TOOLKIT TUTORIAL

PEACH, PEAR, PLUM

KEY TERMS



PEACH:

Production Environmental Action

Checklist – sustainability best practice checklist



GREEN PRODUCTION GUIDE:

website that offers tools, resources, & vendors to reduce the environmental impact of your production



PEAR:

Production Environmental
Accounting Report – carbon footprint
calculator



ENVIRONMENTAL MEDIA ASSOCAITON (EMA) GREEN SEAL:

a recognition program honoring progress in sustainable production



PLUM

Production Lumber

Material – tracks plywood usage



FSC CERTIFIED:

ensures products come from responsibly managed forests that provide environmental, social & economic benefits

KEY TERMS



SUSTAINABILILTY: meeting our own needs without compromising the ability of future generations to meet their own needs



CARBON FOOTPRINT: the amount of carbon dioxide (CO2) released into the atmosphere due to your activities



ENERGY EFFICIENCY:

Using less energy to perform the same task



REUSE VS. RECYCLE

Reuse is the action of using something again Recycling is when a used item is broken down to make raw materials to manufacture new products



COMPOSTABLE VS. BIODEGRADABLE

A product is compostable if it is capable of disintegrating into natural elements like soil A product is biodegradable if can be being decomposed by bacteria or a living organism



ALTERNATIVE FUELS

fuel that is derived partly or wholly from a source other than petroleum & that is less damaging to the environment than traditional fuels

TIMELINE

Pre-Production:

- 1. Collaborate with HODs to complete PEACH Prep
- 2. Confirm Accounting is tracking carbon footprint to complete PEAR
 - 3. Confirm construction is tracking lumber purchases for PLUM

Wrap:

- 1. Revisit PEACH Wrap with HODs
- Request data from Accounting or vendors to complete PEAR (I.e., Cast & Crew PSL3 CF Export)
- 3. Complete PLUM using lumber invoices from the Construction department



- 1. Food Donation
- 2. Continue implement sustainable best practices on set

PEACH

Prep:

- Complete contact information and "Prep" column by having each Department Head respond "Yes" or "No" to a few questions relating to their department (i.e. Accounting, Catering, Transportation)
- Use this as a planning tool to see what sustainable actions each department might be able to implement throughout the season

Wrap:

- Revisit PEACH and complete the "Wrap" column by having each Department Head respond "Yes" or "No" to the same questions and see what was implemented
- Points are awarded for each action, some actions are weighted more than others because the actions are more impactful
- Include any comments relating to vendors or other notes

EMA Green and Gold Seal Awards

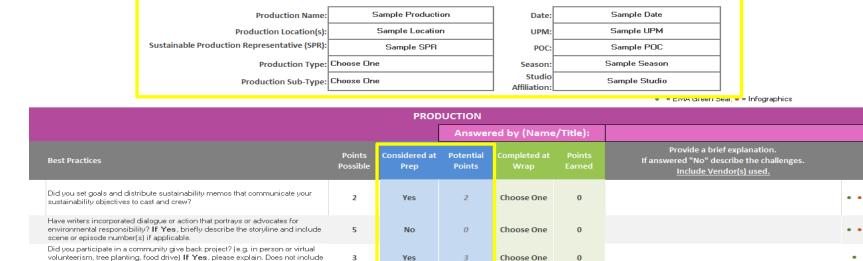
• If your production scores over 75 points you may qualify for recognition from the <u>Environmental Media Association</u>

PEACH: Prep

catering food donations or set material donations.

Did your colored copy paper contain at least 30% recycled content?

