How to use this memo

- Customize, copy and paste the **eMemo** below.
- **e**Distribute this memo **to ADs and Production Office at the START of Production**

Insert Production Information here and click picture icon to the left to insert production logo or branding

Date: *Insert*

To: *ADs/Production Office*

Subject: *Insert Subject Here (e.g., Waste, Recycle and Compost for a Sustainable Production)*

Having a successful sustainable production includes getting everyone on board! Add one of these tips to your call sheet every day to keep the crew mindful of sustainability goals and the positive outcomes.

The tips below are separated into "Did you know?" and "Green Action" by sector.

Did you know?: are tips that provide information and facts on the sectors below

Green Action: outlines actions cast and crew can take during production to help meet sustainable production goals.

Waste Reduction & Recycling

- **Did you know?** Recycling one aluminum can save enough energy to watch a TV for three hours – it's the equivalent of half a gallon (1.89L) of gasoline. **Green Action:** Pick up all cans on set and location and send them to the recycling bin! Think before you toss.

- **Did you know?** Incinerating 10,000 tons of waste creates one job; landfilling 10,000 tons of waste creates six jobs; recycling 10,000 tons of waste creates 36 jobs.

- **Did you know?** The average person receives the equivalent of a tree and a half of junk mail each year. **Green Action:** Take control of your mailbox, save trees and get rid of unwanted catalogs and junk mail.

- **Did you know?** Deforestation is responsible for more CO_2 emissions than all of the world's cars, trucks and planes combined. **Green Action:** Use recycled paper!

- **Did you know?** Every ton of recycled paper saves 380 gallons (1,438L) of oil. **Green Action:** Recycle paper when on set and in the office!

- **Did you know?** If every American switched to online banking and online bill paying, it would decrease greenhouse gas emissions by 3.9 billion pounds - the same effect as removing 355,000 cars from the road for a year.

- **Did you know?** If all the ATM users in the U.S. alone stopped getting receipts for one year, we would save over two billion feet worth of paper, enough to wrap around the equator fifteen times.

- **Did you know?** More than **500 BILLION** plastic bags are used every year, and only **5%** are recycled. The rest become trash. **Green Action:** A reusable bag can eliminate thousands of plastic bags over its lifetime; look for areas where the production can change out plastic bags for reusable.

- **Did you know?** Only 9% of the total plastic waste generated in 2013 was recovered for recycling.

- **Did you know?** 33 million tons of plastic waste was generated in 2013. **Green Action:** Help us divert plastic waste and bring your own water bottle to set or use reusable cups!

- **Did you know?** Five PET bottles yield enough fiber for one extra-large T-shirt or one square foot of carpet. About 1,200 soda bottles could carpet the average living room.

- **Did you know?** Every year nearly 900,000,000 trees are cut down to provide raw materials for American paper and pulp mills.

- **Did you know?** Americans throw away about 28 billion bottles and jars every year. **Green Action:** Recycle all glass and plastic bottles. Make sure you're putting them in the appropriate recycling receptacle.

- **Did you know?** Americans generate more than 200 million tons of garbage each year, enough to fill Busch Stadium from top to bottom twice a day! **Green Action:** Look for ways to reduce and reuse. Try using less while opting for donation programs to give things a second life and divert garbage from the landfill. Always look for opportunities during production to reduce and reuse.

- **Did you know?** Each year Americans throw away 25,000,000,000 Styrofoam cups. Even 500 years from now, the foam coffee cup you used this morning will be sitting in a landfill. **Green Action:** Carry reusable coffee cups or containers and take with you. Include no Styrofoam as part of your sustainability plan during production and encourage cast and crew to bring reusable beverage containers.

- **Did you know?** About one-third of an average dump is made up of packaging material. **Green Action:** Try to take only what you need to avoid using take out containers and boxes. Ask craft services and catering to use only compostable carrying containers.

- **Did you know?** The US population discards each year 16,000,000,000 diapers, 1,600,000,000 pens, 2,000,000,000 razor blades, 220,000,000 car tires, and enough aluminum to rebuild the US commercial air fleet four times over.

- **Did you know?** Americans produce more garbage than any other country, about 1,609 pounds per person per year. This means that 5% of the world's population generates 40% of the waste.

