

NYC Film Green Designation Program

Requirements Guide

Introduction

The NYC Film Green designation is a first-of-its-kind environmental sustainability designation program for New York City's film and television productions, spearheaded by the Mayor's Office of Media and Entertainment (MOME). This voluntary initiative encourages productions to engage in sustainable practices in order to reduce their environmental impact and create a sustainable production environment in New York City.

The primary goal of NYC Film Green is to highlight productions already reducing their impact on the environment and to encourage other NYC based projects to join in by sharing sustainability best practices. As robust industry participation is important, we hope to make involvement in NYC Film Green as easy as possible and will work with your production to tailor involvement to your particular circumstances.

Sustainable Production

According to the European community for sustainable film and TV, a "sustainable production" is defined as one that:

- Implements best practices to aim for continual reduction in carbon emissions and use of natural resources, with a goal of zero negative impact.
- Shares sustainability values with everyone involved, including cast, crew, suppliers, management and the audience.
- Has a positive impact on the people and places involved in its creation.

Areas of Focus

NYC Film Green assesses efforts by productions to engage in sustainable production practices that fall under the following general categories:

1. *Carbon Emissions*
 - According to the [EPA](#), gases that trap heat in the atmosphere are called greenhouse gases. Carbon dioxide, or CO₂, is one of these greenhouse gases. Carbon dioxide enters the atmosphere through burning fossil fuels and contributes to climate change. Productions will be required to quantify the amount of carbon emissions they produce. Productions' main sources of carbon emissions are air travel, electricity use and fuel use. Productions will be required to use the [Green Production Guide Production Environmental Accounting Report Carbon Calculator \(GPG PEAR Carbon Calculator\)](#) to track their overall carbon emissions.
2. *Waste Diversion*
 - Due to the transient nature of film and television production, the majority of the waste that is generated on and off set during a production is often sent to a landfill. Waste diversion is the practice of preventing recyclable, reusable and processable material from being sent to a landfill. NYC Film Green requires productions to implement recycling programs so that as much of the waste generated can be kept out of landfills as possible, and instead be recycled.
3. *Transportation*
 - Whether they are transporting gear, actors or crew members, productions are very

transportation-intensive. NYC Film Green requires productions to track carbon emissions associated with transportation in the form of fuel used and miles flown with the goal of achieving significant reduction.

4. *Waste Reduction*

- Productions generate various types of waste in many different forms including construction material, office waste, food waste and more. Even waste that is recycled is still considered waste. Thus, the most environmentally responsible solution is to reduce those waste products at the source before they ever enter the waste stream. NYC Film Green encourages productions to reduce their waste output through waste reduction efforts and environmentally conscious purchasing.

5. *Energy Use*

- In production, energy is used everywhere from offices to workshops to set. NYC Film Green encourages productions to be aware of how much energy they use and reduce their energy consumption when possible.

6. *Education*

- Education and awareness are two key elements of running an environmentally conscious production. NYC Film Green requires productions to educate crew and cast members about how their actions affect themselves, their colleagues and the wider community and how to make pro-environmental decisions.

7. *Sourcing*

- Productions buy many different products and some of these products are more environmentally friendly than others. NYC Film Green challenges productions to make environmentally conscious purchases.

Mandatory Pre Production Enrollment Actions

To enroll in NYC Film Green productions must:

1. Have a production sustainability representative and member of accounting team participate in NYC Film Green Orientation.
2. Submit an Application Form
3. Set up environmental data tracking related to the following [GPG PEAR Carbon Calculator](#) categories (below). This can be accomplished via accounting programs or ledgers, and supplemented with vendor invoices and service agreements when necessary.
 - Utilities (electricity, and natural gas and heating oil)
 - Fuel (total gallons used per type of fuel, i.e. diesel, propane, gasoline, biodiesel),
 - Housing (number of nights stayed, types of accommodations),
 - Commercial Air travel (number of air miles traveled),
 - Charter & Helicopter Flights

Documentation

For productions to receive recognition under NYC Film Green, they are required to submit limited but crucial documentation to prove that they have completed the requirements as stated. At the time of the submission of their final application, productions must submit a Green Production Guide Carbon Calculator with, at least, the following sections completed:

- Utilities (electricity, and natural gas and heating oil)
- Fuel (total gallons used per type of fuel, i.e. diesel, propane, gasoline, biodiesel),
- Housing (number of nights stayed, types of accommodations),
- Commercial Air travel (number of air miles traveled),
- Charter & Helicopter Flights

Upon MOME's review of their submission, productions may be asked to participate in a Carbon Calculator Audit, which may require submission of vendor invoices, service agreements and other underlying documentation.

