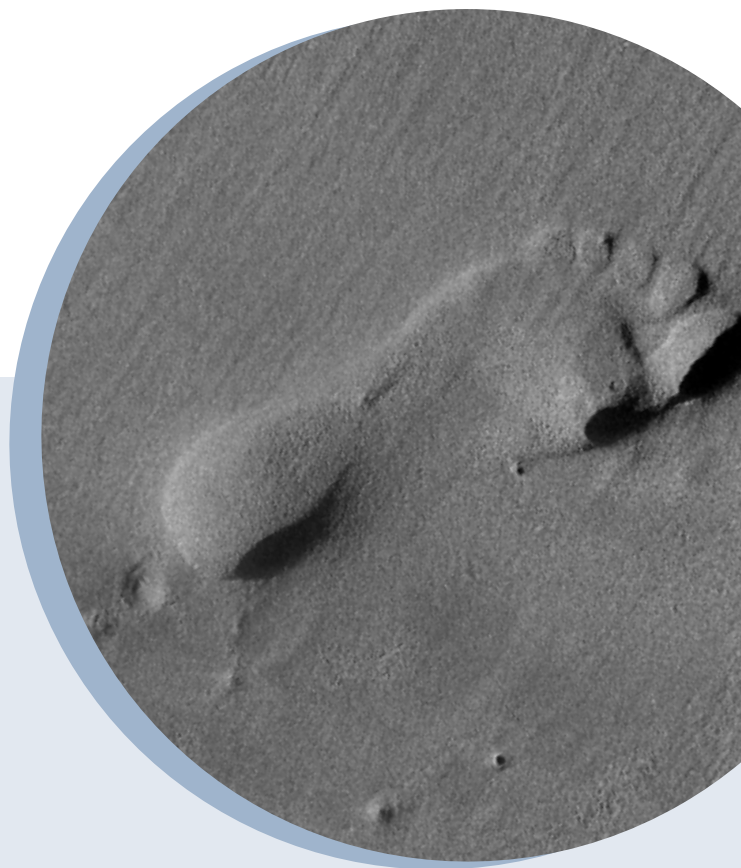


Programmes that don't cost the earth

A guide originally created by the **BBC**



albert

For sustainable TV production

www.bafta.org/albert



albert

For sustainable TV production

About this guide	3	Section 5 In the studio	14
Section 1 Getting started	4	5.1 Lighting	14
1.1 The key principles	4	5.2 Batteries	14
1.2 Set your goals	4	5.3 General	14
1.3 Use Albert	4	Section 5 Checklist	15
1.4 Tell staff and set the tone	4	Section 6 On location	16
Section 1 Checklist	5	6.1 Before you go	16
Section 2 In the office	6	6.2 Getting there	16
2.1 Sources of help	6	6.3 Energy	16
2.2 The basics	6	6.4 Catering	17
2.3 Recycling	6	6.5 Waste disposal	18
2.4 Equipment	6	6.6 General	18
2.5 Consumables	7	Section 6 Checklist	19
2.6 Transport and the office	8	Section 7 Post Production and show launch	20
Section 2 Checklist	9	Section 7 Checklist	21
Section 3 Transport	10	Sustainability checklists	22
3.1 Travel as little as possible	10		
3.2 Modes of transport	10		
3.3 Use the smallest number of vehicles possible	10		
Section 3 Checklist	11		
Section 4 Sets props and wardrobe	12		
4.1 Props, costumes, furniture and set dressing	12		
4.2 Sets	12		
4.3 Paint	12		
4.4 Make-up, hair and hygiene supplies	12		
Section 4 Checklist	13		

About this guide

A unique partnership has been formed between BAFTA, UK broadcasters and production companies to help our industry make the switch to more sustainable ways of working. We have launched Albert the carbon calculator to help productions measure their footprint. But how do they reduce their environmental impact and have a positive, not negative impact on the people and places they touch?

Albert is committed to helping broadcasters and production houses make their programmes in a way which will have the minimum impact on the planet and the maximum benefit to the people and places involved in their creation.

The BAFTA group behind Albert is not alone in this aim. Industries across the world are doing the same thing and some big names in our own field – including major players in Hollywood – want to ensure their work is socially beneficial and not environmentally damaging and wasteful.

This guide is a list of every tip we can think of to help you make your programme as sustainable as possible. In practice this means we want to make programmes to the same high standard as always but with the minimum negative impact on current and future generations. This guide tries to explain how to do the right thing when you're under no legal obligation to do so. We hope this approach will help not hinder your production.

The guide is in sections which loosely follow the typical production cycle. Each section contains detail on your options followed by a checklist. The lists are also grouped together at the end for ease of reference and are available online at www.myalbert.co.uk

We've aimed to keep the advice as practical as possible and there are many examples of where these things are being done in the real world. Every task you achieve will help make your show more sustainable – something that your cast, crew and audience will hopefully appreciate.

Explain individual suppliers and services based on their green credentials. But explain your goals to everyone in your supply chain and ask them what they can offer. Not every supplier will be able to achieve everything right now, but asking them the question is a first step.

Sometimes doing the right thing will cost money. Other measures may save you a little bit. We believe the two should balance out. If you keep a record of how it stacks up we'd love to hear from you.

Finally, this guide is not definitive. Please let us know if you've done something not covered here, if you've got a good instance of any of these ideas happening in practice, or if you think we've got something wrong. We will continue to need your help to keep this guide relevant and up-to-date.

For more information please contact albert@bafta.org



Using Albert gave us a clear idea of our shows' carbon footprints. It also highlighted areas where we might be able to make savings on future productions. I think it'll become an important tool for programme makers. - *Chiara Minchin, Production Co-ordinator, Bristol Factual*



Section 1 Getting started

1.1 The key principles

There are three rules which inform everything else in this guide. Following them should significantly reduce the negative impacts of your production and hopefully create some positive ones.

