

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.

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 INFORMATION DIGITALLY; ONLY PRINT UPON REQUEST



100

100% RECYCLED CONTENT PAPER USES NO NEW TREES AND SUPPORTS THE RECYCLING MARKET



30

PURCHASE A MINIMUM OF 30% RECYCLED CONTENT PAPER



PRINT DOUBLE-SIDED AND ADJUST MARGINS TO REDUCE PAPER USE



PROVIDE LARGE RECYCLING BIN FOR PAPER



ELIMINATE SINGLE USE PLASTIC WATER BOTTLES; INSTEAD INSTALL A WATER FILTER OR DISPENSER



PROVIDE WASHABLE DISHES AND CUTLERY TO REDUCE WASTE



INCLUDE ORGANICS/COMPOST COLLECTION TO REDUCE METHANE EMISSIONS



SET UP CLEARLY LABELED RECYCLING BINS IN HIGH TRAFFIC AREAS



DISTRIBUTE A SUSTAINABLE PRACTICES MEMO TO CREW