- 1. Complete contact information
- 2. "Prep" column by having each Department Head respond "Yes" or "No" to a few questions relating to their department (i.e. Accounting, Catering, Transportation)



Yes

Choose One

PEACH: Wrap

Wrap:

- 1. Revisit PEACH and complete the "Wrap" column by having each Department Head respond "Yes" or "No" to the same questions and see what was implemented
- 2. Include any comments relating to vendors or other notes

		CAT	TERING				
			Answer	ed by (Nam	e/Title):		
Were reusable dishes, cups, mugs, silverware & table cloths used? Include the name of your catering vendor.	1	Yes	1	Yes	1	Sample Catering Vendor	
Did you eliminate #6 polystyrene plastic products (aka Styrofoam)?	1	Yes	1	Yes	1		• •
Did you feature vegetarian or vegan entree options?	2	Yes	2	Yes	2		•
Did you implement a plan to reduce red meat and/or participate regularly in a completely vegetarian day (e.g. Meatless Mondays)? If Yes, please explain.	5	No	0	Yes	5	Sample Meatless Monday explanation	-
Was "Red List" seafood avoided? For guidance in North America, visit seafoodwatch.org or visit www.GoodFishGuide.org.	2	No	0	No	0		
Was leftover food donated to local food banks and/or charities? If Yes , provide names of recipients.	5	Yes	5	Yes	5	Yes, we dontated food to sample nonprofit name	• •
Was food that cannot be donated composted? If Yes , provide name of waste vendor.	2	No	0	No	0	Sample Waste Vendor	
Did you implement additional green practices? If Yes, please explain.		Yes		Yes			
Total	18		9		14		

PEACH: FINAL DASHBOARD

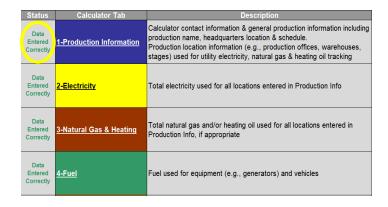


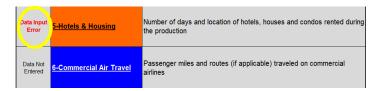
PEAR

- Overview: Environmental accounting is an essential component of green production efforts. The PEAR is a carbon calculator that will be used to help your production track emissions related to utilities, transportation, and travel. It will also track waste, donations, and other environmentally impactful purchases water and paper.
- Data Collection: Information needed to complete this report can be obtained with help from your Accounting Department, Departments Heads or directly from vendors. When submitting your final PEAR Report, please also submit the sources of the data you used to complete the PEAR. This can include CF Reports from Cast and Crew, utility or fuel invoices, etc. These will be used to verify the data submitted.
- Carbon Footprint: When you have completed the PEAR it takes all the data you have entered and
 calculates your carbon emissions and provides a fully completed emissions report as seen in the sample
 report below.

INTRO & CHECKLIST TAB

The first tab acts as a table of contents. As you begin filling out the PEAR this page will show the status of the data input (i.e. Date Entered Correctly or Date Input Error).





When the PEAR is complete the status will be switched to "Data Entered Correctly" as shown on the left.

The items in the "Calculator Tab" column are hyperlinked to their respective tab and will directly take you that tab.

If the data status appears as "Data Input Error" then you will need to go back into that tab and fix the error.

Tab 1: Production Info

Production Information: Enter production information as requested in the spreadsheet. Be sure to enter the number of episodes (TV) or shoot days (Features) to help determine your carbon footprint per episode or shoot day.

Sample PEAR Production Information										
Production Type:	TV Production									
Production Name:		Start Date:	10/10/19	End Date:	2/13/20					
Type of TV Production:		Number Episodes:	8	Region:	West Coast US					
Main Production Office Location:	USA	Number of Days for Prep:	30	Number of Days for Wrap:	10					
Headquarter State/Province:	CA	Number of On Location Days:	20	Number of Stage Days:	40					
		Total Number of Shoot Days:	60							

Tab 1: Production Info (continued)

Enter all locations including production offices, stages and location shoots. For each location you will input the following information:

- 1. Enter name of location
- 2. Select location type from the drop-down list (stage, location, production office)
- 3. Select Country and State/Province from a drop-down list
- 4. Enter any additional location information (i.e. address, city, postal code)

^{*}It's important to enter each location used as they are used to complete the Electricity and Natural Gas & Heating Oil tabs.

