

# ALBERT TOOLKIT

## Submitting Evidence for your Carbon Action Plan



<b>Mandatory &amp; Scoring</b>	In order to be awarded certification it will be mandatory to produce evidence of your actions for this question if requested.
<b>Scoring</b>	This particular question helps our assessors gain insight into the holistic approach to sustainability your production has taken, therefore may require evidence to be produced.
<b>No Scoring</b>	There is no score for this question but it may generate further questions depending on how you answer it.
<b>Filtered Question</b>	You will be required to answer this if you have answered 'yes' to the previous question. Please note that some of these may also require mandatory evidence.

**Please Note:** We do not accept photos as evidence please instead provide documentation that clearly is clearly identifiable as being from the specific production you are working on.

### Communication & Engagement

Question	Info	Accepted Evidence	Scored?
<b>Is there a senior person accountable for implementing agreed sustainable goals. (i.e. HOP, PE, Producer)?</b>	It's important that sustainable action comes from the top down. Please speak to senior people on your production to ensure there is buy in from the top level and make sure they're leading the sustainability conversation.	<ul style="list-style-type: none"> <li>Evidence of the senior person accountable for sustainability, communicating sustainability goals or strategy to the rest of the teams.</li> </ul> <i>EXAMPLE: emails, signed green memo.</i>	<b>Mandatory &amp; Scoring</b>
<b>Will the results of an albert draft carbon footprint be used to inform the production's environmental goals?</b>	During pre-production we ask you to create a draft footprint to enable you to identify the highest carbon impact areas. By predicting the carbon footprint you can be strategic with where your efforts are focused to achieve the best results.	<ul style="list-style-type: none"> <li>Show how you have integrated the draft footprint in the communication of sustainable goals to the rest of the crew and used it to inform your environmental goals.</li> </ul> <i>EXAMPLE: Green Memo.</i>	<b>Mandatory &amp; Scoring</b>

<p><b>Have any of the production staff or crew attended albert training or will they do so by the end of production?</b></p>	<p>BAFTA albert runs regular training sessions that can be booked <a href="#">here</a>. If you attended your BAFTA albert training more than 2 years ago please complete training again.</p>	<p>We accept the following training:</p> <ul style="list-style-type: none"> <li>• <b>ScreenSkills Introduction to Sustainability in the Screen Industries</b> <i>Please upload Screen Skills certificate of completion.</i></li> </ul> <p>-----</p> <ul style="list-style-type: none"> <li>• <b>BAFTA albert Sustainability Workshop: Television Production (Previously Sustainable Production)</b></li> <li>• <b>BAFTA albert Sustainability Workshop: News</b></li> <li>• <b>BAFTA albert Sustainability Workshop: Sports Production</b></li> <li>• <b>BAFTA albert Sustainability Workshop: Locations Department</b></li> <li>• <b>BAFTA albert Sustainability Workshop: Art Department</b></li> <li>• <b>BAFTA albert Sustainability Workshop: Costume, Hair and Make-up Departments</b></li> <li>• <b>BAFTA albert Sustainability Workshop: Short Film Production (BFI Sustainable Screen)*</b></li> <li>• <b>BAFTA albert Sustainability Workshop: Feature Film and HETV Production (BFI Sustainable Screen)</b></li> </ul>	<p><b>Mandatory (UK Only) &amp; Scoring</b></p>
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		<ul style="list-style-type: none"> <li>• <b>BAFTA albert Sustainability Workshop: Documentary Film Production (BFI Sustainable Screen)</b></li> <li>• <b>BAFTA albert Sustainability Workshop: Stop Motion Animation Production (BFI Sustainable Screen)</b></li> </ul> <p><i>Please upload an in date completion badge or certificate for the workshop you attended. These can be found on the completion email you received from <a href="mailto:alberttraining@bafta.org">alberttraining@bafta.org</a>.</i></p> <p>-----</p> <ul style="list-style-type: none"> <li>• <b>BAFTA albert Graduate Certificate</b></li> </ul> <p><i>Please upload certificate of completion. We will accept this within 3 years of the issue date. See course tutor if certificate is misplaced.</i></p> <p>-----</p> <ul style="list-style-type: none"> <li>• <b>BAFTA albert Sustainability Champion Course (accredited by the Carbon Literacy Project)</b></li> </ul> <p>-----</p> <ul style="list-style-type: none"> <li>• <b>BBC Academy Sustainability in Operations</b></li> </ul> <p><i>Please upload the BBC Academy training certification (see this <a href="#">BBC Sustainability website on Gateway</a> for instructions'.</i></p>	
<p><b>Will everyone on the production (i.e. 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</b></p>	<p>To complete a Carbon Action Plan we need to see that you've communicated your environmental goals to everyone on the production. You need to send out a green memo, which should be signed by a senior</p>	<ul style="list-style-type: none"> <li>• green memo</li> <li>• screenshots of it being sent out during pre-production and distribution list.</li> </ul>	<p><b>Mandatory &amp; Scoring</b></p>