The rules are the **three Rs** of sustainable production and you should follow them in this order:

Reduce: don't use as much of anything. Whatever it is, use less.

Reuse: adapt what you've got rather than buying or making something new.

Recycle: if you have to throw something away then recycle it. Waste disposal – even recycling – is the last resort. If you've got waste which can't be recycled then dispose of it carefully.

1.2 Set your goals

A sustainable production happens because there's commitment to a plan and everyone in the team is aware of it. It has to come from the top. Senior staff should discuss and agree on the show's sustainability goals at a very early stage.

1.3 Use Albert

Albert is an online carbon calculator, originally created by the BBC, which gives carbon footprints for individual programmes. It will show you where your biggest greenhouse gas impacts are likely to be and how they compare to other programmes. You should use Albert as soon as you have a clear idea of how and where you'll be making your programme. We hope that Albert "super-users" in each company who use the tool will be able to give advice on understanding and acting on the results.

Registered users can access Albert at www.myalbert.co.uk

Email albert@bafta.org with any further questions or to request access to Albert.

1.4 Tell staff and set the tone

At the first opportunity tell your cast, crew and supply chain that this will be a sustainable production. Make it clear that following these principles wherever possible is important.

Ask for everyone's help in achieving the goal. You may wish to offer some incentive for the best initiative. Similarly, unnecessarily poor behaviour should be challenged.



I informed everyone on the production from the start that this was going to be a drama where the environment mattered. That way no one was surprised when they were asked to do certain things during filming. It helped get people on board and feel involved. - Jules Hussey, Line Producer, *Five Daughters*



Section 1 Checklist

- Use Albert: www.myalbert.co.uk (for information on how to join please visit www.bafta.org/albert)
- Email the Albert team: albert@bafta.org
- Consider how to make the biggest cuts to your predicted carbon footprint
- Write a simple statement of intentions and goals
- Nominate a senior individual responsible for sustainability
- Tell all cast, crew and supply chain about the plan as soon as possible



We've had paper-free programmes and bulletins for about two years and it's now become second nature to read off the screen. I reckon we're saving at least 2 packs of paper a week. That's almost £300 a year. - *Faith Page, Broadcast Journalist, BBC Radio Shropshire*



Section 2 In the office

2.1 Sources of help

Offices have potential for quick wins which can set the tone for the rest of production and save you money.

2.2 The basics

Start with the room itself: if it's under-used for its size then ask your building manager or landlord if a smaller room is available.

2.2a Lighting

If staff are able to control the lights then make sure they turn them off wherever possible. Encourage people to work in the same part of the room to reduce lighting. The last person to leave should be responsible for turning off all lights and equipment. Put up clear signs stating this.

2.2b Heating and air conditioning

Office temperatures are typically between 20°C (plus or minus 2°C) during the "heating season" and 24°C (plus or minus 2°C) in the "cooling season".

If the air conditioning is on make sure all windows are shut. Opening them will conflict with the air con and it will have to work harder to compensate, meaning greater energy use.

If you have control over heating levels then try to reduce the temperature and wear extra layers instead. In summer keep the use of air con to a minimum.

2.3 Recycling

Most offices should have access to paper, plastic and can recycling bins. Please follow the guidance on the bins to see what can and can't be recycled: if the wrong stuff goes in this "contaminates" the bin and risks all its contents going to landfill.

2.4 Equipment

2.4a Computers

If you use a desktop PC then you should set it to go into low power mode automatically after 20 minutes. You should still shut down your PC at the end of the day or when you're going to be away from your desk for some time and switch off the monitor on the unit itself. Laptops use less energy than desktop PCs so wherever possible use them, ideally on battery power.

2.4b Other office equipment

Faxes, TVs, DVD players etc all use power even if they are in standby. If any light or clock is visible on the equipment, it's using energy. Switch off any equipment (at the plug socket if necessary) when it's not in use.



We've changed our filter coffee around the site from plastic individual coffee servings to percolated coffee in thermos flasks. This has drastically cut the amount of plastic we use. - *Suzanne Jones, Production Co-ordinator, EastEnders*



2.5 Consumables

2.5a Paper/printing

The less you print the better. Use laptops and projectors in meetings and ask people to use personal notebooks instead of writing on handouts which are then often thrown away. If you must print then always print double-sided with two sides to a page and in "draft" mode to use less ink. Paper should be made from 100% recycled material and ideally be FSC-approved.

Print scripts double-sided, ideally at all times but if not then certainly for all versions prior to the final draft. Consider whether every member of the team really needs to be given every version of the script. Can small changes be emailed instead? Ensure your team has access to paper recycling bins and encourage their use.

2.5b Printer cartridges

Printer cartridges are nearly always recyclable now. Many cartridges come with instructions on how and where to recycle.

2.5c Envelopes

Email wherever possible but re-use envelopes when documents must be physically sent. Avoid excessive tape when sealing so they can be re-used. Recycle when they're no longer usable.

2.5d Tapes, DVDs, CDs etc

Many companies intend to "go tapeless" in the near future, reducing the environmental impact of tape manufacture, storage and disposal. Until then, re-using tapes rather than buying new ones every time can cut waste and save money.

2.5e Food and drink

Encourage your team to think about the amount of takeaway food and drink they buy as it often comes in containers which can't be recycled and the food is far less likely to be locally sourced. Independent retailers who make and sell their own products should be supported as this is of benefit to the local economy. Plastic and polystyrene cups and disposable cutlery should be reduced and staff should use their own mugs, plates and utensils where washing-up facilities are available.