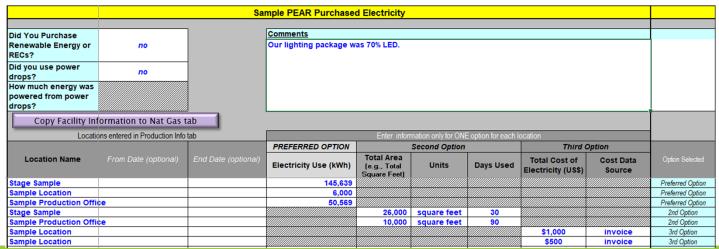
Locations									
Location Name	Location Type	Country	State/Province	Address (optional)	City & Postal Code (optional)				
Stage Sample	Stage(s)	USA	CA	X Street	Los Angeles, 90026				
Sample Location	On Location	USA	CA	X Street	Los Angeles, 90026				
Sample Production Office	Office	USA	CA	X Street	Los Angeles, 90026				

Tab 2: Electricity

Data Source: Electricity Invoices, Cast & Crew, EP

- Answer the 3 questions about power usage from dropdown list (highlighted below)
- Enter any additional comments, strategies, or challenges related to electricity.
- Use dropdown list to select location(s) that were entered on the Production Info Tab

- 4. Choose ONE option to input electricity usage for each location:
 - Preferred Option: Enter actual electricity use (kWh)
 - Second Option: Enter total square feet and number of days used
 - Third Option: Enter cost of electricity in US\$ and cost data source



Tab 3: Natural Gas and Heating Oil

Data Source: Utility Invoices, Cast & Crew, EP

- 1. Enter additional comments, strategies, or challenges related to natural gas and heating oil.
- 2. Use dropdown list to select locations you entered on the Production Info Tab.
- 3. Use dropdown list to select fuel type (i.e. fuel oil, natural gas)

- 4. Choose ONE OPTION to input Natural Gas and Fuel Oil:
 - · Preferred Option: Enter amount of fuel
 - Second Option: Enter area of space and number of days used
 - · Third Option: Enter cost of fuel

	Sample PEAR Natural Gas & Fuel Oil										
-											
Comments											
											1
											'
											1
Loca	Locations entered in Production Info tab Enter information only for ONE option for each location										
				PREFERRE	OPTION	Second Option			Third Option		
Location Name	From Date (optional)	End Date (optional)	Fuel Type	Fuel Use Amount	Fuel Use Units	Area	Units	Days Used	Total Cost of Fuel (US\$)	Cost Data Source	Option Selected
Stage Sample			Natural Gas	4,568	Btu						Preferred Option
Sample Production	Office		Natural Gas	2,654							Preferred Option
Stage Sample			Natural Gas			26000	square feet	30			2nd Option
Sample Production	Office		Natural Gas			10000	square feet	90			2nd Option
Sample Location			Natural Gas						\$750.00	invoice	3rd Option
Sample Location			Natural Gas						\$550.00	rent	3rd Option

Tab 4: Fuel

Data Source: Request from SC Fuels, Fuel Receipts, Cast & Crew, EP

- 1. Answer the questions about hybrid vehicles and idling policy
- 2. Enter additional comments, strategies, or challenges related to fuel
 - Example = We used electric vehicles to transport talent and purchased biodiesel when available.
- 3. Use dropdown list to select equipment type (i.e. cars, generators, trucks, etc.)