programmes)	member of production. Take a look at some examples <a href="#">here</a> .		
<b>Will on-screen talent be informed of the production's environmental goals prior to filming? (e.g., By sending a green memo)</b>	Remember to include on-screen talent in your sustainability conversations. For cast who are particularly engaged, feel free to direct them to our <a href="#">green rider</a> .	<ul style="list-style-type: none"> <li>• green memo</li> <li>• screenshots of it being sent out during pre-production to on-screen talent or their agents.</li> </ul>	<b>Mandatory &amp; Scoring</b>
<b>Are the production's environmental goals routinely discussed at production meetings?</b>	Make sure to keep sustainability on the agenda throughout the production. Regularly update the team on sustainability goals, stock takes of how sustainability initiatives any improvements that can be made.	<ul style="list-style-type: none"> <li>• Screenshots</li> <li>• detailed agendas / minutes.</li> </ul>	<b>Mandatory &amp; Scoring</b>
<b>Is the production asking all suppliers to contribute to the production's carbon reduction?</b>	<p>Choosing sustainable suppliers is a great way of reducing the emissions your production doesn't have direct control over. Make sure you're asking all of your suppliers about their environmental credentials.</p> <p>If you need some inspiration, take a look at our <a href="#">suppliers list</a> which highlights suppliers who are doing better than the industry standard in their sustainability practises.</p>	<ul style="list-style-type: none"> <li>• correspondence/requests to suppliers related to environmentally sustainable practices.</li> <li>• <i>Suppliers environmental policies</i></li> </ul>	<b>Mandatory &amp; Scoring</b>
<b>Will an albert final carbon footprint be completed at the end of the production period?</b>	In order for us to audit the footprint please finalise all entries and submit no more than 1 month before the end of production.	No need to upload evidence. We can see from when it has been submitted.	<b>Mandatory &amp; Scoring</b>
<b>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)</b>	It's a wrap, how did you do? Make sure you let everyone on the production know what you have achieved and ask for feedback for next time.	<ul style="list-style-type: none"> <li>• Final green memo</li> <li>• Feedback request to all production stakeholders on sustainable activities implemented during the production.</li> <li>• Feedback or suggestions on the challenges the production has faced in terms of sustainability and suggestions for improvement on future productions.</li> </ul>	<b>Mandatory &amp; Scoring</b>
<b>Will the production create audience or</b>	Use the opportunity to shout about what	<ul style="list-style-type: none"> <li>• links to social media</li> </ul>	<b>Scoring</b>

<p><b>industry-facing communications about the production's approach to sustainability?</b></p>	<p>sustainable actions your productions have achieved. This could be anything from a social media post to a press release.</p>	<ul style="list-style-type: none"> <li>• blog posts</li> <li>• press releases</li> </ul> <p>They need to be about how the production has been more sustainable behind the scenes.</p>	
<p><b>Will the production take note of any costs incurred or savings made as a result of implementing environmentally positive actions?</b></p>	<p>On average, a production that completes a carbon action plan will also save money. Keep track of your actions and whether they cost or save you money to help us find the most cost effective ways for productions to operate sustainably.</p>	<ul style="list-style-type: none"> <li>• detailed spreadsheet showing any sustainable actions that have saved or cost the production money.</li> <li>• Compare with previous series or non-sustainable costings.</li> </ul> <p><b>Please use our Cost Saving Template <a href="#">albert toolkit resources - albert (wearealbert.org)</a></b></p>	<p><b>Scoring</b></p>

## Editorial Content (Planet Placement)

Question	Info	Evidence Accepted	Scored?
<p><b>Has someone senior in the editorial/creative team been to editorial training on sustainability?</b></p>	<p>Writers, Producers, Directors; the content we put on screen, across all genres, has the opportunity to put us on a sustainable pathway for the future. The session should be industry specific training on sustainability that is aimed at creatives. This can be done through <a href="#">albert</a> or another organisation.</p>	<p>We accept the following training:</p> <ul style="list-style-type: none"> <li>• <b>BAFTA albert Climate Onscreen Workshop: Unscripted Television</b></li> <li>• <b>BAFTA albert Climate Onscreen Workshop: Scripted Television</b></li> <li>• <b>BAFTA albert Workshop: Scripted News</b></li> <li>• <b>BAFTA albert Workshop: Film &amp; HETV (BFI Sustainable Screen)</b></li> </ul> <p><i>Please upload an in date completion badge or certificate for the workshop you attended. These can be found on the completion email you received from <a href="mailto:alberttraining@bafta.org">alberttraining@bafta.org</a>.</i></p> <p style="text-align: center;">-----</p> <ul style="list-style-type: none"> <li>• <b>BAFTA albert Editorial Training</b></li> </ul> <p><i>If you completed this training before 18<sup>th</sup> September 2024, please upload the email confirming attendance that the crew member received after the training. Please <u>note</u>: we do not accept the booking email as evidence as it does not confirm attendance.</i></p> <p style="text-align: center;">-----</p> <ul style="list-style-type: none"> <li>• <b>BBC Academy Sustainability in Editorial</b></li> <li>• <b>BBC Academy Sustainability in Editorial for Sports</b></li> <li>• <b>BBC Academy Reporting Climate Change</b></li> </ul> <p><i>Please upload the BBC Academy training certification (see this <a href="#">BBC Sustainability</a>)</i></p>	<p><b>Mandatory (UK Only) &amp; Scoring</b></p>

