

POLDARK V

Green Memo

To: All Cast, Crew and Suppliers

From: Production

Dear all,

Our aim is to make this production as sustainable and environmentally friendly as possible working towards being awarded an Albert+ BAFTA accreditation. *Please share this information with your teams.*

We all have a role to play in ensuring that our production minimizes waste and CO2 emissions. There are ways that every individual, every department and supplier can help us achieve this.

We will be keeping an active log with Albert Plus to calculate our Carbon Footprint for this production and updating as we go along. Every department will be asked to keep a record of their waste management, energy used and any information on suppliers and their backgrounds.

1. WATER – All cast and crew will be given their own reusable water bottle to use on set. We will once again be using water coolers with pumps – please let us know if your department needs one. Please let dailies and supporting artists know to bring their own reusable bottles with them.

EXAMPLE ONLY



2. PAPER – all paper and paper products to be obtained from a recycled source. We want to do our best to ensure we minimize the amount of paper that is wasted, ***therefore all scripts, schedules, amendments, unit lists, Risk Assessments etc will be issued electronically and will only issue hard copies when requested.***

A hard copy of Risk Assessments, production memos and company policies will be available in the production office for anyone who wishes to read a hard copy.

3. RECYCLING – Recycling bins will be provided at both the production offices location. **Paper, Card, Plastic.** Construction will also have Hazchem recycling for paint and chemical waste. Please bring recycling to the production truck.

4. CREW TRAVEL – as and where possible we encourage crew to travel by public transport or car sharing.

5. VEHICLES – if providing a vehicle to production or using a hire vehicle, please take note of the mileage on the mileage logs (obtainable from Accounts) on a weekly basis and submit to Accounts.

6. POWERING DOWN EQUIPMENT - We ask individuals to be responsible for turning off appliances, heaters, lights and power sockets when appropriate.

7. SUPPLIERS – we ask all departments to request, where applicable, the environmental policies of their suppliers. If you are looking to source a supplier with know good environmental practices and polices in place the Albert + website has a good directory of suitable companies.

<http://wearealbert.org/inspiration/suppliers>

DEPARTMENTAL RESPONSIBILITIES

LOCATION DEPARTMENT / UNIT MANAGER

- A record on number of skips used over production (The contractor providing skips should recycle where possible and provide annual % recycled figure for the company – normal 70 – 80%)
- Please ensure you keep records and copies of **Waste Transfer Notes**.
- Checking when setting up Unit bases if there is any access to mains electricity if any of the trucks can be plugged into mains instead of using the genny.
- Sourcing Low carbon suppliers for Lighting;
 - <http://wearealbert.org/inspiration/suppliers/@search?q=light>
 - Example: T.C.P Provider of low carbon lighting for unit bases
- Sourcing ethical and environmentally friendly waste management companies for Unit bases; Albert + suppliers for waste
<http://wearealbert.org/inspiration/suppliers/@search?q=waste>

ART DEPARTMENT / CONSTRUCTION / PROPS

- A tally of Matt Paint used over shoot in litres
- A tally of water gloss paint used over shoot in litres
- A tally of solvent based gloss used over shoot in litres
- A tally of timber spend – NB Art Dept should order timber with an FSC mark as standard.
- Water based paints should be used when ever possible
- A log of construction waste disposable and what company used
- End of shoot to contact a company that distributes sets and construction left overs to other productions
- On Wrap store sets for future use or for any items which need to be disposed of contact companies that specialize in collecting unused products and materials and redistributing them.
- (<http://wearealbert.org/inspiration/suppliers/@search?q=prop>)
examples are:
 - **Dressed** - repurpose waste materials from the film and TV industry.
 - **Scenery Salvage** - run a national network to deliver pre-used props and sets for construction projects, and waste sets for re-use or recycling.
 - **Furnish** - collect furniture and appliances for reuse within the community.
 - **Set-A-Side** - When sets are no longer needed, set-a-side make the Designer and Production Manager aware of the fact in order to give them the opportunity to consider reusing elements of the set in other productions.
 - **Green Product Placement** - Green Product Placement promote and place green, sustainable, socially enterprising products. We can help green a



production by providing products to place as set dressing, props and wardrobe that fit the profile of “good brand”.

MAKE UP

Where ever possible to use ethically sourced products. Any toxic materials to be disposed of in a sustainable way.

COSTUME

The albert + has a whole Costume Section, set up by a Costume team, which lists every sustainable and ethically responsible supplier and manufacturers who provide to the Costume Industry.

<http://wearealbert.org/inspiration/costume-directory>

CAMERA / LIGHTING / SOUND

Wherever possible to use low power lighting
Wherever possible to use Reusable batteries.

PRODUCTION

- Running Tally of nights in Hotels and apartments. Ask for Hotel and accommodation providers sustainability policies.
- A record of ANY car / vehicles hired to production – keeping a spreadsheet of start mileage and end mileage to support mileage logs.
- A log of all taxi journeys – based on cost
- A log of all couriers- bikes etc
- A log of Diesel fuel in Litres for Location Genny’s – Facilities, Sparks etc
- A tally of all reams of paper ordered
- Photo evidence and a log of recycling facilities offered in the office and on location – i.e bins, batteries, confidential waste, Ink Cartridges. Companies used to dispose of the waste
- Think before you print!
- Ensure lights and heating are off in the office each evening.

CATERING

- Always ask for copies of their environmental polices
- Request Biodegradable consumables when needed
- When possible arrange for their trucks to be plugged into mains on locations opposed to using Gennys.
- Try to ban the use of polystyrene
- Where possible request Free range Eggs and Fair Trade products
- Enquire how much of their food products are sourced locally

UNIT DRIVERS

- Unit car sustainability policy has been submitted
- Drivers to keep a log of mileage