- Use dropdown list to select fuel type (i.e. gasoline, diesel, B20, propane)
- 5. Choose ONE OPTION to record fuel use for each equipment type:

• Preferred Option: Enter amount of Fuel

Second Option: Enter cost of Fuel

• Third Option: Enter miles driven

	Sample PEAR Fuel												
How many hybrid vehicles did you use?	12		Comments We used el	omments /e used electric vehicle to transport talent. We used biodeisel when available.									
Did you enforce the "No-Idling" pollcy on your set?	yes												
Select equipment and fuel type. Dates and reason for use are optional. Enter all information for ONE option for each equipment and fuel type combination													
Equipment Type	From Date (optional)	End Date (optional)	Reason for Use (Optional)	Fuel Type	Fuel Use Amount	Fuel Use Units		Average US\$ per gallon	Third Option Miles Driven (Vehicles)				
All Vehicles				Gasoline	40563	gallons				Preferred Optio			
Generator				Diesel Fuel	25678	gallons				Preferred Optio			
Generator				B20	1056	gallons				Preferred Option			
Cooking Equipment				Propane	320	liters				Preferred Option			
Vans, Pickups, SUVs				Gasoline			\$ 5,468.00	\$3.80		2nd Option			
Other				Diesel Fuel			\$ 3,698.00	\$3.08		2nd Option			
Vans, Pickups, SUVs				Gasoline					12,685	3rd Option			
Hybrid SUVs				Gasoline	2568	gallons				Preferred Optio			
Hybrid Cars				Gasoline	1532	gallons				Preferred Option			

Tab 5: Hotels/Housing

Data Source: Hotel Receipts, Cast & Crew, EP

- 1. Use the dropdown answer the question about hotel choice
- Enter additional comments, strategies, or challenges related to hotels and housing
- 3. Use dropdown list to select Room Type (i.e. Midscale, Luxury, House/Condo)

- 4. Choose a city and country from the dropdown list
- 5. Choose a State/Province from the dropdown list
- 6. Choose ONE Option to record number of nights stayed at the hotel:
 - Option 1: Enter the number of rooms rented at hotel and the number of nights
 - Option 2: Enter the total number of nights in the hotel

Sample PEAR Hotels & Housing										
Did you choose a hotel because it is considered "green"?	no		Comments	Comments						
Select the room type and location (city is optional). Enter the number of rooms (for hotels only) and number of nights stayed at the hotel or house. (Option 1)										
Or enter the total number				Option 1 Optio						
Room Type	City (Optional)	Country	State/Province	Number of Rooms (for hotels only)	Number of Nights	Total Number of Nights				
Apartment/Condo		USA	CA	50	20					
Midscale Hotel		USA	CA			3600				
Economy Hotel		USA	CA			2000				

Tab 6: Commercial Air

Data Source: BCD Travel Report, Cast & Crew, EP

- Enter additional comments, strategies, or challenges related to commercial air travel
 - Example: We avoided any unnecessary air travel by video conferencing.
- 2. Enter departure and arrival airport code (Optional)

- 3. Choose ONE OPTION to record air travel:
 - Preferred Option: Enter number of trips on route, one-way flight distance and flight distance units
 - Second Option: Enter total number commercial flight distance and flight distance units

*Tip: Use Webflyer Mileage Calculator to find flight distance

Sample PEAR Commercial Air Travel	
Comments	

We avoided unnecessary air travel by video conferencing.

Enter the information for ONE option for air travel. Departure and arrival locations are optional.										
		Second O	ption							
Departure Airport Code/City (if known) Arrival Airport Code/City (if known) Arrival Airport Code/City (if known) # of Trips on this Route (Total the number of individual one-way trips for all people. Round-trip = 2 trips) One Way Flight Distance Units					Total Commerical Flight Distance	Flight Distance Units				
SAM	PLE	45	2687	land miles						
SAM	PLE	120	1586	land miles						
SAM	PLE	90	654	land miles						
SAM	PLE	65	128	land miles						
					20,154	land miles				

Tab 7: Charter and Heli Flights

Data Source: Charter and Helicopter Invoices, Cast & Crew, EP

- 1. Enter additional comments, strategies, or challenges related to charter and helicopter flights
- 2. Enter plane type from dropdown list (i.e. small private jet, chartered commercial jet)

- 3. Choose ONE Option to record flight info for each plane type:
 - Preferred Option: Enter amount of fuel
 - Second Option: Enter hours flown
 - Third Option: Enter distance flown