In addition, each production must submit a Questionnaire and affidavit attesting to its satisfaction of the requirements necessary to obtain the NYC Film Green Seal. Productions are welcome to submit any additional documentation if they so choose.¹

Program Requirements

Productions participating in NYC Film Green have the opportunity to receive the NYC Film Green Seal. To receive this Seal productions must do the following:

1. Meet all of the requirements outlined in the Requirements Guide under "Core Requirements"
2. Complete a basic [GPG PEAR Carbon Calculator](#).
3. Meet 5 or more of the electives outlined in the Requirements Guide under "Electives."

Those productions that go above and beyond the Core Requirements and Electives have the opportunity to receive added recognition.

The requirements for obtaining the NYC Film Green Seal are below. To find out more about each requirement, click the blue link next to it.

¹ Any materials submitted to MOME may be subject to FOIL and such determination will be made in MOME's sole discretion. Participating productions should mark any materials that they would like to be held confidential as proprietary and/or trade secret information, MOME will take such designations into consideration in determining what may be provided in response to a FOIL request.

Category	CORE REQUIREMENTS	ELECTIVES	EXTRA CREDIT
	All are required	Must complete five (5) or more	Not required
Carbon Emissions	1.1.1 Measure carbon footprint of production using the GPG PEAR Carbon Calculator.	1.2.1 Measure carbon footprint of production using the GPG PEAR Carbon Calculator including EAR metrics.	1.3.1 Purchase reputable carbon offsets.
Waste Diversion	2.1.1 Divert waste as much as possible in all offices, workshops and shooting locations through recycling programs. 2.1.2 More than 30% of discarded material is diverted from landfill.	2.2.1 Divert waste as much as possible in all offices, workshops and shooting locations through a recycling <u>and composting</u> program. 2.2.2 More than 50% of discarded material is diverted from landfill.	2.3.1 Extend elective waste diversion practices to post-production office operations as well as off-production operations. 2.3.2 More than 70% of discarded material is diverted from landfill.
Transportation	3.1.1 Create an action plan to reduce emissions from transportation. 3.1.2 Encourage use of low emission transportation including public transportation and zero emission transportation (biking, walking, etc.). 3.1.3 Enforce anti-idling policy. 3.1.4 Ensure all generators meet EPA tier 3 standards. 3.1.5 Reduce unnecessary travel.	3.2.1 Opt for environmentally conscious hotels and housing. 3.2.3 Reduce emissions from transportation through the use of B20 biodiesel.	3.3.1 Reduce emissions from transportation through the use of B50 biodiesel. 3.3.2 Reduce emissions from transportation through the use of solar powered vehicles and/or generators.
Waste Reduction	4.1.1 Donate or repurpose unwanted items. 4.1.2 Eliminate single-use plastic water bottles on and off set. 4.1.3 Donate all leftover food after meals.	4.2.1 Reduce use of single-use, disposable items (such as coffee pods, soda cans, other individually wrapped items). 4.2.2 Donate or repurpose 30% or more of constructed set and scenery material that are not stored. 4.2.3 Opt for reusable dishware and cutlery at lunch rather than	4.3.1 Construct for deconstruction rather than demolition, and repurpose 50% or more of construction material. 4.3.2 Use programs to digitize production documents and reduce paper consumption.

		disposables.	
Energy Use	5.1.1 Conserve energy in offices and workshops by powering down.	5.2.1 Reduce energy use in offices and workshops by retrofitting with efficient lighting and heating.	5.3.1 Reduce emissions from energy use by utilizing renewable sources of energy (i.e. solar, wind, geothermal).
Education	6.1.1 Organize a sustainable production meeting during prep to announce the show's commitment to sustainability. 6.1.2 Set departmental sustainability goals.	6.2.1 Make environmental education available and keep cast and crew up to date on sustainability efforts with regular updates. 6.2.2 Include green facts on daily call sheet. 6.2.3 Make a final sustainability report available to all production personnel, detailing sustainability progress and shortcomings.	6.3.1 Hire an environmental consultant and/or production assistant to oversee sustainability management. 6.3.2 Engage in community give-back efforts.
Sourcing	7.1.1 Use a percentage of recycled content paper.	7.2.1 Purchase second-hand materials.	7.3.1 Purchase set construction materials from environmentally preferable sources.