2.5f Batteries

Use rechargeable batteries in remote controls and other portable equipment. Non-rechargeable batteries must be disposed of in special recycling bins and not in standard waste bins.

2.6 Transport and the office

2.6a General best practice

Ask your team to walk, use a bike or take public transport to get to work wherever possible. There are many websites for public transport, but this one covers everything:

<http://www.transportdirect.info>

Where car travel is the only option, encourage car-sharing: <https://carshare.liftshare.com/> Another way to organise car sharing is to plot (using an online map) the postcodes of everyone who uses a car or who wants a lift and to work out a route where the maximum number of people can be picked up en route. Only use taxis as a last resort, such as when public transport has stopped.

The best way of cutting commuter travel emissions is to work at home. If any of your team is able and willing to work from home then this is an easy way to cut your team's personal transport emissions and possibly improve quality of life.

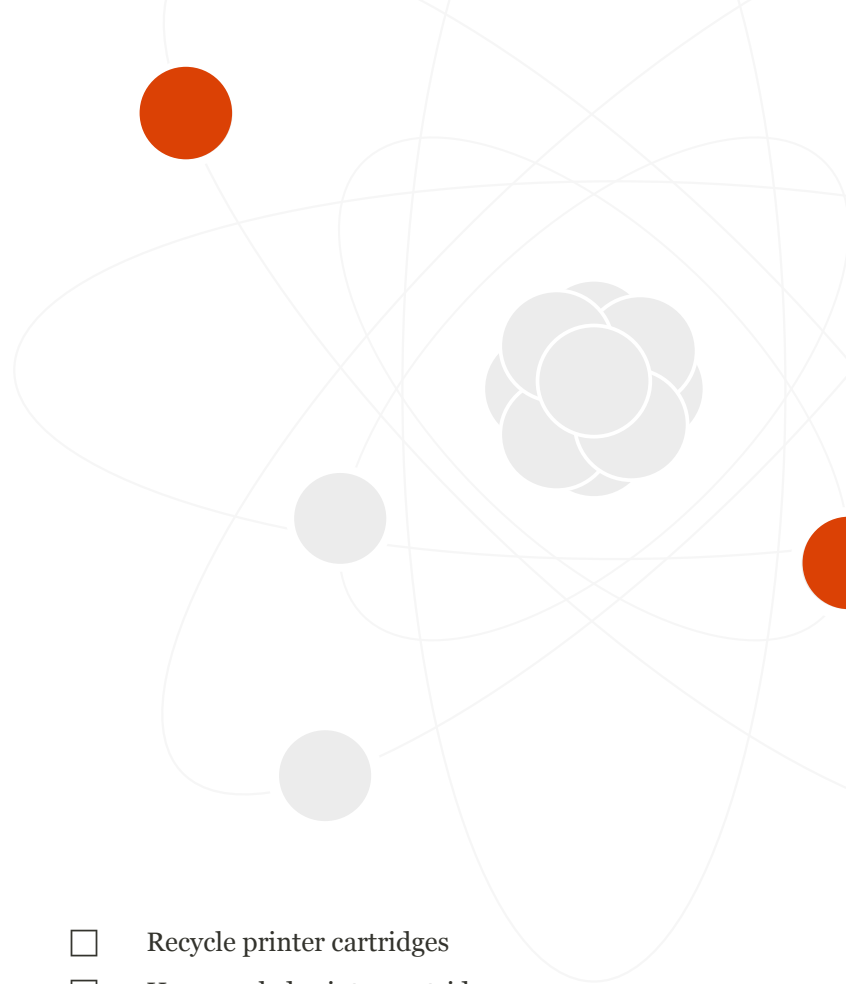
2.6b Dispatch vehicles

Moving tapes and scripts by dispatch is environmentally inefficient.

If the item really needs urgent dispatch, ask that it be carried by the most low-emission vehicle available. Motorbikes have lower carbon emissions than a typical car. Emergency journeys usually require a dedicated trip by the couriers so try to avoid last-minute bookings.

2.6c Meetings

Schedule meetings to allow attendees to use public transport and hold them in locations that require the minimum amount of travel for the majority of attendees. Ask yourself if a physical meeting is really necessary. Could the meeting in fact be held via a phone, video conference or webcam?



Section 2 Checklist

- Don't use an office bigger than you need
- Check lighting motion sensors are set correctly
- Sit together to avoid unnecessary lighting
- Ensure last person to leave turns off all lights/equipment
- "Switch off" signs at light switches and equipment
- Monitor heating and air con levels
- Keep windows shut when air con is on
- Check heating and air con aren't on at the same time
- Use recycling bins for all suitable materials
- Check all PCs have auto-shutdown turned on
- Turn PCs off when away from desk for long periods
- Turn all equipment off on the units at night
- Use laptops where possible
- Turn off DVD players, TVs etc when not in use during the day
- Use rechargeable batteries in portable equipment
- Only print when absolutely necessary
- Print double-sided with two sides to a page
- Print in "draft quality" to save ink
- Check your paper is made from recycled materials and/or FSC-approved
- Recycle printer cartridges
- Use recycled printer cartridges
- Re-use envelopes
- Make the minimum number of copies of edits etc
- Use paper not plastic cases
- Use media recycling bins
- Encourage use of washable plates and cutlery
- Support local retailers who may sell locally sourced food
- Encourage use of public transport
- Encourage use of car share where appropriate
- Use cab share on Gateway
- Request use of low-emission vehicles
- Encourage home-working
- Use email or post instead of dispatch vehicles
- Use dispatch bikes rather than cars
- Schedule meetings around public transport
- Hold meetings in central locations
- Use video and phone conferencing

Section 3 Transport

How you travel and where you travel to will have a big impact on your production's carbon footprint. As discussed in the previous section you should consider whether you need to travel at all other than for filming and other core production activities.

