




Unified Best Practices Guide

APPENDICES

1. Eco-Scorecard (Source: Green Media Solutions)
2. Sample Memo to Production Team (Source: YOU DON'T KNOW JACK)
3. Sample Environmental Sustainability Report (Source: THE MIRACULOUS YEAR)

APPENDIX #1

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| 1.0 | Eco-Scorecard |  |
| 1.1 | A production-wide environmental statement expressed | |
| 1.2 | Encouraged staff and crew to support the environmental initiatives | |
| 1.3 | Created an action plan for energy sourcing for the length of the production | |
| 1.4 | Created an action plan for materials sourcing for the length of the production | |
| 1.6 | Created an action plan for catering/craft and recycling | |



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| 1.7 | Engaged all department heads in meetings to encourage green innovation | |
| 2.0 | | |
| 2.1 | Integrated partial green utility power (i.e. local green power program) | |
| 2.2 | Enrolled in local and utility-based green power program | |
| 2.2 | Utilized other alternative energy opportunities | |
| 2.3 | Generating between 1-5% of energy from onsite renewables (solar, geothermal, etc at main studio location) | |
| 2.3 | Generating between 6-15% of energy from onsite renewables (solar, geothermal, etc at main studio location) | |
| 2.3 | Generating between 16-30% of energy from onsite renewables (solar, geothermal, etc at main studio location) | |
| 2.3 | Generating between 31-50% of energy from onsite renewables (solar, geothermal, etc at main studio location) | |



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| 2.3 | Generating more than 50% of energy from onsite renewables (solar, geothermal, etc at main studio location) | |
| 2.3 | Saved energy on locations (specify trucks, generators, etc) | |
| 2.4 | Between 2-19% biodiesel blend used in onsite generators | |
| 2.4 | Between 20-49% biodiesel blend used in onsite generators | |
| 2.4 | Between 50-98% biodiesel blend used in onsite generators | |
| 2.4 | 99% biodiesel blend used in onsite generators | |
| | Utilized CFL lights where practical | |
| | Utilized LED lights where practical | |
| 2.5 | Used rechargeable/recyclable batteries | |
| 3.0 | | |



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| 3.1 | Assigned a person responsible for making sure lights and electronics are turned off | |
| 3.2 | All internal building lights are compact fluorescents or LED | |
| 3.3 | No tungsten / incandescent lights on set (change to fluorescent, high-intensity discharge, etc)) | |
| 3.4 | Trailers are retrofitted with energy efficient lighting | |
| 3.5 | Trailers are retrofitted with energy efficient AC / heater systems | |
| 3.5 | Trailers are retrofitted with low-energy hand dryers | |
| 3.5 | Trailers are retrofitted with solar panels or solar-powered awnings | |
| 3.5 | Used fewer trailers than needed | |
| 4.0 | | |
| 4.1 | Used wood-based products that were FSC (Forest Stewardship Council) certified | |



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| 4.2 | Reused set materials from another shoot, or created materials that could be reused after | |
| 4.3 | Purchase sustainable set material | |
| 4.4 | Use recycled products | |
| 4.5 | Paints, lacquers, and sealants are low to no-VOC (volatile organic compounds) | |
| 4.6 | Paints, lacquers, and sealants are water-based | |
| 4.7 | Set designed for disassembly of materials | |
| | Repurposed existing sets Used Metal scaffolding | |
| 4.8 | Less than 60% of the material is disposed of as waste | |
| 4.8 | Less than 30% of the material is disposed of as waste | |
| 4.8 | Less than 10% of the material is disposed of as waste | |



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| 4.9 | Unique efforts made to dispose of materials by donating to nonprofit groups | |
| 5.0 | | |
| 5.1 | Rental and leased vehicles are hybrid or alternative fuels (how many?) | |
| 5.2 | Policy, communications, and/or action to stop the idling of vehicles | |
| 5.3 | Bicycles and/or bike racks available for staff use | |
| 5.4 | Effort made to book hotels with a clear environmental program | |
| 5.5 | A concerted effort was made to reduce private jet travel (replace with commercial air travel) | |
| 5.6 | A concerted effort was made to reduce air travel (reduce or combine trips) | |
| 5.6 | A concerted effort was made to travel to local locations using public transport or walking | |



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| 5.7 | A concerted effort was made to use hybrids to travel between local locations | |
| 5.7 | Approximately 1/3 of staff uses public transportation or carpools | |
| 5.7 | Approximately 2/3 of staff uses public transportation or carpools | |
| 6.0 | | |
| 6.1 | Approximately all of staff uses public transportation or carpools | |
| 6.2 | Sustainable sourcing program -- recycled or compostable paper, plates/utensils, and office supplies | |
| 6.3 | Double-sided scripts / paperless distribution of scripts | |
| 6.4 | Only the updated sheets are printed during script changes | |
| 6.5 | Utilized minimum 30% post consumer content recycled paper | |
| 6.6 | Utilized electronic distribution wherever possible Used Green cleaning products | |