1. Carbon Emissions

1.1. Core Requirements

1.1.1. Measure carbon footprint of production using the GPG PEAR Carbon Calculator.

The inputs for the GPG PEAR Carbon Calculator include:

- Utilities (electricity, and natural gas and heating oil)
- Fuel (total gallons used per type of fuel, i.e. diesel, propane, gasoline, biodiesel),
- Housing (number of nights stayed, types of accommodations),
- Commercial Air travel (number of air miles traveled),
- Charter & Helicopter Flights

To gather this data the production can reference accounting programs, ledgers and receipts.

Documentation Required for Submission: Fully completed GPG CC excel file.

1.2. Electives

1.2.1. Measure carbon footprint of production using the GPG PEAR Carbon Calculator including EAR metrics.

The inputs for the GPG PEAR Carbon Calculator include:

- Utilities (electricity, and natural gas and heating oil)
- Fuel (total gallons used per type of fuel, i.e. diesel, propane, gasoline, biodiesel),
- Housing (number of nights stayed, types of accommodations),

- Commercial Air travel (number of air miles traveled),
- Charter & Helicopter Flights
- Waste (landfill waste, recycling, compost),
- Water (16.oz bottles, five gallon jugs),
- Fuel savings (biodiesel/hybrids),
- Donations (food, set materials),
- Paper (type, quantity, recycled content),
- FSC certified materials (lauan, meranti plywood)

To gather this data the production can reference accounting programs, ledgers and receipts

Documentation Required for Submission: Fully completed GPG PEAR Carbon Calculator excel file including EAR Metrics report page.

1.3. Extra Credit

1.3.1. Purchase reputable carbon offsets.

Production purchases high-quality, reputable carbon offsets for the emissions that it generated. Reputable organizations that sell carbon offsets include:

- [American Carbon Registry](#)
- [Climate Action Reserve](#)
- [Cool Effect](#)
- [The Nature Conservancy](#)

Documents Recommended for Tracking: Receipt from carbon offset awarder.

2. Waste Diversion

2.1. Core Requirements

2.1.1. Divert waste as much as possible in all offices, workshops and shooting locations through recycling programs.

To set up a recycling program, the production should identify the waste hauler for each office, workshop and shooting location and find out what type of materials they take for recycling and what type of recycling they offer (single stream/commingled or source separated). Once the types of materials accepted for recycling have been identified, the production should put out marked bins for each type of material with clear signage, and communicate a collection method with the hauler to ensure optimal recycling rates.

Documents Recommended for Tracking: Waste hauler diversion reports for all offices, workshops, and shooting locations.

2.1.2. More than 30% of discarded material is diverted from landfill.

Production must track the material disposed of and donated at all offices, workshops and shooting locations and calculate the total percentage of material that is diverted from landfill. That percentage must be over 30% of total waste.

Documents Recommended for Tracking: Donation receipts. Waste hauler diversion

reports for all offices, workshops, and shooting locations.

2.2. Electives

2.2.1. Divert waste as much as possible in all offices, workshops and shooting locations through a recycling and composting program.

Composting is the process of breaking down organic matter, like food, so that it can be turned into nutrient rich soil. To set up a composting program the production should identify the waste hauler for each office, workshop and shooting location and find out what type of materials they take for compost. Once the types of materials accepted for composting have been identified, the production should put out marked bins for the type of material with clear signage, and communicate a collection method with the hauler to ensure optimal composting rates.

Documents Recommended for Tracking: Hauler documentation for composting or biodigesting facility used. Waste hauler diversion reports for all offices, workshops, and shooting locations.

2.2.2. More than 50% of discarded material is diverted from landfill.

Production must track the material disposed of and donated at all offices, workshops and shooting locations and calculate the total percentage of material that is diverted from a landfill. That percentage must be over 50% of total waste.

Documents Recommended for Tracking: Donation receipts, waste hauler diversion reports for all offices, workshops, and shooting locations.

2.3. Extra Credit

2.3.1. Extend elective waste diversion practices to post-production office operations as well as off-production operations.

Production must extend recycling and composting programs to post-production facilities and off-production operations.

Documents Recommended for Tracking: Hauler documentation for composting or biodigesting facility used. Waste hauler diversion reports for all offices, workshops, and shooting locations.

2.3.2. More than 70% of discarded material is diverted from landfill.

Production must track the material disposed of and donated at all offices, workshops and shooting locations and calculate the total percentage of material that is diverted from a landfill. That percentage must be over 70% of total waste.

Documents Recommended for Tracking: Donation receipts, waste hauler diversion reports for all offices, workshops, and shooting locations.