If you have used Albert you should know what the transport section of your carbon footprint is likely to be.

Encourage your team to follow these three steps:

3.1 Travel as little as possible

Find locations that are as near as possible to where most staff are based. Ideally they should be accessible via public transport. If long journeys are unavoidable, ensure use of accommodation as near as possible to the location. Avoid the risk of the need for a return visit to the site by ensuring enough time has been allowed to film everything in one trip.

Try to use people and services such as catering which are based near to your location.

3.2 Use modes of transport with the lowest CO2 emissions

Some forms of transport have a greater environmental impact than others. Trains and coaches are generally by far the least harmful while cars and planes have the highest carbon emissions. You need to travel as many of your miles as possible in the least-damaging vehicles. Book early to get cheaper train tickets.

We strongly urge you to find alternatives to flying. Four people travelling by plane in the UK will have around four times the carbon impact of making the same journey in a typical car – and some guidance (including that from the Government) suggests the true impact of air travel may be far higher. Avoid air travel for all but the most unavoidable journeys and conduct other work such as meetings via the phone or video conferencing.

In general smaller cars are less polluting than larger ones and diesel has lower CO2 emissions than petrol. Hybrid cars are better for urban journeys.

Whatever the vehicle, encourage efficient driving techniques. This saves fuel, is better for the vehicles and will save money.

3.3 Use the smallest number of vehicles possible

The more people who share vehicles to get to the same destination, the lower your carbon footprint will be. It cuts the number of journeys made, the amount of fuel used and therefore can save money. The best example of this would be using coaches and minibuses to take cast and crew en masse to a location.

Plan routes as carefully as possible to pick up the maximum number of passengers – including cast members - in the smallest number of vehicles.



Section 3 Checklist

- Use Albert to estimate your travel carbon footprint and set a target for how much you want to reduce by
- Devise a travel plan based around low-carbon vehicles, public transport usage and reduced mileage
- Keep meetings requiring travel to a minimum and encourage phone and video-conferencing
- Request low-carbon vehicles from all suppliers
- Schedule meetings to allow for travel by public transport
- Choose locations that require minimal travel
- Schedule enough time on location to avoid return visits
- Cut the number of vehicles needed by making sure each vehicle is full



A scenery firm collect every couple of months from EastEnders and recycle the sets that we can't recycle ourselves.

- *Andy Lindsay, Construction Manager, EastEnders*



Section 4 Sets props and wardrobe

4.1 Props, costumes, furniture and set dressing

If you need a prop or costume that you think you or another production might need again, consider buying rather than hiring the item – as long as you know you can store it for re-use afterwards rather than having to dispose of it. If you have access to existing costumes or props then try to repair or adapt them rather than buying new goods. Buy second-hand goods when you can if you have to purchase anything. We know that in some instances it may be cheaper to buy rather than hire props. If that's the case please consider the best way to re-use the item after use. If possible store the item for future use. If not, then where suitable please donate the item to charity. Set-A-Side (see “Sets”, below) donate unwanted props and furniture to the British Red Cross Society. Some programmes run their own sales before donating to charity.

Consider what chemicals are being used to clean clothes. If this is being done by a supplier such as a dry cleaner, ask them what policies they have aimed at reducing the number of harmful chemicals used.

If any items have to be made from scratch, consider the source of the material used. Many products and services are now compliant with certain codes of sustainable practice which means you can use them with confidence. So for example if something's made of wood, look for signs that it's FSC (Forest Stewardship Council) certified. For numerous products from cotton to coffee, a Fair Trade logo is a good sign.

4.2 Sets

If you need to construct sets then try to re-use existing construction materials rather than buying fresh stock. If you do have to construct new sets, ask your suppliers if they can provide FSC-certified timber. Consider how the set will be disposed of after use.

4.3 Paint

Many paints contain volatile organic compounds (VOCs) which are damaging to the environment. Ask your suppliers about low - and zero- VOC paints which use water instead of chemicals.

When you've finished with the paint make sure you either store it safely in some form of lockable “chemsafe” or dispose of it correctly by contacting a registered waste management company. Don't let it enter any storm drains as it will enter and pollute the water supply.

4.4 Make-up, hair and hygiene supplies

Consider whether the products you use are organic, Fair Trade or have been tested on animals. Choose those with the minimum - and easily recycled - packaging. Use washable towels and minimise the use of cleaning solvents by using bio-degradable cleaning supplies.



“We regularly have costume sales and the profits feed back into our budgets. Any old costumes left over from the sales go to charity. - *Di Humphries, Costume Designer, Eastenders*



Section 4 Checklist

- Buy props, costumes etc only when you think it's likely they'll be re-used and when you have somewhere to store them
- Buy second-hand wherever possible
- Donate items you can't store or sell to charity
- Use zero or low VOC paint
- Store paint safely or dispose of through a registered company
- Check sustainability of make-up and hair product supplies
- Minimise use of cleaning solvents; use biodegradable instead
- Re-use towels rather than using disposables



“We’ve got much better at turning off our PCs and TVs at the end of the shift. It just takes a second and we know it makes sense. - Jackie Sharp, Senior Broadcast Journalist, 5Live



Section 5 In the studio

5.1 Lighting

Most energy use in the studio comes from lighting and the air conditioning needed to keep the studio cool. As a rule, for every unit of energy tungsten light used to illuminate a bulb, another is needed to power the cooling.

You will need to cut the use of tungsten lighting to make big in-roads into your studio power consumption. The alternative is Low Energy Lighting (LEL), which uses a fraction of the power used by tungsten and doesn’t generate any significant heat. LEL types include LED, fluorescent and discharge.