- **Did you know?** It only takes about 6-weeks total to manufacture, fill, sell, recycle, and then remanufacture an aluminum beverage can.

- **Did you know?** In the past 50 years, humans have consumed more resources than in all previous history.

- **Green Action:** Think before you print! U.S offices use 12.1 trillion sheets of paper a year. With all the paper we waste each year, we can build a 12 foot high wall of paper from New York to California!

- **Did you know?** "Every piece of plastic ever made still exists." Captain Charles Moore.

- **Did you know?** Recycling aluminum cans saves 95 % of the energy used to make aluminum cans from virgin ore.

- **Did you know?** Aluminum can be indefinitely recycled back into new cans.

- Use water-based, low-VOC or no-VOC paints (Volatile Organic Compounds). VOCs combine with nitrogen oxides in the air to form ozone and some VOCs are carcinogenic. **Green Action:** If within your department's wheelhouse, purchase low or no VOC paints.

- **Did you know?** Paraffin wax is a petroleum derivative that releases carcinogenic chemicals and the American Chemical Society says burning paraffin is akin to burning gasoline. **Green Action:** Switch to beeswax, soy or other plant wax candles.

- **Did you know?** The greenhouse gas emission reductions from recycling 10 tons of mixed paper are comparable to preventing the use of 94 barrels of crude oil. **Green Action:** Recycle at every opportunity and encourage others to do the same.

- **Did you know?** If every household reused just two feet of ribbon at holiday time, the resulting 38,000 miles of ribbon could tie a bow around the earth.

- **Green Action:** Tell housekeeping at your hotel to change towels and sheets weekly, not daily.

- **Green Action:** Give “gifts without garbage” like movie tickets, houseplants, & experiences.

- **Did you know?** Americans use some 29 billion bottles of water a year and for every six water bottles we use, only one makes it to the recycling bin. **Green Action:** Bring your own water bottle from home and refill it at taps or refill stations.

- **Did you know?** Recycling 2200 pounds (998 kg) of paper saves 17 trees and enough energy to run the average car for about 1250 miles (2012 km).

- **Did you know?** Biodegrading in a landfill takes: 90 years for an aluminum can, 700 years for a plastic bottle, 1 million years for a glass bottle.

- **Did you know?** Every ton of recycled paper saves 380 gallons of oil; recycling one aluminum can saves the equivalent of a half a gallon of gasoline. **Green Action:** Make effort to recycle aluminum and pick up cans where you see them to ensure they end up in recycling.

- **Did you know?** 1 billion bottles of water are shipped to the United States alone every week. Yes, you just read it correctly: 1 BILLION per WEEK. **Green Action:** Skip the plastic bottle and fill up with a reusable bottle instead at one of the water fill stations.

- **Did you know?** Once a CFC molecule (Styrofoam) reaches the ozone layer, it can take over 100 years before it breaks up and becomes harmless!

- **Did you know?** Plastics require 100 to 400 years to break down in a landfill. Recycling one ton of plastic saves the equivalent of 1,000–2,000 gallons of gasoline. **Green Action:** Implement on-screen green behavior for characters and imagery when creatively appropriate.

- **Did you know?** In a lifetime, the average North American will throw away 600x his or her adult weight in garbage. A 68kg (150lb) adult will leave a legacy of 40,825kg of trash for his/her children. **Green Action:** Start reducing your waste now!

- **Did you know?** The automobile is the most recycled consumer product in the world today. It takes about 45 seconds to shred the average automobile into fist-sized pieces for recycling.

- **Did you know?** An ink cartridge takes 1000 years to bio-degrade. 70% of used printer cartridges around the world are currently being thrown out. That is over 300 million cartridges every year. If the empty cartridges that are thrown away were stacked end-to-end, they would circle the earth - that's over 23,860 miles or 38399 KM. **Green Action:** Look for areas to recycle ink cartridges when finished but also print less and use digital options for information sharing.

- **Did you know?** Imagine a water bottle filled a quarter of the way up with oil. That's about how much oil was needed to produce the bottle.

- **Green Action:** Use building materials made from recycled content or renewable resources.

- **Green Action:** Use FSC-Certified Meranti (Lauan) plywood for set walls to ensure the lumber was obtained legally and responsibly.