		<a href="#">website on Gateway</a> for instructions'.	
<b>Does climate, sustainability or the environment feature in the dialogue or commentary of the programme?</b>	For guidance on sustainability on screen or 'Planet Placement', please have a look at the <a href="#">Editorial section</a> of our website. Stuck for ideas? Check out our <a href="#">case studies</a> of how other productions have brought sustainability into their content.	<ul style="list-style-type: none"> <li>clips/script excerpts of the relevant parts of dialogue.</li> </ul>	<b>Scoring</b>
Is the sustainability dialogue/commentary: <ul style="list-style-type: none"> <li>The main editorial focus or theme of the production</li> <li>Not the main editorial focus but part of a sub-plot, secondary storyline</li> <li>Mentioned in passing</li> </ul>	Different types of productions have different opportunities for incorporating sustainability. Big or small, it goes a long way to normalising sustainable living.	<ul style="list-style-type: none"> <li>synopsis or treatment about the production's editorial content.</li> </ul>	<b>Non Scoring Filtered Question</b>
Which categories does the sustainable dialogue relate to: <ul style="list-style-type: none"> <li>✓ Transport</li> <li>✓ Buildings</li> <li>✓ Industry</li> <li>✓ Food / Agriculture / Land use</li> <li>✓ Electricity / Energy systems</li> <li>✓ Finance / Investment / Economy / Jobs</li> <li>✓ Policy / Civic participation</li> <li>✓ Tech</li> <li>✓ Nature / Biodiversity</li> <li>✓ Extreme weather / Adaptation</li> <li>✓ Waste management</li> <li>✓ Consumer behaviour and purchases</li> <li>✓ Other [free text]</li> </ul>	<p>The transition to a Net Zero future will encompass all aspects of society. The following categories are based on the <a href="#">IPCC WG3 Sectoral Breakdown</a> and <a href="#">Project Drawdown sectors</a>.</p> <p>For guidance on sustainability please have a look at our <a href="#">Editorial section</a> of our website. Stuck for ideas? Check out our <a href="#">case studies</a> of how other productions have brought sustainability into their content.</p>	<ul style="list-style-type: none"> <li>clips/script excerpts of the relevant parts of dialogue.</li> </ul>	<b>Non Scoring Filtered Question</b>
If you have made verbal OR non-verbal reference/s, is the overall	For guidance on how to raise the issues or show solutions on screen please see the <a href="#">Editorial section</a> of	<ul style="list-style-type: none"> <li>synopsis/treatment/clips/script excerpts of the relevant parts.</li> </ul>	<b>Non Scoring Filtered</b>

<p>focus/tone of the sustainable content?</p> <ul style="list-style-type: none"> <li>• Negative e.g apocalyptic, highlighting problems</li> <li>• Positive e.g. inspiring, focusing on solutions</li> <li>• Neutral e.g. highlights issues but shows solutions</li> </ul>	<p>our website.</p>		<p><b>Question</b></p>
<p><b>Are there any props, background or actions that relate to environmentally sustainable lifestyles or a sustainable future displayed on screen?</b></p>	<p>From electric cars, to shopping in charity shops, to wind farms in the background; there are plenty of opportunities to reference sustainable living without even mentioning 'the C word'.</p> <p>For guidance on sustainability on screen or 'Planet Placement', please have a look at the <a href="#">Editorial section</a> of our website. Stuck for ideas? Check out our <a href="#">case studies</a> of how other productions have brought sustainability into their content.</p>	<ul style="list-style-type: none"> <li>• on-screen screenshots</li> <li>• script excerpts</li> <li>• Clips</li> </ul> <p>These should show the props, background items or actions relating to sustainability.</p>	<p><b>Scoring</b></p>
<p>Which categories do the sustainable props, background or actions relate to:</p> <ul style="list-style-type: none"> <li>• Transport</li> <li>• Buildings</li> <li>• Industry</li> <li>• Food / Agriculture / Land use</li> <li>• Electricity / Energy systems</li> <li>• Finance / Investment / Economy / Jobs</li> <li>• Policy / Civic participation</li> <li>• Tech</li> <li>• Nature / Biodiversity</li> <li>• Extreme weather / Adaptation</li> <li>• Waste management</li> <li>• Consumer behaviour and purchases</li> <li>• Other (Free Text)</li> </ul>	<p>The transition to a Net Zero future will encompass all aspects of society. The following categories have been determined using the <a href="#">IPCC WG3 Sectoral Breakdown</a> and <a href="#">Project Drawdown sectors</a>.</p> <p>For guidance on sustainability please have a look at our <a href="#">Editorial section</a> of our website. Stuck for ideas? Check out our <a href="#">case studies</a> of how other productions have brought sustainability into their content.</p>	<ul style="list-style-type: none"> <li>• on-screen screenshots</li> <li>• script excerpts</li> <li>• Clips</li> </ul> <p>These should show the props, background items or actions relating to sustainability.</p>	<p><b>Non Scoring Filtered Question</b></p>



<p>If your production is a series of 1-8 episodes, which episodes do the references appear in?</p> <ul style="list-style-type: none"> <li>✓ 1</li> <li>✓ 2</li> <li>✓ 3</li> <li>✓ 4</li> <li>✓ 5</li> <li>✓ 6</li> <li>✓ 7</li> <li>✓ 8</li> </ul>			<p><b>Non Scoring Filtered Question</b></p>
<p>If your production is a series of over 8 episodes do the references appear in?</p> <ul style="list-style-type: none"> <li>✓ One episode</li> <li>✓ Up to a quarter of episodes</li> <li>✓ A quarter to half of episodes</li> <li>✓ Half to three-quarters of episodes</li> <li>✓ Over three-quarters of episodes</li> </ul>			<p><b>Non Scoring Filtered Question</b></p>
<p><b>How have you ensured that any substantial components of this production are not normalising unsustainable behaviour?</b></p> <p><b>Please send this question to a senior member of the editorial team to answer.</b></p>	<p>As a communications industry one of the biggest opportunities we have is to shape people's understanding of climate issues, solutions and positive actions. This doesn't mean every production needs to be about climate change or even mention it, but we need to make sure our content is on the right side of history and is compatible with a sustainable future. For this section you will need to consult with senior editorial staff. You can find out more information <a href="#">here</a>.</p>	<ul style="list-style-type: none"> <li>• Provide statement from the Exec Producer (or similar) answering the question.</li> </ul> <p>If this is not relevant to your production (e.g. Programme on 100 years' war), please let us know in the box.</p> <p>For further reading please see <a href="#">this article</a>.</p>	<p><b>Non Scoring</b></p>

