Production Office
SUSTAINABLE PRODUCTION PRACTICES

Here you will find sustainable best practices encouraged for production office spaces. Visit GreenProductionGuide.com for vendors and additional resources.

- Distribute information digitally; only print upon request
- Track fuel use, utilities, and travel data to calculate production’s carbon footprint
- Place clearly labeled office recycling bins in high traffic areas
- Collect batteries, fluorescent light bulbs, and electronic waste separately for proper disposal
- Distribute a sustainable practices memo to crew
- Set up clearly labeled recycling bins in high traffic areas
- Include organics/compost collection to reduce methane emissions
- Provide large recycling bin for paper
- Provide washable dishes and cutlery to reduce waste
- When using disposables, use paper, not foam
- Eliminate single use plastic water bottles; instead install a water filter or dispenser
- Distribute a sustainable practices memo to crew
- Purchase a minimum of 30% recycled content paper
- 100% recycled content paper uses no new trees and supports the recycling market
- Print double-sided and adjust margins to reduce paper use
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