The quality of LELs has improved significantly in recent years. The BBC, for example, have begun using LEL’s on several productions, including The One Show, BBC London, Holby City and the BBC Wales consumer affairs programme X-Ray.

Your Lighting Director will no doubt have a view on what types of LEL are suitable for your production. Talk to them as early as possible to explain that you’d like to use as much LEL as is suitable.

Try to get a meter reading for how much power you use on a typical studio day. This will give you a figure to aim beneath and can be used in Albert the carbon calculator. If you can’t get a meter reading then ask your Lighting Director to estimate the energy used on a typical studio day.

Behavioural changes such as turning off lights and equipment when they are not in use will also help cut your power usage. Doors should be kept shut to avoid wasting air conditioning.

The BBC has produced a complete guide to the use of low-energy lighting. It can be found [here](#).

5.2 Batteries

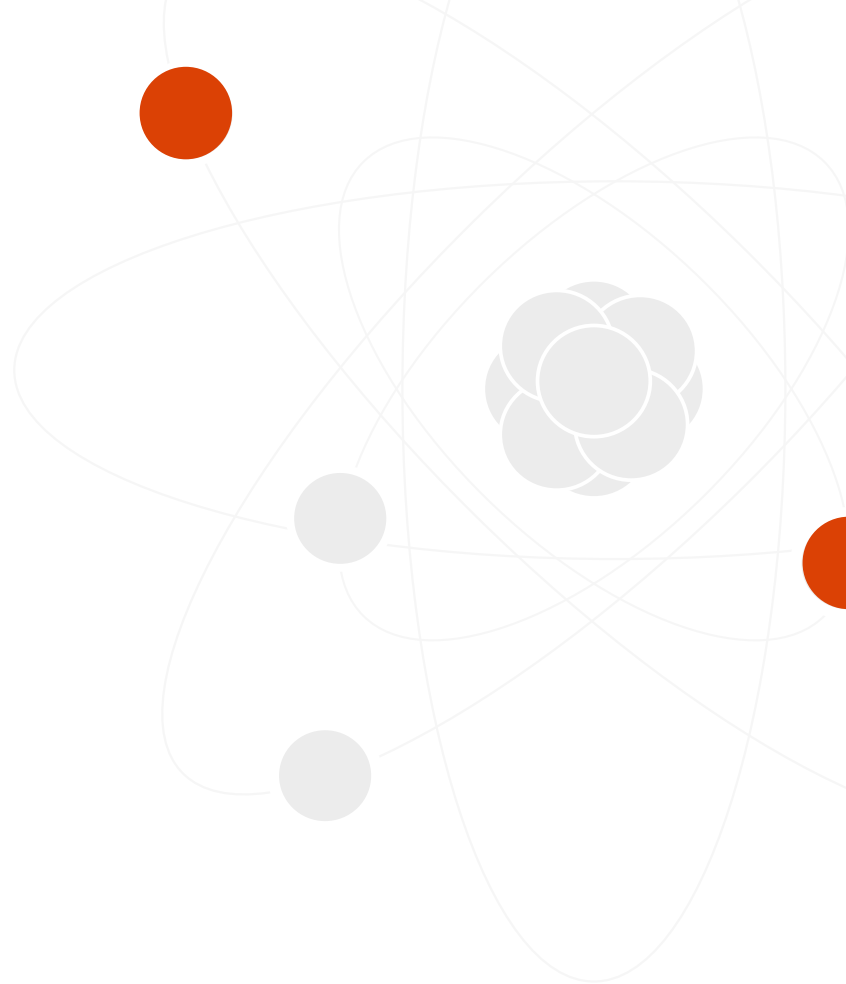
Traditional batteries used in talkback units etc are full of chemicals and can pollute if not disposed of carefully. They should be placed in a special bin and taken away for correct disposal.

A far more sustainable solution is to use rechargeable batteries. A minimal amount of mains electricity can be used to give new life to an otherwise dead battery. Making this change can save companies a lot of money each year.

5.3 General

Ensure there are adequate recycling facilities on the studio floor and technical gallery for paper, plastic and cans.

Store lighting kit such as filters and gauzes for later re-use and dispose of any waste through a registered waste management company.



Section 5 Checklist

- Talk to your LD early on about low energy lighting
- Ask if your studio has a sub-meter, and if so, request regular readings to monitor your energy usage
- Use Albert to see both your predicted and actual studio CO2 emissions
- Ensure studio lights and equipment are turned off whenever not in use
- Keep doors shut when air conditioning is on
- Use rechargeable batteries wherever possible
- Correctly dispose of all non-rechargeable batteries
- Provide recycling facilities on studio floor and in gallery
- Dispose of waste through a registered waste management company



Having the Dragons lit by the sun was a fantastic opportunity. The solar arrays captured 80% of the power needed to light the Dragons' key lights all day. The remaining 20% came from back-up generators using stored solar power

- *Dave Potter, Line Producer, Dragons' Den*



Section 6 On location

Location work can have a low carbon footprint as it typically requires fewer sets and there's likely to be less lighting and air con. But it can mean a lot of travel, overnight stays, waste disposal and fuel burnt in generators.

6.1 Before you go

Consider the impact your work will have on any wildlife or vegetation on site. It must be left in at least the same condition as when you arrived. Obviously, local people and cultures must be respected too. Hopefully the location will require the minimum amount of travel by the cast and crew. Ensure everyone is aware of the location travel plan well in advance and make it clear that group travel is expected where practical. Accommodation should be as close to the location(s) as possible to reduce travel.

New hotels are likely to have lower carbon emissions than older, country house-style properties. Using independent hotels helps fund the local economy.

