

Sustainability Checklists



albert

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
- 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