



NYC Film Green Designation Program

Submission Form

Introduction

Congratulations! Your production is ready to submit to qualify for the NYC Film Green Seal designation. This form is designed to certify that the production completed all of the requirements for the Green Seal and to gather some basic data on the production’s efforts. The production may submit additional documentation of its efforts along with this form but additional documentation is not required.¹

Submission Instructions

To properly qualify for the NYC Film Green Seal, productions must submit the following:

1. An Excel file of the [Green Production Guide Production Environmental Accounting Report Carbon Calculator \(GPG PEAR Carbon Calculator\)](#) with at least the following sections completed: production info, electricity, natural gas and heating oil, fuel, housing, and commercial air travel completed
2. The completed Submission Form, including:
 - a. Completed Requirements Table (below)
 - b. Completed Questionnaire (below)
3. The signed Affidavit form

Once all three necessary documents have been submitted, the NYC Film Green staff from the Mayor’s Office of Media and Entertainment will review for NYC Green Seal designation.

A. NYC FILM GREEN REQUIREMENTS TABLE

To properly complete this table, a production representative must check off all of the Core Requirements, Electives and Extra Credit tasks that the production completed.

Category	CORE REQUIREMENTS	ELECTIVES	EXTRA CREDIT
	All are required	Must complete five (5) or more	Not required
Carbon Emissions	<input type="checkbox"/> 1.1.1 Measure carbon footprint of production using the Green Production Guide PEAR Carbon Calculator.	<input type="checkbox"/> 1.2.1 Measure carbon footprint of production using the Green Production Guide Carbon Calculator including EAR metrics.	<input type="checkbox"/> 1.3.1 Purchase reputable carbon offsets.
Waste Diversion	<input type="checkbox"/> 2.1.1 Divert waste as much as possible in all offices, workshops and shooting locations through	<input type="checkbox"/> 2.2.1 Divert waste as much as possible in all offices, workshops and shooting locations through a	<input type="checkbox"/> 2.3.1 Extend elective waste diversion practices to post-production office operations as

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.

	<p>recycling programs.</p> <p><input type="checkbox"/> 2.1.2 More than 30% of discarded material is diverted from landfill.</p>	<p>recycling <u>and composting</u> program.</p> <p><input type="checkbox"/> 2.2.2 More than 50% of discarded material is diverted from landfill.</p>	<p>well as off-production operations.</p> <p><input type="checkbox"/> 2.3.2 More than 70% of discarded material is diverted from landfill.</p>
Transportation	<p><input type="checkbox"/> 3.1.1 Create an action plan to reduce emissions from transportation.</p> <p><input type="checkbox"/> 3.1.2 Encourage use of low emission transportation including public transportation and zero emission transportation (biking, walking, etc.).</p> <p><input type="checkbox"/> 3.1.3 Enforce anti-idling policy.</p> <p><input type="checkbox"/> 3.1.4 Ensure all generators meet EPA tier 3 standards.</p> <p><input type="checkbox"/> 3.1.5 Reduce unnecessary travel.</p>	<p><input type="checkbox"/> 3.2.1 Opt for environmentally conscious hotels and housing.</p> <p><input type="checkbox"/> 3.2.3 Reduce emissions from transportation through the use of B20 biodiesel.</p>	<p><input type="checkbox"/> 3.3.1 Reduce emissions from transportation through the use of B50 biodiesel.</p> <p><input type="checkbox"/> 3.3.2 Reduce emissions from transportation through the use of solar powered vehicles and/or generators.</p>
Waste Reduction	<p><input type="checkbox"/> 4.1.1 Donate or repurpose unwanted items.</p> <p><input type="checkbox"/> 4.1.2 Eliminate single-use plastic water bottles on and off set.</p> <p><input type="checkbox"/> 4.1.3 Donate all leftover food after meals.</p>	<p><input type="checkbox"/> 4.2.1 Reduce use of single-use, disposable items (such as coffee pods, soda cans, other individually wrapped items).</p> <p><input type="checkbox"/> 4.2.2 Donate or repurpose 30% or more of constructed set and scenery material that are not stored.</p> <p><input type="checkbox"/> 4.2.3 Opt for reusable dishware and cutlery at lunch rather than disposables.</p>	<p><input type="checkbox"/> 4.3.1 Construct for deconstruction rather than demolition, and repurpose 50% or more of construction material.</p> <p><input type="checkbox"/> 4.3.2 Use programs to digitize production documents and reduce paper consumption.</p>
Energy Use	<p><input type="checkbox"/> 5.1.1 Conserve energy in offices and workshops by powering down.</p>	<p><input type="checkbox"/> 5.2.1 Reduce energy use in offices and workshops by retrofitting with efficient lighting and heating.</p>	<p><input type="checkbox"/> 5.3.1 Reduce emissions from energy use by utilizing renewable sources of energy (i.e. solar, wind, geothermal).</p>