6.2 Getting there

Please see [Section 3](#) for a full guide on lowering your travel footprint. Ask all drivers to keep a note of mileage over the entire location period – you'll need this when you come to use Albert the carbon calculator at the end of your run.

6.3 Energy

There are two main power sources on location: **mains electricity** and **power generators**. If you're using mains electricity then ask the site manager for a meter reading. This can be used in Albert the carbon calculator and will help compare energy consumption on location with that in the studio.

If you must use power generators then use them as little as possible. A typical generator uses around 18 litres of diesel per hour. Over the course of a full day, that's enough diesel to fill up a bath and will create more than a tonne of CO₂ emissions. Consider what you're using the generator for. If for example it's being used to keep food refrigerated overnight then it's a very carbon heavy (and expensive) way of preserving what may be only a small amount of food. If generators are running trailers, ask your cast to share.

Some power generators are more efficient than others. Ask potential suppliers for details of how much diesel their generators typically use per kilowatt-hour. Ask if any of them can provide generators which run on waste vegetable oil.

The production team behind **Dragons' Den** have experimented with a solar-powered generator and hopefully this technology will soon become more widespread.

6.4 Catering

Food and drink on set has three main environmental impacts. First, it creates waste which may end up in landfill. Secondly, it contains “food miles”, both in terms of where it originally comes from and how far the catering team may have travelled to get to the set. Finally it requires power to cook (see above). There is much to suggest that the production of vegetarian food is better for the environment than meat. (See (<http://www.bbc.co.uk/bloom/actions/eatinglessbeef.shtml> among others).

In brief this is due both to the methane produced by animals and the effects of deforestation caused by the growth of animal feed. You may therefore wish to buy meat-free products wherever possible. If you do still want to include meat then try to source it locally, reducing food miles.

Buy as much of your food as possible from local catering firms. This financially benefits the area where you’re filming and reduces your food miles.

Explain to your caterers that you would like both the food and the way in which it is delivered, packaged and prepared to be as sustainable as possible. Ask for food which is local and in season so as to reduce imports.

If there must be imported food, attempt to purchase fair trade goods. Buy in bulk: a four-pint container of milk has considerably less packaging than four one-pint containers. But don’t order more than you need, particularly if any of it is fresh and has to be stored overnight on site.

If there’s anything left over ask your caterers if they have any arrangements with local charities. If this isn’t possible then ensure the waste is separated into types so it can be recycled.

Plates, bottles, cups and utensils also create waste. Make some rules and stick to them: no polystyrene or plastic cups, bottles or utensils and no paper plates. Ask for re-usable ones instead.

If for whatever reason you can’t use washable cups and plates, use biodegradable cutlery. We’re not recommending them above any others, but two suppliers of such goods can be found here:

<http://www.vegware.com/> or
<http://www.londonbiopackaging.com/>

Give your cast and crew re-usable water containers with their names on and provide central sources of water for them to re-fill from. Ask everyone including your leading cast and technical staff to ensure they use them: if others see senior figures using personal water bottles then others will follow. These measures don’t have to cost more. Extra costs caused by sustainable catering can be offset by reduced waste disposal costs.



Caterers were asked to have no plastic or polystyrene utensils and instead used real mugs and cutlery and compostable cups. This added 20p per head but vastly reduced our waste and probably balanced out financially. Coffee tastes better out of a real mug. - *Jules Hussey, Line Producer, Five Daughters*



6.5 Waste disposal

Some waste is inevitable. Ensure there are clearly-marked recycling and composting facilities for food waste, plastic, glass and paper/cardboard. For added impact mark the non-recyclable waste bin as “landfill”.

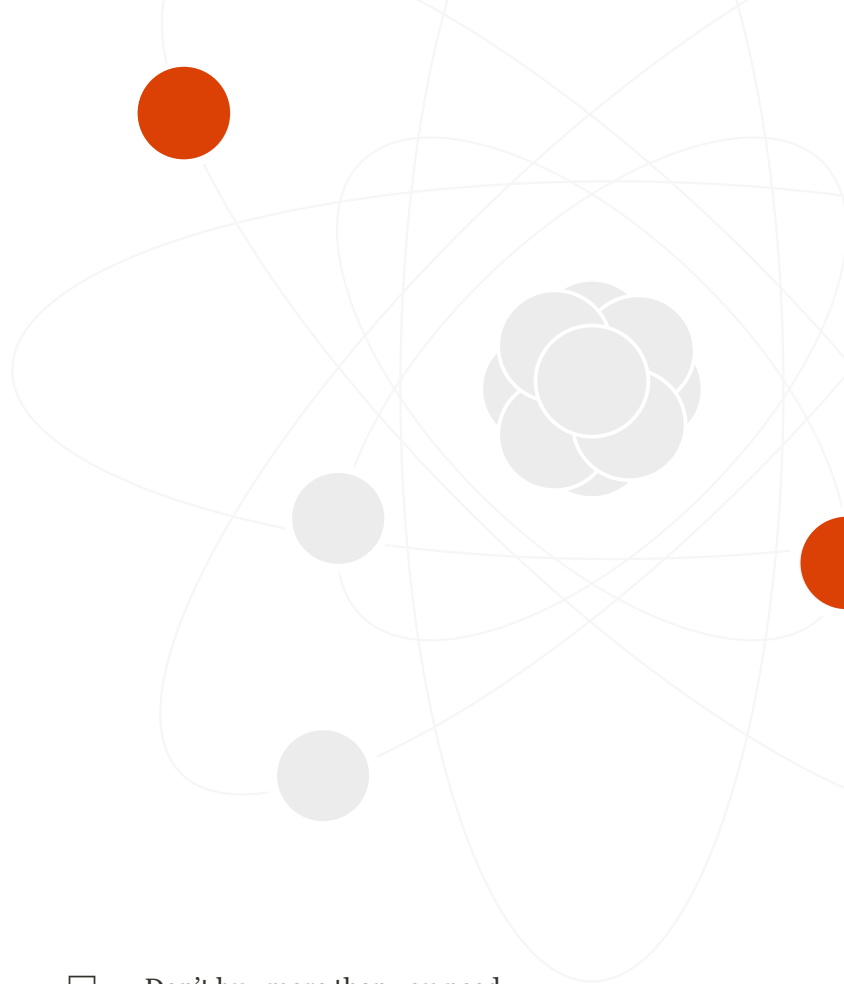
Ensure that whoever is responsible for collecting your waste is a registered waste management company. The firm should ideally have a minimum of miles to travel to the refuse centre.

