



Reel Green BC serves as a gateway to information and resources that promote positive environmental practices in BC's film and television production industry.

Production Office

Many of the activities involved in motion picture production are office-based. This can include the actual production office as well as satellite offices such as Post Production, Construction and Corporate Offices. As with any business, there are environmental impacts associated with day-to-day office activities including paper use, energy and water use, waste generation and transportation.

It is up to each and every one of us to change our habits to promote a green environment. By practicing the 3 R's – reduce, reuse and recycle, we can minimize the environmental impacts associated with many office-based activities.

PAPER USAGE

- ★ TBYP - think before you print – assess whether a hard copy is necessary
- ★ Select double-sided printing by default
- ★ Print only revised script pages
- ★ Print scripts by demand only
- ★ Create a recycling plan for the production office
- ★ Ensure paper recycling bins are readily available

- ★ Purchase recycled paper products
- ★ Use recycled ink cartridges where available
- ★ Investigate the use of paperless script solutions such as tablet PCs

ENERGY USAGE

- ★ Use lighting that significantly reduces energy usage (ie: CFLs, or lower wattage bulbs)
- ★ Use specific task lighting to light work areas and lower the height of light fixtures, to increase usable light
- ★ Open blinds and use natural lighting when possible
- ★ Install dimmers or occupancy sensor switches in low use areas like stairwells, washrooms and storage areas
- ★ Turn off non-essential and decorative lighting, especially in unoccupied areas
- ★ Turn off computers, monitors, printers and photocopiers when not in use, overnight and on weekends. If unable to switch off the entire computer, turn off the monitor and printer. Don't use screen savers
- ★ When buying computers, monitors, printers, and photocopiers, favour models with good energy-efficiency ratings that can switch to a power-saving mode when not in use

Production Office cont...

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- ★ Use a laptop computer instead of a desktop computer
- ★ Unplug chargers for mobile phones, cameras and other equipment when not in use
- ★ Purchase flat screens over conventional tube based televisions
- ★ When purchasing or renting equipment, ask about energy efficient alternatives or enquire about more efficient ways to use the equipment
- ★ Ensure that refrigerators and freezers operate efficiently by defrosting regularly and check that they are set to the optimum temperature

WATER: Heating Appliances, Wastewater

- ★ Use energy efficient appliances (refrigerators, dishwashers, etc)
- ★ Ensure that washing machines and dishwashers are used with full loads or use economy settings
- ★ Turn your thermostat down
- ★ Where possible use the cold wash setting
- ★ Use environmentally friendly cleaning products
- ★ Discourage staff from leaving water running
- ★ Identify and prevent hazardous substances from entering wastewater and storm water systems
- ★ Provide spill kits and storm water drain covers and train designated staff in their use

WASTE DISPOSAL AND RECYCLING

- ★ Provide adequate facilities for recycling paper, glass, aluminium, plastic and cardboard
- ★ Raise staff awareness about recycling facilities in the office and on location
- ★ Collect organic waste and convert it to compost in a bin
- ★ Replace disposable products with durable alternatives
- ★ Support products with recycled content over those made from virgin materials
- ★ Ask suppliers to take back packaging for large items such as computers and furniture
- ★ Recycle printer cartridges
- ★ Use rechargeable batteries and dispose of batteries properly
- ★ Monitor the amount of waste going to landfills
- ★ Provide reusable, recyclable and/or biodegradable serving products, instead of Styrofoam and plastic products
- ★ Recycle redundant computers, monitors and printers
- ★ Return redundant mobile phones, batteries and paint to retailers for recycling
- ★ Dispose of any unavoidable waste safely

If you have any other suggestions, please email additional best practices or good news stories of environmental stewardship to info@bcfilmcommission.com



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