Sample PEAR Charter & Helicopter Flights

Comments

Select the plane type. Mod	lel type is optional.		Ente	er all information for	ONE option	
, , , , ,		PREFERRE		Second Option	Third Option	
Plane Type	Model (if known)	Fuel Use Amount	Fuel Use Units	Total Hours Flown	Total Distance Flown	Flight Units
Small Private Jet					5,625	land miles
Helicopter				7		
Chartered Commercial Jet		10,000	gallons			

Tab 7: EAR Metrics - Waste

Data Source: Waste Hauler, Cast & Crew, EP

- 1. Choose ONE OPTION to record waste data for each waste type and disposal method:
 - Preferred Option (Weight): Enter waste weight and units
 - Second Option (Volume): Enter # of containers, size, and units
 - Third Option (Cost): Enter cost of waste hauling

	Waste									
Waste Type & Disposal	PREFERRED O	PTION: Weight	s	Third Option						
	Waste Weight	Units	Number of containers	Size	Units	Cost (\$)				
Waste to Landfill	12000	lbs								
Construction Material to Landfill	9000	lbs								
Polystyrene Foam to Landfill										
Mixed Recycled	20000	lbs								
Metal Recycling	6000	lbs								
Recycled Construction Material										
Other Recycled										
Compost	1598	lbs								

Tab 7: EAR Metrics - Drinking Water

Data Source: Catering, Craft Service, Cast & Crew, EP

- 1. Enter quantity and total cost of 0.5L plastic water bottles (not cases)
- 2. Enter quantity and total cost of 5 gallon jugs
- 3. Enter quantity and total cost of reusable water bottle

Drinking Water									
Drinking Water Container	Number Total Cost (\$)		tal Cost (\$)	<u>Comments</u>					
0.5L Plastic water bottles (not cases)	1,192	\$	1,558.00						
5 gallon jugs	260	\$	2,300.00						
Reusable bottles	200	\$	1,000.00						

Tab 7: EAR Metrics - Fossil Fuel

Data Source: Request from SC Fuels, Fuel Receipts, Cast & Crew, EP

- 1. Do **NOT** enter Hybrid Vehicle and Biodiesel data, it will be calculated and carried over from the fuel tab
- 2. Record data in Other Fuel Savings Section:
- 3. Electric cars: Enter amount saved, units, and fuel type
 - Solar: Enter amount saved, units, and fuel type
 - Electric grid tie in: Enter amount saved, units, and fuel type
 - Other: Enter amount saved, units, and fuel type

	Fossil	Fuel (Gasolir	ne & Diesel)	Savings		
	Fuel Use	PREFERRE	ED OPTION	Second Option	Third	Option
Hybrid Vehicles	obtained from "Fuel Tab" (Gal)	Hybrid Fuel Use Amount	Fuel Use Units	Hybrid Distance Driven (miles)	Total Cost of Hybrid Fuel (US\$)	Average US\$ per gallon
Hybrid SUVs	2,568.0					
Hybrid Cars	1,532.0					
Other Fuel Savings	Amount Saved	Units	Fuel Type		Biodiesel	Amount Used (gal)
Electric Cars	500	gallons	Gasoline		Biodiesel (B100)	.=
Solar				Biodiesel values	B99	(= 1
Electric grid tie in				obtained from	B40	: <u>~</u> >
Other				the "Fuel" tab	B20	1,056.0
Other fuel description:		Section 1	- 1		B 5	

Tab 7: EAR Metrics - Donation Data

<u>Data Source: Catering, Rock and Wrap It Up!, Donation Receipt from Nonprofit</u>

- 1. Enter Donation Data: Include number, units, and value (\$) for the following types:
 - Food Data Source: Rock and Wrap it Up
 - Set Dressing/Props Data Source: Set Dec and Property Department
 - Wardrobe Data Source: Costume Department
 - Construction Material Data Source : Construction Department
 - Other