## Production Energy, Materials and Waste

Question	Info	Evidence Accepted	Scored?
<b>Is the production using a production Office?</b>			Non Scoring
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)	Check whether your building has an environmental policy and energy saving measures in place. If there aren't, consider putting up visual reminders to turn off lights, reduce waste, consider meat free Mondays etc.	<ul style="list-style-type: none"> <li>• Building documents Relating to heating/air-con regulation, water conservation, motion sensor lighting, recycling and waste management).</li> </ul>	<b>Scoring Filtered Question</b>
Is mains power in production used from a 100% renewable sourced energy tariff?	Renewable energy is energy that is derived from renewable sources such as solar, wind and hydropower. Although some energy tariffs include a percentage of renewable energy, we need to see that your tariff is 100% renewable for this question so make sure to check. You can find out more <a href="#">here</a> .  NB. We will accept a blue tariff (nuclear power) for this question.	<ul style="list-style-type: none"> <li>• Electricity supplier's contract or bill including renewable tariff details</li> <li>• REGO certificates.</li> </ul>	<b>Scoring Filtered Question</b>
Is there a zero-waste to landfill policy in your production office?	Check with your waste management company what happens to your waste after collection and whether they operate on a zero-waste to landfill policy.  See list of waste management <a href="#">suppliers</a> to help achieve this.	<ul style="list-style-type: none"> <li>• Copy of policy</li> </ul>	<b>Scoring Filtered Question</b>
<b>Are you filming in a studio?</b>			Non Scoring
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)	Check whether your building has an environmental policy and energy saving measures in place. If there aren't, consider putting up visual reminders to turn off lights, reduce waste, consider meat free Mondays etc.	<ul style="list-style-type: none"> <li>• Building documents Relating to heating/air-con regulation, water conservation, motion sensor lighting, recycling and waste management).</li> </ul>	<b>Scoring Filtered Question</b>

<b>Are you using lights on set?</b>			<b>Non Scoring</b>
Are you using low energy lighting to reduce the amount of energy needed?	<p>Make sure to check with your lighting supplier that LED lighting can be used. Check our suppliers list for great sustainable lighting <a href="#">suppliers</a>.</p> <p>Here are some <a href="#">top tips</a> for the lighting department.</p>	<ul style="list-style-type: none"> <li>Complete kit list highlighting LED lights, PO/invoices and correspondence.</li> </ul> <p>Please also provide % of low energy lights used and costs/savings where possible.</p>	<b>Mandatory &amp; Scoring</b>
<b>Are you using mains power in studio?</b>			<b>Non Scoring</b>
Are you using mains power (no generators) as a primary power source in studio?	Reduce your power consumption as much as possible by using energy efficient lighting and equipment in order to plug into mains rather than using generators	<ul style="list-style-type: none"> <li>Electricity bill</li> <li>Contract/agreement showing you are using mains.</li> </ul>	<b>Scoring Filtered Question</b>
Is mains power used in studio from a 100% renewable sourced energy tariff?	<p>Renewable energy is energy that is derived from renewable sources such as solar, wind and hydropower. Although some energy tariffs include a percentage of renewable energy, we need to see that your tariff is 100% renewable for this question so make sure to check. You can find out more <a href="#">here</a>.</p> <p>NB. We will accept a blue tariff (nuclear power) for this question.</p>	<ul style="list-style-type: none"> <li>electricity supplier's contract or bill including renewable tariff details</li> <li>REGO certificates.</li> </ul>	<b>Scoring Filtered Question</b>
<b>Are you using generators in studio?</b>			<b>Non Scoring</b>
Have zero or low carbon generators been used? (e.g. fuel cells, solar, electric, biofuel from waste or renewable fuel)	<p>There are now many low and zero carbon alternatives to petrol or diesel generators available. Whether you're looking for hydrogen or biofuel, use our <a href="#">suppliers list</a> to find a suitable supplier.</p> <p>A case study to help understanding electric generators better: <a href="#">Electric generators powering sustainable sets</a></p> <p>For practical advice about suitable alternatives, check out the <a href="#">Generator Project</a>.</p> <p>.</p>	<ul style="list-style-type: none"> <li>Details on the generators used and a supplier contract/PO</li> <li>Correspondence or planning emails</li> </ul>	<b>Scoring Filtered Question</b>

<p>Is there a zero-waste to landfill policy in studio?</p>	<p>Check with your waste management company what happens to your waste after collection and whether they operate on a zero-waste to landfill policy.</p> <p>Our list of waste management <a href="#">suppliers</a> to help achieve this.</p>	<ul style="list-style-type: none"> <li>• Details of your studio waste management company including waste transfer notes</li> <li>• waste reports</li> <li>• studio environmental policy where applicable.</li> </ul>	<p><b>Scoring Filtered Question</b></p>
<p><b>Are you filming on location?</b></p>			<p><b>Non Scoring</b></p>
<p><b>Are you using lights on location?</b></p>			<p><b>Non Scoring</b></p>
<p>Are you using low energy lighting to reduce the amount of energy needed?</p>	<p>Make sure to check with your lighting supplier that LED lighting can be used. Check our suppliers list for great sustainable lighting <a href="#">suppliers</a>.</p>	<ul style="list-style-type: none"> <li>• A complete kit list highlighting LED lights</li> <li>• PO/invoices</li> <li>• Correspondence.</li> </ul> <p>Please also provide % of low energy lights used and costs/savings where possible.</p>	<p><b>Mandatory &amp; Scoring</b></p>
<p><b>Are you using mains power on location?</b></p>			<p><b>Non Scoring</b></p>
<p>Is mains power used on the majority of locations from a 100% renewable sourced energy tariff?</p>	<p>Renewable energy is energy that is derived from renewable sources such as solar, wind and hydropower. Although some energy tariffs include a percentage of renewable energy, we need to see that your tariff is 100% renewable for this question so make sure to check. You can find out more <a href="#">here</a>.</p> <p>NB. We will accept a blue tariff (nuclear power) for this question.</p>	<ul style="list-style-type: none"> <li>• electricity supplier's contract or bill including renewable tariff details</li> <li>• REGO certificates.</li> </ul>	<p><b>Scoring Filtered Question</b></p>
<p>Are you using mains power (no generators) as a primary power source on location?</p>	<p>Reduce your power consumption as much as possible by using energy efficient lighting and equipment in order to plug into mains rather than using generators.</p>	<ul style="list-style-type: none"> <li>• electricity bill/contract/agreement showing you are using mains.</li> </ul>	<p><b>Scoring Filtered Question</b></p>
<p><b>Are you using generators on location?</b></p>			<p><b>Non Scoring</b></p>
<p>Have zero or low carbon generators been used? (e.g. fuel cells, solar, electric, biofuel from waste or</p>	<p>There are now many low and zero carbon alternatives to petrol or diesel generators available.</p>	<ul style="list-style-type: none"> <li>• Details on the generators used and a supplier contract.</li> <li>• PO, correspondence or planning emails.</li> </ul>	<p><b>Scoring Filtered Question</b></p>

