

## albert Carbon Action Plan Questions

The carbon action plan is designed for productions who not only want to measure their carbon footprint but actively take steps towards reducing it.

This is an optional step for most productions however some broadcasters now require one to be completed as part of the production process.

albert assesses each carbon action plan received and selects a minimum of 10 actions at random for which the production must provide evidence to prove they have successfully completed these tasks.

Productions who successfully complete a carbon action plan will be awarded albert Certification which is in the form of a logo that can be added to a production's end board as a mark of their commitment to sustainability.

Below you will find a list of the questions included in albert's current carbon action plan – these are reviewed annually. Mandatory questions are highlighted in purple.

PLEASE NOTE THAT IN ORDER TO SUCCESSFULLY RECEIVE ALBERT CERTIFICATION YOU MUST COMPLETE A CARBON ACTION PLAN BY SIGNING INTO THE ALBERT TOOLKIT

### Communication and Engagement

1. Is there a senior person accountable for implementing agreed sustainable goals (i.e. HOP, PE, Producer)?
2. Will the results of an albert draft carbon footprint be used to inform the production's environmental goals?
3. Have any of the production staff or crew attended or will attend albert training?
4. Will everyone on the production (i.e. cast, onscreen, HOD's, crew) be sent a 'green memo' prior to filming, to make them aware of the production's environmental goals? (Minimum once annually for continuing programmes)
5. Are the production's environmental goals routinely discussed at production meetings?
6. Is the production asking all suppliers to contribute to the production's carbon reduction?
7. Will an albert final carbon footprint be completed at the end of the production period?
8. Will the production request and give feedback on sustainable production initiatives to cast, crew, suppliers and the production company? (For example, distributing a final green memo)
9. Will the production create audience or industry facing comms about the production's approach to sustainability?
10. Will the production make note of any costs incurred or savings made as a result of implementing environmentally positive actions?'

## Editorial Content (Planet Placement)

11. Is positive environmental behaviour featured in the dialogue of the programme?
12. Are there any props, background or actions items that have a link to sustainable living displayed on-screen?
13. How have you ensured that any substantial components of this programme are not normalising unsustainable behaviour? Please send this question to a senior member of the editorial team to answer. (Free text answer)

## Production Energy, Materials and Waste

14. Is the production using a production office?  
If yes:
  - a. Are there measures in place to reduce the environmental impact of your building? (LED lights, lighting sensors, visual reminders on energy savings and waste management, etc)
  - b. Are there measures in place to reduce the environmental impact of your building? (LED lights, lighting sensors, visual reminders on energy savings and waste management, etc)
  - c. Is there a zero-waste to landfill policy in your production office?
15. Are you filming in a studio?  
If yes:
  - a. Are there measures in place to reduce the environmental impact of your studio/stage facilities? (lighting sensors, visual reminders on energy savings and waste management, etc)
  - b. Are you using lights on set?  
If yes:
    - i. Are you using low energy lighting to reduce the amount of energy needed?
  - c. Are you using mains power in studio?  
If yes:
    - i. Are you using mains power (no generators) as a primary power source in studio?
    - ii. Is mains power used in studio from a 100% renewable sourced energy tariff?
  - d. Are you using generators in studio?  
If yes:
    - i. Have zero carbon generators been used? (e.g. waste vegetable oil generators, fuel cells or solar, electric generators)
  - e. Is there a zero-waste to landfill policy in studio?
16. Are you filming on location?

If yes:

- a. Are you using lights on location?

If yes:

- i. Are you using low energy lighting to reduce the amount of energy needed?

- b. Are you using mains power on location?

If yes:

- i. Are you using mains power (no generators) as a primary power source on location?

- ii. Is mains power used on the majority of locations from a 100% renewable sourced energy tariff?

- c. Are you using generators on location?

If yes

- i. Have zero carbon generators been used? (e.g. waste vegetable oil generators, fuel cells or solar, electric generators)

- d. Is there a zero-waste to landfill policy on location?

17. Is the production using postproduction facilities?

If yes:

- a. Are there measures in place to reduce the environmental impact the postproduction facilities? (lighting sensors, visual reminders on energy savings and waste management, etc)

- b. Is mains power in postproduction used from a 100% renewable sourced energy tariff?