6.6 General

If your set is large then provide bicycles to get people around. As with all behavioural changes, getting the top people to use them is likely to have a big effect on other cast and crew. Try to provide somewhere where cast and crew can keep warm together and in return ask that there is no car engine idling on set.

If you need any fire effects please consult your crew specialist to discuss the most environmentally-friendly way of doing this. Propane gas is seen as cleaner than liquid fuel but please be guided by your experts.

Follow best practice from the office. Print call-sheets and any other documents double-sided. Use cardboard and water-based inks to make direction signs. Use rechargeable batteries, turn equipment off when it's not needed and follow all other relevant guidance in previous sections.



Section 6 Checklist

- Ensure your work will not impact on wildlife or vegetation
- Devise a sustainable transport plan for getting cast and crew to the site
- Choose the most sustainable accommodation possible
- Keep meter readings of energy consumption on site
- Research generator efficiency and go with the best
- Keep generator use to a minimum
- Reduce the amount of meat provided in on-set catering
- Use catering produced with the minimum of food miles
- Use local caterers
- Ask for food that's in season and/or fair trade
- Buy in bulk to avoid unnecessary packaging
- Don't buy more than you need
- Ask caterers how they dispose of waste food
- Replace disposable cups, plates and cutlery with washable ones
- Use biodegradable plates and cutlery if washable isn't possible
- Issue cast and crew with personal water bottles
- Provide clearly-signed recycling points for all main materials
- Provide warm areas so car engines aren't idling
- Ensure collected waste is disposed of correctly
- Provide bicycles for travel between set-ups/trailers etc
- Follow best practice on printing and other office basics
- Be aware of legal requirements under ISO 14001

Section 7 Post Production and show launch

The bulk of post-production is carried out within an office-type environment and as a result all the guidelines discussed in Section Two apply equally here. The same care over turning lights and equipment off should be applied to edit suites as they typically require the same power as boiling a kettle.

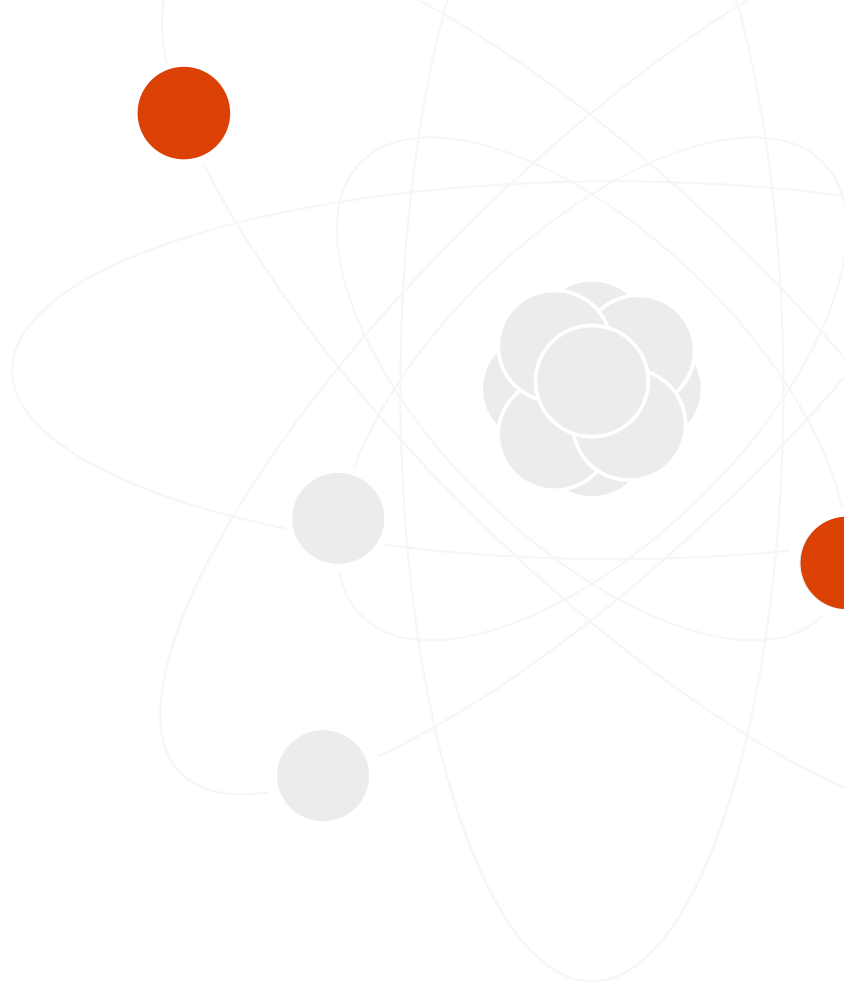
Avoid making unnecessary review copies by uploading footage where possible.

As you near the end of production, please re-use Albert the carbon calculator and compare your “real” footprint (made up of actual mileage, overnight stays etc) with your earlier prediction.