renewable fuel)	<p>Whether you're looking for hydrogen or biofuel, use our <a href="#">suppliers list</a> to find a suitable supplier.</p> <p>For practical advice about suitable alternatives, check out the <a href="#">Generator Project</a>.</p>		
Is there a zero-waste to landfill policy on location?	Check with your waste management company what happens to your waste after collection and whether they operate on a zero-waste to landfill policy.	<ul style="list-style-type: none"> <li>• Details of your location waste management company and,</li> <li>• Waste transfer notes</li> <li>• Waste reports.</li> </ul>	<b>Scoring Filtered Question</b>
<b>Is the production using post-production facilities?</b>			<b>Non Scoring</b>
Are there measures in place to reduce the environmental impact of the post-production facilities? (lighting sensors, visual reminders on energy savings and waste management, etc)	Check whether your building has an environmental policy and energy saving measures in place. If there aren't, consider putting up visual reminders to turn off lights, reduce waste, consider meat free Mondays etc.	<ul style="list-style-type: none"> <li>• Building documents</li> </ul> <p>Relating to heating/air-con regulation, water conservation, motion sensor lighting, recycling and waste management).</p>	<b>Scoring Filtered Question</b>
Is mains power in post-production used from a 100% renewable sourced energy tariff?	<p>Renewable energy is energy that is derived from renewable sources such as solar, wind and hydropower. Although some energy tariffs include a percentage of renewable energy, we need to see that your tariff is 100% renewable for this question so make sure to check. You can find out more <a href="#">here</a>.</p> <p>NB. We will accept a blue tariff (nuclear power) for this question.</p>	<ul style="list-style-type: none"> <li>• Electricity supplier's contract</li> <li>• Bill including renewable tariff details</li> <li>• REGO certificates.</li> </ul>	<b>Scoring Filtered Question</b>
<b>Is the production using paper?</b>			<b>Non Scoring</b>
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)	Make sure to only print when specifically requested by asking people to opt in for printed documents.	<ul style="list-style-type: none"> <li>• Reminders on call sheets/emails, green memo</li> <li>• cost savings where applicable.</li> </ul>	<b>Mandatory Scoring Filtered Question</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)	Check your paper packaging and suppliers for certifications.	<ul style="list-style-type: none"> <li>Invoices/PO detailing paper purchased.</li> </ul>	<b>Mandatory Scoring Filtered Question</b>
<b>Is the production using batteries?</b>			<b>Non Scoring</b>
Is the production using rechargeable batteries, including the sound department?	Make sure to reduce your waste by opting for rechargeable batteries where possible.	<ul style="list-style-type: none"> <li>Invoices</li> <li>kit lists</li> <li>PO showing re-usable batteries.</li> </ul>	<b>Mandatory Scoring Filtered Question</b>
<b>Is the production building sets?</b>			<b>Non Scoring</b>
Has the production used timber from a verified sustainable source? (e.g. FSC)	Check with your construction department that all timber being used is from a sustainable source.	<ul style="list-style-type: none"> <li>Timber FSC certification paperwork/invoices.</li> </ul>	<b>Scoring Filtered Question</b>
Is (or was) the original set constructed using recycled or pre-used materials?	This question refers to the set build if this is your first series, or your use of original set if your production is a continuation.	<ul style="list-style-type: none"> <li>Invoices to show the materials are pre used</li> <li>communication with the art department where applicable.</li> </ul>	<b>Scoring Filtered Question</b>
Has the construction company and art department primarily used low VOC (volatile organic compound) or water-based paint?	Check your suppliers and paint packaging for this information.	<ul style="list-style-type: none"> <li>Provide invoices showing the paint used.</li> </ul>	<b>Mandatory Scoring Filtered Question</b>
Will the majority of the set build be donated or reused after the end of the production?	Give your set another life where possible by donating it to other projects or using it again on future productions.	<ul style="list-style-type: none"> <li>Provide storage or disposal contract</li> <li>invoices/PO's.</li> </ul>	<b>Scoring Filtered Question</b>
Will the set (or remaining set) be recycled at the end of production?	Make sure the set (or remaining set) is not sent to landfill at the end of production.	<ul style="list-style-type: none"> <li>Waste disposal report</li> <li>Waste transfer note showing that the set build was recycled.</li> </ul>	<b>Mandatory Scoring Filtered Question</b>
<b>Are you using props?</b>			<b>Non Scoring</b>
Are the majority of props rented or	Using pre-existing materials and props is a great	<ul style="list-style-type: none"> <li>Rental/hire invoices</li> </ul>	<b>Scoring</b>