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| 6.6 | Recycling bins placed next to ALL trash cans | |
| 6.6 | Recycling AND composting bins places next to trash cans in some cases | |
| 6.6 | Recycling AND composting bins placed next to trash cans in all cases -- full 3-bin system deployment | |
| 6.7 | Used Bio-Bags or other biodegradable trash bags | |
| 7.0 | | |
| 7.1 | Purchase locally grown foods | |
| 7.2 | Purchase organically grown foods | |
| 7.3 | <p>Untouched food donated to charity / sister organization when possible</p> <p>Composted in office</p> <p>Composted on set</p> <p>Utilized reusable china in office and on set</p> | |
| 7.4 | Bottled water is replaced by water jugs | |



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| 7.5 | Plastic bottles / nondisposable glasses and mugs are used | |
| 7.6 | Stainless Steel Reusable Bottles Provided to Cast and Crew! | |
| | <p>Wardrobe utilized biodegradable laundry detergent used reusable garment bags rental of second-hand clothing reused or recycled hangers and other supplies Hair/Make-up used refills to avoid un-recyclables avoided aerosols selected organic/non-toxic hair supplies selected organic/non-toxic makeup supplies</p> | |
| 8.0 | | |
| 8.1 | Rented electronic equipment so it will be maintained & reused | |
| 8.1 | Bought or built equipment or structural pieces that could be reused | |
| 8.2 | Digital filming that uses no film | |
| 8.2 | Digital Dailies Shared on-line | |



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| 8.3 | Concerted effort to reduce use of Federal Express / use bike messengers for dailies | |
| 8.4 | Post-production house recycles | |
| 8.5 | Post-production house uses green power | |
| 8.6 | Post process and/or reviews are digital | |
| 9.0 | | |
| 9.1 | Office education campaign/conversations targeting crew | |
| 9.2 | Educational materials available on call sheets/in trailers | |
| 9.3 | Planning Movie Web site with links to information on sustainability | |
| 9.4 | Filmed EPK material to use in DVD SPECIAL FEATURE on Green Production | |
| 9.5 | Environment / sustainability-themed content appears on screen or in dialogue | |



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| 9.5 | Plan to utilize green credit opportunity “This production utilized sustainable strategies...” | |
| 9.6 | Plan to measure carbon emissions | |
| 9.6 | Plan to publish carbon footprint | |
| 9.6 | Plan to buy carbon offset and achieve “carbon neutrality” | |
| 9.7 | Plan to include “green” story in press/promotion accompanying release | |
| 9.8 | Plan to take some of the green ideas to studio/next film (for UPM, Producer or Other Respondent) | |
| 10.0 | | |
| 10.1 | Innovations -- Please list any unique green initiative not listed | |





APPENDIX #2

Sample Production Team Memo

To be sent digitally and posted physically in production office, early in pre-production

Hello everyone! I have met some of you, but for those I haven't I am Jocelyn, the new Green Steward for The Miraculous Year. I will be helping to coordinate our green initiative across the entire production so that we are all working together to reduce our carbon footprint.

The Miraculous Year is a green production committed to addressing climate change by reducing waste and working for carbon neutrality. Please review and follow these best practice guidelines. Below is some information about are Green Standards and Green Practices.

I will be periodically sending you emails throughout the production with updates about our efforts and strategies to streamline our procedures. Becoming more conscious of our environment means changing many of our habits and working together in new ways.

Please feel free to call me or email me about any questions you have. I am compiling a list of green vendors and practices and procedures that will be available for everyone, electronically, at the end of the production.

Thank you!

Jocelyn Jacobs





COMPOSTING

Once in a landfill organic matter becomes increasingly hot and produces methane gas, a greenhouse gas. To combat this we will be disposing our compost in the compost bin.

We are providing composting bins on set. ALL OF THE FORKS, PLATES AND CUPS USED ON SET (including catering and crafty) ARE CORN PRODUCTS AND ARE COMPOSTABLE and should be thrown in the compost bin. Compost bins will have green compostable bags and be marked “Compost”.

Throw food in the compost bin. Once in a landfill organic matter becomes increasingly hot and produces methane gas, a greenhouse gas. Compost the following:

- All Fruits and Vegetables
- All fish and meat products, including bones
- All food products without packaging
- All bakery items
- Cuttings from the floral/green departments
- All soiled or un-recyclable corrugated paper

So, all the dirty tissues and napkins that you can't recycle can be composted!

WATER

Our goal is to eliminate plastic water bottles on set. To this end we have provided everyone with a stainless steel water bottle. Water coolers will be on set everyday to re-fill your bottles. We understand people lose them and forget them, so compostable cups will also be provided.





RECYCLING PAPER/CARDBOARD

- Place used paper in recycling bins throughout office and set.
- In the office cardboard should be placed in the larger blue bins located in the kitchen and by the Transpo area.