3. Transportation

3.1. Core Requirements

- 3.1.1. Create an action plan to reduce emissions from transportation.
Production must look into renting low emission vehicles as a percentage of all vehicles rented and track the ratio of low emission to regular vehicles.

Documents Recommended for Tracking: Production vehicle log.

- 3.1.2. Encourage use of low emission transportation including public transportation and zero emission transportation (biking, walking, etc.).
Production must encourage cast and crew to use public transportation (subway, bus, light rail), low emission transportation (carpool, motor bikes), and zero emission transportation (bikes, walking) to commute and run errands.

Documents Recommended for Tracking: Copy of memo to crew encouraging use of low emission transportation. Monthly metrocards and bikeshare memberships as proof of payment. Photos of bike rack installation.

- 3.1.3. Enforce anti-idling policy.
[The New York City Administrative Code, Title 24, Section 24-163](#) establishes that no person should allow the engine of a motor vehicle to idle for longer than three minutes while parking, standing, or stopping. However, the following two exceptions to this rule apply:

- Legally authorized emergency motor vehicles, and
- Vehicles whose engine is used to operate a loading, unloading or processing device.

Production must comply with this code and encourage all crew members to comply as well.

Documents Recommended for Tracking: Copy of idling memo to crew signed by crew Transportation Captain. Outline of anti-idling enforcement plan.

- 3.1.4. Ensure all generators meet EPA tier 3 standards.
All generators used by a production must meet the [EPA tier 3 standards](#).

Documents Recommended for Tracking: Generator compliance form from generator vendor.

- 3.1.5. Reduce unnecessary travel.
Production must encourage crew to hold meetings via teleconference instead of in person to cut down on travel.

Documents Recommended for Tracking Copy of memo encouraging minimal transportation for meetings.

3.2. Electives

- 3.2.1. Opt for environmentally conscious hotels and housing.
Production must house cast and crew in apartments and hotels that advertise their

sustainability efforts.

Documents Recommended for Tracking: Production Housing Log with hotels and their sustainability standing.

- 3.2.2. Reduce emissions from transportation through the use of B20 biodiesel.
Rent trucks and trailers that are able to accept biodiesel and work with a biodiesel supplier to use B20 biodiesel in that fleet.

Documents Recommended for Tracking: Biodiesel vendor invoices.

3.3. Extra Credit

- 3.3.1. Reduce emissions from transportation through the use of B50 biodiesel.
Rent trucks and trailers that are able to accept biodiesel and work with a biodiesel supplier to use B50 biodiesel in that fleet.

Documents Recommended for Tracking: Biodiesel vendor invoices.

- 3.3.2. Reduce emissions from transportation through the use of solar powered vehicles and/or generators.
Rent trucks, trailers and generators that are solar powered and have other pro-environmental features.

Documents Recommended for Tracking: Solar powered vehicle vendor invoices.

[Table](#)

4. *Waste Reduction*

4.1. Core Requirements

- 4.1.1. Donate or repurpose unwanted items.
Production must set up a system for donating unwanted set pieces, wardrobe, props and other items and track where these donations go, how much the donations are worth and the approximate weight of the donated material.

Documents Recommended for Tracking: Donation receipts.

- 4.1.2. Eliminate single-use plastic water bottles on and off set.
Production must eliminate single use plastic water bottles on set as the primary source of hydration for cast and crew members. Plastic bottles can be replaced with reusable bottles and filtered water or water from five gallon jugs.

Documents Recommended for Tracking: Water ledger. Copy of water memo circulated to crew about the elimination of plastic water bottles.

- 4.1.3. Donate all leftover food after meals.
Production should partner with a non-profit, shelter or other entity that can accept

prepared food donations and donate all food that is preservable and not consumed on set. Amount of food donated must be tracked.

Documents Recommended for Tracking: Donation receipts.

4.2. Electives

4.2.1. Reduce use of single-use, disposable items.

Production should cut down on the amount of single-use items purchased for offices, workshops, catering, craft services, and on set including soda cans, plates, cutlery, paper towels, coffee pods, etc.

Documents Recommended for Tracking: Photos of production kitchen spaces.

4.2.2. Donate or repurpose 30% or more of constructed set and scenery materials that are not stored.

Production should repurpose 30% or more of construction set scenery materials that are not stored.

Documents Recommended for Tracking: Donation receipts. Document specific repurposing examples.