Apply your sustainability policy to any publicity around the production. For example, any printed material should be on recycled paper. Consider where you’re going to hold any launch event and check the venue’s own policy on sustainability. Does it match the standards you used throughout production? Is it easily accessible by public transport?

Small gifts are frequently given away at launch events. If these are considered essential then aim for them to be re-usable or at least recyclable in order to avoid creating unnecessary waste.

Finally, if you believe that your production methods were, as far as possible, sustainable then tell people about it. Sustainability is an increasingly important issue in broadcasting. It’s likely that critics, colleagues and your audience will be interested in knowing why and how you made your production in the way that you did.



Section 7 Checklist

- Apply all guidance from Section Two to offices and edit suites
- Ask external production houses about their sustainability policy
- Burn the minimum number of DVDs and use paper sleeves
- Re-use Albert to get final carbon footprint and study result
- Check press material is recyclable
- Check sustainability policies of any launch venue
- Check launch venue has good public transport links
- Check launch event gifts are re-usable/recyclable
- Share your experience of sustainable production with colleagues and audience

Sustainability Checklists



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For sustainable TV production

Albert works out the carbon footprint of your production. But how do you go about making it smaller? And what else can you do to help with the things Albert doesn't currently cover? Use this checklist to keep track of what you do now and what you could do next.

Getting started

- Use Albert: www.myalbert.co.uk (for information on how to join please visit www.bafta.org/albert)
- Consider how to make the biggest cuts to the footprint Albert's predicted for your production
- Write a simple statement of intentions and goals
- Nominate a senior individual responsible for sustainability
- Tell all cast, crew and supply chain about the plan as soon as possible

In the office

- Don't use an office bigger than you need
- Check lighting motion sensors are set correctly
- Sit together to avoid unnecessary lighting
- Ensure last person to leave turns off all lights/equipment
- "Switch off" signs at light switches and equipment
- Monitor heating and air con levels
- Keep windows shut when air con is on
- Check heating and air con aren't on at the same time
- Use recycling bins for all suitable materials
- Check all PCs have auto-shutdown turned on
- Turn PCs off when away from desk for long periods
- Use laptops where possible
- Turn off DVD players, TVs etc when not in use during the day
- Use rechargeable batteries in portable equipment
- Only print when absolutely necessary
- Print double-sided with two sides to a page
- Print in "draft quality" to save ink
- Check your paper is made from recycled materials and/or FSC-approved
- Reduce your paper order
- Recycle printer cartridges
- Use recycled printer cartridges
- Re-use envelopes
- Upload edits/previews rather than burning DVD copies
- Make the minimum number of copies of edits etc
- Use paper CD cases, not plastic
- Use media recycling bins for CDs, DVDs etc
- Encourage use of washable plates and cutlery
- Support local retailers who may sell locally-sourced food
- Encourage use of public transport
- Encourage home-working
- Hold meetings in central locations

Transport

- Use Albert to estimate your travel carbon footprint and commit to cutting to a minimum
- Devise a travel plan based around low-carbon vehicles, public transport usage and reduced mileage
- Keep meetings requiring travel to a minimum and encourage phone and video-conferencing
- Request low-carbon vehicles from all suppliers
- Schedule meetings to allow for travel by public transport
- Choose locations that require minimal travel
- Schedule enough time on location to avoid return visits
- Cut the number of vehicles needed by making sure each vehicle is full
- Use email, FTP sites or post instead of dispatch vehicles
- Use dispatch bikes rather than cars

On location

- Ensure your work will not impact on wildlife or vegetation
- Devise a sustainable transport plan for getting cast and crew to the site
- Choose local accommodation providers where possible
- Keep meter readings of energy consumption on site
- Research generator efficiency and go with the best
- Keep generator use to a minimum
- Reduce the amount of meat provided in on-set catering
- Use catering produced with the minimum of food miles
- Use local caterers
- Ask for food that's in season and/or fair trade
- Buy in bulk to avoid unnecessary packaging
- Don't buy more than you need
- Ask caterers how they dispose of waste food
- Replace disposable cups, plates and cutlery with washable ones
- Use biodegradable plates and cutlery if washable isn't possible
- Issue cast and crew with personal water bottles
- Provide clearly-signed recycling points for all main materials
- Provide warm areas so car engines aren't idling
- Ensure collected waste is disposed of correctly
- Provide bicycles for travel between set-ups/trailers etc
- Follow best practice on printing and other office basics
- Be aware of legal requirements under ISO 14001

Sets, props and wardrobe

- Buy props, costumes etc only when you think it's likely they'll be re-used and when you have somewhere to store them
- Buy second-hand wherever possible
- Donate items you can't store or sell to charity
- Use zero or low VOC paint
- Store paint safely or dispose of through a registered company
- Check sustainability of make-up and hair product supplies
- Minimise use of cleaning solvents; use biodegradable instead
- Re-use towels rather than using disposables
- Use FSC-approved wood for set construction

In the studio

- Use as much low energy lighting as possible
- Ask if your studio has a sub-meter, and if so, request regular readings to monitor your energy usage
- Use Albert to see your studio-related CO2 emissions
- Ensure studio lights and equipment are turned off whenever not in use
- Keep doors shut when air conditioning is on
- Use rechargeable batteries wherever possible
- Correctly dispose of all non-rechargeable batteries
- Provide recycling facilities on studio floor and in gallery
- Dispose of waste through a registered waste management company

Post production and show launch

- Apply all guidance from 'In The Office' section above to edit suites
- Ask external production houses about their sustainability policy
- Burn the minimum number of DVDs and use paper sleeves
- Re-use Albert to get final carbon footprint and study result
- Check press material is recyclable
- Check sustainability policies of any launch venue
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