

OFFSETTING

Useful Information

- In order to gain certification, it is mandatory (UK only) to offset your Carbon Footprint.
- It is possible to only complete the Carbon Footprint and pay the offset without completing the carbon action plan.
- In order to gain certification gain certification and use of the albert logo of the albert logo you must complete both the Carbon Footprint and Carbon Action Plan
- You may be asked to provide evidence of offsetting your Carbon Footprint, as part of your evidence questions on your Carbon Action Plan.
- Some productions will centrally offset their carbon emissions. If you are unsure, please check with your broadcaster.

How to Offset Your Carbon Footprint after Approval

Step 1	Once your footprint has been finalised and approved by albert, an ' <i>Offset</i> ' button will appear on the Carbon Footprint page.
Step 2	Check whether your broadcaster centrally offsets. If not, follow the next steps.
Step 3	The ' <i>Offset</i> ' will redirect you to our offsetting partner, Ecologi's website.
Step 4	Create an account with Ecology
Step 5	Enter the amount you want to offset. The figures can be found on the Carbon Footprint page of the Toolkit.
Step 6	Pay the Offset Fee. You will then receive an emailed receipt from Ecology.
Step 7	If you are required to provide evidence of your offset please upload the receipt on the Evidence page the Carbon Action Plan in the Toolkit.