BOTTLES/CANS/PLASTIC

- Bottles, cans, and plastic containers should be placed in the large recycle bins located in the kitchen and on set.

REDUCE/RE-USE ELECTRONICS

- Turn off computers, printers, monitors, copy machines, and appliances when not in use.
- Unplug chargers for cell phones, cameras, and other equipment.

TRANSPORTATION

- Use public transportation, bike, or walk.
- Improve your vehicles fuel efficiency by keeping the tires full and getting regular engine tune-ups.
- Park trucks when possible, instead of letting them idle.

PAPER

- Read documents electronically as much as possible.
- Copy double-sided
- Place paper with one clean side in the reusable paper bins located by the printers and copy machines.





- Utilize single sided reusable paper for printing or copying.
- Please bring all cardboard boxes to production office for reuse.

PLASTIC

- Use reusable water bottles in lieu of plastic water bottles.
- Use reusable cloth bags rather than disposable plastic ones.

Thanks so much for your help!





APPENDIX #3

Sample Subject-Specific Memos

RE: Green Production

From: Green PA

To: Production Team

PAPER MEMO

First, the shocking facts:

Approximately 1 billion trees worth of paper are thrown away every year in the U.S.

Every day American businesses generate enough paper to circle the Earth 20 times

Each ton (2000 pounds) of recycled paper can save 17 trees. Those 17 trees alone would absorb 250 pounds of Carbon Dioxide each year.

How can we help as a production?

Whenever possible, send emails instead of paper memos to get that message out - this email saved 65 sheets of paper. All documents generated from the Production Office will have electronic versions. They will be e-mailed out to the crew. If you must print and or make copies of a document, remember you use half as much paper if you simply double side the document. Waste paper can also be used as scrap paper for jotting down notes, taping up petty cash receipts or making origami. Mega Playground, the building which houses the production office, has many receptacle bins specifically designated for paper waste (they also have cans and plastic bins). The paper waste is then separated and picked up by the City of NY and brought to a proper recycling facility. There will also be bins on set to recycle. Please remember to look for them.

What can you do as an individual?

Newspapers usually generate a huge amount of paper waste. If you get a newspaper delivered to





your home or if you pick one up on the way to work, think about this:

Recycling a single run of the Sunday New York Times would save 75,000 trees.

If every American recycled just one-tenth of their newspapers, we would save about 25,000,000 trees a year.

If all our newspapers were recycled, we could save about 250,000,000 trees each year!

WATER MEMO

First, the shocking facts:

Americans will buy an estimated 25 billion single-serving, plastic water bottles this year.

1.5 million barrels of oil is used annually to produce plastic water bottles for America alone - enough to fuel some 100,000 U.S. cars for a year.

Like all plastic, these bottles will be with us forever since plastic does not biodegrade; rather, it breaks down into smaller and smaller toxic bits that contaminate our soil and waterways.

How can we help as a production?

We all know how important it is to keep hydrated (and if you don't, find out here)

Instead of opening a bottle of water, grab a reusable cup/glass and drink from that.

The kitchen in the production office has a great water cooler that uses UV light to filter and reduce heterotrophic bacteria and biofilm. Cooooool! This Production will also be supplying crew with eco-savvy stainless steel water bottles for use on set. By using your water bottle you'll not only be helping us in our effort to keep green, but you'll look cool too, and have a souvenir from our film! On set there will be water stations/coolers available to fill & refill your bottles.

What can you do as an individual?

Don't be shy when the only source of water you're staring down is our good friend the tap. New York has some of the cleanest and best tasting tap water (hence why our pizza and bagels are the best), and if you don't believe me take it from the Department of Environmental Protection's 2008 Drinking Water Supply and Quality Report Apparently NYC water even helps prevent tooth decay!





Still intimidated by the tap? There are plenty of 'On-Tap Filters' that you can buy that attach directly to your faucet. However, the people over at Tap'd NY might beg to differ that the filter isn't necessary.

ENERGY MEMO

First, the shocking facts:

In the typical U.S. household, appliances and home electronics are responsible for about 20 percent of your energy bills. Heating and cooling are responsible for about 56 percent. Homes lose an average 50 percent of their heat through the walls and loft spaces. Insulation to protect those spaces may seem costly, but in the long run, it's more energy efficient. North America accounts for roughly 25 percent of all the worlds' energy usage annually.

How can we help as a production?

Nearly 28 percent of all energy usage is accredited to transportation (What about the other 72 percent?). A very simple energy saving tip is not leave your vehicle idling. A common sense study proved that idling engines get approximately ZERO miles per gallon. Idling for just 10 seconds uses more gas than simply restarting your engine.

What can you do as an individual?

While most electronics offer an 'energy efficient' sleep/standby mode, don't be misled. Nearly 75 percent of electricity used by electronics is consumed while in their standby mode. If you plug your electronics into a power strip, switch the strip off when you're not using them. This will help you lesson your CO2 emissions and lesson the energy bills impact on your wallet.