<p>Education</p>	<p><input type="checkbox"/> 6.1.1 Organize a sustainable production meeting during prep to announce the show's commitment to sustainability.</p> <p><input type="checkbox"/> 6.1.2 Set departmental sustainability goals.</p>	<p><input type="checkbox"/> 6.2.1 Make environmental education available and keep cast and crew up to date on sustainability efforts with regular updates.</p> <p><input type="checkbox"/> 6.2.2 Include green facts on daily call sheet.</p> <p><input type="checkbox"/> 6.2.3 Make a final sustainability report available to all production personnel, detailing sustainability progress and shortcomings.</p>	<p><input type="checkbox"/> 6.3.1 Hire an environmental consultant and/or production assistant to oversee sustainability management.</p> <p><input type="checkbox"/> 6.3.2 Engage in community give-back efforts.</p>
<p>Sourcing</p>	<p><input type="checkbox"/> 7.1.1 Use a percentage of recycled content paper.</p>	<p><input type="checkbox"/> 7.2.1 Purchase second-hand materials.</p>	<p><input type="checkbox"/> 7.3.1 Set construction materials from environmentally preferable sources.</p>

B. NYC FILM GREEN QUESTIONNAIRE

All productions applying for the NYC Film Green Designation must complete all questions on the questionnaire to the best of the ability. Please refer to the production's completed Green Production Guide Carbon Calculator in order answer the following questions.

Utilities

1. Was production directly invoiced for **electricity**? If yes, please indicate which electric company the production used.

2. Please check all sources that you used to complete the **electricity** information on the GPG PEAR Carbon Calculator:

- Utility bill
- Studio/property management invoice
- Meter readings
- Other (please specify): _____

3. Did the production use **natural gas**? If the production was directly invoiced for natural gas, please indicate which natural gas company the production used.

- Yes _____
- No

4. Please check all sources that you used to complete the **natural gas** information on the GPG PEAR Carbon Calculator:

- Utility bill
- Studio/property management invoice
- Meter readings
- Other (please specify): _____

5. Did the production use **heating oil**? If the production was directly invoiced for heating oil, please indicate which heating oil company the production used.

- Yes _____
- No

6. Please check all sources that you used to complete the **heating oil** information on the GPG PEAR Carbon Calculator:

- Utility bill
- Studio/property management invoice
- Other (please specify): _____

Fuel

1. Please check all sources that you used to complete the **fuel** information on the GPG PEAR Carbon Calculator:

- Accounting Software Program or Ledgers
- Vendor Invoices & Receipts
- Other (please specify): _____

Housing

1. Please check all sources that you used to complete the **housing** information on the GPG PEAR Carbon Calculator:

- Production Housing Log
- Hotel/Property Management Invoices
- Other (please specify): _____

Commercial Air Travel

1. Please check all sources that you used to complete the **commercial air miles** information on the GPG PEAR Carbon Calculator:

- Production Travel Log or Travel Memos
- Airline Invoices
- Other (please specify): _____

Charter and Helicopter Flights

1. Please check all sources that you used to complete the **charter and helicopter flight miles** information on the GPG PEAR Carbon Calculator:

- Vendor Invoices
- Other (please specify): _____

Waste

1. Please list the waste hauler(s) that you used and at which facilities/locations (e.g. on-location, construction shop, stage) you used them.

2. How did you receive waste data?
Please check all that apply

- Waste Hauler Diversion Report
[Please indicate name of hauler who provided diversion report: _____]
- On-site waste weighing
- Volume Estimates
- Other (please specify): _____

3. Where did you track waste disposal?
Please check all that apply.

- Shooting crew (stage)
- Shooting crew (on-location)

- Stage
- Construction shop
- Departmental workshops
- Offices
- Other (please indicate): _____

4. What was your overall production diversion rate?

Water

1. Did you track the amount of single-use plastic water bottles used? If yes, how did you track this information?

Please check all that apply

- Did not track
- Accounting Software Program or Ledgers
- Vendor Invoices or Receipts
- Estimations
- Other (please specify): _____

2. Did you track the amount of five gallon water jugs used? If yes, how did you track this information?

Please check all that apply

- Did not track
- Accounting Software Program or Ledgers
- Vendor Invoices or Receipts
- Estimations
- Other (please indicate): _____

Fuel Savings

1. Did you use alternative fuel (e.g. biodiesel)? If yes, please record where you purchased your fuel and list specific vehicles and/or generators in which you used alternative fuel.

2. Did you track the amount of alternative fuel (e.g. biodiesel) used? If yes, how did you track this information?

Please check all that apply

- Did not track
- Accounting Software Program or Ledgers
- Vendor Invoices or Receipts
- Estimations
- Other (please indicate): _____

3. Were alternative energy vehicles (e.g. hybrid cars, solar-powered trailers) used? If yes, please record how many of each type of alternative energy vehicles were used and the vendors that supplied them.

Donations

1. If donations were made, please indicate what type of materials and/or items were donated to what organizations, charities, or institutions.

- Clothing (please indicate recipient(s)) _____
- Food (please indicate recipient(s)) _____
- Set Dressing (please indicate recipient(s)) _____
- Office Materials (please indicate recipient(s)) _____
- Other (please indicate) _____ (please indicate recipient(s)) _____

2. If the production partnered with any organizations to make donations, please name them here:

Paper Use

1. Was paper with recycled content used? If yes, please indicate which vendor brands were used.

FSC Certified Materials

1. Were FSC (Forest Stewardship Council) Certified materials (e.g. lauan, meranti plywood) used? If yes, please indicate which vendor brands were used.