Donations								
Type of Donation	Number		Units	٧	/alue (\$)	Comments		
Food	1,000	lbs		\$	5,000			
Set dressing/props	500	lbs		\$	1,500			
Wardrobe	250	lbs		\$	6,000			
Construction Material	100	lbs		\$	1,000			
Other								

Tab 7: EAR Metrics - Recycled Paper Content

Data Source: Office Supply Vendor, Receipts, Cast & Crew, EP

- 1. Recycled Paper Content Data:
 - Data Source: Bills and/or Accounting Team if tracking through Cast & Crew using the CF coding
 - Enter the quantity of reams purchased for each percent of recycled paper content

Recycled Paper Content								
Parcent Pagyalad Contant	Number of							
Percent Recycled Content	Reams							
0%	-							
30%	20	Enter the number of Reams used of the associated percent recycled content paper						
50%	•							
70%	30							
100%	100							

Tab 7: EAR Metrics - Lauan/Meranti Plywood

Data Source: Lumber Vendor, Receipts from Construction Department, Cast & Crew, EP

- 1. Choose ONE OPTION to record lauan/meranti plywood:
 - Preferred Option: Enter number of sheets and dimensions
 - Second Option: Enter total board feet used

Lauan / Meranti Plywood								
Lauan / Meranti Plywood Type	Optio	on 1: Number of	Option 2: Total BF					
	Number of Sheets	Length (feet)	Width (feet)	Thickness (inches)	Total board feet	Description		
Lauan/Meranti- non certified	1500	8	4	0.25		N/A		
Lauan/Meranti - FSC	2545	8	4	0.25		N/A		
Lauan Alternative	20	8	4	0.25				

PEAR SAMPLE REPORTS



PLUM

Overview: worksheet tracks your plywood usage, primarily focusing on Lauan/Meranti, ensuring it is responsibly sourced.

Plywood Definitions:

- Lauan/Meranti Non-Certified: Lauan or Meranti this is not FSC certified
- Lauan/Meranti FSC: Lauan or Meranti that is FSC certified.
 - Look for a sticker on the panel to verify the certification
 - Just because the mill, wholesaler, or retailer is FSC certified (to Chain of Custody or COC) it doesn't not necessarily mean the plywood they carry is coming from certified forests.
- Company certification ensure a sustainable chain of custody, but first and foremost look for actual product (Lauan/meranti plywood) certification
- Lauan Alternative Revolution Ply: A specific alternative to non-FSC Lauan
- Lauan Alternative Other: Any other plywood used for set walls other than Lauan/Meranti or Revolution Ply

PLUM

Reuse Questions

Answer the following questions:

Reuse Questions

1. Did you incorporate any previously used set walls into your sets?



Estimate the number of repurposed walls:

0

PLUM

List plywood purchases in the table including the following information starting on row 31

- 1. List plywood purchases in the table including the following information starting on row 31
- 2. Include: Product name, # of sheets, dimensions, factory of origin, certification, direct supplier name, cost, supplier location

Type of Plywood (choose one below)	Product Detail/Name	Number of Sheets			Thickness (inches)	Provide factory of origin	Certification (choose one)	Direct Supplier Name	Cost/ Sheet		Supplier Location
Lavan/Meranti – FSC	primed lavan	115	4	8	2/4	Kayu Lapis	FSC	Supplier I	\$	27.00	Los Angeles, CA
Lauan Alternative – Other	birch	48	4	10	3/4		Non-certified	Supplier II	\$	20.00	Atlanta, GA
Lauan/Meranti – FSC	Raw Luan	115	4	8	1/4	Kayu Lapis	FSC	LeNoble Lumber	\$	24.00	LIC NY
Lauan/Meranti – FSC	Raw Luan	394	4	10	1/4	Kayu Lapis	FSC	LeNoble Lumber	\$	34.00	LIC NY
Lauan/Meranti – FSC	primed lauan	152	4	10	1/4	Kayu Lapis	FSC	LeNoble Lumber	\$	48.00	LIC NY