purchased second-hand?	way to reduce the footprint of your production.	<ul style="list-style-type: none"> <li>Receipts/invoices for second hand purchases.</li> </ul>	<b>Filtered Question</b>
Are the majority of props reused or donated at the end of the production?	Give your props another life where possible by donating it to other projects or using it again on future productions.	<ul style="list-style-type: none"> <li>Provide storage, hire or disposal contract</li> <li>Invoices/PO's.</li> <li>Correspondence.</li> </ul>	<b>Scoring Filtered Question</b>
Are props (or the remaining props) recycled at the end of production?	Make sure no props are sent to landfill and are recycled if they need to be disposed of.	<ul style="list-style-type: none"> <li>Waste disposal report</li> <li>Waste transfer note showing that the props were recycled.</li> </ul>	<b>Mandatory Scoring Filtered Question</b>
<b>Is the production hiring or purchasing any clothes and/or wardrobe accessories?</b>			<b>Non Scoring</b>
Is the costume department renting or reusing all items from other productions?	Using pre-existing costumes is a great way to reduce the footprint of your production. Check out <a href="#">the costume directory</a> for inspiration.	<ul style="list-style-type: none"> <li>rental/hire invoices</li> <li>storage invoices</li> <li>correspondence.</li> </ul>	<b>Scoring Filtered Question</b>
Is your costume department purchasing second hand items, or new items with a sustainability standard (i.e. Fairtrade, organic)?	Using pre-existing costumes is a great way to reduce the footprint of your production. Check out <a href="#">the costume directory</a> for inspiration.	<ul style="list-style-type: none"> <li>Invoices/receipts for purchases</li> <li>Details about the sustainability standards where applicable</li> </ul>	<b>Scoring Filtered Question</b>
Are the majority of costumes reused, returned or donated at the end of production?	Give your costumes another life where possible by donating it to other projects or using it again on future productions.	<ul style="list-style-type: none"> <li>Storage or disposal contract/invoices/POs/correspondence</li> <li>Receipts or correspondence for donated items.</li> </ul>	<b>Scoring Filtered Question</b>
Are costumes (or the remaining costumes) recycled at the end of production?	Make sure no costumes are sent to landfill and are recycled if they need to be disposed of.	<ul style="list-style-type: none"> <li>Waste disposal report</li> <li>Waste transfer note showing that the costumes were recycled.</li> </ul>	<b>Mandatory Scoring Filtered Question</b>
<b>Are you using make-up?</b>			<b>Non Scoring</b>
As and when you replace your hair and make-up products, are you replacing with brands that support the environment as well as using	Check your hair and make-up departments are using sustainable products where possible and thinking about sustainability standards when replacing products.	<ul style="list-style-type: none"> <li>Invoices for products</li> <li>Correspondence with your make up department.</li> </ul>	<b>Scoring Filtered Question</b>

reusable consumables?			
<b>Are you using SFX?</b>			<b>Non Scoring</b>
Did you minimise the environmental impacts of any SFX? (i.e. biodegradable snow, reducing the amount of fuels used)	Check what measures your SFX company have in place to reduce environmental impacts.	<ul style="list-style-type: none"> <li>• Details of how this has been achieved. Invoices for products</li> <li>• correspondence with your SFX department.</li> </ul>	<b>Scoring Filtered Question</b>
<b>Drinking Water</b>			<b>Non Scoring</b>
Are you using reusable water bottles and/or cups for all cast and crew? (including dailies)	Make sure to eliminate single use plastics by using reusable water bottles.	<ul style="list-style-type: none"> <li>• Purchase Orders/invoices</li> <li>• correspondence with cast and crew communication included on the green memo.</li> <li>• Cost savings where applicable.</li> </ul>	<b>Mandatory Scoring Filtered Question</b>
Are you asking your cast and crew to bring their own reusable water bottles and/or cups if they have one?	Save materials (and money) by asking people to bring their own rather than supplying them.	<ul style="list-style-type: none"> <li>• Correspondence with cast and crew</li> <li>• call sheets</li> <li>• the green memo.</li> </ul>	<b>Scoring Filtered Question</b>
<b>Are you hiring a catering company for cast and crew?</b>			<b>Non Scoring</b>
Is food chosen with consideration for its environmental impact? (i.e. low carbon footprint and/or Fairtrade, locally sourced, meat-free days, etc)	Check with your caterers that they are using sustainable suppliers and prioritising low carbon food options where possible.	<ul style="list-style-type: none"> <li>• Company policies</li> <li>• Invoices</li> <li>• paperwork for sustainably sourced produce and operations</li> <li>• Photos. (Include Production ID in image so we know it's from this production)</li> </ul>	<b>Mandatory Scoring Filtered Question</b>
Does the production only provide vegetarian and/or vegan meals?	Check out our <a href="#">case study</a> of a fully veggie production.	<ul style="list-style-type: none"> <li>• company policies</li> <li>• correspondence with caterers</li> <li>• Menus</li> <li>• green memo.</li> </ul>	<b>Scoring Filtered Question</b>
Is catering composting and recycling all food waste?	Provide company policies, correspondence, waste management contract/invoice, waste transfer notes.	<ul style="list-style-type: none"> <li>• Caterer's environmental policy</li> <li>• waste report.</li> </ul>	<b>Scoring Filtered Question</b>
<b>Has the catering eliminated all single use products?</b>			<b>Non Scoring</b>