4.2.3. Opt for reusable dishware and cutlery at lunch rather than disposables.

Catering uses reusable dishware and cutlery at lunch rather than disposables when possible to cut down on the amount of waste produced during mealtimes.

Documents Recommended for Tracking: Photos of crew lunch.

4.3. Extra Credit

4.3.1. Construct for deconstruction rather than demolition and repurpose 50% or more of construction material.

Production should design set pieces to be deconstructed instead of demolished. This entails using nails and staples instead of glue to construct flats, using wall coverings that can be easily removed and using modular set pieces in order to repurpose as much material as possible. Production should repurpose 50% or more of construction set scenery materials that are not stored.

Documents Recommended for Tracking: Photos of construction shop and construction process. Invoices for removable wall coverings and modular set vendors.

4.3.2. Use programs to digitize production documents and reduce paper consumption.

Production uses programs to digitize start work, purchase orders, and other production documents.

Documents Recommended for Tracking: Contracts with vendors used or programs used.

5. Energy Use

5.1. Core Requirements

5.1.1. Conserve energy in offices and workshops by powering down.

Production should encourage crew members in offices and workshops to turn off any lights, appliances, machines and tools when they are not in use and at the end of each day.

Documents Recommended for Tracking: Copy of energy conservation memo distributed to crew.

5.2. Electives

5.2.1. Reduce energy use in offices and workshops by retrofitting with efficient lighting and heating.

Production should integrate energy efficient appliances and lighting into their offices, workshops and trailers. This includes replacing incandescent bulbs with CFLs or LED bulbs, purchasing appliances that are Energy Star rated and using companies that offer trailers with environmentally conscious considerations.

Documents Recommended for Tracking: Copy of receipts for energy-efficient bulbs and/or appliances. Work reports to install efficient fixtures.

5.3. Extra Credit

5.3.1. Reduce emissions from energy use.

Production should make an effort to offset emissions generated from energy use. This includes choosing energy providers that offer renewable energy options and integrate LEDs into set lighting.

Documents Recommended for Tracking: Copy of LED lighting vendor invoices, utility provider's renewable energy option.

[Table](#)

6. Education

6.1. Core Requirements

6.1.1. Organize a sustainable production meeting during prep to announce the show's commitment to sustainability.

Announce production sustainability goals and discuss initiatives.

Documents Recommended for Tracking: Copy of prep schedule with sustainability meeting details.

6.1.2. Set departmental sustainability goals.

Production meets with department heads to discuss sustainability initiatives and set sustainability goals.

Documents Recommended for Tracking: Copy of goals developed for each department.

6.2. Electives

- 6.2.1. Make environmental education available and keep cast and crew up to date on sustainability efforts with regular updates.

Develop educational plan and distribute progress reports.

Documents Recommended for Tracking: Copy of educational plan. Copy of progress reports.

- 6.2.2. Include green fact on daily call sheet.

Compile a list of relevant “green facts” and have AD Department include them on the call sheet daily.

Documents Recommended for Tracking: Copy of call sheets with “green facts”.

- 6.2.3. Make a final sustainability report available to all production personnel, detailing sustainability progress and shortcomings.

Production should make a final sustainability report available to all production personnel, detailing sustainability progress and shortcomings.

Documents Recommended for Tracking: Copy of final sustainability report.

6.3. Extra Credit

- 6.3.1. Hire an environmental consultant and/or designate a production assistant to oversee sustainability management.

Production hires and works with environmental consultant and/or designate a production assistant to oversee sustainability management and educate the cast and crew.

Documents Recommended for Tracking: Contract with environmental consultant or Production Assistant.

- 6.3.2. Engage in community give-back efforts.

Crew engages in some sort of local community give-back effort, be it planting trees, volunteering at a soup kitchen, or contributing to a local conservation project.

Documents Recommended for Tracking: Pictures from event/effort, report form event/effort.

7. Sourcing

7.1. Core Requirements

- 7.1.1. Use a percentage of recycled content paper.

Production ensures that paper used contains a percentage of recycled content.

Documents Recommended for Tracking: Paper vendor invoices.

7.2. Electives

7.2.1. Purchase second-hand materials.

Purchase second-hand office furniture, props, set decoration, costumes and other supplies as much as possible.

Documents Recommended for Tracking: Materials and supplies receipts.

7.3. Extra Credit

7.3.1. Purchase set construction materials from environmentally preferable sources.

Production purchases construction materials that comply with FSC certifications or are environmentally conscious in other ways.

Documents Recommended for Tracking: Lumber and materials ledgers, [worksheet](#) or receipts.