18. Is the production using paper?

If yes;

- a. Does the production have an opt-in policy for paperwork to keep the amount of paper used to a minimum? (i.e. production documents, using online magazines, newspapers, emails etc)

- b. Has the production used paper from a verified sustainable source? (e.g. FSC, PEFC, EU Ecolabel or any other paper made from recycled material)

19. Is the production using batteries?

If yes:

- a. Is the production using rechargeable batteries, including the sound department?

20. Is the production building sets?

If yes:

- a. Has the production used timber from a verified sustainable source? (e.g. FSC)

- b. Is (or was) the original set constructed or dressed using recycled or pre-used materials?

- c. Will the set build be donated, recycled or reused after the end of the production (i.e. not sent to landfill)?
    - d. Has the construction company and art department primarily used low VOC (volatile organic compound) or water-based paint?
- 21. Are you using props?  
If yes:
  - a. Are the majority of props rented or purchased second hand?
  - b. Are props re-used or disposed of sustainably (i.e. donated or recycled)?
- 22. Is the production hiring or purchasing any clothes and/or wardrobe accessories?  
If yes:
  - a. Is the costume department renting or reusing all items from other productions?
  - b. Is your costume department purchasing second hand items, or new items with a sustainability standard (i.e. Fairtrade, organic)?
  - c. Are costumes re-used or disposed of sustainably (i.e. donated or recycled)?
- 23. Are you using make-up?  
If yes:
  - a. As and when you replace your hair and make up products, are you replacing with brands that support the environment as well as using reusable consumables?
- 24. Are you using SFX?  
If yes:
  - a. Did you minimise the environmental impacts of any SFX? (i.e. biodegradable snow, reducing the amount of fuels used)
- 25. Are you using re-usable water bottles and/or cups for all cast and crew? (including dailies)
- 26. Are you asking your cast and crew to bring their own re-usable water bottles and/or cups if they have one?
- 27. Are you hiring a catering company for cast and crew?  
If yes:
  - a. Is food chosen with consideration for its environmental impact? (i.e. low carbon footprint and/or Fairtrade, locally sourced, meat free days, etc)
  - b. Does the production only provide vegetarian and/or vegan meals?
  - c. Is catering composting and recycling all food waste?
  - d. Has the catering eliminated all single use products?  
If yes:

- i. . Has the catering eliminated the use of plastic/polystyrene disposable products (e.g. cutlery, plates, cups) and are they using biodegradable materials that are composted or recycled?

28. Are you purchasing any food directly for the production? (excluding catering companies)

If yes:

- a. Are you prioritising restaurants/products with consideration for their environmental impact? (i.e. low carbon footprint and/or Fairtrade, locally sourced, meat free days, etc)
- b. Are you encouraging your crew to choose vegetarian or vegan options?
- c. Have you eliminated single use products from all food purchased?

## Travel

29. Are phone or video-conferencing facilities being used in place of physical meetings?

30. Have you reduced and/or eliminated travel by using significant stock or archive footage to limit location filming?

31. Is all your crew local or within 50 miles of filming location? (exception for senior roles)

32. Are you paying for cast and crew travel?

If yes:

- a. Is the production shooting away from the main production base?  
If yes
  - i. Has the production used local crew if shooting away from main production base or city in order to reduce travel and accommodation costs?
  - ii. Has the production hired or acquired equipment locally to reduce shipping or travel costs?
- b. Has the production reduced travel by sharing crew across more than one production?

33. Does the production or any of its members need to travel more than 200 miles?

If yes:

- a. Has the production eliminated mainland domestic air travel? (if No, please tell us why)
- b. Is anyone in the production travelling internationally?  
If yes:
  - i. Has the production reduced international air travel?

34. Are you hiring vehicles?

If yes:

- a. Based on location and journey type, has the production evaluated which will be the most efficient vehicle, and chosen the option with the smallest impact?

35. Are you using couriers?

If yes:

- a. Have you chosen a courier company that only uses low-carbon emitting vehicles?
- b. Are you exclusively using bicycle couriers (not motorcycles) for transport within inner-city areas?

36. Are you using taxis?

If yes:

- a. Have you chosen a taxi company that only uses low-carbon emitting vehicles? (i.e. hybrids, electrics)

37. Are you providing accommodation to any cast and/or crew?

If yes:

- a. Has the production chosen accommodation based on its environmental credentials or the impact it has on travel to location?
- b. Does the accommodation use electricity from a 100% renewable energy source?

### Carbon Neutral Production

38. Will the production offset its emissions (calculated from the albert calculator)? (NB offsetting is currently only mandatory for UK productions)