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?	Using reusable crockery and cutlery is a great way to cut down on catering waste.  If reusable crockery isn't possible, make sure to cut out polystyrene and plastic products.	<ul style="list-style-type: none"> <li>• company policies</li> <li>• Correspondence</li> <li>• invoices for biodegradable materials.</li> </ul>	Scoring Filtered Question
<b>Are you purchasing any food directly for the production? (excluding catering companies)</b>			Non Scoring
Are you prioritising restaurants/products with consideration of their environmental impact? (i.e. low carbon footprint and/or Fairtrade, locally sourced, meat-free days, etc)	Check the menus and policies of restaurants and products ahead of time.	<ul style="list-style-type: none"> <li>• List of restaurants and locations used,</li> <li>• correspondence reminding crew to choose food with lower environmental footprint.</li> </ul>	Scoring Filtered Question
Are you encouraging your crew to choose vegetarian or vegan options more often?	Encourage crew to participate in meat free days or choosing veggie options in your green memo or by talking to your caterers about more veggie options.	<ul style="list-style-type: none"> <li>• company policies</li> <li>• Correspondence</li> <li>• green memos</li> <li>• menus showing majority vegetarian options or meat free days.</li> </ul>	Scoring Filtered Question
Have you eliminated single use products from all food purchased?	Choosing products with little to no packaging is a great way to reduce your waste.	<ul style="list-style-type: none"> <li>• Company policies</li> <li>• Correspondence</li> <li>• Receipts.</li> </ul>	Scoring Filtered Question
<b>Travel</b>			
<b>Question</b>	<b>Info</b>	<b>Evidence Accepted</b>	<b>Scored?</b>
<b>Are phone or video-conferencing facilities being used in place of physical meetings that require extensive travel?</b>	With a whole host of video call software available it's never been easier to host meetings online, saving huge amounts of travel across the industry. Take a look at these <a href="#">travel tips</a> for further advice.	<ul style="list-style-type: none"> <li>• Written details on how you achieved this and how this saved travel.</li> <li>• Screenshots of diary invites.</li> </ul>	Mandatory & Scoring
<b>Have you reduced and/or eliminated travel by using significant stock or archive footage to limit location filming?</b>	Take a look at these <a href="#">travel tips</a> for further advice.	<ul style="list-style-type: none"> <li>• Stock footage lists</li> <li>• EDL</li> <li>• Archive invoices.</li> </ul> <p>Detail the percentage of content from archives</p>	Scoring

		and savings made where applicable.	
<b>Has the production reduced travel by using remote direction or remote filming?</b>	<p>Check out our case study on how to save travel by using remote direction and filming: <a href="#">The Apprentice</a></p> <p>Take a look at these <a href="#">travel tips</a> for further advice.</p>	<ul style="list-style-type: none"> <li>• Call sheets</li> <li>• Invoices</li> <li>• Correspondence showing how remote direction or filming was used.</li> </ul>	<b>Scoring</b>
<b>Is all your crew local or within 50 miles of filming location? (exception for senior roles)</b>	<p>Hiring crew local to the production base is a great way to save travel.</p> <p>Take a look at these <a href="#">travel tips</a> for further advice.</p>	<ul style="list-style-type: none"> <li>• Call sheets with location details</li> <li>• Crew lists and samples of invoices/contracts.</li> </ul> <p>Please hide sensitive information, we only need to see the role and part of the address.</p>	<b>Scoring</b>
<b>Are you paying for cast and crew travel?</b>			<b>Non Scoring</b>
Has the production reduced travel by sharing crew across more than one production?	<p>Only tick yes to this question if sharing crew has resulted in travel savings, e.g. shoot sharing.</p> <p>Take a look at these <a href="#">travel tips</a> for further advice.</p>	<ul style="list-style-type: none"> <li>• Call sheets for the multiple productions being filmed using the same crew.</li> <li>• Correspondence to show how travel reduction was achieved.</li> </ul>	<b>Scoring Filtered Question</b>
<b>Is the production shooting away from the main production base?</b>			<b>Non Scoring</b>
Has the production used local crew if shooting away from the main production base or city in order to reduce travel and accommodation costs?	<p>If you're filming further afield look into local crew options to save travel. Check out the following case study on productions that have used local crew: <a href="#">Patagonia</a></p> <p>Take a look at these <a href="#">travel tips</a> for further advice.</p>	<ul style="list-style-type: none"> <li>• call sheets with location details</li> <li>• crew lists</li> <li>• samples of invoices/contracts.</li> </ul> <p>Please hide sensitive information, we only need to see the role and part of the address.</p>	<b>Scoring Filtered Question</b>
Has the production hired or acquired equipment locally to location to reduce shipping or travel costs?	<p>Hiring equipment locally to the filming location is a great way to save emissions on freighting and courier costs. Check out this case study on a production that have used local equipment: <a href="#">Patagonia</a></p>	<ul style="list-style-type: none"> <li>• Invoices</li> <li>• Purchase Orders</li> <li>• Correspondence along with call sheets or schedules to show location details.</li> </ul>	<b>Scoring Filtered Question</b>
<b>Does the production or any of its members (including on-screen talent) need to travel more than 200 miles?</b>			<b>Non Scoring</b>

