



## E-Z GREEN YOUR POST-PRODUCTION – TOP 25 TIPS!

BROUGHT TO YOU BY THE PRODUCERS GUILD OF AMERICA'S PGA GREEN COMMITTEE

1. **SET UP A SYSTEM:** Define your company's eco-goals. Encourage input and suggestions from each department.
2. **SHARE THE PLAN:** Distribute or post guidelines which clearly outline your company's green initiatives.
3. **GATHER YOUR GREEN TEAM:** Assign a point person, enlist volunteers or hire an environmental consultant to formulate, implement and facilitate your on-going green efforts. Make plans for follow-up meetings.
4. **SMART ENERGY:** Ask building management or local power authorities about alternative sustainable energy sources.
5. **BE ENERGY EFFICIENT:** Use energy efficient appliances and equipment (look for energy star products).
6. **BE ENERGY THRIFTY:** Turn off equipment and computers at night or when not in use.
7. **BE ENERGY WISE:** Unplug items that draw power even when off, such as cell phone chargers. Using power strips with an on/off switch makes this easier by cutting current to multiple electronic items at once.
8. **CLIMATE CONTROL:** Set the thermostat 2° higher in summer and 2° lower in winter.
9. **SMART POWER:** Utilize rechargeable batteries. Devise a plan for properly disposing of or recycling used batteries.
10. **USE ECO-LIGHTING:** Switch to energy saving CFL or LED bulbs. Devise a plan for disposing of CFL's; they are considered toxic waste because they contain mercury.
11. **PRINT SMARTER:** Print only when necessary. Purchase paper products made from at least 30% recycled paper. Print double sided. Re-print on the back of old documents. Use veggie-based inks.
12. **DECREASE DUPLICATION:** Reduce metal and plastic waste by creating CD, DVD or tape copies only when necessary. Keep disc distribution lists to a minimum and ask people to share copies where possible.
13. **GO DIGITAL:** Use digital storage and transfer methods whenever possible. Implement digital dailies. Create a recycling system for scrap tape and film. Donate or resell expendables for reuse.
14. **THE THREE R's:** Remind people to *reduce, reuse and recycle*.
15. **RECYCLING 101:** Make your recycling program simple and convenient and inform employees how to recycle.
16. **RECOVERY STATIONS:** Provide clearly marked bins for cans, bottles, plastic, paper, electronics and compostables.
17. **FOLLOW THROUGH:** Have a plan for clean up, pick up and properly disposing of each type of recycled material.
18. **DATA DISC DISPOSAL:** Collect CDs and DVDs for recycling at end of production. These can be shredded for privacy. They contain metal and plastic, so need to be processed properly. Use a vendor who provides this service.
19. **ECO-UPGRADES:** Properly dispose of or recycle outdated computers, electronic equipment and other machinery. Ask manufacturers about their recycling policies and refurbishing programs during upgrades.
20. **ENCOURAGE REUSABLES:** Provide water coolers instead of individual plastic water bottles and encourage employees to bring their own reusable water bottles. Use washable silverware, plates, glasses and cups.
21. **GET WISE WITH YOUR SUPPLIES:** Buy non-toxic, eco-friendly cleaning supplies. Use non-paper products when possible. Purchase biodegradable or compostable items and dispose of them properly. Purchase locally grown, bulk, organic and fair trade food and produce for company kitchens and events.
22. **USE GREEN VENDORS:** Hire vendors that offer green options (see [www.pgagreen.org](http://www.pgagreen.org) for links). Communicate with existing vendors and encourage them to adopt more environmentally friendly practices.
23. **TRANSPORTATION:** Use car services that offer fuel-efficient vehicles, hybrids or compact cars. Avoid charter flights. Use hotels that have implemented sustainability guidelines.
24. **GREEN YOUR COMMUTE:** Create a company RIDE SHARE program. Offer incentives to employees who drive hybrid vehicles, car pool, take public transportation, bicycle or walk to work.
25. **SPREAD THE WORD:** Talk to your building owner or lot manager and let them know that you are interested in sustainability and that your production is green. Ask them how they recycle or implement alternative energy. This is a way to encourage change and work with others towards your green goals.

Please visit our website, [www.PGAgreen.org](http://www.PGAgreen.org), for additional useful information on greening your production.

This site includes: an interactive vendor guide, useful links, additional greening tips and so much more.

Email us at [info@pgagreen.org](mailto:info@pgagreen.org) with your comments and suggestions, or if you want to get involved with PGA Green!

SHARE YOUR EXPERIENCES and SOLICIT GREENING INFORMATION FROM OTHERS:

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TOGETHER WE CAN MAKE A DIFFERENCE! GO GREEN!