<p>Has the production eliminated mainland domestic air travel?</p>	<p>UK mainland domestic flight avoidance has been a pillar of albert certification since 2019, owing to rail links which offer a lower carbon alternative to high-carbon short-haul flight emissions.</p> <p>Please see our useful <a href="#">travel tips</a>.</p> <p>If your production has used domestic flights please tell us why the domestic flights were deemed unavoidable, in the comments box of the next question:</p> <p>We will only accept this in very exceptional circumstances.</p> <p><b>Please refer to our Domestic Flight Guidelines</b>  <a href="#">Domestic-Flight-Guidelines-March-2024-Accessible.pdf (wearealbert.org)</a></p>	<p>When submitting evidence for flights, the toolkit user must upload:</p> <ul style="list-style-type: none"> <li>• Completed Flight Template</li> <li>• Any other evidence for all flights including pre-approved ones.</li> </ul> <p>This ensures that both your production and albert have documented evidence explaining the necessity of the flights.</p> <p><b><u>Please ensure you refer to our:</u></b></p> <p><b>Domestic Flight Guidelines:</b> <a href="#">Domestic-Flight-Guidelines-March-2024-Accessible.pdf (wearealbert.org)</a></p> <p><b>Flight Template:</b> <a href="#">albert toolkit resources - albert (wearealbert.org)</a></p>	<p><b>Mandatory Scoring Filtered Question</b></p>
<p>We will only accept this answer under exceptional circumstances. Please tell us why you have answered 'No':</p>	<p>The initial explanation can be given in the comments box. For instance:</p> <p><i>One Domestic flight was taken, due to a train strike that day.</i></p>	<p>Depending on what is written in the comments box, we are likely to require further information from you</p> <p><b>Please see advice above on what to provide.</b></p>	<p><b>Scoring Filtered Question</b></p>
<p>Has the production eliminated the use of private aircraft (including Execs and talent) (irrespective of who is paying)?</p>	<p>Make sure to engage on this issue with talent/agents at the contracting stage to avoid huge emissions.</p>	<ul style="list-style-type: none"> <li>• Detail how you have achieved this.</li> <li>• Travel booking details</li> <li>• costs/savings where applicable</li> <li>• call sheets</li> <li>• and/or schedules to show locations.</li> </ul>	<p><b>Scoring Filtered Question</b></p>
<p><b>Is anyone in the production travelling internationally?</b></p>			<p><b>Non Scoring</b></p>
<p>Has the production reduced international air travel?</p>	<p>Ways to achieve this could be by using local crew, remote directing or filming, using a skeleton crew or thinking about the locations used.</p> <p>Take a look at these <a href="#">travel tips</a> for further advice.</p>	<ul style="list-style-type: none"> <li>• Detail how you have achieved this.</li> <li>• Travel booking details</li> <li>• costs/savings where applicable</li> <li>• call sheets</li> <li>• and/or schedules to show locations.</li> </ul>	<p><b>Scoring Filtered Question</b></p>

Has the production eliminated first and business class flights?	First class flights emit 4 times more emissions compared to economy tickets and business class emit 3 times more (DBEIS, 2021), making this switch could not only save you emissions but also cost 3 times more and 2 times more respectively.	<ul style="list-style-type: none"> <li>• Detail how you have achieved this.</li> <li>• Details and invoices for alternative travel.</li> </ul>	<b>Scoring Filtered Question</b>
<b>Are you hiring vehicles or using vehicles in the company's fleet?</b>			<b>Non Scoring</b>
Has the production used low emission hire cars or are the fleet vehicles low emission?	<p>Certain cars are more efficient for specific journeys;</p> <ul style="list-style-type: none"> <li>• hybrid/electric cars for urban journeys</li> <li>• electric wherever possible for longer motorway journeys or low-rated CO2e/km emission cars</li> <li>• low emission = &lt;100gCO2e/km</li> </ul> <p>Think you're travelling too far for electric? Take a look at our <a href="#">case studies</a>.</p>	<ul style="list-style-type: none"> <li>• emissions report</li> <li>• invoice showing that the vehicles used were low emission; electric, hybrid or &lt;100g CO2/km.</li> </ul>	<b>Scoring Filtered Question</b>
<b>Are you using couriers?</b>			<b>Non Scoring</b>
Have you chosen a courier company that only uses low-carbon emission vehicles?	For low-emission couriers, check out our <a href="#">suppliers list</a> .	<ul style="list-style-type: none"> <li>• jobs lists showing vehicles used</li> <li>• booking forms</li> <li>• Invoices</li> <li>• contracts.</li> <li>• If you use a company that exclusively uses hybrid or electric cars you can upload their company policy.</li> </ul>	<b>Scoring Filtered Question</b>
Are you exclusively using bicycle couriers (not motorcycles) for transport within inner-city areas?	For low-emission couriers, check out our <a href="#">suppliers list</a> .	<ul style="list-style-type: none"> <li>• Provide booking forms</li> <li>• Invoices</li> <li>• Contracts</li> <li>• company policies.</li> </ul>	<b>Scoring Filtered Question</b>
<b>Are you using taxis?</b>			<b>Non Scoring</b>
Have you chosen a taxi company that only uses low-carbon emitting vehicles? (i.e. hybrids, electrics)	For low-emission taxi companies, check out our <a href="#">suppliers list</a> .	<ul style="list-style-type: none"> <li>• jobs lists showing vehicles used</li> <li>• booking forms</li> <li>• Invoices</li> <li>• contracts.</li> <li>• Company policy.</li> </ul>	<b>Scoring Filtered Question</b>

		<ul style="list-style-type: none"> <li>• booking confirmations (e.g Uber)</li> </ul>	
<b>Are you providing accommodation to any cast and/or crew?</b>			<b>Non Scoring</b>
Has the production chosen accommodation based on its environmental credentials or the impact it has on travel to location?		<ul style="list-style-type: none"> <li>• Accommodation policy and booking details</li> <li>• Travel details with call sheets showing location details and accommodation details.</li> </ul>	<b>Mandatory Scoring Filtered Question</b>
Does the accommodation use electricity from a 100% renewable energy source?	Renewable energy is energy that is derived from renewable sources such as solar, wind and hydropower. Although some energy tariffs include a percentage of renewable energy, we need to see that your tariff is 100% renewable for this question so make sure to check. You can find out more <a href="#">here</a> .	<ul style="list-style-type: none"> <li>• Provide the accommodation's environmental policy including the energy tariff that the accommodation has.</li> </ul>	<b>Scoring Filtered Question</b>

### Optional Offsetting

Question	Info	Evidence Accepted	Scored?
Will the production offset its emissions (calculated from the albert calculator)?	<p>From <b>2 January 2024</b> offsetting will no longer be a mandatory part of certification for productions <b>starting</b> the albert certification process.</p> <p>If you started a production in the albert toolkit <b>before</b> 2 January 2024 and are a UK production, you would still need to offset your emissions in order to be awarded certification.</p> <p>You can find out more information about offsetting <a href="#">here</a>.</p>	<ul style="list-style-type: none"> <li>• Provide an offset invoice / receipt showing amount of tonnes offset and the final price.</li> </ul>	<b>Non Scoring</b>

Version 3.4 - 18.09.24